

TOWN OF LYMAN
PLANNING BOARD MEETING MINUTES

February 19, 2025

Note: These are summary minutes. A recording of the meeting is on file at the Lyman Town Hall and is posted on the Town's webpage. Minutes are not verbatim and may be paraphrased for clarity. Minutes are drafts until approved by the Planning Board.

REGULAR MEETING CALL TO ORDER: Chair Kelly J. Demers called the Meeting to order at 5:32PM. Attendance at the meeting included Planning Board members: William (Bill) Single, Cecile Dupuis, Kevin Veilleux, and Tim Rivard, Town Code Enforcement Officer Rebekah Thompson and Code Enforcement Assistant Julie Lemieux. No members of the public in attendance.

Pledge. All 5 voting members present.

NEW BUSINESS:

Bunganut Town Park Committee – Application for (3) permanent access ramps

Kevin requested to be recused due to potential conflicts of interest since he is Secretary on the Bunganut Park Committee and presenter of the application.

Kevin described the proposed project for the Town of Lyman as three new permanent aluminum ramp structures to be installed at the three beach areas within the Town's Bunganut Lake Park. These ramps will be acquired using a grant that was awarded to the town to make elder-friendly public improvements. These ramps will make it safer in the summer to enter the water at the sandy bottom beach areas due to the steep, rocky, unstable and eroding shoreline and in the winter for ice fishermen, ice skaters and others to access the lowered frozen lakebed.

Kelly had a question for Rebekah. He sees ramps not docks and was wondering what that would fall under. Rebekah says they fall under "other structures" listed in the ordinance. Kelly asked Kevin about the ADA compliant part and Kevin said the ramps will not be fully ADA-compliant due to the slope of the ramps. These ramps were acquired using an elder-friendly grant, so the main focus is to allow safer access for the senior residents and visitors of the town.

Bill asked if DEP gave any explanation as to requiring temporary or permanent structures. Kevin said the DEP permit is ongoing and being handled by the Town Manager and Select Board liaison Dave Alves. Kelly stated the DEP does not have any issue with installing three ramps based on the provided email from the DEP. Bill stated that the DEP does not specifically say anything about requirement to be temporary or permanent so it should be ok to do permanent.

Kelly began reviewing the Shoreland – Planning Board Permanent Dock Permit Application requirements.

Description of Proposed Construction:

THE TOWN OF LYMAN WISHES TO INSTALL THREE (3) RAMP STRUCTURES SPREAD OUT ALONG THE SHORELINE OF ITS TOWN PARK ON BUNGANUT POND FOR PUBLIC USE YEAR-ROUND. THESE RAMPS WERE OBTAINED IN THEIR ENTIRETY THANKS TO A PUBLIC GRANT AWARD FOR ELDER-FRIENDLY IMPROVEMENTS TO PUBLIC SPACES. THE RAMP STRUCTURE WILL CONSIST OF A 4'X4' ALUMINUM PLATFORM WITH HANDRAILS ON TWO SIDES THAT WILL BE ANCHORED AND LEVELED TO THE SHORE, ABOVE THE NORMAL HIGH-WATER MARK, USING PIPES/RODS. NO CONCRETE OR OTHER FILL WILL BE USED ALONG THE SHORE. ATTACHED TO EACH PLATFORM WITH A MANUFACTURER-SPECIFIC HINGE SYSTEM WILL BE A 4'X16' ALUMINUM RAMP WITH HANDRAILS ON TWO SIDES. THIS RAMP WILL SLOPE DOWNWARD FROM THE PLATFORM TO BELOW THE NORMAL HIGH-WATER MARK AND SET ON THE SANDY PORTION OF THE LAKEBED. GENERALLY, THE RAMPS WILL NOT BE FULLY ADA-COMPLIANT DUE TO THE ELEVATION DROP. ADA REQUIRES A 12:1 MAX SLOPE, WHICH MEANS A MAXIMUM OF 16 INCH DROP TO BE COMPLIANT.

Reasons why temporary dock is not feasible:

THE TOWN PARK PROPERTY IS FOR PUBLIC USE AND ENJOYMENT YEAR-ROUND. DUE THE NATURAL FORMATION OF LAKE ITSELF, THE ENTIRE 2800 FEET OF TOWN-OWNED SHORELINE CONSISTS OF GENERALLY STEEP, ROCKY, LOOSE AND ERODED CONDITIONS ALONG THE NORMAL HIGH-WATER MARK OF THE LAKE, WITH THE ERODED SAND GENERALLY SPREAD OUT FROM THE BOTTOM OF THIS SHORELINE EMBANKMENT. IN THE LATE FALL AND WINTERTIME, THE LAKE LEVEL IS LOWERED AT THE OUTLET DAM BY OPENING THE SPILLWAY. IN ORDER FOR ICE FISHERMEN, ICE SKATERS AND OTHER MEMBERS OF THE PUBLIC TO REACH THE LOWERED FROZEN LAKEBED, THEY HAVE TO DESCEND THE STEEP ROCKY SHORELINE WHICH IS NOT SAFE TO TRAVERSE WITHOUT THE USE OF A RAMP, STEPS OR OTHER STRUCTURE. LEAVING THESE RAMPS IN PLACE BEYOND THE 7 MONTH MAXIMUM LIMIT OF A TEMPORARY STRUCTURE ALLOWS THE PUBLIC MULTIPLE SAFE ACCESS POINTS TO THE LAKE YEAR-ROUND.

Instructions for applying for a permanent dock permit waiver requests.

(4) NOT APPLICABLE, NO SEWER OR OTHER PLUMBING PROPOSED

(6) NOT APPLICABLE, NO SOIL DISTURBANCE, EXCAVATION OR FILL IS PROPOSED. IF THERE IS ANY COLLATERAL DISTURBANCE, THE "TO BE DETERMINED" CONTRACTOR WILL BE RESPONSIBLE TO REPAIR WITH EROSION CONTROL MIX OR OTHER APPROVED METHODS.

Planning Board Conformity Checklist

#1 - WILL MAINTAIN SAFE AND HEALTHFUL CONDITIONS

INSTALLATION OF THE RAMPS WILL IMPROVE PUBLIC SAFETY ALONG THE TOWN PARK SHORELINE BY PROVIDING SAFER INGRESS/EGRESS POINTS TO THE LAKE ALONG A ROCKY, STEEP AND GENERALLY UNSTABLE SHORELINE.

Cecile motioned to approve, Bill seconded. Approved 4-0

#2 – WILL NOT RESULT IN WATER POLLUTION

INSTALLATION OF THE RAMPS WILL PROVIDE THE OPPURTUNITY TO INSTALL PERMANENT EROSION CONTROL MEASURES (EROSION CONTROL MIX, NATIVE PLANTINGS ETC) TO REDUCE EROSION AND POLLUTION ALONG THE SHORELINE.

Cecile motioned to approve, Kelly seconded. Approved 4-0

#3 – WILL ADEQUATELY PROVIDE FOR THE DISPOSAL OF WASTEWATER.

N/A / WAIVER

Cecile motioned, Bill seconded. Waiver Approved 4-0

#4 – WILL NOT HAVE AN ADVERSE IMPACT ON SPAWNING GROUNDS, FISH, AQUATIC LIFE, BIRD OR OTHER WILDLIFE HABITAT.

THE RAMPS ARE MADE OF NON-CORROSIVE AND NON-RUSTING ALUMINUM AND WILL BE INSTALLED AT EXISTING PUBLIC WATER ACCESS POINTS ALONG THE SHORELINE THAT CONTAIN NO KNOWN SPAWNING, NESTING OR OTHER FISH OR WILDLIFE HABITATS.

Kelly motioned to approve, Bill seconded. Approved 4-0

#5 – WILL CONSERVE SHORE COVER AND VISUAL, AS WELL AS ACTUAL, POINTS OF ACCESS TO INLAND WATERS.

THESE RAMPS WILL ESSENTIALLY UPGRADE EXISTING WATER ACCESS POINTS FOR THE PUBLIC IN A SAFE AND MORE ORGANIZED MANNER.

Cecile motioned to approve, Bill seconded. Approved 4-0

#6 – WILL PROTECT ARCHEOLOGICAL AND HISTORIC RESOURCES AS DESIGNATED IN THE COMPREHENSIVE PLAN.

N/A / WAIVER

Cecile motioned, Tim seconded. Waiver Approved 4-0

#7 – WILL AVOID PROBLEMS ASSOCIATED WITH FLOODPLAIN DEVELOPMENT AND USE

Cecile motioned, Kelly seconded. Waiver Approved 4-0

#8 – IS IN CONFORMANCE WITH THE PROVISIONS OF SECTION 15, LAND USE STANDARDS

THE RAMPS MEET THE CRITERIA OF SECTION 15 (B)6 OF THE TOWN OF LYMAN SHORELAND ZONING ORDINANCE FOR INSTALLATION OF STAIRS OR OTHER STRUCTURES FOR ACCESS OVER STEEP SLOPES OR UNSTABLE SOILS. ALL PROVISIONS OF SECTION 15 ARE MET INCLUDING THE

FOLLOWING HIGHLIGHTED POINTS:

NO VEGETATION WILL BE DISTURBED OR REMOVED

NO EXCAVATION, FILL OR OTHER SOIL DISTURBANCE IS PROPOSED

CONTRACTOR WILL BE REQUIRED TO FOLLOW ALL EROSION AND SEDIMENT CONTROL REGULATIONS FOR SHORELAND ZONE

Kelly motioned to approve, Cecile seconded. Approved 4-0

Bill motioned to approve the application, Cecile seconded. All voted in favor.

Public Hearing is scheduled for Wednesday, March 19th at 5:30pm.

Review of Planning Board Bylaws, Mission Statement, Administrative Policies

General Provisions

1.4 Bias – revise him/herself to themselves.

Attachment 3 – Remove 3. Public Hearing for Contract Zone (no more Contract Zoning)

Kelly made a motion to make Cecile liaison to Ordinance Review Committee, Bill seconded. All voted in favor. Cecile stated that she had previously reached out to Town Manager about liaison position but did not get response.

Cecile made a motion to approve the Planning Board Bylaws as amended, Bill seconded. All voted in favor.

Tim made a motion to approve the Planning Board Mission Statement, Cecile seconded. All voted in favor.

Administrative Policy will be revised for next meeting (3/5/25) Renumber and remove references to Portland Press Herald (PPH) newspaper and in SM - Social Media. Remove all references to now defunct Contract Zone. Tabled until next meeting.

MINUTES:

2/5/25 Meeting Minutes not ready, tabled until next meeting.

FIRST QUARTER REPORT 24/25:

Kevin motioned to approve First Quarter Report. Bill seconded. All voted in favor.

SECOND QUARTER REPORT 24/25:

Kelly motioned to approve First Quarter Report. Cecile seconded. All voted in favor.

OLD BUSINESS

No new information on Carlisle Brook Estates Subdivision.

SITE WALKS:

Two site walks scheduled for 2/22/25.

10:00 am 135 Shore Rd

10:30 am 549 Clarks Woods Rd

Julie will contact Tom to see if Shore Rd can be postponed until snow is melted.

SET NEXT AGENDA (3/5/25):

Harper Residential Subdivision – Public Hearing followed by review of Public Hearing
Review of Jenna Salvos Site Walk – 549 Clarks Woods Rd
Review of Danielle Marquardt Site Walk 135 Shore Rd?
Bylaws, Mission Statement, Administrative Policy Review continuation

ADJOURNMENT:

Bill made the motion to adjourn at 6:57 PM. Cecile seconded. All voted in favor.

APPROVED DATE:

3/5/25



Kelly J. Demers, Chair



William Single, Vice-Chair



Cecile Dupuis, Secretary



Kevin Veilleux



Tim Rivard