



City of Presque Isle, Maine

Planning Board Minutes

City of Presque Isle, 12 Second Street, Presque Isle, Maine 04769
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Sargent Family Community Center

September 15, 2022 @ 6:00 PM

Planning Board Members Present: Bruce Roope; Chairman, Ward Gerow, Vice-Chairman; Jayne Farrin, Sean Nordenhold, Brandon McDonald, David Perry, Stacey Walton (Alternate)

Planning Board Members Absent: None

City Councilors Present: Kevin Freeman; Chairman, Mike Chasse, Craig Green, Gary Nelson, Doug Cyr,

City Councilors Absent: Jacob Shaw; Vice-Chairman, Jeffrey Willette

Others Present: Galen Weibley, Director of Economic & Community Development; & Tim St. Peter, Code Enforcement Officer; Martin Puckett, City Manager; Laurie Kellie, City Police Chief;

1. Call to Order

Chairman Roope called the meeting to order at 6:01 PM.

2. Minutes Approval: Review and approve draft minutes from August 19, 2022.

A motion by **Ward Gerow**, second by **Brandon McDonald** to approve the revised August 19, 2022 Planning Board Meeting Minutes. **Vote – unanimous 7-0**

3. Membership Status of Planning Board: Overview of proposed changes to the City Council

Galen Weibley offered a summary of the changes in composition to the Planning Board. Board member Travis Ouellette has submitted his letter of resignation citing change of residency from Presque Isle. It is recommended Alternate Board member, Stacey Walton, be appointed to complete the remaining of Mr. Ouellette's seat. Brandon McDonald requested being changed to an alternate member citing scheduling challenge of recently. No action required until the City Council portion of the meeting.

4. Call to Order of Joint Session with the Presque Isle Planning Board & City Council

Chairman Kevin Freeman called to order the joint session of the Presque Isle Planning Board and City Council at 6:10 PM.

5. Roll Call of Members Present

Chairman Freeman called the roll of members, there were 5 out of 7 councilors present.

6. Proposed Chapter 63 – Lodging Establishment Registration Ordinance

City Manager Martin Puckett briefed the Council regarding the genesis of the proposed ordinance, the intent of the ordinance is to address a drain on public resources by certain lodging establishments in the area that are housing homeless individuals who are not receive adequate support service. There was a detailed description of calls handed out to all board members and meeting attendees to demonstrate the trend in calls by emergency services to lodging establishments within the Emergency Rental Assistance (ERA) Program.

Planning Board and City Council reviewed the draft document, offering key changes to better clarification of the purpose, adding a new definition for an employee, how plans are submitted, clarifying responsibility of all employees report incidents to supervisor on duty who will report incidents to the City Police Department, adding a clear process for revoking or suspending a license, order process for resolving violations to the ordinance, establishing a renewal date for all license holders (April).

Public comments were received from attendees regarding enforcement, hotel operators concern with requirements and reporting measures, licensing fees, and calls and ongoing incidents. There was discussion what is considered an unresolved incident, Chief Kelly elaborated that the two incidents that would be removed would only count if the person causing a disturbance or violation of the peace was not removed from the premises or curbed behavior.

7. Appointment Changes to the Planning Board

Councilors received a memorandum recommending replacing Stacey Walton from Alternate member to the Voting member for Mr. Ouellette’s vacant seat. There was also a suggested motion to change Mr. McDonald’s voting position to Alternate member of the Planning Board.

A motion by *Craig Green* and second by *Mike Chasse* to appoint Stacey Walton as voting member of the Planning Board to complete term of Travis Ouellette and appoint Brandon McDonald from voting member to alternate. **Vote – Unanimous 5-0**

8. Adjournment of the Planning Board & City Council Meeting

A motion by *Mike Chasse*, second by *Craig Green* to adjourn the joint session of the Planning Board and City Council Meeting at 7:22 PM. **Vote – unanimous 13-0.**

Respectfully Submitted,

Galen Weibley

Planning Board Members
Bruce Roope, Chair, Ward Gerow, Vice-Chair
Jayne Farrin, Dave Perry, Brandon McDonald,
Sean Nordenhold, & Stacey Walton