

NEWRY PLANNING BOARD
MINUTES OF BOARD MEETING
Wednesday, December 2, 2020
Raymond C. Foster Municipal Building

Full discussion on topics below is available on audio recording at the Newry Town Office.

Members Present: John (aka Gootsch) Gauthier (Board Chair), Kenny Young (Board Vice Chair),
Becky Bean (Board Secretary & Recording Secretary)

Members Late:

Members Absent:

Staff Present: Dave Bonney (Code Enforcement Officer); Shelley Norton of AVCOG via Zoom

Call to Order: Chairman John Gauthier called the meeting to order at 7:28 PM.

Current Attendance/Quorum: The Chair took attendance and confirmed the presence of a quorum.

Prior Attendance/Voting Eligibility: With no recent absences, all member are eligible to vote.

Previous Meeting's Minutes: The Board reviewed the previous meeting's minutes. **Kenny moved to accept the minutes as the draft in front of him. Becky seconded. With no discussion, the motion passed with all voting in favor.**

Old Business - none

New Business

1. **Revise Planning Board Bylaws:** The Board reviewed the bylaws that Shelley Norton revised. Shelley explained the revisions, which were proposed and discussed at the Board's previous meeting.

Becky moved that the Board accept the amended bylaws as proposed. Kenny seconded. The CEO had some questions regarding the proposed document. Following discussion, it was decided that in Section VIII.D, the word "applicable" would be added to read, "... evidence that the final proposal complies with the applicable ordinance"

Becky amended her motion moving that the Board accept the amended revisions to the bylaws as presented along with the change to Section VIII discussed at tonight's meeting; Kenny seconded the revised motion The motion passed.

Findings of Fact - none

Mail:

(NOTE -- All emails listed below (received between the Oct 7th meeting and tonight's meeting) were forwarded to the Board prior to tonight's meeting; the email were not read aloud at the meeting.)

- Email received 11/19/2020 from Dave Bonney forwarding email from Julie Tobin dated 11/18/2020 RE: Sweetwater housing
- Email received 11/19/2020 from Phil Sheridan RE: Sweetwater Village
- Email received 11/19/2020 from Dave Bonney forwarding email from Emily Mottram dated 11/19/2020 RE: Support for Sweetwater Village
- Email received 11/19/2020 from Shelley Norton RE: Bylaws change – draft attached
- Email received 11/20/2020 from Shelley Norton RE: Sweetwater Village Escrow

- Email received 11/27/2020 from P. Christopher Zegras RE: Abutter Concern with Sweetwater Subdivision Variance Request Newry, ME
- Email received 11/30/2020 from Kristin Collins RE: Abutter submission re: Sweetwater subdivision
- Email received 12/1/2020 from Phil Sheridan RE: Sweetwater Village
- Email received 12/1/2020 from Shelley Norton FW: Sweetwater Village Escrow
- Email received 12/1/2020 from P. Christopher Zegras RE: Abutter Concern with Sweetwater Subdivision Variance Request Newry, ME
- Emails received from MMA
 - Workplace Active Threat Defense and Understanding Drugs in the Workplace-Live Zoom Webinar-Dec 2 at 10am and Dec 3 at 10am

Open Discussion

a) UDRO Workshop:

- The group discussed, since the Board is functioning as a three-person Board and expects to continue to do so in the foreseeable future, adding language to allow a vote to pass with just 2 members voting in favor. Following discussion, Shelley said she would look into State law about perhaps having a three-person Planning Board with 2 alternates, which would allow a vote to pass with two members voting in favor. Shelley will also talk to Amy to see if Amy feels this change would pass at Town Meeting. It was noted that the Select Board is a three-person board.
- Page 28 item C.II.E.1 – add the word “signature” to read: “Name, address, signature, and number of licensed professional engineer...”
- Add the same language to fit the new registry of deed’s requirements (bulleted below) to page 28 item C.II.E (add two new sections #'s 31 and 32) AND to page 32 item D.3.a (where appropriate). The two info blocks to be added to the Development Plan and Final Plan are:
 - Registrar’s block – no smaller than 3x3 inches for recording the County, Date, Time, Plan Book & Page, and Registrar’s attest.
 - Title block – which is to include: Name of Plan; recorded owner’s/owners’ name(s) and address(es); location of proposed development by street & town; and date of plan.
- Discussion ensued regarding the qualifications for a “planner”, which is referenced page 28 item C.II.E.1.
- Page 54 #9 – it was decided to change this item to read (changes noted in bold) “...evergreen buffer requires two (2) or **more** rows of staggered plantings. The rows should be **a minimum of six (6) feet high, a maximum of five (5) feet apart** and the evergreens planted **a maximum of four (4) feet on center or alternate spacing may be considered by the Board depending on species proposed by the applicant.**”
- Page 54 #11 – change to read (changes noted in bold) “...shall be maintained in a **sanitary and vigorous** condition...” The word “vigorous” will be added to the glossary; Dave will work on a definition.
- Page 67 – reformat the footnotes (larger indentation and smaller font) so they are clearly a different from the normal numbering for that section and add the word “NOTES” above the footnote section.
- Page 69 – reformat footnote to follow the formatting mentioned for page 67, and add the word “NOTE” above the footnote. This reformatting should be used for all footnotes/notes throughout the ordinance and the word “NOTE” should be written above each of those sections. Page 75 shows the more drastic indentation and does include the word “NOTES” above the section.
- Page 69, item C.1 – just delete the extra space between the words “Compaction shall” in the last line of Road Materials chart.
- Page 74 item B chart – change “multi-family” to “multi-unit”
- Page 76 item C.2 – Shelley will have an engineer review the wording in this section and update it with current language.
- Page 77 item 4 – add the term “double-walled”
- Page 95 chart column titles – discussion ensued in regards to changing the word “Building” to “Structure”, so that these setbacks include decks and other parts of a building that is included in the definition for Structure.

Also, within the chart second column of General Development District, separate the word “multiunit” to read “multi unit”.

- Page 96 in the Table of District Land Uses – change “No” to lower case in rows 10 & 11 to be consistent with the rest of the table.
- Page 97 in the Notes note under the table – change the reference to “Section XIII.A.D” to “Section XIII.AB”.
- The periods will be removed between all double-lettered sections (i.e. section A.A. will now read AA, section A.B. will now read AB, and so on).
- Page 104, in the definition of BED AND BREAKFAST, the phrase “for which a fee is charged” will be added to the end of that sentence.
- Page 106, in the definition of DETACHED SINGLE FAMILY DWELLING, “at” will be replaced with “that”, and add the phrase “access is not through another dwelling unit.”
- Page 109, definition of INDIVIDUAL DWELLING UNIT – Shelley will do a word search through the ordinance to ensure this term is not used within the ordinance. If it does not show up, she will delete this definition.
- Page 109, HOTEL/MOTEL, in the last sentence, “food id prepared” will be corrected to read “food is prepared” and “quests” will be corrected to “guests”.
- Page 109, “INCREASE IN ON CONFORMITY OF A STRUCTURE” will be corrected to read “INCREASE IN **NON-CONFORMITY OF A STRUCTURE**”
- Page 120 – fix formatting so that “Exhibit C” is at the top of the next page.
- Page 121 – remove last three lines in the approval box so there are only 5 lines.
- Discussion ensued in regards to the comments from the Town Administrator –
 - \$25k exempt from building permit requirement – assessor’s office is not kept up to date as to the improvements and therefore houses are undervalued. Dave and Shelley will look at appropriate language for this item.
 - The Town Administrator would also like the town to require construction sites to have a roll-off dumpster and not use the landfill because the town is spending a lot of money on disposal of construction debris. Shelley will look for an appropriate place to add the construction debris disposal to the ordinance.
- Shelley also mentioned that the Board may want to look at the definition of “sewered”.
- It was also mentioned that the application should be revised.

Next Meeting – Wednesday, December 16, 2020

Adjournment **Becky moved to adjourn; Kenny seconded. Motion passed with all voting in favor.** The meeting adjourned at 9:18 PM.