

**NEWRY PLANNING BOARD**  
**MINUTES OF BOARD MEETING**  
**Wednesday, January 6, 2021**  
**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

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**Call to Order:** Chairman John Gauthier called the meeting to order at 6:59 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 presented in the draft. Gootsch seconded. There was no discussion. The motion passed with all voting in favor.**

**Business**

**a) Ordinance Workshop:**

- a. Shoreland Zoning Ordinance – proposed revisions: Shelley reviewed where the draft stands following the Board's last workshop for this ordinance, which was August 19, 2020. Shelley noted that she will be preparing a map for this ordinance and hopes to have it ready for the first meeting in February. Shelley noted that at this point, the Town Meeting is scheduled for June; therefore, the proposed ordinance changes will need to be wrapped up by the 3<sup>rd</sup> week of April so it can be reviewed by the Select Board in preparation for a Public Hearing prior to the Town Meeting. Discussion ensued about the Public Hearing possibly needing to be within 30 days of the Town Meeting; Shelley will look into this to see when the Public Hearing can be held.
- b. UDRO Ordinance – proposed revisions (continued from last meeting): Discussion ensued regarding the email Shelley received from Jim Katsiaficas in response to her questions about application submission and formal receipt. The plan is to have the applicant drop off or mail their application and fee to the Town Office at least two weeks prior to the next Planning Board meeting and the Town Office staff or CEO will provide the applicant with a dated receipt.

Discussion also ensued regarding clarification on abutter notification. Shelley explained that Amy would like those notifications to still be the responsibility of the applicant until the Town is able to hire the additional office person once the current COVID restrictions are no longer in place.

The group discussed the Fire Chief's input in regards to the turn-around diagrams shown in Exhibits A, B-1, and B-2. Shelley will add language to clarify that the dimensions depicted are minimums except for the radius, which is a maximum. Shelley will also work with Dave to improve the three diagrams so they are easier to read. Shelley will draft language about keeping the turn-around free of snow buildup to maintain the required distances.

In addition to the changes shown in the most recent draft document provided by Shelley, the following revisions were discussed:

- In Section 15.C, Shelley will look at replacing the references to AASHTO standards to DOT standards in # 1, 3, and 6.
- Shelley will add to Section 18.C.3. (Cluster Development, General Requirements, Space Standards) at the end of the first paragraph of “b.” language restricting the reduction to no less than 50%.
- Section 18.C.3.d – Shelley will add an apostrophe to read: “...detached abutters’ structures...”.
- Section 19.B.1.g – Shelley will do the same as noted above.
- The definition for Official Submittal Date will be changed from “The date on which the completed application...” to “The date on which the entire application...”
- Shelley will work on a definition for Sewered/Non-Sewered and the diagrams with Dave.

Dave will send to the Board and Shelley his proposed revisions to the Building Ordinance for the group to review at a future meeting when we can add it to the agenda.

Becky noted that once the proposed changes to the UDRO are approved at the Town Meeting, then the Board can work on updating the application to reflect the revised ordinance. Becky, with Shelley’s help, will then work on creating a better fillable form for the website.

#### **Findings of Fact** - none

#### **Correspondence/Mail:**

*(NOTE – All emails listed below (received before the 72-hour deadline for tonight’s meeting) were forwarded to the Board for review; the emails were not read aloud at the meeting. Emails pertaining to a particular application have been printed for the file.)*

- Email received 12/21/2020 from Shelley Norton RE: PB Ordinance for Select Board meeting
- Email received 12/24/2020 from Bob Stewart RE: Questions regarding possible division of Lot 3 of The Preserve at Puzzle Mountain
- Email received 12/28/2020 from Bob Stewart RE: “Hi” confirming he will be represented by Gary Inman at the Jan 20<sup>th</sup> meeting
- Email received 12/29/2020 from Shelley Norton RE: Jan 6 PB agenda
- Email received 12/29/2020 from Dave Bonney RE: Jan 6 PB agenda
- Email received 1/4/2021 from Shelley Norton RE: Newry Ordinance Update Question
- Email received 1/5/2021 from Shelley Norton RE: Ordinances for tomorrow’s meeting
- Email received 1/6/2021 from Gary Inman RE: Robert Stewart Planning Request
- Email received 1/6/2021 from Amy Bernard RE: Request for joint meeting on 1.20.21 at 6 pm
- Emails received from MMA
  - Zooming in to Facilitate Effective Zoom Meetings-Live Zoom Webinar-Feb 11 from 9-noon\_

#### **Open Discussion**

- a) The Board discussed the Select Board’s request to do a joint meeting at 6pm on the 20<sup>th</sup> to talk about the Planning Board’s proposed changes to the Planning Board Ordinance.
- b) Kenny mentioned that he and his family may be moving. They are planning to put their home on the market and move out of state.

**Next Meeting** – Wednesday, January 20, 2021. REMINDER: There is a 6pm joint meeting on this evening with the Select Board.

**Adjournment** Kenny moved to adjourn; Becky seconded. Motion passed with all voting in favor. The meeting adjourned at 8:33 PM.