

**Town of North Yarmouth**  
**Planning Board**  
**Meeting Minutes of July 16, 2020**  
**Remote Zoom Meeting**  
(recording is available via [Town Hall Streams](#))

**I. Call to Order**

The meeting was called to order at 7:04 PM. Present: Audrey Lones (Chairperson) Clark Whittier (Board member), Gary Bahlkow, (Board Member), Sandra Falsey (Board Member) and Chris Gordon (alternate), Ryan Keith (CEO)

Chris Cabot (Board Member) was present but since he had not been officially sworn in for his new term is unable to vote.

**II. Voting of Officers**

Sandra Falsey nominated Audrey Lones for Planning Board Chairperson for the 20-21 fiscal year, Clark Whittier seconded the nomination. Nominations Closed.

**Vote 4 Yes 0 No**

Sandra Falsey nominated Chris Cabot for Planning Board Secretary for the 20-21 fiscal, Gary Bahlkow seconded the nomination. Nominations Closed.

**Vote 4 Yes 0 No**

**III. Minutes Approval**

a. June 9, 2020

Audrey Lones motioned to approve the minutes of the June 9, 2020 with the requested changes, Sandra Falsey seconded the motion. Discussion.

**Vote 4 Yes 0 No**

**IV. Old Business**

- a. **Site Plan Review/Major Subdivision – Crossroads Apartments 352 Walnut Hill Road Map 004 Lot 018** – The project was tabled by the developer until further notice. Audrey Lones mentioned with the Town Manager is working on obtaining a clarification on the Land Use Ordinance language about the sidewalk requirements from an attorney and the Town is looking into the water situation with Yarmouth Water District.

**V. New Business**

- a. **Finding of Facts – Site Plan Review Amendment – 655 Walnut Hill Road Map 010 Lot 148**

Sandra Falsey motioned to approve the Finding of Facts for the Site Plan Review Amendment – 655 Walnut Hill Road Map 010 Lot 148 as written, Clark Whittier seconded the motion. Discussion. **Vote 3 Yes 0 No**

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**VI. Any other Business**

**a. Continuing Education for Planning Board Members**

The group discussed their interest in continued education regarding Planning Board rules and responsibilities. Audrey noted MMA is offering a webinar for Local Planning Boards & Boards of Appeal on July 30<sup>th</sup>, from 4:30 to 7:30 PM. The Board requested Tracey to follow up with the Town Manager to discuss a workshop regarding the TIF District and how the TIF works.

**b. Special Town Meeting Update – Ordinance Amendments**

Audrey Lones updated the Board about her discussion with Rosemary about holding a Fall Town Meeting. More information will be coming.

**c. Ordinance Review – Village Center Setbacks**

Audrey Lones discussed a recent concern she received from a developer regarding front setbacks in the Village Center District. The Board agreed they would discuss this further during their next ordinance review workshop.

**d. Paperless**

Chris Cabot noted he would prefer to review meeting materials online going forward and not receive a hardcopy to help reduce the use of paper. Chris Gordon agreed with him while other Board members indicated they would prefer to continue to receive a hard copy of the Board packets. Tracey will reach out to each member to determine their preference.

**VII. Adjournment**

Meeting was adjourned 7:48 PM.

Recorded by Tracey Cox, Executive Assistant to CEO/Assessor

**Planning Board Members**

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Audrey Lones - Chair

\_\_\_\_\_  
~~Chris Cabot~~

\_\_\_\_\_  
Clark Whittier

\_\_\_\_\_  
Gary Bahlkow

\_\_\_\_\_  
Sandra Falsey

\_\_\_\_\_  
~~Chris Gordon (Alternate)~~