

**Town of North Yarmouth**  
**Planning Board**  
**Meeting Minutes of July 13, 2021**  
**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), Chris Cabot (Secretary), Sandra Falsey (Board Member), Kimry Corrette (Alternate Board Member), Paul Metevier (Alternate Board Member) & Ryan Keith (CEO)

**II. Planning Board Officer Election**

Audrey Lones indicated a vote was needed amongst the 3 voting board members to elect the Chair and Secretary/Vice Chair for this coming year. She informed the Board that Gary Bahlkow and Chris Gorden had decided not to renew their appointments due to other commitments.

Audrey Lones motioned to keep the acting Chair and Secretary from the previous year in place for the next couple of months until we have a fuller board; Sandra Falsey seconded the motion. Discussion. **Vote 3/0**

**III. Minutes Approval**

a. May 11, 2021

Audrey Lones motioned to accept the minutes from the May 11, 2021 Planning Board meeting as presented; Chris Cabot seconded the motion. Discussion.  
**Vote 3/0**

b. June 8, 2021

Audrey Lones motioned to accept the minutes from the June 8, 2021 Planning Board Meeting as presented; Sandra Falsey seconded the motion. Discussion.  
**Vote 3/0**

**IV. Old Business**

a. Major Subdivision Application – Final Approval for Village Center Estates Phase II

Chris Cabot indicated he is recusing himself from this agenda items due to being a direct abutter to this project.

Audrey Lones indicated that Kimry Corrette will be promoted to a voting member for this meeting.

Jeff Read, Sevee & Maher Engineering, on behalf of Construction Aggregate, Inc., provided an overview and update for the details regarding the Village Center Estates Major Subdivision Phase II project. (Map 007 Lot 34)

Jeff Read, noted the Maine DEP Site Location Development Act Permit, the Natural Resource Protection Act Permit Application to Tier I Wetland Impact Permit and the

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Natural Resource Protection Act Permit by Rule Application for Notification for Activity Adjacent to a Protection Natural Resource have received an approved by the State.

The third party peer review of the Stormwater plan performed by Acorn Engineering was received and changes were made to the plan to address any items of concern indicated in the report.

Board members discussed a few questions about the Maine DEP permits with the applicant. Audrey Lones stated for the record that the DEP in terms of stormwater management system determined that under Section 10, C Flood Standard, that the post development peak flow from the site will not exceed the pre-development peak flow from the site. The peak flow of the receding waters will not be increased as a result of the stormwater run off from the development site. She indicated that the Board is aware of the concerns of some abutters.

Sandra Falsey asked about flooding in the area by Holly & Thaddeus Day's building. Ryan and Jeff addressed the concern and Audrey Lones noted that in the detailed findings on page 12 of the Maine DEP permit, the DEP conclusion G stated the activity will not unreasonably cause or increase the flooding of the alteration area or adjacent properties nor create an unreasonable flood hazard to any structure.

Jeff Read noted that one of the required conditions in the DEP report is that a third party inspector to be hired during construction. The reason for this requirement is due to the amount of area that will open and being worked on through construction / development of the roadway, the DEP thought it was appropriate that an independent third party inspector be hired to report directly back to them. Most of his focus will be on erosion, sediment control and migration of water leaving the property.

Audrey Lones motioned to find the final application as complete for the Major Subdivision for Village Center Estates Phase II project; Sandra Falsey seconded the motion. Discussion. **Vote 3/0**

Audrey Lones motioned to approve the application for the Major Subdivision for Village Center Estates Phase II project; Kimry Corrette seconded the motion. Discussion. **Vote 3/0**

b. Site Plan Review – Fire Company Fire Barn Final Approval

Greg Payson, North Yarmouth Fire/Rescue Chief, on behalf of the North Yarmouth Fire Company, provided a recap on the Fire Barn project. He indicated there weren't a lot of updates to discuss except for the preparation of the lease. The details of the lease were discussed at a recent Select Board meeting. The only other update is the elimination of the monument in the original proposal. The setback waiver request should no longer be an issues based upon the changes to the Land Use Ordinance approved at the June 2021

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Town Meeting. Greg indicated that the only ADA requirement that is needed is the entrance/egress, no bathroom is needed.

Fundraising has been on hold until the approval has been received for the project. Audrey Lones motioned to find the application complete for the North Yarmouth Fire Company Fire Barn; Chris Cabot seconded the motion. Discussion. **Vote 3/0**

Audrey Lones motioned to approve the application for the North Yarmouth Fire Company Fire Barn with the waiver for the windows and with the condition that the structure meets the 10.4 Building Standard design requirements as deemed by the Code Enforcement Officer during the permit process; Sandra Falsey seconded the motion. Discussion. **Vote 3/0**

**V. New Business**

a. Finding of Fact for the Major Subdivision – York Ridge

Audrey Lones motioned to approve the Findings of Fact for the Major Subdivision York Ridge with the suggested change; Sandra Falsey seconded the motion. Discussion. **Vote 3/0**

b. Finding of Fact for the Minor Subdivision – Darla Hamlin

Audrey Lones motioned to approve the Findings of Fact for the Minor Subdivision Darla Hamlin as presented; Sandra Falsey seconded the motion. Discussion.  
**Vote 3/0**

**VI. Administrative Business**

a. Planning Board Officer Election / Full Time Member Discussion

Office election (see above for details) Audrey Lones noted that there are two full member position available, there is currently an application submitted which will be going before the Select Board for approval at their next meeting leaving one full member position available.

b. RFP for Planner Position

Audrey Lones indicated that with the approval of the budget, we are now able to begin preparing the RFP for a part time planner position. The job description for this position is being prepared and will be emailed to the entire Planning Board for their input before sending out for bids.

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c. 21-22 Meeting/Workshop/Submission Schedule

Audrey Lones noted that with the approval of the recent Land Use Ordinance changed the submission dates for applications from 14 days prior to the planning board meet to 30 days. This change will give the board more time to review the applications in the future.

d. Review of Previous Year's Applications

There were no previous year's applications to review.

e. August 10 Planning Board Meeting Location Discussion

Audrey Lones indicated that the August 10 meeting will be held in person at the Wescustago Hall. She discussed some logistical concerns about holding our meetings at the hall.

f. Workshop Thursday, July 17

Audrey Lones advised that she was cancelling the July 17 workshop.

g. TIF Forum

Audrey Lones indicated that the Select Board has scheduled a TIF Forum on August 3, 2021 at 5:30 PM in conjunction with the Planning Board and Economic Development Sustainability Committee. Audrey will notify the Select Board that the Planning Board doesn't have a suitable candidate to attend the forum on this date.

**VII. Any other Business**

**VIII. Adjournment**

Meeting was adjourned 8:18 PM.

Recorded by Tracey Cox, Executive Assistant to CEO/Assessor

**Planning Board Members**

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Audrey Lones - Chair

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Chris Cabot - Secretary

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Sandra Falsey, Board Member

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~~Kimry Corrette, Alternate Member~~

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~~Paul Metevier, Alternate Member~~