

**Town of North Yarmouth**  
**Planning Board**  
**Meeting Minutes of August 10, 2021**  
**Remote Zoom Meeting**  
(recording is available via [Town Hall Streams](#))

**I. Call to Order**

The meeting was called to order at 7:00 PM. Present: Audrey Lones (Chairperson), Chris Cabot (Secretary), Sandra Falsey (Board Member), Jeffrey Brown (Board Member), Kimry Corrette (Alternate Board Member), Paul Metevier (Alternate Board Member) & Ryan Keith (CEO)

**II. Minutes Approval**

a. July 13, 2021 Meeting

Chris Cabot motioned to accept the minutes from the July 13, 2021 Planning Board meeting with the suggested changes; Sandra Falsey seconded the motion. Discussion. **Vote 4/0**

**III. Old Business**

**IV. New Business**

a. Finding of Fact for the Major Subdivision – Village Center Estates Phase II

Audrey Lones motioned to approve the Findings of Fact for the Major Subdivision - Village Center Estates Phase II as presented; Sandra Falsey seconded the motion. Discussion. **Vote 3/0**

b. Finding of Fact for the Site Plan Review – Fire Company’s Fire Barn Project

Audrey Lones motioned to approve the Findings of Fact for the Site Plan Review – Fire Company’s Fire Barn Project with suggested changes; Chris Cabot seconded the motion. Discussion. **Vote 4/0**

**V. Administrative Business**

a. RFP for Planner Position

Audrey Lones noted that the final details of the RFP are still being finalized but should be completed soon.

b. Review of Previous Year’s Applications

Ryan Keith provided an overview of the previous year’s applications.

c. Workshop Thursday, August 19

Audrey Lones informed the committee that she was cancelling the workshop for August.

d. MMA Planning Board Training

Audrey Lones noted there is an MMA Planning Board Training on Monday, September 13. If any of the members were interested, please contact Tracey.

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e. Planning Board – MMA Legal Counsel

Audrey Lones handed out copies of an email from a former Planning Board Member regarding email communications and Planning Board authority. She will be cancelling the MMA Legal Counsel scheduled to attend the August workshop. She asked all board members to review the concerns and get back to her on whether they felt it would be helpful to reschedule this meeting. Chris Cabot suggested the members attend the MMA Planning Board Training to help get a better understanding of some of the concerns. He did note that it would be helpful to understand what authority the Planning Board had in specific situations.

f. TIF Forum

Audrey Lones announced the Select Board head a forum on Tax Increment Financing (TIF) program. In attendance was the Economic Development Director from Westbrook, The Economic Development Director from Saco and the Town Manager from Oakland; all those towns have a TIF Program. She suggested that the members review the video so we can better understand the TIF Program and how it can help our Town.

**VI. Any other Business**

**VII. Adjournment**

Meeting was adjourned 7:35 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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Jeffrey Brown, Board Member

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~~Kimry Corrette, Alternate Member~~

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~~Paul Metevier, Alternate Member~~