

**Town of North Yarmouth  
Planning Board  
Meeting Minutes of October 10, 2023  
Special Business Meeting**  
(recording is available via [Town Hall Streams](#))

**Call to Order** (17:44 – 18:23) Board Chair Paul Whitmarsh called the meeting to order at 6:32pm.

Board Chair Paul Whitmarsh, Board Secretary Trey Milam, Board Member Jeff Brown, Board Member Sanford Peabody, Board Member Jonathan Miller, and Alternate Board Member Alexander Urquhart were all in attendance at the meeting.

**Meeting Minutes** (18:38 – 19:18) Alternate Board Member Alexander Urquhart, seconded by Board Member Jeff Brown, motioned to approve September 12th meeting minutes as written. Vote 5 yes/0 no.

**New Business** (20:11 – 24:51) Board Chair Paul Whitmarsh reintroduced the Board Members previous discussion about Section 5 of the Bylaws.

Board Chair Paul Whitmarsh recommended that the Planning Board keep to the 14-day time period.

Board Member Jeff Brown agreed with Board Chair Paul Whitmarsh and said that he felt that there was already a process in place.

Alternate Board Member Alexander Urquhart agreed that the waiver gave the Planning Board enough flexibility.

**Old Business** (24:52 – 56:36) Board Chair Paul Whitmarsh asked Board Member Jonathan Miller if he had had enough time to review all the Deacon Hayes material.

Board Member Jonathan Miller said that he was unable to review all the material.

Board Member Sanford Peabody, seconded by Alternate Board Member Alexander Urquhart, motioned to recuse Board Secretary Trey Milam. Vote 4 yes/0 no.

Board Member Sanford Peabody, seconded by Alternate Board Member Alexander Urquhart, motioned to recuse Board Chair Paul Whitmarsh. Vote 3 yes/0 no.

Board Member Sanford Peabody, seconded by Alternate Board Member Alexander Urquhart, motioned to nominate Board Member Jeff Brown as Acting Chair. Vote 2 yes/1 no.

Acting Chair Jeff Brown invited the applicant, Laurie Bachelder, to speak about the Affordable Housing Units.

Laurie Bachelder discussed which units should have been indicated as affordable units.

Alternate Board Member Alexander Urquhart clarified that Laurie Bachelder would like for 5, 7, 8, 9, and 11 units to be designated as affordable units.

Alternate Board Member Alexander Urquhart noted that units 2, 5, 7, 8, 9, and 11 matched the submission from February.

Acting Chair Jeff Brown agreed and noted that the submission was from Attorney Kristin Collins in which she gave proposed findings that designated 2, 5, 7, 8, 9, and 11 as affordable.

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Paul Whitmarsh, 110 Wild Turkey Ln, mentioned that the Planning Board did not vote on waiving the 14-day requirement.

Judy Potter, Walnut Hill Rd, asked a question about the designation of affordable housing units.

Laurie Bachelder said that she would file for an amendment.

Board Members discussed.

Mike Mallory, Walnut Hill Rd, asked a question about the designation of affordable housing units.

Alternate Board Member Alexander Urquhart asked if Laurie Bachelder could discuss this with the Town Manager and Town Attorney.

Acting Chair Jeff Brown said that he was not sure.

Acting Chair Jeff Brown motioned to strike bullet number 2 on the Findings of Fact pursuant to Planning Board bylaws Section 7 which allowed any provision to be waived on occasion by majority vote from Subdivision Review Findings of Fact under general layout, which reads, units 4, 8, and 11 will be reserved for affordable housing.

Board Members discussed.

Alternate Board Member Alexander Urquhart expressed concern over removing a finding of fact.

Acting Chair Jeff Brown, seconded by Alternate Board Member Alexander Urquhart, motioned to waive the 14-day reconsideration time period set forth in Section 7 of the bylaws. Vote 3 yes/0 no/1 abstention.

Acting Chair Jeff Brown, seconded by Board Member Sanford Peabody, motioned to strike bullet number 2 on the Deacon Hayes approval letter Subdivision Review Findings of Fact Section 1 General Layout which reads, units 4, 8, and 11 will be reserved for affordable housing.

Board Members discussed.

Acting Chair Jeff Brown, seconded by Alternate Board Member Alexander Urquhart, motioned to strike bullet number 2 pursuant to Planning Board bylaw Section 7 from Subdivision Review Findings of Fact under General Layout which reads, units 4, 8, and 11 will be reserved for affordable housing, due to the fact that it was placed in the wrong place in the document, and it was erroneous per vote. Vote 3 yes/0 no.

Laurie Bachelder said that she would file for an amendment.

Paul Whitmarsh, 110 Wild Turkey Ln, said that it would be good to have it on the record that the applicant withdrew her request and would file for an amendment if she desired.

**Any Other Business (56:37 – 1:03:31)** Board Chair Paul Whitmarsh discussed the Joint Workshop with the Select Board on October 24th, at 6pm.

Alternate Board Member Alexander Urquhart said that he would be out of town for the workshop.

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Board Chair Paul Whitmarsh said that there would not be a workshop in December and asked the Board Members to check their availability for the November workshop.

Judy Potter, Walnut Hill Rd, spoke to the Planning Board's authority.

**Adjournment (1:03:31 – 1:03:48)** Board Member Jeff Brown, seconded by Alternate Board Member Alexander Urquhart, motioned to adjourn the meeting at 7:18pm. Vote 6 yes/0 no.

Recorded by Cassandra Bacon, Administrative Assistant to Code Enforcement Officer.

**Planning Board Members**

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Paul Whitmarsh – Chair

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Trey Milam – Secretary

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Sanford Peabody, Board Member

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Jeff Brown, Board Member

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Alexander Urquhart, Board Member

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Jonathan Miller - Board Member

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VACANCY