

Town of North Yarmouth
Planning Board
Meeting Minutes of March 9, 2021
Remote Zoom Meeting
(recording is available via [Town Hall Streams](#))

I. Call to Order

The meeting was called to order at 7:03 PM. Present: Audrey Lones (Chairperson), Chris Cabot (Secretary), Sandra Falsey (Board Member), Gary Bahlkow (Board Member), Kimry Corrette (Alternate) & Ryan Keith (CEO)

Absent with Notice: Chris Gordon (Board Member)

II. Public Hearing – Proposed Land Use Ordinance General Housekeeping Amendments

The Board reviewed, discussed, and updated sections 5.5.C.3., 5.6.B.3. and 11.3.B.2.b prior the opening of the public hearing.

Audrey Lones motioned that the Planning Board go into Public Hearing for the consideration of the Proposed Land Use Ordinance General Housekeeping Amendments; Chris Cabot seconded the motion. **Vote 5 Yes 0 No**

Chairperson Lones opened the meeting to public comment. There were no public comments presented to the Board. Chairperson Lones noted that all the general housekeeping amendments would be combined with any previously proposed changes for going on the warrant for the April 24, 2021 Town Meeting.

Audrey Lones motioned to close the Public Hearing; Sandra Falsey seconded the motion. Discussion. **Vote 5 Yes 0 No**

Audrey Lones motioned to move Proposed Land Use Ordinance General Housekeeping Amendments forward to the Select Board requesting they be placed on the warrant for the April 24, 2021 town meeting; Sandra Falsey seconded the motion. Discussion. **Vote 5 Yes 0 No**

III. Minutes Approval

a. February 9, 2021

Audrey Lones motioned to approve the minutes of the February 9, 2021 Planning Board Meeting as presented; Sandra Falsey seconded the motion. Discussion. **Vote 4 Yes 0 No**

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b. January 13, 2021 – Village Center Estates Phase II Site Walk

Approval of the minutes will be tabled until the April meeting due to not having a quorum of attendees at the site walk.

IV. Old Business

Amended Site Plan Review – Booster Pump Station Yarmouth Water District

Daniel Flag, of Wright-Pierce Engineering on behalf of Yarmouth Water District and Eric Gagnon, Superintendent of the Yarmouth Water District reviewed the amended site plan for the pumping station project.

The Board and applicant discussed specific ordinance sections that Gary Bahlkow felt needed to be reviewed. It was asked that Ryan Keith, CEO contact the Parks & Rec Committee about connectivity options with this property.

Gary Bahlkow requested the report for the wetland delineation and Daniel Flag emailed the wetland delineation from Atlantic Environmental for this project to the Ryan Keith during that meeting.

Chris Cabot asked the applicant to restate and clarify why the new structure could not be built next to the Water District's existing structure. The applicant summarized their reasons.

Chris Cabot motioned to find the Site Plan Review Application for the Pumping Station project for the Yarmouth Water District complete; Audrey seconded the motion. Discussion.

Vote 4 Yes 1 No

Audrey Lones motioned to approve the waiver and not applicable items request by the applicant; Chris Cabot seconded the motion. Discussion. **Vote 5 Yes 0 No**

The Board suggested that to the best of the applicant's ability and the safety of their property work with the town for future trail access, if requested. It was also suggested that the applicant take into consideration the planting on the other views of the building, specifically the Route 9 side and if there are any healthy trees that they can save when cutting the lot it would be appreciated.

Audrey Lones made a motion to approve the application for the Yarmouth Water District's Booster Pump Station; Sandra Falsey seconded the motion. Discussion. **Vote 5 Yes 1 No**

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V. New Business

- a. Preliminary Sketch Plan – York Ridge Major Subdivision – Construction Aggregate, Inc.
Charlie Burnham, Atlantic Resource Consultants, LLC, on behalf of Construction Aggregate, Inc, reviewed the proposed plan for the proposed York Ridge Major Subdivision project with the Planning Board.

The project proposed is on Map 010 Lot 071. The potential project will develop 13 residential lots with an additional open space lot.

- b. Minor Subdivision Application – 64 Country Lane
David Banks, RE/MAX and David Titcomb, Titcomb Associates, on behalf of Thomas & Ann McCormick, reviewed and discussed the proposed amendment to the Division of Land on Country Lane with the Board.

The proposed amendment would be on Map 004 Lot 133 at 64 Country Lane. The lot had prior Planning Board approval for a lot division on October 28, 1998, and was then merged back into one (1) lot in 2005.

The existing lot is about 10.9 acres located in the Farm and Forest zone and is primarily “open” (field/pasture). The Applicant is proposing to divide the lot into two (2) and extend the right-of-way to gain access.

The Applicant reviewed the two (2) waiver request; 10.2.E Monuments - they are requesting to not have to set stone monuments along the extension of the proposed right of way, and 10.3 Brook, Pond, Vernal Pool and Wetlands Buffers - they are requesting to not have permanent wetland buffer markers installed at this time.

Applicant is requesting the extension of Country Lane Road be delayed until a building permit is issued for Lot 2b. The estimate time frame would be 3-5 years.

Audrey Lones motioned to find the application complete for the Minor Subdivision Application for 64 Country Lane; Chris Cabot seconded the motion. **Vote 5 Yes 0 No**

Audrey Lones motioned to amend the approval for the Amended Subdivision plan for Tax Map 004 Lot 133 with the waiver request with condition that the construction of the road extension be completed prior to issuance of a building permit; Gary Bahlkow seconded the motion. **Vote 5 Yes 0 No**

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- c. Finding of Facts - Deer Brook Apartments Phase 2 - Major Subdivision
Audrey Lones motioned to approve the Findings of Facts for Deer Brook Apartments Phase 2 Major Subdivision as presented; Sandra Falsey seconded the motion.
Discussion. **Vote 5 Yes 0 No**

- d. Findings of Facts – Old Town House Relocation and Restoration Application
Audrey Lones motioned to approve Findings of Facts for the Old Town House Relocation and Restoration application as presented; Chris Cabot seconded the motion. Discussion.
Vote 5 Yes 0 No

VI. Administrative Business

- a. Land Use Ordinance Amendments – Q & A Sheet
Audrey Lones discussed with the Board that the Economic Development & Sustainability Committee is planning to host a Community Question & Answer forum in partnership with the Planning Board on March 25 at 6:30 PM via zoom. The topics to be discussed are the Master Plan, the Comprehensive Plan, and the Land Use Ordinance.

- b. Planning Board Venue
The Board discussed and agreed to continue to hold their meeting via zoom for at least the next couple of months and reconsider meeting in person once a larger number COVID-19 vaccinations have been administered.

- c. Planning Board Workshop Schedule
A proposed workshop schedule was provided to the board to review.

- d. Review of Previous Year’s Applications
The Board reviewed the applications from last year.

VII. Any other Business

- a. **York Ridge subdivision Site Walk** – Audrey Lones requested that Tracey Cox coordinate with the applicant and Planning Board to schedule a site walk.

- b. **Planner Position** – Audrey Lones discussed that the Budget Committee included this new position into the budget, and that the Budget Committee is considering providing the Planning Board with a stipend. The Board felt the planner position is an important position needed for the many large projects that the Town will continue to see in the coming months and years. If there are budget constraints, some members expressed that a planner is a higher priority to a stipend.

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- c. **Solar Research Committee** – Kimry Corrette noted the Solar Research Committee will be presenting their findings to the Select Board on March 15. After the presentation, the committee will be charged with working with the Planning Board to determine what changes to the Land Use Ordinance may be needed. Kimry will continue to update the Board as more information arises.

VIII. Adjournment

Meeting was adjourned 10:15 PM.

Recorded by Tracey Cox, Executive Assistant to CEO/Assessor

Planning Board Members

Audrey Lones - Chair

Chris Cabot - Secretary

Gary Bahlkow, Board Member

Sandra Falsey, Board Member

~~Chris Gordon, Board Member~~

Kimry Corrette, Alternate Voting Member