

Planning Board Minutes

Wednesday, November 20, 2019

Mallet Hall

7:00pm

Members Present: Matt St. Cyr, Matt Altieri (alt.), Gabe DiGristina, John Bowdren, town planner Tony Dater and secretary Molly White.

Members Absent: Christine Watson, Heidi Curry (alt.) and Jesse Peters.

- I. Call to Order – 7:04pm by Vice Chair
Matt St. Cyr moved, seconded by Gabe, to make Matt A. a voting member for this meeting.
- II. Secretary's Report
One typographical error in the minutes from October needs to be corrected. Matt A. moved, seconded by John, to approve the minutes as amended. Vote: Yes-4. No-0.
- III. Old Business
"Third Amended Carter Property Subdivision" Final Approval – No Show.
*The day following the meeting the owners of this property called to be put on the December meeting agenda.
- IV. Review and Adopt Shoreland Zoning Ordinance
Tony offered to compare the newest version of this ordinance with what the town currently has in place and bring any suggested changes he thinks should be made to benefit the town. The board would discuss these suggested changes at the December meeting.
Matt St. Cyr moved, seconded by John, for Tony to bring his suggested changes to the December meeting. Vote: Yes-4. No-0.
- V. Land Use Definitions Review
The Board made the decision to start holding workshops that are supplemental to their regular standing meeting in order to make further progress in regards to getting a minimum of six definitions ready to be voted on at Town Meeting in June 2020. They chose Wednesday, December 4, 2019 at 6:00pm as their first workshop. They then plan to have a follow up meeting with the Ordinance Review Committee at their regular meeting Monday, December 16, 2019. More workshops would follow as necessary in order to prepare for June. Matt St. Cyr also asked Tony to look into how other towns, either in state or out of state, approach design review and things like contract or cluster zoning. He also asked the Secretary could see about ordering a book titled "Rural by Design: Planning for Town and Country" by Randall Arendt. He feels this book may be helpful for the board to have.
- VI. Any Other Business

John wanted to discuss some recent email correspondence between board members and how the Freedom of Access Act (FOAA) restricts the types of conversations that are allowed to be had about board business outside of their regular standing meetings. John provided an excerpt from the MMA Manual for Local Planning Boards that dictates what is considered inappropriate correspondence. Matt A. questioned whether the content of the emails was in fact violating FOAA or if the information being shared was vague enough to not be considered inappropriate. He also wanted the phrase “substantive board business”, taken from the material John provided, to be explained further to determine if the content of the emails falls under that definition. Matt St. Cyr included that he finds the correspondence via email helpful to getting ideas around to board members efficiently. John made the point that as the emails are going out the public does not have access to the content of the discussion and those materials could be used to make decisions at future meetings. Matt St. Cyr made the point that the emails can always be discussed at future meetings and made public as an exhibit to the minutes. John suggested that maybe the town attorney or MMA legal should be consulted for clarification. The secretary offered to get in touch with the legal entities mentioned to which Matt St. Cyr said not to, that they would just tell us not to email each other at all. Instead, he suggested setting boundaries such as not talking about specific residents and not sharing opinions. Matt A. also suggested the Board create a Google Document that they could use to correspond with each other that is available to the public to read but not contribute to. The overall decision was to not contact the town attorney or MMA Legal for advice at this time.

John also briefly highlighted some information he took away from a training he attended on October 29, 2019 held by GPCOG, New England Environmental Finance Center and Casco Bay Coastal Academy. His synopsis of this workshop is included with the minutes.

VII. December Agenda

Workshop to review Land Use Definitions – 6pm

Review and Adopt Addressing Ordinance

Review Tony’s suggested changes for Shoreland Zoning Ordinance

VIII. Adjourn- 9:06pm

John moved, seconded by Matt A., to adjourn the meeting.

Vote: Yes-4. No-0.

Respectfully Submitted,

Molly White, Secretary