Planning Board Meeting Minutes
September 21, 2017

The Planning Board met on Thursday, September 21, 2017 at the Chebeague Recreation Center beginning at 7:00 PM

1. Call Meeting to Order: Bob Earnest called the meeting to order at 7:15 PM.

Planning Board Members Present: Bob Earnest, Jane Frizzell, Chip Corson, Caitlyn Bowman, Kyle Koerber (arrived at 7:17)

Planning Board Members Absent: Carol White, Nancy Hill

Also Present: Marjorie Stratton

2. Review minutes of August 17, 2017 PB meeting

Moved by Chip Corson, seconded by Caitlyn Bowman, to approve the minutes of the August 17, 2017 meeting

Vote: 4-0 (Koerber not yet arrived)

Discussion regarding the resignation of Code Enforcement Officer Nick Adams

- Nick has been helping us with our Zoning Ordinance re-write. He will not be doing technical writing for us. Bob and Marjorie will meet tomorrow with Nick and Gloria Brown about Gloria doing the word processing and formatting of the draft document.
- Bob explained that there is no special town meeting scheduled for this fall.

3. Discussion: next steps for zoning ordinance changes

- The state of the project at this time is basically two documents
  - Stephanie Carver’s draft
  - A compilation of drafts based on the existing Zoning Ordinance

- Nick has suggested that the Shoreland Zoning be pulled out of the Zoning Ordinance as a separate ordinance.
- Special attention to be paid the revised table of allowed uses
- Goal: one Zoning District with one table of allowed uses
4. **Discussion: zoning implications for Hope Island – postponed**

5. **Continue discussion of streamlining of docks process**
   Nick recommended a more streamlined approval process. The Wharfing-Out Permit is an antiquated part of the process.

6. **Elect vice chair – postponed**

7. **Public comment – none**

8. **Schedule next meeting**
   The next meeting will be a workshop re: Zoning Ordinance on Thursday, October 19th, 7:00 PM, at the Rec Center.

9. **Adjourn**
   Moved by Bob and seconded by Chip to adjourn the meeting at 8:04 PM.

   **Vote: 5-0**

Respectfully submitted:

Marjorie Stratton
Town Administrator
We had a productive meeting this morning. Marjorie and Nick’s advice is, I think, a really logical path to follow. Here it is:

Key assumption / direction: that we first go thru the hearing process to separate Shoreland Zoning (SZ) from the Zoning (Z) ordinance. After hearing(s) and any potential revisions, then take this proposed warrant to Selectboard and then on to a special Town Meeting. Marjorie points out that a special Town Meeting can be easily set up with minimal costs to the Town. The logic here is that we need to separate SZ from Z before we engage in all the other technical and content revisions; otherwise, if the split of SZ from Z does not pass Town Meeting, then we’ve wasted all the effort revising the separate documents. So: first approve the separation; then, hold public hearing(s) and subsequent Town Meeting on the changes to which we agreed a few meetings back.

Details/next steps:
PHASE 1:
Step 1: work with Gloria and Nick to finish / proofread the markups that separate the Shoreland Zoning (SZ) ordinance from the Zoning (Z) ordinance. Nick thinks he can finish his technical work on this by a week before our October meeting, so we’ll be able to review the content of it at that time. Gloria will, at that time, begin a review of the documents’ organization, format, numbering, etc.

Step 2: after review by PB, setup a public hearing on the proposed revision: to separate the SZ from Z ordinance. This hearing would occur as early as November, and hopefully no later than December.

Step 3: send a proposed warrant to SB, schedule special town meeting, etc.

After that Town Meeting, and assuming the split of SZ from Z is approved:

PHASE 2:
Step 4: work with Gloria (if, after the work in Step 1, she decides to continue her role with us) to finalize content and formatting changes to the (now split from SZ) Zoning Ordinance. This “round 2” of changes would include the Stephanie/PB agreed changes, the PB decision to go from two zones (I8 and IR) to one zone, the reduction of 4 tables to 1, etc.

Step 5: public hearing on “round 2” of changes

Step 6: proposed warrants to SB, with the intent of taking these warrants to Town Meeting. Note: it’s probably a good idea that we present these “round 2” changes as individual warrant articles, designed so that each stands on its own; so that the rejection of any one does not result in the rejection of all. Good suggestion from Nick.

Step 7: second Town Meeting (timing wise, perhaps this can be part of a “regular” Town Meeting).

We can discuss this in detail at our October meeting; and, hopefully, we’ll have Nick’s work to review at that meeting as well.
Please let me know if you have any questions or concerns.

Thanks,

Bob=