Determination of Quorum; Appointment of Alternates

Chairman Al Cotton called the workshop meeting to order at 7:00 p.m. A quorum was determined with five people voting: Al Cotton, Vice Chair Kathleen Kluger, Board Secretary Peter Smith, Wayne Boardman, and alternate Ken Churchill, who was appointed as a voting member. Planning Director Dylan Smith represented staff. Land Use Technician Heather Ross was not present. Patience Horton was the recording secretary. The meeting lasted 2.25 hours.

Public Forum

No one came forward to speak.

Preference Votes for November 2019 Ordinance Amendments

The Board showed its preference for the six November, 2019, ordinance amendments they had written during the prior months: Zoning Definitions, As-built Plan Requirements for Non-conforming Structure Expansions, Cul-de-sac Specifications, Shoreland Overlay District, Workforce Housing, and Medical Marijuana.

In discussion, Wayne Boardman pointed out that the Board of Selectmen had agreed to a change in the Workforce Housing referendum language, but the change had not been reflected in the actual referendum copy. Whereas it was agreed that the number of units shall be rounded “to” the nearest number, the copy for the referendum incorrectly indicates that it shall be rounded “up” to the nearest number. An attempt will be made to correct the referendum copy, but it is not guaranteed, said Dylan Smith.

- Preference Vote: Al Cotton asked for all in favor of the preference vote for Amendments 1 through 6. All five planning board members answered yes, 5-0.

Discussion/Review—Comprehensive Plan Update

The board members reviewed criteria being put into the RFP (Request For Proposal) for selecting the contractor for the Comp Plan rewrite. The CPC (Comprehensive Plan Committee) that will supervise the project will consist of all five members of the full Planning Board, including alternate Kenny Churchill. A third, daytime meeting will be added every month with Patience Horton as the recorder.
The Planning Board is responsible for a vigorous outreach to the public through public hearings before the board. Though the schedule for completion of the Comp Plan rewrite encompasses two years, public hearings will add one-half year to the timeline.

Local expert consultants will be brought in to contribute information as needed. Kittery, Scarborough, and Lewiston have completed their comp plan rewrites, and those plans can be studied online and used for selective modeling.

The consultant must have a knowledge of climate change, sustainability, and other key topics. They must be able to dovetail well-understood concepts with the Planning Board and its subcommittees.

Should this Comp Plan be consistent with State certification? Certification should be part of the contract, the board members agreed—but certification is not necessary, emphasized Dylan Smith. What does certification get us? Grants.

There is a $200,000 budget to pay for the Comp Plan rewrite consultant or consultation firm. A reasonable cost estimate breakdown is expected from the consultant, whose other first step will be to lay down the sequence of the general phases.

**Discussion—Potential 2020 Ordinance Amendments**

The Green Recreational Overlay and amendments to the Open Space Conservation Subdivision Yield Plan are the two “big ones” for the Fall 2020 ordinance amendments, said Dylan Smith.

Wayne Boardman would like an amendment to refine the current Rte.1 requirements for lighting and glare §6.3.6 and have it apply to all non-residential sites in town (§6.1).

**Minutes**

- Motion: Kathleen Kluger moved to accept the minutes from July 11, 2019. Peter Smith seconded. The motion passed 5-0.

- Motion: Peter Smith moved to accept the minutes of July 25, 2019, with the changes noted. Kathleen Kluger seconded. The motion passed 5-0.

**Other Business**

The boundaries of the historic district and the landmarks within it have not been fully determined. The HCD (Historic District Commission) would like to go through the
process now. Article 12 dictates how the HDC will apply for designation through the PB. Per §12.5, the process is not the same as any typical application, but there has to be at least one public hearing. This work will hopefully be completed by the May, 2020, referendum.

Chairman Al Cotton will notify the HDC requesting them to come to the September workshop with a presentation about what they are trying to do.

**Adjourn**

The meeting adjourned at 9:15 p.m.

Respectfully submitted,
Patience G. Horton
PB Recording Secretary