

Town of Arrowsic
Minutes of Planning Board Meeting
April 5, 2021 at ~ 7:05 PM | Video Conference via Zoom

Attending: Jennifer Geiger (PB Chair); Roger Heard (PB); Vicky Stoneman (PB); Stan Lane (PB); Chris Wilcoxson (CEO); Mike Kreindler (former CEO); Tim Harkins (Town resident); Judy Jones (Town resident)

Approval of Minutes

The Board reviewed the Minutes of its March 1, 2021 Meeting. There was some discussion about the first paragraph under the section entitled "CEO Discussion," as the Board Chair was not aware that she was to contact the Town's attorney to confirm that the "majority view" regarding Planning Board review of approved subdivisions has not changed since the Planning Board received advice on this issue from the Town's attorney in 2017. There was also follow-up discussion about the Stonetree subdivision, and about a discussion that the CEO had with an attorney at MMA, Breana Gersen, regarding Planning Board review of approved subdivisions. Attorney Gerson was speaking in the abstract, as she was not familiar with the specific text of Arrowsic's Ordinance. The Planning Board Chair will follow up with the Town's attorney to confirm that the majority view regarding Planning Board review of approved subdivisions has not changed since the Planning Board received advice on this issue in 2017.

Additionally, a revision of first line in the second paragraph under Maine Municipal Association Workshop was made for clarification purposes. The line will now read:

A recommendation made at the Workshop is that Planning Board members, where it is available, use Town email addresses for Planning Board purposes and communications, as opposed to personal or business email addresses.

Subject to the revision above, upon motion to approve by Roger Heard, which was seconded by Stan Lane, the Board approved the Minutes of its March 1, 2021 Meeting (all voted in favor).

Annual Report

The language on the Planning Board for the Town's Annual Report proposed by the Board Chair was reviewed and upon motion to approve by Roger Heard, which was seconded by Stan Lane, the Board approved the verbiage as written (all voted in favor).

2021-22 Planning Board Budget

The Budget proposed by the Board Chair was reviewed. It was noted there is an uncertain outstanding amount owed to the printer for the updated Ordinance Manual. The Board Chair will call to get an estimate of the charge as there have been quite a number of revisions during the past few months. She also expressed the desire to put the final version of the updated Ordinance Manual on the website and not have these manuals printed until the Town votes on the Warrant revisions, which if approved, would go in the Ordinance Manual. The Board agreed it made sense to proceed in this manner. Another question arose as to how discussions with the Town attorney are billed and if the PB has to cover them in its budget. The Board Chair stated that she would find out the answer to this question and if the answer had any large effect on the Budget, she would come back to the Board to review and possibly amend the Budget. At this time, she determined it made sense to approve the Budget as is, given the deadline to get it to the Town in time for its Annual Meeting. Upon a motion to approve the Budget by Roger Heard, which was seconded by Vicky Stoneman, the Board approved the Budget (all voted in favor).

Comprehensive Plan

Judy Jones and Tim Harkins were invited to the Planning Board to discuss the process of updating the Town's Comprehensive Plan (CP). The current and only CP was written in 1989. There were deficiencies in the CP as it did

not meet consistency standards with the Maine Growth Management Act of 1988. This has prevented the Town from being able to apply for certain funding and grant opportunities and was a large impetus for considering updating it and making it consistent with the Act. The Select Board has tasked Judy Jones to jumpstart this endeavor. Tim Harkins has agreed to help her initially and possibly longer. Right now they are just looking at convening a group to look at the pre-planning process and determine what it would entail. Since the CP is the foundation and vision for the Town Ordinances, it is thought that the PB should be involved in this pre-planning process although the Select Board would ultimately determine whether to move forward with updating the CP. Judy has drafted a letter on behalf of the Select Board to invite Town members to express their interest in being a part of group tasked with recommending the appropriate process to use to proceed. They will be discussing only the process, not the actual CP. The intent is to form a diverse group of Town people to take on this charge. Judy has gotten a variety of community input on her draft letter and is working on the next version, which she will then send to the Board Chair for the PB to review and comment on.

Warrant Articles

The Board Chair presented 3 draft Warrant Articles intended to clarify particular sections of the Zoning Ordinance Manual.

Warrant Article 1: To add into Table 1 a section on Standby Generators which is to accompany Section 3.6.1.9 on Standby Generators which was added to the Ordinance Manual previously. This allows a standby generator to have its own designation under the structure category and not be considered an accessory structure. Upon motion to approve by Roger Heard, which was seconded by Vicky Stoneman, the Board approved Warrant Article 1 as written and to be provided to the Town for its Annual Meeting (all voted in favor).

Warrant Article 2: Strikes current Definition “Non-conforming Building or Use” paragraph and replaces it with 3 separate definitions (Non-conforming Structure, Non-conforming Use and Non-conforming Condition). After discussion, it was determined that the Non-conforming Condition paragraph was not necessary. Subject to the revision of striking the Non-conforming Condition paragraph and upon a motion to approve by Roger Heard, which was seconded by Stan Lane, the Board approved Warrant Article 2 to be provided to the Town for its Annual Meeting (all voted in favor).

Warrant Article 3: Add language to section 1.3.2.3b to be consistent with the language in section 1.3.2.3a as they refer to the same situation but the flip sides of the 50%. Upon motion to approve by Vicky Stoneman, which was seconded by Roger Heard, the Board approved Warrant Article 3 as written and to be provided to the Town for its Annual Meeting (all voted in favor).

The Board Chair will provide the 3 Warrant Articles to the Town Attorney and the DEP to review for approval before the Town Annual Meeting.

Adjourned at about 9pm.