

Cherryfield Planning Board Meeting Minutes February 15, 2023

Present: Laurie Lee, Billi-Jo Brooks, Crystal Hitchings

Administration

1. The Planning Board voted in Crystal as the new Board Secretary.
2. New Planning Board member Kim Smith was sworn in by the Selectboard and will join the Board in March.
3. January 2023 minutes were approved. Crystal abstained, not present at the meeting.
4. No adjustments to the agenda, no public comments.

Old Business

1. The Board discussed developing a welcome packet for new community members. The packet would include municipal services, as well as area businesses, activities, local history, and attractions. Billi Jo and Laurie will collect information on businesses and municipal services. Crystal will draft a map and collect area visitor information. New residents need to know about permitting requirements and who to contact.
2. Planning Board bylaws - these are required, Laurie has a draft started and will share with other Board members to develop further together.

New Business

1. The Select Board is developing a formal resignation policy for municipal boards.
2. Betsy Fitzgerald, CEO, has been invited to attend the March meeting. The Planning Board would like to develop a more collaborative process with the CEO, where the Board is more aware of what residential permits are being issued, and there is more communication between the two permitting entities and better enforcement of the Land Use Ordinance. The Planning Board will take a look at the permitting process to see where the overlaps and divisions in CEO and Planning Board tasks are.
3. Community Resiliency Partnerships - Crystal provided a recap of this program, as presented to the Select Board at their January meeting. The program assists municipalities with planning for climate resiliency and obtaining funds for projects identified as priorities through a public process. Crystal will organize a public discussion. Topics discussed by the Board include LED lights at the tennis/basketball courts, replacement of Japanese knotweed along the river walk.
4. Cherryfield National Historic District - this designation is very important to downtown Cherryfield for retaining its community character and history, and for

advancing economic development. The District is promoted as an exceptional destination for visitors by the Maine Office of Tourism, DownEast Acadia Regional Tourism, the Bold Coast National Scenic Byway, and more. The Cherryfield Land Use Ordinance details the importance of the District and sets forth some standards for development within the District. Design standards are not currently reviewed by the CEO, and the Planning Board does not currently have any knowledge of residential permits being issued. Crystal suggested the particular language needs more detail and that all development in the Historic District should be reviewed by the Planning Board to insure that it meets the standards of the Ordinance. The CEO can issue building permits and property owners will then need to go through a design review of the exterior of the building by the Planning Board. Realtors, the CEO, and municipal officials need to be made aware of ordinances as they talk with new residents, and existing residents need more education.

5. The house at 26 New Street is on the National Historic Register and a Contributing Structure in the National Historic District. The Land Use Ordinance requires a 45-day review period by the Historic Preservation Commission prior to removal of buildings with this designation. The house at 26 New Street did not apply for a demolition permit and removed the structure without following any of the Land Use or municipal requirements. There was no contact with the CEO or Town. Betsy has been contacted and said she would come to Cherryfield to review activity on the site. The property owners should be notified that they need to come to the Planning Board prior to finalizing design of a new structure.

Miscellaneous

1. Crystal will write a report from the Planning Board to include in the Annual Town Report.
2. Laurie and Crystal will gather old drafts begun for permit applications and complete the process of updating them to be more relevant.
3. All emails between Planning Board members and permit applicants should be sent to all Board members.