

## **Planning Board/CEO Workshop**

May 3, 2023

CEO: Betsy Fitzgerald

Planning Board: Crystal Hitchings, Laurie Lee, Shawn Tucker, Billie-Jo Stanwood, Kim Smith

### **Purpose of Workshop**

To establish a clear, concise procedure for the Planning Board and CEO to cooperatively implement and enforce the Cherryfield Land Use Ordinance, thereby providing certainty for property owners about development procedures and nearby land uses, and reducing liability for the Town.

### **Topics of Discussion**

1. Review the Table of Uses – Building Permit versus Site Plan Review
  - Review recently permitted and proposed developments, as examples
    - RS Insulation
    - Paisley Loon
    - Ark Animal Shelter
    - ME Seacoast Mission
    - Proposed pizza shop
    - Proposed community center
  - Historic District
2. Review other sections of the Land Use Ordinance relevant to CEO/Planning Board review procedures, order of actions, and responsibilities.
3. Existing Building Permit review & approval - Betsy will step Planning Board through the BP review process from start to finish, showing the PB what forms are used and how records are maintained in a case file.
4. Establish process for regular communication from CEO to Planning Board when building permit applications are received, including CEO attendance at Planning Board meetings.

### **Outcomes**

1. Planning Board will finalize the updated Site Plan Review application and information packet.
2. Planning Board will develop a simple fact sheet/flow chart for the Town Office staff to ensure they provide accurate and clear information to help applicants navigate the process.
3. Planning Board will develop information for a public awareness campaign about the Cherryfield Land Use Ordinance, including a direct mailing to property owners whose buildings are included on the Cherryfield Historic District Map.