

Cherryfield Planning Board Meeting Minutes – September 20, 2023

**Board Members Present: Billie Jo Brooks, Ryan Beal, Kimberly Smith
Public Present: Sue Dalton**

Meeting Called to order at 6:00 pm.

Public comments: None

Minutes from August: Motion to approve minutes as written; Billie Jo Brooks, seconded by Ryan Beal, all in favor, motion passes.

New Business

The Planning Board members present discussed the format of the possible updated permit process and permits. All permits, except the demolition permit were consolidated into one packet. The fees for the various permits need to be correct and possibly updated. Packets from surrounding towns were presented as examples of fee schedules and templates we may include to make our packet more user friendly. It was discussed that we would should have a cover sheet with instructions and fee costs for each section or type of permit. Also what sections to include or omit depending on permit/permits needed and a checklist that would reflect a complete application. Work on this will continue at next meeting.

Adjourned at 7:00 pm.(motion by Kimberly Smith, seconded by Billie Jo Brooks, all in favor.

Crystal Hitchings _____

Billie Jo Brooks _____

Kimberly Smith _____

Ryan Shaw _____

Ryan Beal _____