

# Readfield Planning Board

## Meeting Minutes of January 30, 2024 - Approved

**Planning Board Members Present:** Paula Clark (Chair), Jack Comart, Brandon Fike, Peter Bickerman, Don Witherill, John Mitchell

**Excused:** Henry Clauson, Bill Buck

**Others Attending:** Chip Stephens (CEO), Anjelica Pittman (Board Secretary), Jamel Torres

**Meeting called to order by Paula at 6:30 PM**

### **Public Meeting:**

**Concerning LD 2003 and Readfield** – Consultant Jamel Torres with NorthStar Planning met with the Planning Board for continuation of discussions related to proposed LUO revisions in response to LD 2003. Jamel sent a memo to board members with recommended and required LUO revisions pertaining to LD 2003. Paula briefly discussed a couple of areas in the memo that could be clearer or reorganized. Paula then gave board members the opportunity to choose how they would like to review the memo, all agreed to go through sequentially.

Jamel recommended adding a new subsection (4.G.5.) in Article 3 of Readfield’s LUO that states an attached ADU is allowed, however it cannot make a non-conforming property more non-conforming.

In Article 7 – Land Use Districts & Regulations – Members discussed whether ADU applications in the Shoreland zone should be handled by the board or the CEO, they decided to leave it with the CEO and he will ask for Planning Board guidance as necessary at his discretion as he currently does.

Page 4 of the memo added footnotes with specific square feet for required modifications. The board discussed making the language clearer in footnote 17, Jamel will discuss with NorthStar staff if it is possible.

Article 8 – Performance requirements and standards – Paula suggested restructuring the first section and including subsections for all seven types of dwelling units with additional narratives to make it easier to follow and clearly defined.

There are additional required and recommended modifications for pages 9-10 of the memo specific to ADUs. Chip asked who would be responsible for the ADU in the transfer of a sale, whether it be the buyer or seller. Jamel was not sure but will find out and respond at the next meeting.

Article 11 definitions – recommended definition of ADU that mirrors the states definition.

In summary, there is not a lot to modify overall, reorganizing the Performance Standards section, add more specific language in the ADU section and clear up occupancy requirements upon sale or transfer. Jamel will work on language to definitions and return to review.

Upon further discussion, the board agreed that any ADU applications in the Shoreland zone will come to the Planning Board for discussion during initial implementation of the new LUO revisions until the proposed changes are ironed out.

The board discussed meeting dates to plan for the next draft review, the February 13 and 27<sup>th</sup> meetings will be cancelled due to the Public Hearing and subsequent Special Town Meeting for two CID applications and reconvene on February 21<sup>st</sup> with Jamel to go over the next draft. Jamel will send out his draft to Planning Board

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members a week before that meeting. LUO changes are due to be submitted the week of March 18, 2024. They will schedule a Public Hearing either March 5<sup>th</sup> or 12<sup>th</sup>.

## **Approve Minutes from January 9, 2023**

Don **motioned** to approve the minutes as amended, **seconded** by Brandon, **vote 6-0** in favor.

## **Meeting adjourned by Paula at 8:43PM**