



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Final-revised

Planning Board

Monday, February 24, 2020

7:00 PM

Council Chambers

1 Call To Order

2 Roll Call and Declaration of Quorum

The meeting was called to order by Vice Chair, Keith Elder. Other members present were: Michael Devoid, Drew Mayo, Kaitlyn Tuttle, Tyler Dunlea, and Charles Hawkins.

Planner, Jenn Curtis, was also present.

3 [PB 20-019](#) Approval of Minutes: February 10, 2020

Attachments: [Minutes 2-10-2020 - draft](#)

Under Adjournment, "Seconded by Colin Swan." was corrected to be a statement and not a question.

Charles Hawkins made a motion to approve the minutes of the February 10, 2020 meeting.

Seconded by Drew Mayo.

Vote: All in favor.

Other Business

4 [PB 20-018](#) Annual Administrative Meeting

Attachments: [PB memo Housekeeping 2-19-20](#)
[Rules of the Planning Board 03-25-19](#)
[PlanningBoard Manual and appendices \(rewrite Feb. 2017\)-FINAL](#)

a. *Elect Chair*

Keith Elder agreed to serve as Chair.

Vote: All in favor.

b. *Elect Vice Chair*

Kaitlynn Tuttle nominated Drew Mayo.

Vote: All in favor.

c. *Review Committee Assignments/Elect Members*

- *Long Range Planning Committee*

Michael Devoid nominated Charles Hawkins.

Vote: All in favor.

- *Marijuana Ordinance Committee - Kaitlynn Tuttle would remain on the committee.*
- *Private Roads Ad Hoc Committee - Michael Devoid would remain on the committee.*

d. *Review Rules of the Planning Board*

Consensus of the Board was to:

- *Begin meetings at 6:30 instead of 7:00.*
- *Determine when site walks would be held on a case by case basis*

There was discussion regarding a suggestion from a member of the public that the Board hold a public hearing when it considered an amendment to a site plan which would change a condition of approval.

- *Typically amendments were minor issues.*
- *Requiring a public hearing would make an applicant wait for another meeting.*
- *The Board liked having a choice of whether or not to require a public hearing.*
- *The requirement for public hearings was addressed in the ordinances, not in the Planning Board Rules.*
- *Consensus of the Board was not to change the public hearing option.*

Charles Hawkins made a motion to change the Planning Board meetings from 6:30 to 7:00.

Seconded by Kaitlyn Tuttle.

Vote: All in favor.

5 Workshop

Town Attorney, Kristin Collins reviewed Planning Board practices and procedures:

- *Access to Public Records*
- *Public Meetings*
 - o *Quorum*
 - o *Executive Sessions*
 - o *Required Notice*
 - o *Electronic Communications*
 - o *Records Retention*
 - o *Rights of Members of the Public*
- *Application Review*
 - o *Jurisdiction*
 - o *Applicant Standing*
 - o *Completeness*
 - o *Bias*
 - o *Conflict of Interest*
 - o *Waivers*
 - o *Decision Making*

- o *Third-Party Review*
- o *Reconsideration*

6 Adjournment

Drew Mayo made a motion to adjourn.

Seconded by Michael Devoid.

Vote: All in favor.