

Town of Islesboro  
**Planning Board**  
Regular Meeting  
June 5, 2017 @ 6:15 PM  
Town Office Meeting Room  
**MINUTES**

Members Present: Chair Jan Harmen, Jennifer Whyte, Gil Rivera, and Bill Schoppe  
Excused: Peter Coombs, Isabel Jackson

Others Present: Sara Babbidge, Terry Cowan, William Kelly

The Chair called the meeting to order at 6:15 PM and a quorum was established.

**MOTION BY Gil Rivera, seconded by J. Whyte, to approve the minutes of May 22, 2017 as corrected.  
The motion passed 4-0.**

**OLD BUSINESS**

**1. Town of Islesboro, Application #MD1-17, Map 17, Lot 17B**

This application is a revision to the previous application #MD 6-16. The only change is the size of the POP building from 10' x 12' to 10' x 16'. This application was approved at the May 22, 2017 meeting, however Findings of Fact were not presented or approved at that meeting prior to the motion to approve this application. The Planning Board, therefore, reviewed the Findings of Fact as presented by Chair Harmen at this meeting.

**MOTION BY Bill Schoppe, seconded by Gil Rivera, to approve the Findings of Fact for the Town of Islesboro, Application #MD1-17, Map 17, Lot 17B. Motion passed 4-0.**

**MOTION BY Gil Rivera, seconded by Jennifer Whyte, to approve Application #MD1-17, for the Town Of Islesboro, Map 17, Lot 17B, to amend the size of the POP building as above. Motion passed 4-0.**

**2. Islesboro Community Center, #MD2-17, Map 17, Lot 25A**

This application is for the creation of an overflow parking area for the Islesboro Community Center.

The application was tabled for a site review which was done by Peter Coombs and William Boardman-CEO with John Rex-Waller in attendance. Neither Peter Coombs nor William Boardman are present at this meeting to give a verbal report, but a written Site Review Report was submitted for the record. Under General Comments on the Site Review Report, it is noted that there is a plan for a forsythia hedge for screening, enlargement of an existing fence, and fencing to be placed around cess-pool cover. These changes/additions to the plan are not on the current site plan submitted by the applicant, and the applicant is directed that if these are changes/additions they wish to make, they should be depicted accurately on the site plan and made part of the record.

The Planning Board discussed the following concerns with the applicant:

- 1). Lack of site line during winter months when snow is piled against the ICC fence at this intersection: Sara Babbidge said they had thought about this and it may be that they need to remove some or all of the fencing. It was agreed that turning right from Mill Creek Road the site line is diminished during winter months when the snow is pushed against the fence. A concrete plan for safety regarding snow pile decreasing site line should be addressed.
- 2). Lighting plan: The application does include a lighting plan. The applicant is considering solar lighting, perhaps with a solar lit path. Again, a concrete plan with lighting details on the site plan is needed as well as further review by the Planning Board of the Lighting design standards.
- 3). Entrance plan into ICC from this new parking lot: The applicant has thought about the way patrons would proceed into the building once they cross the street. There are several thoughts at this time, one being entering on the south side of the building rather than going alongside the Mill Creek Road into the main entrance. As far as maintaining a walkway during the winter months, the applicant said the lot would probably only be used during the summer months for large events. The applicant could also reinforce child pick-up at the main entrance. Another suggestion that the applicant had was to have the

parking lot only for staff during certain times.

- 4) Vegetative screening plan: Abutter, Eileen Boardman, met with ICC representative, John Rex-Waller and discussed specific shrubs. The site plan will need to show all proposed shrubs as well as fencing changes, and cess pool cover location.
- 5) Amendment to parking plan: The applicant is intending to change the parking plan as well, and this new parking plan will need to be submitted and reviewed according to DRO, Article XV, Parking and Entrance Design Standards.
- 6) Safety concerns with pedestrian crossing: Chair Harmen said that the Planning Board is going to consult with a DOT representative on June 22 as he will be out here at that time to look at Town Centers.

**MOTION BY GIL RIVERA, SECONDED BY J. WHYTE, to table Application #MD2-17, ICC, Map 17, Lot 25A for**

- 1. Access plan into the Islesboro Community Center**
- 2. Lighting plan**
- 3. Vegetation plan and cesspool location to be submitted on new site plan**
- 4. Redesign of the parking lot - (new diagram)**
- 5. DOT consultation on June 22, 2017.**

**Motion passed 4-0.**

### OTHER BUSINESS

ELECTION OF OFFICERS:

- 1. Chair: Motion by Gil Rivera to nominate Jan Harmen as Chair. Jennifer Whyte seconded the motion and it passed 4-0.**
- 2. Vice-Chair: Motion by Gil Rivera to nominate Bill Schoppe as Vice-Chair. J. Whyte seconded the motion and it passed 4-0.**
- 3. Secretary: Motion by J. Harmen, seconded by Gil Rivera to nominate P. Coombs as Secretary. Motion passed 4-0.**

Committee Reports: None

People wishing to address the Planning Board: None

### ADJOURNMENT OF MEETING

**Bill Schoppe moved to adjourn the meeting at 7:10 PM. G. Rivera seconded the motion and it passed 4-0.**

Respectfully submitted,

Peggy Pike  
Secretary to the Islesboro Planning Board