

ISLESBORO PLANNING BOARD  
REGULAR MEETING  
THURSDAY, AUGUST 22, 2022  
In- Person and Zoom Meeting at 5:00 PM, Town Office

**MINUTES**

1. Call the meeting to order and Establishment of a Quorum

Chair Bill Schoppe called the meeting to order and a quorum was established at 5:00 PM.

Members Present: Chair Bill Schoppe, Vice-Chair Isabel Jackson, Jennifer West, Gil Rivera, Roger Burke, and Wendy Huntington Evans as alternate.

Others Present: CEO Dave Dyer, Roger Heinen, Tom Tutor, Peter Mills.  
Via Zoom: Terry Cowan, Laura Staines Giardino.

2. Approval of Minutes of August 11, 2022, Regular Meeting.

J. West found that under Bruce Clafin's review, "3500 feet" should read "3500 square feet."

**Motion: To approve Minutes of August 11, 2022, as amended, I. Jackson, seconded by G. Rivera. No further discussion. Motion passed, 5 yes, 0 no, Unanimous.**

3. OLD BUSINESS

A. LAND USE ORDINANCE

1. Bruce Clafin, Map 40, Lot 37, Application LU 38-22, to renovate and enlarge guest house.
  - Application had been tabled for site review. Site review done. All setbacks met.

**Motion: Application LU 38-22 is complete, I. Jackson, seconded by G. Rivera. No discussion. Motion passed, 5 Yes, 0 No, Unanimous.**

**Motion: Public Hearing is not required for Application LU 38-22, B. Schoppe, seconded by I. Jackson. No discussion. Motion passed, 5 yes, 0 no, Unanimous.**

**Motion: To Approve Application LU 38-22, I. Jackson, seconded by R. Burke. No discussion. Motion passed, 5 yes, 0 no, Unanimous.**

2. Zach Conover – not present.

B. DEVELOPMENT REVIEW ORDINANCE

1. None

**Motion: To take the agenda out of order, B. Schoppe, seconded by R. Burke. No discussion. Motion passed, 5 yes, 0 no, Unanimous.**

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4. NEW BUSINESS

A. LAND USE ORDINANCE

1. Peter Mills, Map 38, Lot 2, Application 41-22, to build 16 x 21 kitchen addition onto existing structure, along with a new deck.
  - J. West asked if the majority of the work will be in the back of the house. Peter answered yes, with the exception of the roof being modified slightly in the front.
  - G. Rivera asked if we have a plot plan with all the measurements. Peter explained that the copy of the plot plan was small, so he added measurements to the pictures.
  - J. West asked about Town Center. Part of the lot is in the Town Center. If we were to have an increase in the number of houses, would we go under the Town Center? A majority of the property is in the shoreland zone. What would be the minimum lot size, for future reference? Dave Dyer answered that in this case, the bigger portion of the lot, and where the building is located, is in a rural lot, so the 1.5 acre rule applies.
  - All members agreed that a site review is not necessary.
  - B. Schoppe pointed out that on the application, lot area square feet, 2.29, should mean acres.

**Motion: Application LU 41-22 is complete, I. Jackson, seconded by G. Rivera. No discussion. Motion passed, 5 Yes, 0 No, Unanimous.**

**Motion: Public Hearing is not required for Application LU 41-22, I. Jackson, seconded by G. Rivera. No discussion. Motion passed, 5 yes, 0 no, Unanimous.**

**Motion: To Approve Application LU 41-22, I. Jackson, seconded by G. Rivera. No discussion. Motion passed, 5 yes, 0 no, Unanimous.**

B. DEVELOPMENT REVIEW ORDINANCE

1. Islesboro Economic Sustainability Corp., Map 17, Lot 23, Application MD 02-22, to construct new 9 x 10 accessible toilet room addition, including new exit door and exterior stair; and to enclose and insulate portion of existing covered deck to provide access to addition.
  - B. Schoppe asked if all the work will be done on the back porch. Roger Heinen answered that there will also be a little bit to the side, between the market building and the house. It is all on one property.
  - There is a new septic system for the house and the store, which is designated on the plan.
  - R. Burke suggested adding measurements (how far away from well, septic, lot lines).
  - All members agreed that a site review is not necessary.

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**Motion: Application MD 02-22 is complete, contingent upon receiving setback measurements, I. Jackson, seconded by B. Schoppe. No discussion. Motion passed, 5 Yes, 0 No, Unanimous.**

**Motion: Public Hearing is not required for Application MD 02-22, I. Jackson, seconded by G. Rivera. No discussion. Motion passed, 5 yes, 0 no, Unanimous.**

**Motion: To Approve Application MD 02-22, contingent upon receiving setback measurements, I. Jackson, seconded by B. Schoppe. No discussion. Motion passed, 5 yes, 0 no, Unanimous.**

The Secretary pointed out that for a Development Review, the Planning Board needs to go through the Findings of Fact.

**Motion: To rescind approval for Findings of Fact, B. Schoppe, seconded by I. Jackson. No discussion. Motion passed, 5 yes, 0 no, Unanimous.**

**Motion: Application MD 02-22 qualifies for minor development, I. Jackson, seconded by B. Schoppe. Motion passed, 5 yes, 0 no, Unanimous.**

Findings of Fact: The Board reviewed Article 4, the Criteria of Approval. See Findings of Fact.

**Motion: To table Application MD 02-22 for finalization of Findings of Fact, seconded by I. Jackson. No discussion. Motion passed, 5 yes, 0 no, Unanimous.**

**Motion: To return to order of agenda, B. Schoppe, seconded by I. Jackson. No discussion. Motion passed, 5 yes, 0 no, Unanimous.**

**A. LAND USE ORDINANCE**

2. Zachariah Conover, Map 31, Lot 5C, Application 39-22, to build two additions (both 12 x 18) onto existing house, and a shed (16 x 20) approximately 60 ft behind house.
  - I. Jackson asked D. Dyer what the 14 x 18 square. It's the deck
  - B. Schoppe stated that there are some close lot lines, a site review will be needed.
  - The plan eliminates one bedroom, and adds a loft in the shed.
  - There are two additions to the house, one at each end, 12' x 18', and a deck and shed.
  - There is plenty of lot to accommodate these additions.

**Motion: To table Application LU 39-22 for site review, B. Schoppe, seconded by R. Burke. No discussion. Motion passed, 5 Yes, 0 No. Unanimous.**

R. Burke and I. Jackson volunteered for site review.

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5. OTHER BUSINESS

- CEO Report: D. Dyer provided report for July.
- People Wishing to Address the Planning Board: None.
- Correspondence: None.
- Committee Reports: None.
- Chair- Additional Business:
  - Jensen Baird Ordinance Review Checklist was reviewed and discussed, and will be continued next meeting. Members to study what will need to be changed in our Ordinance.
  - W. Huntington Evans is planning to go to MMA Planning Board training on Thursday. R. Burke may go, but has a conflict currently.

6. Adjournment of Meeting

**Motion: To adjourn meeting at 6:08 PM by R. Burke, seconded by I. Jackson. No discussion. Motion passed, 5 yes, 0 no, Unanimous.**

Respectively Submitted,



Carrie Reed