

Town of Islesboro
Planning Board
Regular Meeting
July 23, 2018 @ 6:15 PM
Town Office Meeting Room
MINUTES

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

Others Present: Bill Boardman-CEO, John Oldham and Terry Cowan

The Chair called the meeting to order at 6:15 PM. Alternate Isabel Jackson was appointed a voting member and a quorum was established.

Bill Schoppe moved to approve the minutes of the regular meeting of July 9, 2018 as written. Gil Rivera seconded the motion and it passed 5-0.

OLD BUSINESS

A. Land Use Ordinance

1. Ellen Berry, Application #11-18, Map 40, Lot 11, Construction of a three bedroom house, 22' x 34'.

The Planning Board reviewed the questionable items as noted in the last minutes on Page 1 of the application. It was determined that #23 is 2244 square feet of proposed living area and that #21 is 748 square feet of lot to be covered by non-vegetated surface. The fee is based on the figure in #23, and thus the applicant has not paid the total fee amount. Bill Boardman will contact the applicant and notify her of the remaining balance.

The site review was performed by Gil Rivera and Bill Boardman and a Site Review Report was submitted for the file. Gil reported that everything was found to be in order.

MOTION BY Jan Harmen that the application of Ellen Berry, Application #11-18, is complete upon receipt of the remaining fee balance. B. Schoppe seconded the motion and it passed 5-0.

MOTION BY ISABEL JACKSON to approve Application #11-18 for Ellen Berry, Map 40, Lot 11, to construct a three bedroom house pending payment of the fee. Gil Rivera seconded the motion and it passed 5-0.

1. Nancy Alexander, Application #14-18, Map 33, Lot 13, Enlarge parking area, new driveway, construction of a carport, construction of storage sheds, and construction of house addition including sitting room/library.

This application was tabled for a site review which was performed by Gil Rivera and Bill Boardman. The applicant was also in attendance. Gil Rivera reported that everything was staked out and all setbacks were met. A Site Review Report was submitted for the file.

MOTION BY JAN HARMEN to approve Application #14-18 for Nancy Alexander, Map 33, Lot 13, to enlarge the parking area, and construct a new driveway, carport, storage shed, shed addition, and house addition. I. Jackson seconded the motion and it passed 5-0.

B. Development Review Ordinance

1. John Oldham, Application #MD1-18, Map 15, Lot 16, Convert dining room into a commercial real estate office and erect a sign.

The application was tabled for a site review which was performed by Jennifer West and Bill Boardman. They found everything satisfactory. A Site Review Report was submitted for the file.

The Board then reviewed the Criteria of Approval and found no concerns or issues regarding this application.

MOTION BY JAN HARMEN to table Application #MD1-18 for John Oldham, Map 15, Lot 16 for Findings of Fact. I. Jackson seconded the motion and it passed 5-0.

Mr. Oldham said that he would like to hang the sign as soon as possible and was wondering if that could be done before the Findings of Fact and the Approval of the permit in two weeks.

MOTION BY JAN HARMEN TO APPROVE APPLICATION #MD1-18, Map 15, Lot 16 of John Oldham to convert a part of the current residence into a commercial real estate office and hang a sign contingent upon the acceptance of the Findings of Fact. G. Rivera seconded the motion and it passed 5-0.

OTHER BUSINESS

- CEO Report: No written report or verbal report given.
- Correspondence: None
- Land Use Ordinance, Findings of Fact. A draft *Findings of Fact for Denial of a Land Use Permit* was written by Jennifer West and distributed to the Board for review. This will be discussed at upcoming meetings.
- Committee Reports: None

ADJOURNMENT

**MOTION by J. Whyte, seconded by G. Rivera, to adjourn the meeting at 6:50 PM.
Motion passed 5-0.**

Respectfully submitted,

Peggy Pike
Secretary to the Islesboro Planning Board