

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, Lauren Bruce, Pete (Andrew) Anderson, Bill Lane (Gartley & Dorsky), Terry Cowan, and Anne Bertulli

Via Zoom: Mark Ouellette, Christine Robb, Henry S. Warren III

2. Approval of Minutes of July 10, 2023, Regular Meeting.

Motion: To approve Minutes of July 10, 2023, as written, I. Jackson, seconded by B. Schoppe. No discussion. Motion passed, 5 yes, 0 no, Unanimous.

3. OLD BUSINESS

A. LAND USE ORDINANCE

1. None.

B. DEVELOPMENT REVIEW ORDINANCE

1. None.

4. NEW BUSINESS

A. LAND USE ORDINANCE

1. None.

B. DEVELOPMENT REVIEW ORDINANCE

1. Town of Islesboro, Map 17, Lot 17B, Application MD 01-23, to construct a new \approx 4,500 SF health center building adjacent to the existing municipal building on Town property.
 - Pete Anderson stated he is the owner's representative. D. Dyer stated we have a Letter of Standing. Mark Ouellette was also present via Zoom to answer questions.
 - Bill Lane from Gartley & Dorsky Engineering & Surveying gave a presentation of the project.
 - This parcel is 7.5 Acres. The proposed building is a single-story, 4,503 square feet, with additional parking spaces.
 - New on-site well, septic improvements.
 - New floor plan has been submitted.

ISLESBORO PLANNING BOARD

REGULAR MEETING

MONDAY, JULY 24, 2023

In- Person and Zoom Meeting at 5:00 PM, Town Office

- This will be an extension of the current use of the property.
- Application includes preliminary Criteria of Approval/Findings of Fact for Chapter 45.
- J. West asked about the terminology of FFE. Bill clarified that it means “Finished Floor Elevation.”
- J. West asked about parking spaces. On Page 16 it states 14 spaces, and in other places it states 17. The correct number is 17, including the handicapped space.
- J. West stated the Board needs to determine which district this is in. Currently it’s bordering the Resource Protection District. The Board consulted the wetland survey. The proposed building is not in a wetland.

Motion: Based on the Wetland Delineation Report, the portion of the property outside the wetland boundary does not meet the criteria for Resource Protection District and should be considered Rural Protection District, J. West, seconded by I. Jackson. No discussion. Motion passed, 5 yes, 0 no, Unanimous.

Motion: Application MD 01-23 qualifies as Major Development, B. Schoppe, seconded by G. Rivera. No discussion. Motion passed, 5 yes, 0 no, Unanimous.

Motion: Public Hearing is not required for Application MD 01-23, B. Schoppe, seconded by G. Rivera. Discussion: there have already been several public hearings for the project, and the voters approved the project at Town Meeting. Motion passed, 5 yes, 0 no, Unanimous.

- J. West thanked Bill Lane for the thorough application.
- B. Schoppe asked about the septic system. Bill answered that the proposal is to use the existing system subject to David’s review as LPI. Because of the elevations, it will need a new septic tank.
- I. Jackson asked about bedrooms. The application says there are no bedrooms, but there’s a bedroom and kitchen on the floor plan. Bill answered that the project is not creating a dwelling; there is an existing apartment in this building for the Health Center personnel that will be recreated in the new building, so we’re not adding residential units. The current function will happen in the new building.
- J. West asked if the applicant had received Fire Chief comments. No comments have been received directly from Murt Durkee. Bill will send letters out after dated receipt of the application, to seek comment. The application will also be reviewed by State Fire Marshall.
- B. Schoppe asked about the traffic flow in the parking lot. Bill Lane stated he is happy to receive direction on that. Presently there is enough width for two-way traffic. There is no risk-based requirement for one-way traffic. P. Anderson answered that the committee has discussed making it a one-way loop. The committee is waiting on some of the other plans to come together. R. Burke stated it needs to be resolved before approval. B. Schoppe stated it’s his personal opinion that it should be one-way.

ISLESBORO PLANNING BOARD

REGULAR MEETING

MONDAY, JULY 24, 2023

In- Person and Zoom Meeting at 5:00 PM, Town Office

- The Board went through the items on the application that were noted to be at Board discretion for requiring additional information: p. 4, Chapter 45, G (a list of construction items with cost estimates), and H (impacts to municipal services).

Motion: For Application MD 01-23, The Board is not requiring the applicant provide information regarding §45-58, Submissions for Major Developments, items G & H, J. West, seconded by I. Jackson. No discussion. Motion passed, 5 yes, 0 no, Unanimous.

- I. Jackson asked if the lighting plan is coming later. Bill answered that it is, after the engineer has finished design work.
- J. West asked about drainage. Bill confirmed that rainwater will drain into the wetland area to the south and west of the building.
- Setbacks are greater than 15 feet.
- The well/septic is more than 100 feet, but not annotated. I. Jackson stated they can measure at site review.
- J. West asked about the wetland impact and if this needs a DEP permit. Bill answered that it will have insufficient impact to trigger the NRPA standard; it requires the owner track the cumulative impact on the property. The Tier 1 permitting starts at 4300 sf. There is no Permit by Rule applicable to permanently impacting wetlands.
- We can do Criteria of Approval at next meeting.
- The corners will be staked for site review, and electrical plan will be submitted before next meeting on August 7.

Motion: Table Application MD 01-23 for site review, I. Jackson, seconded by G. Rivera. No discussion. Motion passed, 5 yes, 0 no, Unanimous.

G. Rivera and R. Burke volunteered for site review.

5. OTHER BUSINESS

- CEO Report: None.
- People Wishing to Address the Planning Board:
 - Terry Cowan spoke regarding MD 01-23 and recommended delineating the wetland border to determine lot coverage, and determining whether this project is in the Town Centers district for septic standards. D. Dyer clarified that there is no difference in setbacks between Rural and Town Centers district. P. Anderson added that there is an approved septic design.
- Correspondence: None.
- Committee Reports:
 - J. West reported that the LD 2003 subcommittee met on Friday. Will update at future meeting.
 - G. Rivera reported that the Harbor Committee tried to meet last week but had no quorum.
- Chair- Additional Business: None

ISLESBORO PLANNING BOARD
REGULAR MEETING
MONDAY, JULY 24, 2023
In- Person and Zoom Meeting at 5:00 PM, Town Office

- Executive Session: Pursuant to 1 M.R.S.A. § 405(6)(A) to discuss alternate member position and the two applicants.
 - Terry Cowan and Anne Bertulli each spoke briefly about their backgrounds and interest in serving as an Alternate member of the Planning Board.

Motion: To enter into Executive Session at 5:50 PM by J. West, seconded by G. Rivera. Discussion: Terry stated he preferred to be present to observe the process, and requested to be included. Discussion about Board process. Motion passed, 5 yes, 0 no, Unanimous.

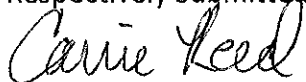
Motion: To exit Executive Session at 6:06 PM by J. West, seconded by G. Rivera. No Discussion. Motion passed, 5 yes, 0 no, Unanimous.

Written votes counted for Alternate Member seat: Anne Bertulli: 4, Terry Cowan: 1

6. Adjournment of Meeting

Motion: To adjourn meeting at 6:08 PM by R. Burke, seconded by G. Rivera. No Discussion. Motion passed, 5 yes, 0 no, Unanimous.

Respectively Submitted,



Carrie Reed