

ISLESBORO PLANNING BOARD

REGULAR MEETING

MONDAY, AUGUST 25, 2025

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



9/8/25

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, Wendy Huntington Evans, and Anne Bertulli as an alternate.

Members Absent: None

Others Present: Steve Miller, Dick de Grasse, Scott de Grasse, Terry Cowan

Others Present via Zoom: Chloe Joule, Roger Burke, David Burke, Lauren Bruce (6:07)

2. Approval of Minutes of August 11, 2025, Regular Meeting.

Motion: To approve Minutes of August 11, 2025, as written, I. Jackson, seconded by W. Huntington Evans. 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. Islesboro Islands Trust, Map 33, Lot 17, Application MD 02-25, to construct an administration and education structure containing 3,021 sf of interior space and 1,091 sf of decking and entry areas.
 - I. Jackson disclosed that she is on the Board of Trustees, and J. West stated she is on the Advisory Council. They would like to keep everything above board.
 - Discussion about potential conflict of interest. Members agreed that they are not concerned.

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Motion: No conflict of interest for I. Jackson and J. West to vote on the IIT application, B. Schoppe, seconded by W. Huntington Evans. No further discussion. Motion passed, 3 yes, 0 no. I. Jackson and J. West abstained.

- B. Schoppe stated the septic design is for an office building. 536 gal/day.
- J. West stated the application seems to have the required items, except the Army Corps of Engineers letter, which was recommended by the firm that did the wetland delineation. It's a simple self-verification (SV) form regarding the wetlands impact.
- J. West noted that there are three areas marked with wetland impacts, two by the road, and one small area by the septic system.

Motion: Application MD 02-25 can be heard, J. West, seconded by I. Jackson. No discussion. Motion passed, 5 yes, 0 no, Unanimous.

- J. West stated that the proposed project has greater than 3,000 square feet of impact. If it has little appreciable impact on traffic, air quality, noise, drainage, and natural views, we can consider it a minor development. Other requirements could be waived if we feel they're not necessary.
- Steve Miller stated that Dave Dyer was of the opinion that this would be a minor development.
- We have not heard from any abutters.

Motion: Application MD 02-25 is Major Development, B. Schoppe, seconded by G. Rivera. No further discussion. Motion passed, 5 yes, 0 no, Unanimous.

- B. Schoppe asked where the well will be. Steve Miller stated the second version of the site plan shows the proposed location of the well. There's a stake in the ground now.
- B. Schoppe asked if the previous center is going to be replaced by this. Steve Miller replied that this will replace the Kregar Center, and that property will be sold
- J. West asked about the lighting on the paths, and if they will be low. Steve Miller stated that his understanding is that they will be low, just lighting the walking area. He is not sure of the design. If they are solar, they probably are on when it gets dark. He will get more information.
- There will be solar panels on the roof to power the building. Perhaps there can be a switch to turn the path lights off when they're not needed.
- W. Huntington Evans stated that she prefers there not be light pollution in that field all night long.
- J. West asked if there would be parking lot lights. Steve replied that they are not intended.
- The design shows exterior downlighting on a post. It doesn't specify how tall the post is. Steve will find out the height of the path lights.
- J. West asked if they plan to have additional plantings along the road. Steve stated that there are existing trees along most of that section to the corner of the proposed

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building. The building will be visible from the north. After the well is drilled, they plan to do some planting of native shrubs or trees. They want to be able to get the drilling rig to that location.

- There will be almost no change to the existing parking lot. The engineers felt the entrance should be improved.
- J. West asked about hours of operation. Will it be open evenings? Steve Miller replied the center will be open in the evenings for special events. During the day, it will be available for staff to use.
- Chloe Joule explained that the IIT would like to use this facility to enhance IIT's educational program. She currently partners with Kids' Club, Adventure Camp, the school, and preschool. This building will have classroom and event space to expand on programming.
- Steve Miller added that it will be ADA accessible, with the pathway between the parking lot and the building will be sloped appropriately with a surface that's ADA compliant. This is part of the location and design choice.
- Steve Miller stated that the top of hill used to be the location of a Grange Hall. The plan for a kitchen where folks can learn how to make pickles, etc., ties in nicely with the historic use of the property.
- J. West asked about fire protection, and if there will be enough access for a fire truck.
- Steve stated that GO Logic worked closely with the Fire Marshall in designing this.
- The heating system will have heat pumps as well as air exchanges.
- ReVision is confident that the solar panels will supply sufficient power, so it will be a net-zero structure.
- J. West asked about garbage removal. Steve Miller replied that they won't hire a service. In terms of staff use, it will remain the same as it is currently.
- W. Huntington Evans asked about the crushed stone drive heading towards the water. Steve explained that it is existing. It has been serving as access to the lower garden. It can be driven on. Where the bark chips are now is roughly where access to the back side of the building will be. How vehicles (tractor, pickup) will occasionally access it is TBD. It's possible that they would come through the parking lot and go across south of the septic system and north of the wetland, depending on the resulting slope.
- G. Rivera asked about the sale of the property across the street. The new owners hadn't closed on the purchase before the abutters' notices went out. Steve Miller will send a letter to them. Their view is more across the blueberry field.
- W. Huntington Evans asked how much field will be left undisturbed. Steve replied that most of the property, more than four acres, will be left undisturbed. The building only extends into the blueberry field by about 11 feet. Some of the drain ways during construction will be covered back over again, with something suitable for children to play on, like rough grasses. We may take some of the blueberry sod that has to be removed and reuse it after the new grade has been determined.
- I. Jackson asked about the 2-acre building area that was taken out of conservation, and if it's a separate lot. Steve replied that it was never included in the open space area, and it's not on a separate lot.

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- I. Jackson asked the Board if the entire lot of this property is considered Rural or Shoreland District. The property goes to the shore. This may be a question for Dave. The board believes that since the building site is so far from shore, it can be considered Rural Protection District.
- A lot will be resolved in a site review. Discussion about possible need for Public Hearing. It hasn't been requested by any members of the public. This is a private project.

Motion: Public Hearing is not necessary for Application MD 02-25, I. Jackson, seconded by G. Rivera. No further discussion. Motion passed, 5 yes, 0 no, Unanimous.

Motion: Table Application MD 02-25 for Site Review, proof of notification to new abutter, detailed lighting information, and Army Corps of Engineer SV form, I. Jackson, seconded by G. Rivera. No further discussion. Motion passed, 5 yes, 0 no, Unanimous.

- D. Dyer to set up Site Review. G. Rivera and W. Huntington Evans volunteered.
 - G. Rivera asked if there will be any signage on this building or by the road. Steve Miller will find out.
2. Roger Burke, Map 14, Lot 4B, Application MD 03-25, to subdivide 5.5-acre lot into 3 separate lots of 1.5 ac, 3 ac, & 1 ac, and clear trees at old road to provide access to existing structure. No new structures planned.
- Roger Burke explained the history of the property. He and Maddie bought the 3-acre lot with a cottage, next to it was a 2-acre lot, and a 100'x100' lot by the water.
 - The plan was to sell the house with 1.5 acres, leave the barn with three acres for the kids, and sell the smaller lot (the original plus additional land to make it one acre) to the neighbor. It was sold a couple years ago to Dick and Kathy de Grasse.
 - Roger stated he thought the lot he sold wouldn't be considered part of a subdivision, because it was sold to an adjacent landowner. When he got an offer on the cottage, one of the lawyers said that since the lot was transferred to the de Grasses in a separate entity (not the same name as their other property), this would be a 3-lot subdivision.
 - The barn has water and power from the house. These need to be separated, with a new well and underground electrical service for the barn.
 - The driveway will be along the old Ferry Rd., off the Right-of-Way to the de Grasses.
 - The house lot is off the market currently.
 - Roger is not adding or changing any structures, only adding services.
 - This would be considered an after-the-fact subdivision.
 - Scott de Grasse explained that his family's property, the abutter to the Burke property, is under the 508 Ferry Road Trust. When they acquired the 1-acre lot from Roger Burke, they didn't do so under the trust, because it opens the trust to reexamination by the state, so Richard and Kathy de Grasse bought the lot under their names. The intent is to merge it to the trust, but it is currently separate.
 - B. Schoppe explained that if Roger could wait another three years to sell the house, he wouldn't have to go through the subdivision process.

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- The small lot technically isn't Roger's property anymore. B. Schoppe asked if the de Grasses are in agreement with the survey map. Scott de Grasse stated he hasn't seen that, but he's walked the property and noted the markers. He's in agreement with that.
- Dick de Grasse stated he'd like to have a copy. Roger stated he would provide one.
- The barn has its own septic system.

Motion: Application MD 03-25 qualifies as Minor Development, I. Jackson, seconded by W. Huntington Evans. No further discussion. Motion passed, 5 yes, 0 no, Unanimous.

Motion: Site Review is not necessary for Application MD 03-25, I. Jackson, seconded by W. Huntington Evans. No further discussion. Motion passed, 5 yes, 0 no, Unanimous.

Motion: Application MD 03-25 is complete, I. Jackson, seconded by W. Huntington Evans. No further discussion. Motion passed, 5 yes, 0 no, Unanimous.

Motion: Public Hearing is not necessary or requested for Application MD 03-25, I. Jackson, seconded by W. Huntington Evans. No further discussion. Motion passed, 5 yes, 0 no, Unanimous.

The Board discussed and determined the Criteria of Approval, pursuant to Ordinance §45-19. See Findings of Fact document.

Motion: To table Application MD 03-25 for finalization of Findings of Fact, I. Jackson, seconded by W. Huntington Evans. No discussion. Motion passed, 5 yes, 0 no, Unanimous.

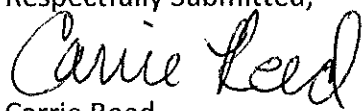
5. OTHER BUSINESS

- CEO Report: None.
- People Wishing to Address the Planning Board: None.
- Correspondence: None.
- Committee Reports: None.
- Chair- Additional Business: None.

7. Adjournment of Meeting

Motion: To adjourn meeting at 6:39 PM by I. Jackson, seconded by G. Rivera. No Discussion. Motion passed, 5 yes, 0 no, Unanimous.

Respectfully Submitted,



Carrie Reed

