

ISLESBORO PLANNING BOARD
REGULAR MEETING
MONDAY, SEPTEMBER 22, 2025
In- Person and Zoom Meeting at 5:00 PM, Town Office

APPROVED

11/17/25

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, Jennifer West, Gil Rivera, Wendy Huntington Evans, Scott de Grasse as an alternate, and Vice-Chair Isabel Jackson (via Zoom)

Members Absent: Anne Bertulli

Others Present: Steve Miller, Terry Cowan

2. Approval of Minutes of September 8, 2025, Regular Meeting.

W. Huntington-Evans pointed out an extra "of" in the motion to accept the Findings of Fact.

Motion: To approve Minutes of September 8, 2025, as amended, J. West, seconded by W. Huntington Evans. No further discussion. Roll Call. Motion passed, 5 yes, 0 no, Unanimous.

3. OLD 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.

- Application had been tabled for finalization of Findings of Fact.
- Discussion of conditions of approval for the outdoor lighting. Steve Miller expressed that the having downward-facing lights that are not on all night is the intention of IIT, so he doesn't see having conditions of approval as a problem.
- J. West would like to add that the lights would be turned off after an evening event.
- G. Rivera stated that solar lights with a motion sensor would go off after a few minutes.
- Animals would trigger them to turn on, but they would turn off again.
- Steve stated the IIT is looking to get solar, fully shielded (shining downward), with motion sensors, and that also look good. It's challenging to find something with all those features, but that doesn't mean we can't. The people at GO Logic are looking into the possibilities.
- Steve added the lights on the path to the door are going to be on a switch, so when everyone leaves, those will be turned off. The lights along the secondary path will be more passive.

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- Discussion about whether or not the permit will need conditions listed. Any conditions will be noted on the permit and on the summary of the Findings of Fact.
- Carrie corrected the last sentence on the summary to say Application MD 02-25 instead of MD 03-25.

Motion: To accept the Findings of Fact for the matter of MD 02-25, as amended, with conditions to be included, J. West, seconded by W. Huntington Evans. No further discussion. Roll Call. Motion passed, 5 yes, 0 no, Unanimous.

Motion: To approve Application MD 02-25, with a condition that the outdoor pathway lighting utilize downward oriented, fully shielded fixtures that are not more than 24 inches high and will not stay on all night, J. West, seconded by I. Jackson. Discussion about wording of conditions. Roll Call. Motion passed, 5 yes, 0 no, Unanimous.

Discussion about whether the Planning Board needs to sign the final development plan, in addition to the Findings of Fact and Permit. Members agreed that a plan only needs to be signed if it's a subdivision, as this would go to the Registry of Deeds.

4. NEW BUSINESS

A. Land Use Ordinance

1. None.

B. Development Review Ordinance

1. None.

5. OTHER BUSINESS

- CEO Report: None.
- People Wishing to Address the Planning Board: None.
- Correspondence: None.
- Committee Reports: None.
- Chair- Additional Business: Bill Schoppe welcomed Scott de Grasse to the Planning Board.

7. Adjournment of Meeting

Motion: To adjourn meeting at 5:31 PM by J. West, seconded by W. Huntington Evans. No Discussion. Roll Call. Motion passed, 5 yes, 0 no, Unanimous.

Respectfully Submitted,



Carrie Reed