

ISLESBORO PLANNING BOARD
REGULAR MEETING
MONDAY, SEPTEMBER 8, 2025
In- Person and Zoom Meeting at 5:00 PM, Town Office

 9/22/25

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, Nakomis Nelson

Others Present via Zoom: Roger Burke, David Burke, Lauren Bruce

2. Approval of Minutes of August 25, 2025, Regular Meeting.

B. Schoppe pointed out two typos. J. West clarified "recommended by the firm that did the wetland delineation." There's also an extra word, has, in the sentence about ReVision.

Motion: To approve Minutes of August 25, 2025, as amended, I. Jackson, seconded by W. Huntington Evans. No further discussion. 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.

- Site Review done, all setbacks met.
- Received the certified mail receipt of notice to new abutter across the street.
- Steve Miller presented a packet that included the Wetlands Impact plan by Gartley & Dorsky, the Pathway Lighting plan and light options, provided by GO Logic, and the Roadside Signage plan.
- Wetlands Impact: Steve Miller explained his attempt to submit the Self-Verification (SV) Form for wetland impact.
 - He sent the form and all attachments electronically, but got a reply from the Army Corps of Engineers that it was incomplete, and gave him a link for submissions. The new link has an error message and nothing is there. It's a beta site.

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- The proposed engineering that would have required the SV form was a stone mattress under the driveway instead of a culvert. The engineers at Gartley & Dorsky came up with a alternative approach, which is retaining stones on each side of the driveway that don't go into the wetland, avoiding any impact. There's a small possibility of impact at the toe of the septic. At the top of the septic there will be a slope that leads away from the septic. This will minimize the impact.
- Pathway Lighting
 - This is a revised plan with examples of possible lighting fixtures and two approaches.
 - GO Logic accommodated the Board's interest in having the fixtures farther apart. They will be down-oriented lights; all options are under 24" high.
 - The executive committee decided to have the lights on the primary path to the building be wired and on a switch, so they can be turned off manually.
 - There isn't yet a decision for which lights to use on the other path. The designers have not found a motion-activated light under 24". They are leaning toward lights that have a solar collector and can be set to go off at a certain time.
 - The spacing may increase. The current plan is for 12' apart.
 - G. Rivera suggested a motion-sensing solar light that can be set at any height.
- Roadside Signage:
 - There will be one sign by the road, 3' wide and 18" tall. Letters will be 3". This falls under six square feet. It will be parallel to the road.
 - There will be no light on the sign.
 - There will be a sign on the building above the entryway.
- D. Dyer reported that the extra fee for Major Development has been paid.
- W. Huntington Evans asked if the Board is satisfied with the lighting. J. West stated that a condition can be added upon approval, stating all the requirements, including under 24", down-oriented, able to be controlled, etc.

Motion: Application MD 02-25 is complete, I. Jackson, seconded by G. Rivera. 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 02-25 for finalization of Findings of Fact, I. Jackson, seconded by W. Huntington Evans. No discussion. Motion passed, 5 yes, 0 no, Unanimous.

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.

- Application had been tabled for finalization of Findings of Fact.

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Motion: To accept the Findings of Fact as written, I. Jackson, seconded by G. Rivera. No discussion. Motion passed, 5 yes, 0 no, Unanimous.

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

4. NEW BUSINESS

A. Land Use Ordinance

1. None.

B. Development Review Ordinance

1. None.

5. OTHER BUSINESS

- CEO Report: D. Dyer presented his report for August.
- People Wishing to Address the Planning Board: Candidates for the alternate member position addressed the Board.
 - o Nakomis Nelson stated that he and his family have been living on the island for many years. There are a lot of hurdles of a viable and sustainable year-round community and talked about his experience on Town Boards. The Board has a hand in shaping the Ordinances, and he would like to be a part of that.
 - o Scott de Grasse stated that he's been summering here for many years, and he has recently retired and is here full time now. He stated he has personal experience with development, and would like to participate in Town government.
 - o Questions from the Board and discussion.
- Correspondence: None.
- Committee Reports: None.
- Chair- Additional Business: Candidates for Alternate Member Vacancy

Motion: To enter into Executive Session, pursuant to 1. M.R.S.A. § 405(6)(A), Personnel Matters, at 6:05 PM by B. Schoppe, seconded by G. Rivera. No Discussion. Motion passed, 5 yes, 0 no, Unanimous.

Return from Executive Session at 6:15 PM.

Motion: To recommend to the Select Board that Scott de Grasse be appointed an alternate member of the Planning Board, by B. Schoppe, seconded by W. Huntington Evans. No Discussion. Motion passed, 5 yes, 0 no, Unanimous.

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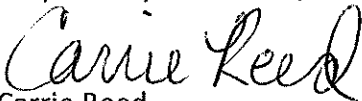
B. Schoppe stated that the Board will thank Nakomis for his interest, and keep the door open. Both applicants were qualified.

7. Adjournment of Meeting

Motion: To adjourn meeting at 6:18 PM by B. Schoppe, seconded by I. Jackson. No Discussion.

Motion passed, 5 yes, 0 no, Unanimous.

Respectfully Submitted,


Carrie Reed