

ISLESBORO PLANNING BOARD
REGULAR MEETING
MONDAY, SEPTEMBER 14, 2026
In- Person and Zoom Meeting at 5:00 PM, Town Office

 **APPROVED**
9/28/26

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 5:01 PM.

Members Present: Chair Bill Schoppe, Vice-Chair Isabel Jackson, Jennifer West, Wendy Huntington Evans, Gil Rivera, Anne Bertulli, and Scott de Grasse (5:02).

Others Present: CEO Tom Michaud

Others Present via Zoom: Elizabeth Hayden

2. Approval of Minutes of the August 24, 2026, Regular Meeting.

Motion: To approve Minutes of August 24, 2026, as written, I. Jackson, seconded by A. Bertulli. No discussion. Motion passed, 7 yes, 0 no, Unanimous.

3. OLD BUSINESS

A. Land Use Ordinance

1. Clayton Builders, Map 15, Lot 43, Application LU 30-26, to build a 540-sf garage with second floor living space and bathroom. Septic will be new and enlarged.

- The applicant was not present.
- Site review done, all setbacks met.
- W. Huntington Evans stated that the Board talked about making approval conditional on the escrow policy for Town Dirt Roads.
- G. Rivera asked about work that's already being done, such as groundwork, and the house being torn apart. They should wait for the permit.
- T. Michaud replied that the work going on has nothing to do with the proposed work in the application.
- I. Jackson confirmed that at the site visit, she observed that they were just working on the main house, and had done some clearing where the garage will go.

Motion: Application LU 30-26 is complete, I. Jackson, seconded by W. Huntington Evans. No discussion. Motion passed, 7 yes, 0 no, Unanimous.

Motion: Public Hearing is not necessary for Application LU 30-26, I. Jackson, seconded by W. Huntington Evans. No discussion. Motion passed, 7 yes, 0 no, Unanimous.

Motion: To Approve Application LU 30-26, contingent upon requiring an escrow deposit for the Town Dirt Road Policy if work is done between December 15th and April 15th, I. Jackson, seconded by W. Huntington Evans. No discussion. Motion passed, 7 yes, 0 no, Unanimous.

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B. Development Review Ordinance

1. None.

4. NEW BUSINESS

A. Land Use Ordinance

1. Peter Mills, Map 13, Lot 15A, Application LU 33-26, to build an additional bedroom and bathroom to existing structure.
 - The applicant was not present.
 - I. Jackson noted the application was missing some items.
 - B. Schoppe added that there is no septic plan to show how many bedrooms it can accommodate.
 - W. Huntington Evans asked if the lot is non-conforming, and will the addition make it more non-conforming.
 - T. Michaud replied that the house is non-conforming, but the addition will not make it more non-conforming. It will be on the opposite side of the house from the boundary lines. It will meet setbacks.
 - G. Rivera stated that if we had a plot plan with measurements, we could see that.
 - W. Huntington Evans added that the drawing should include the structure, the addition, and all the measurements to the well, septic, boundaries, and the middle of the road.
 - B. Schoppe asked about a letter of standing. T. Michaud replied that it's in the packet.
 - I. Jackson noted the certified mail receipts for the abutters' letters are in there.
 - B. Schoppe stated the application is incomplete without a plot plan with measurements and a septic plan.

Motion: Application LU 33-26 is incomplete, and to be tabled for receipt of a plot plan with measurements and a septic plan, S. de Grasse, seconded by W. Huntington Evans. No further discussion. Motion passed, 7 yes, 0 no, Unanimous.

B. Development Review Ordinance

1. None.

5. OTHER BUSINESS

- CEO Report: T. Michaud presented the report for July.
- People Wishing to Address the Planning Board:
 - Elizabeth Hayden asked if there is someone who looks to make sure work hasn't begun before a permit is issued.
 - B. Schoppe replied that there is not someone who checks on that, but there are things that may be done before approval of a permit, such as site prep, septic work, driveways, etc. These may be already approved by the CEO. They may also stage materials.
- Correspondence: None.

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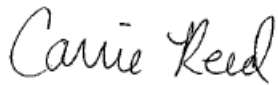
- Committee Reports:
 - I. Jackson reported that Stan Makara has said the Airport Committee might be meeting soon.
- Chair- Additional Business: None.

7. Adjournment of Meeting

Motion: To adjourn meeting at 5:23 PM by I. Jackson, seconded by A. Bertulli. No Discussion.

Motion passed, 7 yes, 0 no, Unanimous.

Respectfully Submitted,



Carrie Reed

☒ APPROVED
9/28/26