

Minutes of the **Town of Winterport** Planning Board Meeting  
February 25, 2021 at 7:00 pm  
Held and recorded via ZOOM.

1. Call to Order
  - Jim Gilbert called the meeting to order at 7:00 pm via zoom.
2. Attendance
  - Planning board members in attendance were Jim Gilbert, Richard Jagels, John Coggeshall, and Kate Grossman. Also present were Maureen Black (Secretary), Jacki Robbins (CEO), Jim Kiser (Kiser & Kiser) and Renee O'Donnel (Lead Mountain Properties)
3. Minutes of the Last Meeting
  - No report
4. Chair's report
  - No report
5. CEO's report
  - No report
6. Sketch Plan for Rancourt Place – Jim Kiser of Kiser and Kiser
  - Proposal is for development of a two-acre parcel at the junction of Whig St. and Lebanon Road. A site plan review and major subdivision review are required.
    - Four buildings with four units are proposed, with parking as shown on sketch plan.
    - Each unit will be two stories and have one and one half baths.
    - The list of abutters is a list of owners of property within 300 feet of the parcel.
  - Questions and discussion
    - This parcel is part of lot U-3, lot 49 that has been subdivided. It will require a new lot designation and address.
    - Sidewalks and landscaping will be shown in later detailed maps.
    - Wetlands on site were described. Stormwater runoff is a potential issue.
    - Fees to the Town of Winterport will be determined.
    - A letter from the Fire Chief approving access is also required in the application.
    - CEO noted that she also works for Lead Mountain Properties.
  - Schedule for site visit
    - Jim Gilbert, Richard Jagels, and Kate Grossman will meet with Jim Kiser for a site visit on March 18, 2021, at 11:00 am.
7. Meeting was adjourned at 7:45 pm.