

Town of Winterport Planning Board Meeting
Victoria Grant Center
August 17, 2023

The Town of Winterport Planning Board met on Thursday, August 17, 2023 at 7:00 p.m. at the Victoria Grant Center. Members present were: Chair Jim Gilbert, Lew Aurelio, John Coggeshall, Livia Davis, Kate Grossman and Carol Worster.

Board Secretary Gloria Aurelio and Land Surveyor Darrell Ginn were also in attendance. A group of district citizens were also in attendance, a list of whom is attached to these minutes.

1. Public Hearings

a. 2023-03 Edwards Subdivision

Chair James Gilbert explained the completeness review and process. Surveyor Darrell Ginn stated that a traffic impact study had been done.

Given no further questions, Chair Gilbert closed the hearing.

b. 2023-05 Davis Subdivision

The property on Stream Road will have eight apartments. Surveyor Ginn stated the property will have one well. Surveyor Ginn will also check on a leach field on the property, suggested by an abutter.

Given no further questions, Chair Gilbert closed the hearing.

c. 2023-06 Moran Windward Way Subdivision

Surveyor Ginn explained that the 1.3 acre property is on town water & sewer. A traffic study was not applicable.

Kate Grossman explained the land use ordinance to the audience, and suggested pushing for a comprehensive plan. The Planning Board can only regulate ordinances that are in place. The site review may address lighting and traffic noise.

Given no further questions, Chair Gilbert closed the hearing.

2. Meeting of the Planning Board

a. Call to Order

Chair Gilbert called the meeting to order at 7:28 p.m.

b. Determination of a Quorum

All six members of the Board were attendance, indicating a quorum.

c. Changes to the Agenda

Ms. Grossman added discussion of the Remote Participation Policy.

d. Approval of Minutes of July 20, 2023

Aurelio moved, Davis seconded, and the Board voted favorably to approve.

Abstain: Coggeshall.

e. Chair's Report

Chair Gilbert thanked Board members for the completed site visits this month.

f. Ordinance Review

Ms. Grossman announced that the review was not included on the August 8 town council agenda. The next town council meeting is scheduled for September 12.

Lew Aurelio encouraged audience members to attend/join the Land Use Ordinance Review Committee.

3. Old Business

a. Edwards Subdivision Completeness Review

Chair Gilbert explained the guidelines of review of the application.

Upon review of all items and agreement of all Board members, Coggeshall moved, Worster seconded, and the Board voted unanimously to approve.

b. Davis Subdivision Completeness Review

No evidence of either current financial holdings or a mortgage was in this application, and more information is needed on the leach field. A review of the deed is needed.

Chair Gilbert suggested owners request more time to complete the second building (three years instead of two).

Financial information, deed review for septic, and a construction schedule is needed; the Board will vote on completeness and approval next month.

c. Windward Way Completeness Review

Property owner Tim Moran announced that the builder is HBH Builders of Winterport. A closing is planned for no later than September 21, with construction to begin on October 1. Occupancy is expected by April of 2024. He distributed a construction schedule to the Board.

Mr. Moran would like to begin directional boring of the property before the Board's September meeting, due to construction schedules.

Ms. Grossman reminded the Board that the plan is not yet approved.

Worster moved to allow directional boring of the property prior to formal approval, as long as there is no liability to the Planning Board. This motion does not imply final approval. Coggeshall seconded the motion, and the Board voted unanimously to approve.

Grossman then moved, Worster seconded, to find the application complete. The Board voted unanimously to approve.

4. New Business

Remote Participation Policy

Ms. Grossman presented a draft of the Town of Winterport Planning Board Remote Participation Policy.

After review and discussion, Grossman moved, Coggeshall seconded, to adopt the Town of Winterport Planning Board Remote Participation Policy as presented. The Board voted unanimously to approve. A copy of the Policy is attached to these minutes.

5. Adjourn

At 8:35 p.m. Coggeshall moved, Grossman seconded, and the Board voted unanimously to adjourn.

Gloria Aurelio
Planning Board Secretary