

1/3/91 The meeting of the Town of Portage Planning Board was called to order at 7:06 P.M. by Chairperson Kathryn Hoppe.

The minutes of the last meeting were read and discussed. Calvin Adams made a motion to accept the minutes as read with the exception of the subject of Stream Protection, which he would like to discuss further. Dan Higgins seconded the motion and all were in favor.

The subject of Stream Protection was discussed. David Basley from the Department of Inland Fisheries spoke about the importance of streams and brooks to the lake. Questions and answers followed.

Dan Higgins made a motion that a public question and answer period be held at the end of each meeting. Betty Dumond seconded, all members were in favor.

Cal Adams made a motion that any stream or brook described under the NRPA be placed under stream protection. Article D on the sample stream protection guidelines should be altered to read as written on page 25 of the State Guidelines (September 1990 revision). The phrase "sufficient vegetation" would be omitted and replaced with more restrictive language. Dan Higgins requested that the motion be amended to read that the Town Forester will enforce timber harvesting. The Code Enforcement Officer will continue to monitor development. All members were in favor.

Wetlands Protection was discussed. Dan Higgins made a motion that the Planning Board delay decision until we can define the wetlands more clearly. We would like to see maps and have Portage's wetlands described to us so that we can make a more informed decision of what we are protecting and at what cost. Betty Dumond seconded the motion and all were in favor.

New Business - Chairperson Hoppe discussed including the revised Shoreland Zoning Ordinance in the warrant for the March town meeting. We would have to notify Mr. Nadeau by the end of February if the revision is ready. Kathy hopes to have our changes to the NMRPC as soon as possible and hopes to hold another meeting before the end of the month. We must have the revision in time for a public hearing in order to appear in the town meeting warrant.

The meeting was adjourned at 8:40 p.m.

Members present were Kathryn Hoppe, Betty Dumond, Calvin Adams, Daniel Higgins and Jeanne Currier.

TO: Planning Board Members
FROM: Kathy Hoppe ~~X~~
RE: The January 3, 1990 meeting
DATE: January 28, 1990

After our last meeting a few people in our audience were unhappy with the way the meeting was conducted, more specifically - the way I handled the meeting. Unfortunately, they expressed their frustrations to the wrong people. Both Judy and Mr. Morrison contacted my employer. This is considered Personal Harassment and I have the right to file suit against these people according to the attorneys at MMA. What any of us do on our own time is not the business of our employer - no matter who our employer is. [Note: The public pays my salary for working on **DEP business** and if I am delinquent in my job while working on DEP business they can complain to my employer. If on the other hand, I am on my own time (which includes volunteer work for the town of Portage) what I do has nothing to do with who I work for or who pays my salary.]

Both these people also expressed some concerns over the shoreland zoning ordinance and the comprehensive plan.

In response to these inquires and personal harassment, I wrote each a letter (identical) explaining the events of the other night (you will find a copy enclosed). I had hoped that this would quell the situation. It is my hope that we can get on with our responsibilities as a planning board.

One additional note: I had hoped to mail this letter with the minutes from our last meeting along with a meeting date and agenda for our next meeting all in one, but I understand that the Board has recently received a letter from the before mentioned individuals and that you might wish to know what is happening. Please give me a call if you have any additional questions.

In the mean time, I am in contact with MMA and am attempting to fulfill both my responsibility as Planning Board Chair, and assist the Planning Board in fulfilling their responsibilities.

January 11, 1991

Judy Moreau
Portage, Maine 04768

Dear Ms. Moreau:

I am contacting you regarding the Portage Planning Board meeting on Thursday January 3, 1991. There developed a great deal of confusion that resulted in many people feeling unduly criticized, unappreciated and their rights violated - this applies to both Board members and the audience. In an effort to resolve these problems and prevent them from occurring in the future I am attempting to provide you with the information you need to start understanding the role and duty of the Planning Board and to understand shoreland zoning.

1. The planning board is simply an advisory board to the town. Their responsibilities include, but are not limited to, developing the new shoreland zoning ordinance, comprehensive plan and other ordinances. They may also be involved in the issuing of permits only when the ordinance specifies. The Board does not have the authority to issue variances nor to enforce an ordinance. The Board is appointed by the Town Selectman. Therefore any complaints concerning a board member should be directed at either the chairperson of the Planning Board or Town selectman, NOT their employer. Who a Board member is employed by has no bearing, and should not be a reflectance on their employer. What any of us do in our spare time is not the business of our employer. Thus, in the future please direct complaints to the proper responsible authority.

2. The Planning Board meets every second Thursday of the month. This is our regularly scheduled work meeting. Occasionally due to holidays or work load the date is changed. At our business meetings the board is not required to allow public comment. The Portage Planning Board, in the interest of community and cooperation, has allowed the meetings to remain less formal and allow public comment throughout. Events of the other night have proven that this informal atmosphere interferes with the Board's ability to conduct business. The Board has basically two options, (1) the most formal and restrictive of which is to only allow those on the Board and those that requested to be on the agenda to speak, (2) to include at the end of our agenda a chance for public comment. In the Planning Boards continued spirit of cooperation we have chosen the least formal and restrictive, and hope this will allow us to

conduct business and still allow the public "unplanned" input. Therefore, at all future Portage Planning Board meetings the agenda will include, at the end, a chance for public comment. Public comment will be limited to 3 minutes per person, as is standard. (Please note: Public Hearings or Public Informational meetings are a totally different type of meeting than the Board's business meetings).

3. The Portage Planning Board has been working on a new shoreland zoning ordinance prior to my appointment to the Board almost two years ago. Cal Adams, my predecessor as Chair, spent a great deal of time exploring and developing the Board's stand on many zoning issues. We are now wrapping up our recommendations and preparing to submit them to the citizens of Portage. This will include a Public Hearing or an informational meeting and then a town vote. Unfortunately, for all those involved in the meeting on January 3rd, the audience was unaware of all the time the Board had already put into this, and the Board was not prepared to bring the audience up to speed. Basically, the audience walked in at the very end of the Board's working sessions on the ordinance.

4. One of the Chairperson's responsibilities is to direct the meeting and see that business is concluded and the agenda is followed. Sometimes this is not easy and can be unpleasant. I personally feel it is my obligation to the other members of the Board to do my best to see that the meeting moves forward and they accomplish something, after all they are volunteering their "free" time to address these issues. If I fail to fulfill these requirements I have not completed my job as Chair and I have let the Board down. This is why I had to insist that the Board be given the chance to conduct business the other night.

One last comment before I close. I think everyone in Portage should thank the members of the Planning Board for giving up time each month to not only attend the regularly scheduled meetings, but who also make the added effort to attend training sessions held around the county. My job allows me the opportunity to work with most of the municipalities in the county and I can honestly say Portage has a very dedicated group of people and the people of Portage should be proud of their dedication. Sometimes it is easier to criticize than to compliment.

I hope I have passed on at least some information that may assist you in understanding your planning board and I hope that the Board will also gain something. If you have any questions please feel free to contact me.

Sincerely:



Kathy Hoppe
Chairperson
Portage Planning Board
P.O. Box 126
Portage, ME 04768

cc: Jim Nadeau, Town Manager
Planning Board Members
Town Selectmen

January 11, 1991

Robert Morrison
Portage, Maine 04768

Dear Mr. Morrison:

I am contacting you regarding the Portage Planning Board meeting on Thursday January 3, 1991. There developed a great deal of confusion that resulted in many people feeling unduly criticized, unappreciated and their rights violated - this applies to both Board members and the audience. In an effort to resolve these problems and prevent them from occurring in the future I am attempting to provide you with the information you need to start understanding the role and duty of the Planning Board and to understand shoreland zoning.

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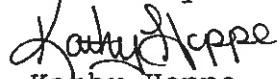
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Sincerely:



Kathy Hoppe
Chairperson
Portage Planning Board
P.O. Box 126
Portage, ME 04768

cc: Jim Nadeau, Town Manager
Planning Board Members
Town Selectmen

910.60

Portage Lake, Maine
January 16, 1991

Mrs. Kathy Hoppe, Chairperson
Portage Lake Planning Board
P.O. Box 126
Portage Lake, Maine 04768

Re: Planning Board Meeting, January 3, 1991

Dear Mrs. Hoppe:

We, Mr. Robert Morrison, and myself, Judy R. Moreau, have received your letters from you dated, January 11, 1991, concerning the Planning Board Meeting held on January 3, 1991.

We have reached the conclusion that because you did not follow procedure in calling the meeting to order is at least one of the reasons for most of the confusion which occurred at the before mentioned Planning Board meeting. You and you alone opened the floor for discussion by the Public while Mr. David Basile was in attendance, if you did not wish to continue the discussion you should have closed the floor and reopened it after you had finished your business meeting.

We do not believe that at any time during the meeting that you or your Board members were criticized, and we do not believe that any statement, or question from members of the Public should have hurt any Board members feelings. However we do believe that you, as chairperson, stated to Mr. Robert Morrison that you would no longer answer anymore of his questions, that you were being very inappreciative of his opinions and of his feelings. Also, your statement to Mr. Malcolm Nason that you would not argue anymore with him on a certain topic, because you had argued with him while he was on the Planning Board, to us this was only very rude but very insensitive to Mr. Nason's feelings. Also, when Mrs. Moreau asked why you were using a certain booklet all you had to say was that it was just a guideline. We believe that you insulted her integrity when you told her that you was not going to argue with her.

We are of the opinion that if we are interested enough to attend Planning Board Meetings and are concerned enough to ask questions, that you as chairperson should at least try and answer questions in a civil manner.

We also believe that we as Senior Citizens do understand Shoreland Zoning better than you think. Common sense and just living will answer a lot of questions, so we believe that our opinions and questions should at least be recognized.

We are aware that the Planning Board is only an advisory board, and we are also aware of what your responsibilities are. We further believe that your main responsibility is to keep the Tax Payers of Portage Lake informed on all ordinances, and to enforce all rules and regulations of all ordinances, which we believe includes reviewing all building and plumbing permits, and any other pertinent permits as pertains to all ordinances, as reported to you by the Code Enforcement Officer. We believe you the Planning Board, in the past, have done a shameful job in this respect. We realize that the Selectmen are in command of the Planning Board but, if you keep the Board of Selectmen as informed as you keep the Public no wonder nothing gets done. However we the People elect the Board of Selectmen and we the tax Payers are the Boss.

Also, Mrs. Hoppe, please remember that you are also employed and paid by all tax Payers in the State, therefore we feel that we as tax Payers did and do have the right to discuss your actions on the Planning Board with your employer, who is also employed and paid by the tax Payers, to quote an old saying, if you don't like the heat get out of the kitchen.

Mrs. Hoppe, if you had taken the time to read all of page 26 of the Handbook for Local Planning Boards you would know what procedure to follow as stated before you open the floor to discussion, you should have stopped discussion at the proper point.

Under the heading of Public Participation, we believe that all questions brought up by the Public were relevant and were intended to provide opinions which would aide the Planning Board in making a sound decision on Stream Protection. Further as Shoreland Zoning will affect all citizens of Portage Lake it was the intent of all the Public who attended the 1/3/91 meeting to gain information so that we could be a better informed Public, so that when this ordinance does come up to a Public Hearing and eventually a Public Vote we could endeavor to vote intelligently, however all we the Public

gained was insults to our integrity. There were seven (7) people who gave up their time to attend this meeting, therefore you as chairperson should have realized that people are interested. If we the Public had been given a chance to obtain some of the material, that you so graciously sent to us, some of the confusion might have been averted. A Public that is kept in the dark and uninformed, in our opinion is a danger not only to themselves but to the entire State.

It is our opinion that the Planning Board, for one reason

or another, wants to complete this Shoreland Zoning Ordinance as soon as possible, but what's the hurry, you have nearly eleven (11) months left to work on this, why not listen to someone else's opinions. It seems to us that if you have been working on this for nearly two (2) years you need all the help you can get.

We are totally aware that the Planning Board Members volunteer their time, and we are appreciative of that fact but as you know you do have the right to accept or reject your appointment. We are sure that you must know that being a Planning Board member does take time and dedication. Also you must know that if you want to be in the public eye you must expect to be scrutinized and criticized from time to time. Remember that criticism is healthy.

As far as dedication goes we do not feel that the past nor current Planning Board has had the dedication to enforce the town ordinance, if they had the dedication you think they do, then there would not have been the destruction of our forest lands and the illegal building of camps and homes. Our feelings are that some members of the Planning Board are only on the Board to help themselves. It may not be a conflict of interest or bias as stated in the State Statute, however we believe they are morally in conflict, but of course that is between them and their conscience.

We would like to remind all Planning Board Members that we the Tax Payers of Portage Lake are not a flock of ostrich who bury their heads in the sand only to let one or two dictators run the town.

We hope that we, the Tax Payers of Portage Lake have shed a little light on how we feel on certain matters.

Yours Truly,

Clair L. Moreau *Judy R. Moreau*

Clair L. and Judy R. Moreau

Hannah A. Adams *Elmon S. Holms*

Robert J. Morrison
Levian M. Morrison

Malcolm Mason

cc: Mr. James Nadeau, Town Manager
Mr. Heber Umphery, Chairman, Board of Selectmen
Planning Board Members

TO: Portage Planning Board Members

FROM: Kathy Hoppe

RE: February 14, 1991 Meeting

DATE: February 7, 1991

Please find enclosed a draft copy of our proposed shoreland ordinance. David Potter has incorporated our changes. However, there are two topics I wish to explain. First, I just recently learned that we essentially have only two choices when zoning our wetlands of yet undetermined value (N on our sheet). Our choices are to zone them either resource protected (the more restrictive of the two) or limited residential. Since none of us have the skill, knowledge or time to do a wetland evaluation justice, I recommend that until the State of Maine determines the value for us, that we designate these areas limited residential (the least restrictive choice). This can be further discussed at our meeting.

Second, at our last meeting the motion to protect the streams included that the town forester enforce the cutting standards in the stream protection district. We do not have a town forester (we do have a scaler). Thus, our choices are to hire a forester or to direct the CEO these duties (who will all ready be enforcing the same cutting standards for other areas in the shoreland zone). More on this at our meeting also.

David Potter from NMRPC will attend our next meeting.

Agenda for the Portage Planning Board February 14, 1991 meeting at 7:00 pm:

- Call to order
- Minutes from last meeting
- Boards review of ordinance
- Set date for Public Hearing ?
- Other Board Business
- Open comment period for general public
(note: this is limited to three minutes per person)

PLEASE READ OVER THE DRAFT ORDINANCE BEFORE COMING TO THE MEETING .

Portage Planning Board Meeting

February 14, 1991
7:00 pm town hall

Agenda:

Call to order

Minutes of last meeting

Board's review of ordinance (with assistance from David Potter)

Other Board Business

Open comment period for general public
(note: this is limited to three minutes per person)

TO: Portage Planning Board Members

FROM: Kathy Hoppe

RE: February 28, 1991 Meeting

DATE: February 19, 1991

Please find enclosed a draft copy of our proposed shoreland ordinance. David Potter has incorporated our changes. However, there are two topics I wish to explain. First, I just recently learned that we essentially have only two choices when zoning our wetlands of yet undetermined value (N on our sheet). Our choices are to zone them either resource protected (the more restrictive of the two) or limited residential. Since none of us have the skill, knowledge or time to do a wetland evaluation justice, I recommend that until the State of Maine determines the value for us, that we designate these areas limited residential (the least restrictive choice). This can be further discussed at our meeting.

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PLEASE READ OVER THE DRAFT ORDINANCE BEFORE COMING TO THE MEETING .

Portage Planning Board Meeting

February 28, 1991
7:00 pm town hall

Agenda:

Call to order

Minutes of last meeting

Board's review of ordinance (with assistance from David Potter)

Other Board Business

Open comment period for general public
(note: this is limited to three minutes per person)

2/28/91 The meeting of the Town of Portage Planning Board was called to order at 5:30 P.M. by Chairperson Kathryn Hoppe.

The minutes of the 1/3/91 meeting were read. Discussion followed on the topic of enforcement of timber harvesting standards. The forester designated by the Town should provide judgement as to whether the standards are being adhered to but the Code Enforcement Officer should enforce. David Potter of NMRPC advised that we check with MMA as to where this should appear in the Ordinance. Dan Higgins made a motion that we name Gene Morris to be left in charge of cutting standards and practices on Town of Portage land. Cal Adams seconded. Four members were in favor - Dan Higgins, Cal Adams, Russell Morris and Betty Dumond. Gerry Cormier and Jeanne Currier abstained from voting. The motion carried. Cal Adams made a motion that the minutes be accepted as read with the exception noted. All were in favor.

David Potter from NMRPC discussed the proposed Shoreland Zoning Ordinance. Dan Higgins made a motion to accept the draft of this Ordinance as written (with the addition of a Table of Contents). Betty Dumond seconded the motion and all members were in favor. A date for the public hearing will be set as soon as Chairperson Hoppe confers with David Potter to see when he would be available.

Other Business:

Dan Higgins asked if the Planning Board has purchased a TV and VCR. Kathy will check to see if the Selectmen authorized this purchase with Planning Board funds and who would be authorized to spend Planning Board money.

Dan discussed an MMA publication that described each town board's function and duties. He would like to have a copy of this guide purchased for each Planning Board member. Kathy will check with MMA to see if this publication is still available.

Open comment period for the general public was the next item on the agenda.

Betty Dumond made a motion that the Planning Board buy a tape recorder and tapes to record meetings. Dan Higgins seconded. Dan abstained from voting and all members were opposed. We will find out if the Town Office has one available for our use.

The meeting was adjourned at 7:05 P.M.

Members present: Russell Morris, Calvin Adams, Daniel Higgins, Kathryn Hoppe, Gerald Cormier, Betty Dumond and Jeanne Currier.

Russell Morris was appointed to replace Ronald Fowler and Gerry Cormier was appointed to replace Patty Cyr.

TO: Portage Planning Board
FROM: Kathy Hoppe
DATE: April 3, 1991
RE: April 11, 1991 meeting

There will be a regular meeting on Thursday April 11, 1991 at 7:00pm at the Portage Town Hall.

Agenda:

1. Meeting Minutes
2. Shorland Zoning
 - corrections, deletions, additions ? as a result of Public Hearing
 - Planning Board recommendation to Town Selectmen
 - Town Vote
3. Introduction to the Portage Planning Board
 - By-laws
 - training opportunities
 - other ?
4. Other Business
 - from the planning board
 - from the audience

Board Members if you are unable to attend please let me know. Thank you!

Planning Board Meeting
May 10, 1991

7:03 p.m.

Present: Mike Bartlett, Gerry Cormier, Bud Clark, Kathy Hoope, Dan Higgins, and Betty Dumond.

Election of Officers:

The following board members were nominated and it was moved and seconded to serve as follows:

Chairperson	Kathy Hoope
V. Chairperson	Dan Higgins
Secretary	Betty Dumond

Meeting was called to order by Chairp. K. Hoope. The minutes of 4/11/91 meeting were read.

Change to minutes: D. Higgins asked that the town selectmen look to get grants. And, what are we doing to encourage business into our town?

G. Cormier made a motion to accept the minutes with this change - seconded by B. Clark. Passed.

Copies of by-laws were passed out. D. Higgins motioned we change quorum majority from 5 to 4 members, seconded by B. Clark. Passed.

Recieved - Maine Planning and Land Use Laws 1990-1991 booklet.

NMRPC offers training opportunities for planning board members. Planning board will pay for interested members. VCR tapes also available upon request.

Mobile Home Park - should be in place. K. Hoope will be discussing this with Dave Potter, NMRPC.

K. Hoope handed out literature on planning board issues.

Comprehensive Plan-Money will be available to town for comprehensive plans. G. Cormier stated the sooner we get this plan in place the better prepared we will be.

D. Higgins stated we should be prepared should the mining or other industry come to this area.

Kathy stated our present plan is very generic, we should model ours to meet our town needs. She will try to get a speaker on this matter with some guidelines.

NEW BUSINESS

D. Higgins volunteered his service to make sure Shoreland Zoning passes through at Town Meeting.

G. Cormier - junk cars- is it the Planning Boards responsibility? Dump regulations...K. Hoope to check with selectmen.

G. Cormier stated we should develop recreation areas: lake, camping area, boat landing, seaplane base, ski-tow. Then we can see if the state of Maine will help out.

A motion was made to refund D. Higgins for the purchase of the appreciation plaque to be given to J. Currier. Seconded and passed.

A motion was made by B. Dumond that from 1991 on the planning board present an appreciation plaque to those outgoing members who have devoted themselves to the planning board. M. Bartlett seconded and passed.

Plaques will be presented to Jeanne Currier and Calvin Adams.

With no further business meeting was adjourned at 8:24 p.m.

Respectfully submitted
Betty Dumond, Sec.

Planning Board Meeting

Next meeting of Portage Lake Planning Board: July 11, 1991
at 7:00 p.m. at the Portage Town Office.

AGENDA:

1. Minutes of May 1991 meeting
2. Nick Curtis - Camp Development
3. Growth Management - Comprehensive Plan - What next?
(Please review booklet that David Potter gave us at June Meeting).

Please find attached a copy of a letter I sent to the Adjutant General concerning the proposed Great State of Maine MOA (low altitude flying over parts of northern Maine).

I am sending you a copy for your records so you will know both that we are concerned with the proposal and because the Air Force does not always see fit to turn documents over to your office in a timely matter.

Thank you.

July 25, 1991

Adjutant General
Attn: Public Affairs Office
Camp Keyes
Augusta, ME 04333-0033

Dear Sir/Ms.:

I am contacting you regarding the proposed Great State of Maine MOA. I am both a resident of the town of Portage and the Planning Board Chair. I therefore, have concerns from two differing perspectives.

First I would like to address my concerns as a representative of the town. Portage depends on two industries for employment; the wood industry and tourism. At present the wood industry is on a decline. Georgia Pacific recently closed their Chip Plant located in Portage. The tourism industry has been fairly consistent year to year and has continued to be a major economic force in the community.

People come from all around the world for the various outdoor recreational activities that can be found in and around Portage. Many come for a "wilderness experience" and the undeveloped nature of the area. They hunt black bear, moose, deer, and grouse, and they fish the streams and lakes, they snow mobile, cross country ski and they ice fish. They come to Portage to get away from the noises, smells and the other things we associate with progress, development, and cities. They spend money at the store, the hotel and restaurant, they hire hunting and fishing guides, they rent horses at a riding stable, and they rent camps. These activities occur year round. Portage is also an important access point to the North Maine Woods and all its' recreational opportunities. Basically, Portage is an outdoor recreation center in northern Maine.

The Portage Planning Board has acknowledged the importance of outdoor recreation to our economy and has had discussions on ways to attract more tourists. We are therefore concerned that the types of flights that are presently being proposed for the air space in and around the Portage area would be detrimental to the outdoor experience and thus, the town economy. I would therefore like to request that the EIS thoroughly investigate both the potential and real impacts that any and all flight types will have on the quality of the outdoor experience and the economic impact to the town.

On the personal side of the issue. I choose to live in Portage due to its rural character. The peace and quite, and the clean fresh air are very important to me. I enjoy the deathly stillness that I encounter during a cross country ski outing, waking to the songs of the many birds in the spring and summer, and the peaceful horseback rides on the many trails around Portage. I personally would find the sounds associated with jet engines and sonic speeds, and the fumes associated with combustion engines, plus the close proximity of the planes to me, a very unpleasant experience. If I had wanted these things I would live in the flight path of a major airport.

Adjutant General
Page 2

I understand that quality of life is an extremely important variable and issue to both the Federal Government and the Air Force. I feel the quality of my life would be negatively impacted by the proposed flights in the new Great State of Maine MOA. Since you are requesting input on areas that should be addressed in the EIS, I believe the quality of life should be thoroughly investigated and documented. I also believe the parameters should include those that are **important and relevant to the people of this area.**

I have just a few additional comments or requests. I attempted to accurately locate the area in question from the data provided (longitude and latitude), but I do not have a map which is accurate enough and your map is even less accurate than mine. Would you please provide me with an accurate map of the area of impact? I would also like to request that a copy of all reports and notices related to the Great State of Maine MOA be sent to me.

Thank you for your time in this matter.

Sincerely:

Kathy Hoppe
Chair, Portage Planning Board
P.O. Box 126
Portage, ME 04768

cc: Senator George Mitchell
Senator William Cohen
Representative Olympia Snowe

Planning Board Meeting
August 8, 1991

7:06 p.m.

Present: Kathy Hooppe, Bud Clark, Mike Bartlett, Russel Morris
Betty Dumond, Gerry Cormier, and Dan Higgins.

Meeting was called to order by Chairperson K. Hooppe. The minutes of the May 10, 1991 minutes were read and accepted.

There were no minutes for the June meeting, guest speaker David Potter, from the Northern Maine Planning Comm. had been present to discuss the Comprehensive Plan and Growth Management Plan.

Due to lack of a quorum the July meeting had been cancelled.

August 2nd emergency meeting called by Dan Higgins V-chair minutes were accepted as read.

Nick and Gloria Curtis attended the meeting and presented plans for a camp development project. Plans presented included:

- A. expansion on present dwelling (house and dining facility,
- B. 8 cabins with 2-3 person capacity with bath.

Septic system were approved & designed by Bill Hersey. There will be a system for each set of 4 cabins.

Chairperson K. Hooppe stated that this project would come under the Towns General Purpose use ordinance which would consider this project as a subdivision. The placement of four sites for RV's would be considered as a campground. G. Cormier questioned whether the existing septic system which would be used as the dining room would be adequate enough and if Bill Hersey had approved it. Mr. Mrs Curtis were not sure whether they had mention it to Mr. Hersey. M. Bartlett pointed out that this was not in the permit application and that a letter should be submitted by Mr. Hersey and attached to the permit application stated that it would be adequate. This met full board approval. When that part of the permit is submitted the Conditional Use Permit procedure would commence. Mike Bartlett then made a motion to accept permit pending letter from soil scientist, Bill Hersey. Danny Higgins, second the motion and it unanimously passed by the full board. Explanation of the procedure was presented to the Curtis's, Public Hearing ect..

D. Higgins recommended that we follow the Maine Planning & Land Use Laws 1990-1991 pg. 60 Sect 4452 for any code violation against our ordinance. G. Cormier seconded the motion and Mike Bartlett amended the article to include a

copy of the laws in each permit application. This met full board approval.

K. Hoppe stated that there was no money at the present time to redo our present Comprehensive Plan. She would like to know if we should start now and get our money in 1996? Gerry Cormier stated that at the present time we should be prioritizing by importance what should be in the plan and that we should bring this item at our next meeting for acceptance. This met the approval of the board.

New Business:

The board agreed to view VCR tapes concerning planning board issues at one of the following months meetings.

K. Hoppe stated that she will have a letter from the Commissioner of D.E.P. Dean Marriott, accepting our Shoreland Zoning Ordinance at the next meeting. (copies for each member)

The board felt that the Selectmen should handle the letter from the Portage Lake Association concerning the present trash and garbage disposal situation.

Secretarial Duties:

Not one member on the board felt that they, at this time could handle the job of secretary. G. Cormier spoke to Town Manager J. Nadeau about the problem and that no one has the equipment to copy and or type correspondence. Jim, agreed to type the minutes if they were given to him early enough, and he would make sure that every one had a copy. Betty would continue taking notes at the meeting.

Meeting was adjourned at 8.25 p.m.

TOWN OF PORTAGE LAKE
SCHOOL STREET P.O. BOX 255
PORTAGE LAKE ME. 04768

SEPTEMBER 10, 1991

To: Rick Solman
P.O. Box 255
495 Main Street
Caribou Maine 04736

From: Ralph Stolz
Code Enforcement Officer
Portage Lake Maine 04768

Dear Rick:

On Sunday August 4, 1991 I received a phone call in regards to work that was being done at a camp in Portage Lake off of Hayward street. I advised the person that on Monday, the 5th I would be in the area and would check the camp out. Monday the fifth, which is my schedule day to work as Code Enforcement Officer for the Town of Portage Lake I investigated the camp and I found what you see in the picture marked # 1 (one). I then proceeded to the office to make sure that a permit had been issued for the addition. Finding none I then contacted Mr. Rodger Pelkey the owner of the camp and advised him that he would have to come in and fill out a permit application. Mr Pelkey was told that if he was unable to come today that I would be able to meet with him on the 12th day of August, which was the following Monday and that we could take care of the necessary paperwork at that time.

On Monday, August 12, 1991, Mr. Pelkey did not come in or phone to discuss his permit requirement, so I proceeded to place a STOP WORK ORDER on his camp until he came in to fill out a permit. ON August 16, or 17 I received a phone call at my home from Mr. Pelkey and advised him to come in on Monday the 19th and fill out a permit. I also advised him that I did not take calls at home and that he should come to the Portage Town Office and the matter could be resolved there.

On August 19, 1991 I revisited the camp and found that the STOP WORK ORDER that had been placed there had been removed and more work had been done on the addition. In the three pictures labeled # 2 you will see the work that was done from the one marked # 1 dated August 5th and you will also see that a 2nd STOP WORK ORDER was placed on the camp. ON September 9, 1991 picture # 3 though not to clear shows that the 2nd STOP WORK ORDER has also been removed and in picture # 4 you will see that a third notice was put on the building.

Mr. Rodger Pelkey was also sent a certified return receipt requested letter on August 5th which came back on August 23, 1991 unclaimed. Mr. Pelkey had stated to me in a

telephone conversation that he had called the Town Office and had asked if a permit was required to replace the roofing and a few rotten boards on his camp of which he was told by the Town Manager no, if that was all that he was doing. I advised him that what he was building which was another story on his house and that would require a permit.

Enclosed you will find copies of the section of our Ordinance which covers the violations that Mr. Pelkey violated which are found in section 12 Non_Conformance 12-B-2 12-D-1 and 12-D-2. I have also included a copy of our completed Shoreland Ordinance for you your files which was adopted in July of this year. I have also enclosed the property assessment record for the land and structure to show that it was a nonconforming structure due to having been vacant for over five years. The Town of Portage Lake has had revaluation in 1987-1988 and as you can see the value of the property went down instead of up.

The Planning Board and the Board of Selectmen have both agreed that all violation of our ordinance should be enforce using the guidelines on pages 60-61 of the Maine Planning and Land Use Laws 1990-91 of which I have included a copy of. As Code Enforcement Officer for the Town of Portage Lake I fine it necessary to contact you in assistance in prosecuting Mr. Pelkey of violating our ordinance. I have been unable to come to terms with Mr. Pelkey who has completely ignored our ordinance even after he was repeatedly told that he was in violation. I am in the Portage Town Office every Monday from 8:30 to 4:30 and will be available to answer any questions that you may have regarding this matter.

Ralph Stolz

Ralph Stolz

Code Enforcement Officer

October 11, 1991

Gloria and Nick Curtis
Portage, Maine 04768

Dear Gloria and Nick:

The Planning Board reviewed your application for a set of camps to be built on your lot off the West Cottage Road. After completing our review we would like to request additional information before scheduling a public hearing. As soon as we receive the requested information and your application is deemed complete, a hearing date will be set. We hope to set the date as soon as possible, so the sooner we receive the information the sooner we will have the hearing.

In accordance with the authority given to the Planning Board under Title 30-A Sections 4401-4407, and the Town Zoning Ordinance, the Board requests that the following information be supplied:

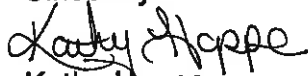
1. A map drawn to scale indicating setbacks, placement of camps, present structures, driveway location (plus length & width), parking areas, septic system location (both existing and proposed), abutting land owners, location of well(s), and any other information deemed relevant. Plus, indicate the location of any freshwater wetlands, rivers streams or brooks that are within 500 feet of the proposed development area.
2. How does the applicant propose to dispose of solid waste?
3. Will the electrical, plumbing, septic system and carpenter work be contracted? The plumbing and electrical work require a licensed trades-person to conduct the work - please supply the Board with the name and license number for both if known.
4. What are the building dimensions and number of bedrooms? What type of construction (log, post & beam, conventional etc.)? What type of exterior (ship lap, vinyl, log etc.)? What type of foundation will these camps be placed on (frost wall, wood sill etc.)?
5. Please provide the total cost estimate for this project and evidence of your financial ability to complete this project (a letter from your financier or bank).
6. What are the dimensions for the parking area? And what type of surface do you propose for the parking area (gravel, ledge etc.)?
7. Please describe the methods and plans you will be utilizing to control erosion both during and after the project.

Curtis
pg 2


Please be assured that we are only attempting to fully understand the scope of your proposal so that we can best represent the interest of the town as directed in the subdivision regulations and the zoning ordinance. If there is any additional information you feel would aid the Board in its review - please feel free to submit it either prior to or at the public hearing.

Thank you for your time and patience with the Board.

Sincerely:



Kathy Hoppe
Planning Board Chair
P.O. Box 126
Portage, ME 04768

TO: Ralph Stolze, CEO and Town Selectmen
FROM: Kathy Hoppe, Chair Planning Board 
DATE: October 23, 1991
RE: North Star Proposal and Advertisement

As requested by Ralph, the board reviewed North Star's permit application at our September meeting. After reviewing the information contained in the permit we determined that the proposal for this residential development was the type of activity that the CEO issues a permit for and did not require action from the Board. However, the Board did make a few suggestions to the Town Manager to pass onto Ralph concerning driveway construction and erosion control.

At our October 10, 1991 meeting, it was brought to the attention of the Board that North Star was advertising a business location here in Portage. The advertisement mentioned activities that were not mentioned on the their application, nor were they permitted. At Ralph's request, the Board again reviewed the application, but this time also reviewed their advertisement. Board members were to respond back to me by October 18, 1991 with their findings. Please note we are acting as a review agent, we recognize that all enforcement activities are the responsibility of the CEO and Selectmen.

The following are our findings:

1. Under the advertisement section titled "Outfitting" there is mention of supplying gear including canoes and dry flies. If this is to occur on a property in Portage a permit from the Planning Board may be required. This activity was not mentioned on the application.
2. Under the advertisement section "Lodging" there is reference to lodging that will be available on site including Tipi and tenting sites. None of these activities were mentioned on the permit application and all of these activities will require a permit from the Planning Board.
3. Under the advertisement section "Services" again the mentioning of lodging facilities and rental equipment. This sounds like a commercial venture, not a home occupation or a residence. Commercial ventures require a permit from the Planning Board. Again these activities were not mentioned on the application.
4. Under the advertisement section "Local Points of Interest" I quote "We have a motor boat and canoes available". This again indicates a commercial venture and a need for a permit from the Planning Board. If they plan to utilize any shorefront property in Portage other than the Public facilities, this activity may not even be permissible in the town of Portage.

Tenting sites and Tipis are again mentioned in this section, this time quoting a price. These activities require a permit from the Planning Board if they are to occur in the town of Portage.

To assist the Selectmen in their review and investigation, I have taken the time to locate key sections in our ordinances for you for easy referral.


- Camp ground, a conditional use in our general development district, permitted by the Planning Board, Section 10.4 #1.
- Home occupation, refer to section 12.7 #1 for definition.
- Commercial, if the buildings on the original application are not intended for personal and residential use by the owner than the square foot requirement is exceeded. Section 10.3 #3

green house	1200 ft ²
2 camps	960 ft ²
<u>pole barn</u>	<u>1200 ft²</u>
	3360 ft ² > 2500 sq.ft. limit

- Commercial Ventures and Marinas are not permitted at all in the shoreland zone. Section 14, page 8, Table 1 Shoreland Zoning Ordinance.

Since the Board is not charged with enforcing the town's ordinances, we respectfully request that both the CEO and selectmen investigate and take appropriate action.

Thank you for your time in this matter.

TO: Portage Planning Board Members
FROM: Kathy Hoppe 
DATE: November 7, 1991
RE: Monthly Meeting, November 14, 1991 at 7:00 pm

Agenda

1. minutes from previous meetings
2. Old business
 - up date on North Star
3. New business
 - bridge application/permit
 - Danny's critical areas list
 - Other areas of potential change in "old" ordinance
4. Open comment period

At the last meeting the Board decided to work on improving and updating our "old" ordinance. Danny agreed to provide us with a list of the areas he felt deserved additional protection or consideration that are not in the shoreland zone. We will review Danny's list. Please come with your own ideas as well.

Please also come with ideas or suggestions for changes to our "old" ordinance.

If you will not be able to attend, please let me know.

Portage Planning Board Meeting
November 14, 1991, 7:00 pm Town Office

Agenda

1. minutes from previous meetings
2. Old business
 - up date on North Star
3. New business
 - bridge application/permit
 - Danny's critical areas list
 - Other areas of potential change in "old" ordinance
4. Open comment period

November 15, 1991

Town Selectmen
Portage Town Office
Portage Lake, ME 04768

Dear Selectmen:

I wish to thank you and the Town Manager for having the confidence in me to place me on the Portage Planning Board. I would also like to recognize the support and interest you have given to the Board. Your interest and support allowed us to go forward with our new Shoreland Zoning Ordinance.

I recognize that the Board serves at the discretion of the selectmen and that our role is to assist in the planning of Portage's future. I have attempted, as both a regular member and as chair for the past year and a half to serve these goals. As chair I also attempted to conduct Board business as thoroughly and appropriately as possible.

Like you however, I work full time and consider what little free time I have very valuable. I feel I can no longer waste what little free time I have on a Board whose members do not contribute their time to meetings or assist in completing the Board's business. I therefore, regretfully resign from the Board.

Sincerely:



Kathy Hoppe
P.O. Box 126
Portage, ME 04768
435-3451