

**Portage Lake Planning Board Meeting  
Wednesday, January 13, 1993  
7:00 pm, Town Office**

Agenda:

1. Minutes of December meeting.
2. Town Selectmen wish to meet with Board to discuss a few issues.
3. Comprehensive Planning Grant - We got it! - Now what?
4. America the Beautiful Grant (Tree Grant)
5. Continue Revamping old ordinance
6. Other Business

## PORTAGE LAKE PLANNING BOARD MINUTES

JANUARY 13, 1993 MONTHLY MEETING

MEMBERS PRESENT: CHET CARLSON, FRANK CURRIER  
KATHY CAGNON, KATHY HORNE, RUSSELL MORRIS  
AND CEO RALPH STOLZEE

MEMBERS ABSENT: BUD CLARK, BOB NELSON

MEETING CALLED TO ORDER AT 7:13 P.M.

MINUTES OF DECEMBER 9, 1992:

AMEND TO INCLUDE DISCUSSION OF AMERICA  
THE BEAUTIFUL GRANT. CHET CARLSON IS CHAIR-  
PERSON, CHERRY DANIKER IS SECRETARY OF THE  
TREE BOARD. MOVED BY RUSS, SECONDED BY  
CHET TO ACCEPT MINUTES WITH ADDITION ABOVE.

KEN HOOSON CAME TO ASK FOR PLANNING BOARD  
GUIDANCE IN IMPROVING AND BUILDING ON HIS  
LOT BY THE SEAPLANE BASE. PETER ST. PETER AND  
CHRISTY GRAY CAME WITH HIM. MR. HOOSON WAS  
ABLE TO TALK TO THE PLANNING BOARD, CEO,  
SELECTMEN AND TOWN MANAGER ABOUT HOW TO GO  
ABOUT STARTING THE PERMIT PROCESS. CHRISTY  
ALSO WAS ABLE TO EXPRESS DISCONTENT WITH  
THE PERMIT PROCESS. KAY CHASSE SUGGESTED

COMING UP WITH A SET OF RULES (A PROCEDURE TO FOLLOW) AND POSTING IT SO THAT EVERYONE WILL BE ABLE TO UNDERSTAND THE PERMIT OBTAINING PROCESS.

#### SELECTMEN:

THE SELECTMEN AND TOWN MANAGER CAME TO FILL THE BOARD IN ON WHAT'S GOING ON WITH THE DUMP. SEVERAL ALTERNATIVES ARE BEING INVESTIGATED, I.E. EASTON CARRAGE QUANER, ASHLAND TRANSFER STATION, ASHLAND AREA DISPOSAL DISTRICT, ETC. (MEETING IN ASHLAND TOMORROW NIGHT, JAN. 14, TOWN OFFICE, 6:30 P.M.).

#### COMPREHENSIVE PLANNING GRANT:

WE CAN GET UP TO \$13,500 OF "STATE MONEY" IF WE MATCH IT WITH \$4,950 OF "TOWN MONEY" TO UPDATE OR RE-DO OUR COMPREHENSIVE PLAN. A SPECIAL TOWN MEETING WILL BE HELD JANUARY 21, 1993 TO SEE IF THE TOWN IS WILLING TO RAISE \$4,450 THROUGH PROPERTY TAXES. FEBRUARY 10, 1993, JOHN DEL VECHHIO WILL BE AT OUR REGULAR PLANNING BOARD MEETING.

AMERICA THE BEAUTIFUL GRANT (TAGG GRANT) HAS BEEN APPLIED FOR.

MOVED BY RUSS, SECONDED BY CHET TO ADJOURN. MEETING ADJOURNED AT 9:10 P.M.

MINUTES PREPARED BY FRANK A. CURRIER.

**Portage Planning Board Regular Meeting  
Wednesday, February 10, 1993  
7:00 pm Portage Town Office**

Agenda:

- Comprehensive Planning, Teresa Stelpflug of the Dept. of Economic Development will be here to review many important aspects of the grant.

If you will be unable to attend, please let me know immediately (by February 1)- We do not wish to inconvenience Teresa, nor look foolish by failing to have a quorum. (Chet has already indicated he will not be here, therefore we can only afford one more absentee person.) If you have any questions, please give me a call. 435-3451

## PORTAGE LAKE PLANNING BOARD MINUTES

FEBRUARY 10, 1993 MONTHLY MEETING

MEMBERS PRESENT: BUD CLARK, FRANK CURRIER,  
KATHY GAGNON, KATHY HORNE, RUSSELL MORRIS,  
BOB NELSON

MEMBER ABSENT: CHET CARLSON

MEETING CALLED TO ORDER AT 2:10 P.M.

NO TOWNSPEOPLE ATTENDED.

COMPREHENSIVE PLANNING:

CHAIRPERSON KATHY INTRODUCED THE PLANNING BOARD TO THERESA STELLAFLUG OF THE DEPARTMENT OF ECONOMIC DEVELOPMENT. THERESA IS OUR "TOWN REPRESENTATIVE" WHO WILL BE OUR CONTACT PERSON FOR HELP WITH DEVELOPING A NEW COMPREHENSIVE PLAN FOR THE TOWN OF PORTAGE LAKE. SHE INFORMED US THAT MOST COMPREHENSIVE PLANS TAKE 18 MONTHS TO 2 YEARS TO DEVELOP AND IMPORTANT GOALS TO STRIVE FOR ARE AFFORDABLE HOUSING AND PROTECTING WATER RESOURCES. FORESTRY ISSUES ARE ALSO IMPORTANT AND SHE WILL PROVIDE US WITH THE NAME OF A STAFF FORESTER. FOLLOWING ARE THE STATE GOALS TO BE ADDRESSED IN THE COMPREHENSIVE PLAN:

## STATE GOALS:

1. ENCOURAGE ORDERLY GROWTH AND DEVELOPMENT.
2. PLAN FOR, FINANCE, AND DEVELOP AN EFFICIENT SYSTEM OF PUBLIC FACILITIES AND SERVICES.
3. PROMOTE ECONOMIC CLIMATE THAT PROMOTES JOB OPPORTUNITIES.
4. ENCOURAGE AFFORDABLE HOUSING OPPORTUNITIES.
5. PROTECT WATER QUALITY.
6. PROTECT STATE'S OTHER CRITICAL NATURAL RESOURCES.
7. PROTECT THE STATE'S MARINE RESOURCES INDUSTRY.
8. SAFEGUARD THE STATE'S AGRICULTURAL AND FOREST RESOURCES.
9. PRESERVE THE STATE'S HISTORIC AND ARCHEOLOGICAL RESOURCES.
10. PROMOTE AND PROTECT THE AVAILABILITY OF OUTDOOR RECREATION.

THE IMPORTANCE OF PUBLIC PARTICIPATION WAS STRESSED AND WE DISCUSSED THE POSSIBILITY OF HAVING A PUBLIC SUPPER.

MOVED BY RUSSELL, SECONDED BY KATHY G. TO ADJOURN. MEETING ADJOURNED AT 9:02 P.M.

NEXT MEETING WILL BE MARCH 10, 1993

**Portage Planning Board  
Regular Meeting  
Wednesday, March 10, 1993  
7:00 pm Town Office**

**Agenda:**

- 1. Minutes from January**
- 2. Old Business**
  - a. Decide how to proceed - finish up-dating old ordinance or start comprehensive plan?**
  - b.**
- 3. New Business**
  - a. Town Report - review/develop letter from Board to be included in town report**
  - b. Comprehensive plan survey for town meeting?**
  - c. Letter to consulting firm**
  - d. Term expirations**
  - e. other?**

## PORTAGE LAKE PLANNING BOARD MINUTES

MARCH 10, 1993 MONTHLY MEETING

MEMBERS PRESENT: BOB CLARK, FRANK CURRIER,  
KATHY BAGNON, RUSSELL MORRIS, BOB NELSON

MEMBERS ABSENT: CHET CARLSON, KATHY HOPPE  
NO TOWNSPEOPLE ATTENDED.

MEETING CALLED TO ORDER AT 2:15 P.M. BY  
VICE-CHAIR RUSSELL MORRIS.

THE SELECTMEN AND TOWN MANAGER WERE  
PRESENT TO INFORM THE BOARD THAT THE  
TOWN IS NOW RESPONSIBLE FOR HAVING AN  
ORDINANCE PERTAINING TO THE INSTALLATION  
OF HOLDING TANKS.

MOTION BY BOB, SECOND BY BOB TO ACCEPT  
MINUTES AS READ.

DISCUSSION ABOUT FINISHING UP DATING OLD  
ORDINANCE OR STARTING ON COMPREHENSIVE  
PLAN. MOTION BY KATHY G., SECOND BY  
BOB TO FINISH WITH OLD ORDINANCE  
BEFORE REALLY GETTING INTO COMPREHENSIVE  
PLAN.



NEW BUSINESS:

MOTION BY BUD, SECOND BY BOB TO ACCEPT CHAIR'S DRAFT OF LETTER TO BE INCLUDED IN TOWN REPORT AFTER CORRECTION OF TYPO, ADDITION OF INFORMATION THAT A SURVEY CONCERNING THE COMPREHENSIVE PLAN WILL BE DONE SOON, AND CHAIR'S SIGNATURE.

LETTER TO CONSULTING FIRM:

CONSENSUS OF BOARD THAT WE'D BE WILLING TO LISTEN TO A REPRESENTATIVE AT A FUTURE MEETING AND WOULD ALSO LIKE REFERENCES FROM OTHER TOWNS THAT THEY'VE WORKED ON COMPREHENSIVE PLANS FOR.

TERM EXPIRATIONS:

THE TOWN MANAGER WILL CHECK RECORDS AND INFORM US OF TERM EXPIRATIONS. A POLL OF BOARD MEMBERS PRESENT SHOWED ALL WERE WILLING TO REMAIN ON THE BOARD.

MOTION BY BOB, SECOND BY BUD TO ADJOURN. MEETING ADJOURNED AT 8:40 A.M.

NEXT MEETING WILL BE APRIL 14, 1993

MINUTES PREPARED BY FRANK A. CURRIER

TO: Citizens of Portage  
FROM: Portage Planning Board  
DATE: *MARCH 10, 1993*  
Re: Planning Board Report

Planning Board Members:

Kathy Hoppe, Chair	Bud Clark
Russell Morris, Vice Chair	Kathy Gagnon
Frank Currier, Secretary	Bob Nelson
Chet Carlson	

The Planning Board is involved in development planning for the town and in the review and issuance of permits on a limited number of activities. This past year we reviewed one subdivision proposal by Dick Teal for a section of West Farm on West Cottage Road. A 6 lot subdivision was approved.

The Board has also been very involved in extracting the still active sections of our old ordinance and placing them in a format similar to the Shoreland Zoning Ordinance. The Board has discussed making some modifications to various requirements in the process of updating the general ordinance. We hope to go to a public vote before June with the new version of the remaining old ordinance.

The Board requested a comprehensive planning grant in the fall of 1992 in order to develop a new comprehensive plan. A comprehensive plan sets the direction and tone for growth in the town and identifies needs and desires of the residences. The plan is used to develop ordinances and strategies for the township and is frequently required for other grants, such as the Community Development Block Grant (CDBG).

We were notified the beginning of January that we have received the planning grant and met with a representative of the State in February. Over the next two years the Board will be working on the comprehensive plan. We will need input from you, the landowners and residences of Portage, to develop a plan the represents your interests. Therefore, we would like to make an open invitation to anyone who is interested in the future development and vision of Portage to get involved. The Board wants this plan to be your plan, not ours.

*THAT'S*

Presently we meet the second Wednesday of the month, come join us and see what's happening.

*KATHY*

# PORTAGE LAKE PLANNING BOARD

## AGENDA

MONTHLY MEETING APRIL 14, 1993

1. SELECTMEN, TOWN MANAGER, AND DAVE POTTER OF NMRPC WILL BE PRESENT FOR A WORKSHOP ON A COMMUNITY DEVELOPMENT BLOCK GRANT.  
(APPLICATION)
2. OLD BUSINESS: HOOSON APPLICATION
3. NEW BUSINESS:
4. OTHER:

PUBLIC PARTICIPATION IS WELCOME.

**Portage Planning Board Meeting  
Wednesday - May 12, 1993  
7:00 pm Town Hall**

**1. Meeting Minutes**

✓ **2. Permit applications (?)**

**3. Old Business**

continuation of updating old ordinance

**4. Other Business**

PORTAGE LAKE PLANNING BOARD MINUTES  
MAY 12, 1993 MONTHLY MEETING

MEMBERS PRESENT: CHET CARLSON, FRANK CURRIER,  
KATHY HOPPE, RUSSELL MORRIS, BOB NELSON AND  
CEO RALPH STOLZE.

MEMBERS ABSENT: BOB CLARK, KATHY GAGNON  
MEETING CALLED TO ORDER AT 2:15 P.M.

MOVED BY RUSSELL, SECONDED BY BOB TO ACCEPT  
MINUTES OF LAST MEETING AS WRITTEN.

PERMIT APPLICATIONS:

DONALD EVERETT - LOTS 3 & 6 OF TEEL SUB-  
DIVISION: DRIVEWAY PERMIT APPLICATIONS: CALLED  
MR. EVERETT WITH QUESTIONS ABOUT WIDTH AND  
LENGTH OF DRIVEWAY.

MOVED BY CHET, SECONDED BY RUSSELL TO  
APPROVE APPLICATION FOR LOT #3 WITH THE FOLLOWING:  
PROVISIONS: 20 FOOT MAXIMUM CLEARED WIDTH;  
DITCH TURNOUTS TO CHANNEL WATER RUNOFF  
TO GO WITH NATURAL CONTOUR.

TABLED APPLICATION FOR LOT #6.

OLD BUSINESS: CONTINUING UPDATING OF OLD ORDINANCE.  
BY NEXT MEETING KATHY WILL HAVE A DRAFT FOR ALL  
BOARD MEMBERS TO REVIEW AND DISCUSS AT MEETING.

OTHER BUSINESS: TOWN MANAGER UPDATED US ON COBG.  
MEETING ADJOURNED AT 8:34 P.M. NEXT MEETING  
JUNE 9, 1993. MINUTES PREPARED BY FRANK A. CURRIER

**Portage Planning Board Regular Meeting**  
**Wednesday June 9, 1993**  
**7:00 pm Town Office**

1. Minutes of Last Meeting
2. Permits ??
3. Comprehensive Planning -  
(We need to turn in our Preliminary Assessment before July 1.)
4. Update old Ordinance (turn in your written comments)
5. Other Business

PORTAGE LAKE PLANNING BOARD MINUTES

JUNE 9, 1993 MONTHLY MEETING

ALL MEMBERS PRESENT.

MEETING CALLED TO ORDER AT 9 A.M.

READING OF MINUTES TABLED UNTIL NEXT MEETING.

PERMIT APPLICATIONS:

DONALD EVERETT - LOT #6 OF TEEL SUBDIVISION  
MOVED BY BOB, SECONDED BY BUD TO APPROVE  
DRIVEWAY APPLICATION FOR LOT #6 WITH SAME  
STIPULATION AS ON LOT #3 BUT WITH A WAIVER  
OF THE 50' LOT-LINE-TO-DRIVEWAY SETBACK. WAIVER  
ALLOWS DRIVEWAY TO BE NO CLOSER THAN 10' TO  
LOT LINE. (MR. EVERETT OWNS LOTS #3, #4, #5, #6).

COMPREHENSIVE PLANNING:

PRELIMINARY ASSESSMENT NEEDS TO BE TURNED IN  
BY JULY 1, 1993.

DISCUSSION OF HIRING A CONSULTANT VERSUS  
DOING THE COMPREHENSIVE PLAN OURSELVES.

SELECTMEN AND TOWN MANAGER INTERRUPTED US AT  
THIS POINT TO DISCUSS SEPTIC TANKS THAT A CONTRACTOR

HAS PUT IN WITHOUT PERMITS. AROOSTA-CAST HAS BEEN CONTACTED TO SEE IF THEY COULD GIVE INFORMATION ABOUT WHO HAS ORDERED SEPTIC TANKS. THE SELECTMEN WANTED THE BOARD MEMBERS OPINIONS OF WHAT SHOULD BE DONE. OPINIONS RANGED FROM THE PROBLEM BELONGING TO THE SELECTMEN AND CORE ENFORCEMENT OFFICER TO THE IDEA OF COMING DOWN ON THE HOMEOWNER AND LETTING THE HOMEOWNER GET SATISFACTION FROM THE CONTRACTOR.

GETTING BACK TO THE COMPREHENSIVE PLAN, IT'S THE CONSENSUS OF THE BOARD TO PLAN TO USE A CONSULTANT FOR 60% OF THE WORK AND TO DO 40% OURSELVES. MOVED BY CHET, SECONDED BY RUSS TO ALLOW CHAIRPERSON KATHY AND TOWN MANAGER TO SUBMIT INITIAL APPLICATION FOR COMPREHENSIVE PLANNING MONIES.

UPDATE OLD ORDINANCES: WE'LL DISCUSS IT NEXT MEETING.

TOWN MANAGER INFORMED US THAT A LAND TRANSFER HAS BEEN MADE THAT MAY HAVE RESULTED IN THE FORMATION OF 2 NONCONFORMING LOTS IN THAT THE 200' MINIMUM SHORLAND FRONTAGE ISN'T AVAILABLE FOR BOTH LOTS.

MEETING ADJOURNED AT 8:30 P.M.

NEXT MEETING JULY 14, 1993

MINUTES PREPARED BY FRANK A. CURRIER



**Portage Planning Board  
Regular Meeting  
Wednesday, July 14, 1993  
7:00 pm**

**Agenda:**

1. Minutes of last meeting
2. Election of Officers
3. Permits ???
4. Old Business
  - Comprehensive Plan
    - survey during Portage Lake Association's Annual meeting
    - hire a consultant
    - setup committees
  - Updating of old ordinance
5. New Business
6. Other ???

PORTAGE LAKE PLANNING BOARD MINUTES

July 14, 1993 Monthly Meeting

Members Present: Frank Currier, Kathy Gagnon, Kathy Hoppe,  
Russell Morris, Bob Nelson

Members Absent: Chet Carlson, Bud Clark

Meeting called to order at 7:09 P.M.

Minutes from May 9 and June 12 meetings: Moved by Russ, seconded  
by Frank to accept minutes as written.

Election of officers: Moved by Frank. seconded by Bob to table  
until all members are present.

Permits: None.

Old Business:  
~~COMPREHENSIVE~~ PLAN: Discussed list of what goes into a  
comprehensive plan and what we can do ourselves to develop our  
updated comprehensive plan. Decided on areas that each of us  
would work on. Survey sheets will be filled in. Chair Kathy  
will contact some consultants to see if they will work with  
us (on our terms).

UPDATING OLD ORDINANCE: Moved by Frank;, seconded by Russ  
to table until next meeting.

New Business:

Other?: Chair Kathy will check on possible change in Resource  
Protection Zoning at State level.

Motion to adjourn by Frank, seconded by Kathy H.

Meeting adjourned at 8:30 P.M.

Next meeting August 11, 1993.

Minutes prepared by Frank A. Currier. *FAC*

**Portage Planning Board  
Regular Meeting  
Wednesday, August 11, 1992  
7:00 pm Town Office**

**Agenda:**

- 1. Meeting Minutes**
- 2. Election of Officers (Tabled at last meeting)**
- 3. Permits ?????**
- 4. Old Ordinance**
- 5. Comprehensive plan**
- 6. New Business**



NOTICE  
AGENDA  
PLANNING BOARD MEETING  
SEPT. 15, 1993 7:00 P.M.

ACCEPT MINUTES OF LAST MEETING  
DIANE MICHAUD PERMIT APPLICATION  
PEGGY PARKER PERMIT APPLICATION  
ROBERT SOMMERVILLE DRIVEWAY APPLICATION  
OLD BUSINESS  
NEW BUSINESS  
ADJOURN

PORTAGE LAKE PLANNING BOARD MINUTES

September 15, 1993

Members Present: Chet Carlson, Frank Currier, Kathy Gagnon,  
Kathy Hoppe, Bob Nelson

Members Absent: Bud Clark, Russell Morris.

Meeting called to order at 7:15 P.M.

Minutes from August 11 meeting: Moved by Bob, seconded by Kathy G. to accept minutes of August meeting.

Permit Applications:

KEN HODSDON: Mr. Hodsdon's driveway application was approved in April pursuant to authorization by CEO Stolze.  
DR. SOMERVILLE: Driveway permit application on West Cottage Road. Board members will meet at 7 A.M. tomorrow to look at lot. (At 7:00 A.M. on 9-16-93 the 5 Board members present at the 9-15 meeting met on Dr. Somerville's lot. Dr. Somerville, Dan Higgins and Ralph Pelletier were also present. We viewed the lot and discussed alternatives to the original permit application. It was moved by Chet and seconded by Bob to accept the proposed driveway permit application with any conditions deemed necessary. After more discussion we voted 4-1 to accept the permit application as it was originally proposed).

PEGGY PARKER: Home business permit. Moved by Chet, seconded by Bob to approve Peggy Parker's request to do legal work from her residence.

DIANE MICHAUD: Home business permit. Tanning salon and bookkeeping service. 1 tanning bed and office over garage. Moved by Bob, seconded by Kathy G. to approve Diane Michaud's request. Tanning salon hours will be between 8 A.M. and 9 P.M..

COMPREHENSIVE PLAN: Gerard Charette has submitted a proposal for writing the Comprehensive Plan. Moved by Chet, seconded by Kathy G. to enter into a written agreement with Gerard to write our Comprehensive Plan.

Motion to adjourn by Frank, seconded by Kathy H..

Meeting adjourned at 9:00 P.M..

Next meeting October 13, 1993.

Minutes prepared by Frank A. Currier. *FAC*

FILE

Mary Margaret Parker P.O. Box 323 Portage, Maine 04768 • 435-3950

September 15, 1993

Ms. Kathy Hoppe, Chairperson  
Portage Planning Board  
Town of Portage, Me. 04768

Dear Mrs. Hoppe and Planning Board Members:

I am writing to request permission to operate a home business within what I understand to be the shoreline zoning area of Portage Lake. My residence and home office is located in the A-frame of Percy's cabins on West Cottage Road.

I am an attorney, and, prior to August of this year, worked primarily at home. My specialty is research and writing, and my activities at present are almost entirely limited to reading my books, thinking and writing at my computer.

In August of this year, I went into practice for myself. The area of law in which I am concentrating is maybe most accurately described as complex litigation - - complex because of the number of issues and/or parties. My cases are referred to me by attorneys throughout Maine. By their very nature, I cannot take many of these cases. I do not advertise as of yet, and am not listed in the telephone directory. I travel to meet with my clients, and only on rare occasions do they come to Portage.

I do some work for the local residents, although I do not solicit work locally. I am just trying to be helpful where I am able to do so.

I do not have a secretary or other help, and I have no plans to hire the same, at least as far as working in my office is concerned. I need my privacy to write, and do not have the room for anyone else to work with me. However, giving secretarial or clerical work out to another homemaker in the area in the future is a possibility.

I would appreciate it greatly if a permit could issue to allow me to continue working in this manner in my home. Please let me know if there is further information I can provide.

Thank you.

Sincerely,

*Mary Margaret Parker*

Mary Margaret Parker

MMP

11520 Monette Road  
Riverview, Florida 33569

Selectmen  
Portage Planning Board  
Portage Town Manager  
Portage Building Inspector  
Portage, Maine 04768  
October 5, 1993

Dear Sirs:

This letter is in reference to the conversation conducted on 27 September 1993 with the Portage town manager, Jim Nadeau.

For your information, there is a boundary dispute between the recently surveyed boundary line between the Mullins property and mine. The old boundary is within seven (7) feet of the building that Mullins is erecting. It appears that this disagreement will have to be resolved in court. As a result of this boundary dispute the building permit issued to Mullins needs to be held in abeyance until the dispute is settled. Retrieving or pulling this permit will prevent unnecessary future problems with the building being erected too close to my boundary.

The electric wires put up at the south end of my runway are in direct violation of FAR 77.13 (encl one). This runway has been in existence and depicted on the Sectional Charts for some twenty (20) years and knowledge of its existence is well known by pilots and officials of the town. These wires constitute an extreme safety hazard and all measures need to be taken to eliminate them. These wires need to be moved so they do not affect flight within a 50':1' ratio from the edge of my property. The young black spruce trees planted in line with the runway should not have been planted there and will be removed the summer of 94. Permits issued for these electrical lines should not have been issued in the first place. However, they are up and such a tremendous safety hazard that all steps must be taken to remove the hazard.

The possibility of a lawsuit is high should the wires in question be struck. More importantly, the chance of someone being injured unnecessarily should be eliminated.

Your response would be appreciated as soon as possible.

Respectfully,

*Norman St. Peter*  
Norman St. Peter

C.C.  
Stewart Law Firm

**Portage Planning Board Meeting  
Wednesday, October 13, 1993  
7:00pm Town Office**



Agenda:

1. Meeting Minutes

2. Permits ????

3. Old business

a. Election of Officers

b. Comprehensive plan (Board members, be prepared to set a meeting time w/  
Gerard)

c.

4. New business

a. comments on model application (Board members, please bring these with you)

b.



PORTAGE LAKE PLANNING BOARD MINUTES

October 13, 1993 Monthly Meeting

All members present. Marissa-Lucia Davis has been appointed by the selectmen to replace Bud Clark due to Bud's resignation.

Meeting called to order at 7:03 P.M.

MINUTES: July 14, 1993: Moved by Bob, seconded by Russ to accept minutes as read.

September 15, 1993: Moved by Chet, seconded by Kathy G. to accept minutes as read.

PERMITS?: Harold Cyr and Allen Clair were present to ask about the procedure to go through to appeal a permit application denial. The application is to build a deck on a camp that is within 100' of the lake. Appeals are outlined in Section 16-G of the Shoreland Zoning Ordinance beginning on Page 23.

OLD BUSINESS: Election of officers: Moved by Chet, seconded by Marissa to keep same officers as at present. Kathy Hoppe as Chairperson, Russell Morris as Vice-Chair, and Frank Currier as Secretary.

Comprehensive Plan: Chair requested each member to set up a meeting with Gerard Charette before our next scheduled Planning Board meeting. Gerard's phone number is 435-4751. Areas that each Board member is responsible for:

Kathy H.	Soil and Water
Kathy G.	Transportation
Chet C.	Economy
Russ M.	Survey, Land Use Patterns
Frank C.	Population, Demographics
Bob N.	Housing
Marissa D.	Forestry
Gerard C.	is doing History and Recreation
Judy Morrow	is doing critical areas.

NEW BUSINESS: Comments on Model Application: We discussed a model application that was obtained from the State. It was moved by Chet, seconded by Russ, to submit a rough draft of an updated application form to the selectmen. The form will ask for pertinent information and the applicant will be expected to have it completely filled out when it comes to the Board. A page of graph paper will be provided with the form. Information that doesn't apply to the particular circumstances will be expected to be marked N/A.

A question was raised as to how close to the lake a garden spot can be tilled. Section 15-N, Page 16 of the Shoreland Zoning Ordinance forbids new tilling of soil within 100' of the normal high water line.

Letter from Norman St. Peter: We discussed a letter that the Board received from Norman pertaining to the airstrip in his field, the boundary dispute between him and his neighbor to the south of his lot and the electrical wires that are strung across his neighbor's lot that are deemed to be a hazard to planes entering or departing the airstrip. The consensus of the Board is that the Board has no jurisdiction over this matter.

Meeting adjourned at 8:50 P.M.

Next meeting is November 10, 1993.

Minutes prepared by Frank A. Currier. *FAC*

**Portage Planning Board Meeting  
Wednesday, November 10, 1993  
7:00 pm at the Town Hall**

**Agenda:**

1. Minutes of previous meeting
2. Jim Nadeau (comprehensive plan, select-persons response to permit application & process + ??)
3. Comprehensive Plan
  - a. Soil & water section
  - b. Schedule sections for next meeting

File

PORTAGE LAKE PLANNING BOARD MINUTES

November 10, 1993 Monthly Meeting

Members present: Chet Carlson, Frank Currier, Marissa Davis, Kathy Gagnon, Kathy Hoppe, Bob Nelson

Member absent: Russell Morris

Meeting called to order at 7:03 P.M.

Minutes: October 13, 1993. Moved by Chet, seconded by Bob to accept minutes of October meeting.

Jim Nadeau, the Town Manager, was present to talk to the Planning Board. The Selectmen have asked him to do a RMSP (Road Maintenance Survey Program). (Portage has 7 roads to maintain). Comprehensive Plan money can be used for inventory and analysis. Moved by Chet, seconded by Kathy G. to take funds from Comprehensive Plan money for RMSP.

Maine Public Service has plans to take the overhead wires down at the south end of St. Peters' airstrip and run an underground service to Mullins' building site.

Selectmens' response to permit application process? All 3 Selectmen and the CEO are in favor of changing our permit application to a generic application form that will cover all permit applications. Because the form will contain places that won't apply to every situation it will be explained to the permittee that an application form will be considered complete when the parts that don't apply are marked N/A.

Comprehensive Plan: Soil and Water Section.

We discussed the material that Kathy H. has put together concerning the different types of soil in Portage and the fact that the town drains into both the Fish River and Aroostook River watersheds.

Marissa is working on the Forestry and Agriculture section and has permission to mail questionnaires to landowners.

Kathy needs a list of maps that we need at next meeting.

Meeting adjourned at 9:20 P.M.

Next meeting is December 8, 1993.

Minutes prepared by Frank A. Currier. *FAC*

**Portage Planning Board  
Regular Meeting  
Wednesday, December 8, 1993  
7:00 pm Town Office**

**Agenda:**

**1. Minutes**

**2. "New" Business (?)**

**3. Old Business**

**a. Comprehensive Plan - Forestry & Agriculture**

**b. Discuss meeting more than 1/month in January & February to get Comp. Plan done (Come with some idea of dates you could meet.)**

FILE

PORTAGE LAKE PLANNING BOARD MINUTES

December 8, 1993 Monthly Meeting

Members present: Chet Carlson, Frank Currier, Marissa Davis, Kathy Gagnon, Kathy Hoppe, Bob Nelson

Member absent: Russell Morris

Town Manager Nadeau and townsperson James Garrity also present.

Meeting called to order at 7:09 P.M.

Minutes: November 10, 1993. Moved by Marissa, seconded by Chet to accept minutes of November meeting.

- New Business:
1. Letter to Mike Duguay from Kathy Hoppe (PLPB Chair) concerning CDBG Planning Grant.
  2. Motion by Chet, second by Bob, to reapply for another Housing Rehabilitation Grant.
  3. Land Use Workshop at N.M.T.C. Dec. 16, 4-9PM. All should go who can.
  4. Motion by Frank, second by Chet, to post monthly PLPB minutes, after approval, at Post Office.
  5. Hodsdon Lot: The majority of the Planning Board feels that the Town as a whole should have the opportunity to vote on whether or not the Town should attempt to buy the lot adjacent to the Seaplane Base.

Old Business: 1. Moved by Frank, seconded by Chet to meet on the 2nd and 3rd Wednesdays of January and February. Next 2 meetings will be Jan. 12&19.

Comprehensive Plan: FORESTRY AND AGRICULTURE  
Marissa presented what she's done on the Forestry and Agriculture section of the Comprehensive Plan. Forestry section to be continued next meeting.

Meeting adjourned at 9 P.M.

Next meeting is January 12, 1994

Minutes prepared by Frank A. Currier <sup>fAc</sup>