

PORTAGE LAKE PLANNING BOARD

The Portage Lake Planning Board will hold a regular meeting on 01-08-04 at the Municipal Building at 7:00 PM.

AGENDA

Call Meeting to Order/Roll Call

- I. Review and approve minutes of 12-11-03
Review and approve minutes of 12-30-03
- II. Public Comments
- III. New Business
- IV. Old Business
 1. Continue discussion of proposed Land Use Ordinance.
- V. Other
- VII. Adjournment

THE PUBLIC IS INVITED TO ATTEND

PORTAGE LAKE PLANNING BOARD

MEETING OF 01-08-04

MINUTES

Members Present: Bonnie Condon, Tom Mastro, Maggie Pierce, Dave Pierce.

Others Present: Rita Sinclair (Town Mngr)

Due to a lack of a quorum the meeting was not called to order.

PORTAGE LAKE PLANNING BOARD

SPECIAL MEETING

The Portage Lake Planning Board will hold a special meeting on 01-15-04 at the Municipal Building at 7:00PM.

AGENDA

Call meeting to order / Roll Call

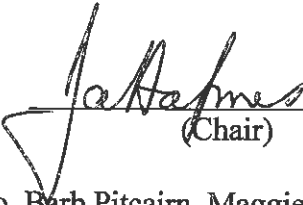
- I. Review and approve minutes of 12-11-03
Review and approve minutes of 12-30-03
- II. Public Comments
- III. New Business
- IV. Old Business
 1. Continue discussion of proposed Land Use Ordinance.
- V. Other
- VI. Adjournment

THE PUBLIC IS INVITED TO ATTEND.

PORTAGE LAKE PLANNING BOARD

Special Meeting 01-15-04

Minutes


(Chair)

Members Present: Jim Holmes, Bonnie Condon, Tom Mastro, Barb Pitcairn, Maggie Pierce, Dave Pierce.

Others Present: Lewis Cousins CEO

7:05 PM Meeting called to order by Jim Holmes.

- I. **Consideration of minutes of 12-11-03 and 12-30-03**
Minutes of 12-11-03 and 12-30-03 were reviewed. Motion to approve both sets by Barb, Second by Bonnie. The vote was unanimous.
- II. **Public Comments.**
There were none.
- III. **New Business.**
 1. Discussion concerning attendance of members. It is the consensus of the Board that a new member should be appointed to replace any that have failed to meet the attendance requirements. Motion by Dave, second by Barb to inform the selectmen that a new member is needed.
- IV. **Old Business.**
 1. Board members expressed concerns regarding the Seaplane Base lease. Members will attend the 01-21-03 Selectmen meeting to discuss the situation.
 2. Members reviewed and discussed the latest draft of the proposed Land Use Ordinance. Three minor typographical errors were found. A motion was made by Barb to approve this draft with the three corrections being made. Seconded by Tom. The vote was unanimous.
- V. **Other.**
 1. The Planning Board will ask the Selectmen to increase their budget to \$1,200.00.
Motion by Barb to ask for budget increase, second by Bonnie. The vote was unanimous.
- VI. **Adjournment.**
Motion to adjourn by Bonnie, Second by Tom. The vote was unanimous.
7:55 PM

PORTAGE LAKE PLANNING BOARD

The Portage Lake Planning Board will hold a regular meeting on Thursday, 02-12-04, in the Municipal Building Conference room at 7:00 PM.

The Public Is Invited To Attend.

AGENDA

Call Meeting to Order/ Roll Call

- I. Review Minutes of 01-15-04
- II. Public Comments
- III. New Business
- IV. Old Business
 1. Review changes recommended by NMDC to revised Land Use Ordinance.
 2. Discuss attendance of Selectmens Meeting.
- V. Other Business
- VI. Adjournment

In order to be certain that any interested person may attend this Public Meeting please notify the Town Office if you have special needs due to a disability.

PORTAGE LAKE PLANNING BOARD

Regular Meeting 02-12-04

Minutes

James D. Holmes
(Chairperson)

Members Present: Jim Holmes(Chair), Maggie Pierce, Tom Mastro, Barb Pitcairn and Bonnie Condon

Others Present: Lewis Cousins CEO

Meeting called to order at 7:06

I. Consideration of Minutes of 01-15-04

The minutes were reviewed. After discussion concerning the need for 1 new member a motion was made by Barb and seconded by Bonnie to approve the minutes. The vote was unanimous.

II. Public Comments.

There were none.

III. New Business.

There was none.

IV. Old Business.

1. The Planning Board spent considerable time reviewing the changes recommended by Jay Kamm of NMDC. The changes were made and a motion was made by Barb, seconded by Bonnie to approve the current copy of the proposed Land Use Ordinance. The vote was unanimous.

A motion was then made by Barb and seconded by Maggie to hold a Public Hearing on 03-11-04 at 7:00 PM. The vote was unanimous.

2. Jim informed the board that he had met with the Selectmen regarding the Seaplane Base Lease. This issue has been discussed in the past, had legal review, and been determined to be a legal document. It appears that the Selectmen feel that Planning Board is not the appropriate committee to be involved with this issue.

Jim also suggested that Barb and Bonnie form a committee to explore the possibilities of obtaining a grant to install a boat launch at the Seaplane Base.

V. Other Business.

There was none.

VI. Adjournment.

A motion to adjourn was made by Maggie, seconded by Barb. The vote was unanimous at 8:15 PM.

PORTAGE LAKE PLANNING BOARD

The Portage Lake Planning Board will hold a regular meeting on Thursday, 03-11-04, at 7:00 PM in the Municipal Building Conference room.

The Public Is Invited To Attend.

AGENDA

Call meeting to order/ Roll call

- I. Review minutes of 02-14-04
- II. Public Comments
- III. New Business
- IV. Old Business
 1. Review final Land Use Ordinance draft.
 2. Prepare for Public Hearing.
- V. Other Business
- VI. Adjournment

In order to be certain that any interested person may attend this Public Meeting please notify the Town Office of any special needs you may have due to a disability.

PORTAGE LAKE PLANNING BOARD
REGULAR MEETING MARCH 11, 2004

MINUTES


(Chairperson)

Members Present: Jim Holmes, Dave Pierce, Maggie Pierce, Barbara Pitcairn, Tom Mastro, Bonnie Condon – Late Arrival.
Others Present: Gerry Cormier, Pat Raymond, Stephen Belanger, Rita Sinclair, Lewis Cousins.

The meeting was called to order at 7:02 by Chairman Holmes.

- I. **Review minutes of 02-14-04.**
Minutes of 02-14-04 were reviewed. A motion was made by Barb and seconded by Maggie to approve the minutes as written. All were in favor.
- II. **Public Comments.**
Members of the Public asked several questions and raised some concerns about the Proposed Land Use Ordinance. Items discussed included the sections on Electro-magnetic Interference, Noise, Fire Protection, Service Drops, Subdivision Review and Site Design review. Also discussed was the time line required to have the Ordinance appear as a warrant item in the upcoming Town Meeting. The general consensus of those present was to hold the required Public Hearing and then determine if changes were necessary to garner the support of the voters.
- III. **New Business.**
There was none.
- IV. **Old Business.**
 1. The Planning Board reviewed the Proposed Land Use Ordinance And determined that the present edition is what will be presented to the Town people to comment on at the Public Hearing.
 2. The Planning Board discussed how to present the Ordinance. It Was decided that one person would be spokesperson and one would take notes.
- V. **Other Business.**
There was none.
- VI. **Adjournment.**
A motion to adjourn was made by Maggie, seconded by Barb. The vote was unanimous.

PORTAGE LAKE PLANNING BOARD

SPECIAL MEETING

The Portage Lake Planning Board will hold a special meeting on 04-08-04 at the Municipal Bldg at 7:00 PM.

AGENDA

Call meeting to order / Roll call

I. Review and approve minutes of 03-11-04

II. Public Comments

III. New Business

1. Meet with Jay Kamm of NMDC to discuss proposed Ordinance.
2. Ordinance interpretation. Portage Shoreland Zoning Ordinance; sect. 12.E.1 & 3.

IV. Old Business

1. Continue work on proposed Ordinance.

V. Other


VI. Adjournment

The Public Is Invited To Attend.

In order to ensure Public Participation at this Municipal event please notify the Town Office of any special needs you may have due to a disability.

PORTAGE LAKE PLANNING BOARD
SPECIAL MEETING APR. 8, 2004

MINUTES



(Chairperson)

Members Present: Jim Holmes, Tom Mastro, Bonnie Condon, Barbara Pitcairn.

Others Present: Jay Kamm – NMDC, Rita Sinclair – Town Manager,
Lewis Cousins - CEO & Secretary.

The meeting was called to order by Chairman Holmes at 7:05.

- I. **Review minutes of 03-11-04.**
Minutes of 03-11-04 will be reviewed at the next regular meeting.
- II. **Public Comments.**
There were none.
- III. **New Business.**
 1. Jay Kamm explained several aspects of State required ordinance language, the 2005 ordinance deadline, & several items that fall in the nice to have category of ordinance requirements. Planning board members received answers to several questions and made further revisions to the proposed draft ordinance.
 2. The Planning Board reviewed sect 12,E. 1 & 3 of the Shoreland Zoning Ordinance. It was determined that the Planning board and CEO interpret these sections the same way.
- IV. **Old Business.**
 1. The Planning Board made more revisions of the proposed Ordinance based on input from the last Public Hearing.
- V. **Other.**
There was no other business.
- VI. **Adjournment.**
A motion was made and seconded to adjourn. The vote was unanimous.

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING

The Portage Lake Planning Board will hold a regular meeting on Thursday, May 13th at 7:00 PM in the Municipal Building Conference room.

AGENDA

Call Meeting To Order

I. Consent Items.

1. Review minutes of 03-11-04
2. Review minutes of 04-08-04

II. Public Comments

III. New Business

1. Review preliminary Subdivision application from Danny Higgins to subdivide Map – 8, Lot – 1.
2. Discuss Selectmen concerns regarding secretary position.
3. Review fee schedule recommended by Selectmen.

IV. Old Business

1. Review Draft Ordinance
2. Set Public Hearing date in advance of June 8 Town Mtg.

V. Other

VI. Adjournment.

In order to assure Public Participation in the Municipal event please notify the town Office of any special needs you may have due to a disability.

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING OF 05-13-04

MINUTES


(Chairperson)

Members Present: Jim Holmes (Chairperson), Maggie Pierce, Bonnie Condon, Barbra Pitcaurin.

Others Present: Rita Sinclair (Town Manager), Lewis Cousins (CEO), Danny Higgins, Daniel Bagwell.

The meeting was called to order at 7:13

- I. Consent Items.
 1. The minutes of 03-11-04 and 04-08-04 were reviewed. A motion was made by Maggie, seconded by Barb to approve both sets of minutes. The vote was unanimous.

- II. Public Comments.

There were none.

- III. New Business.
 1. Danny Higgins was present and discussed his plans to subdivide Map – 8. Lot – 1. The Planning Board discussed the review criteria of Title 30-A § 4404 and asked Danny to provide the following information on a final application. Sewage disposal plans for each lot, Base flood elevations and flood boundary, wetland boundaries, Mylar's with all survey information.

 2. The Board discussed Selectmen concerns regarding secretary position. It was determined that the Planning Board wishes to have the CEO present at meetings and has no other volunteer who wishes to be secretary. Chairman Holmes will address the issue with the Selectmen.

3. The Board discussed the recommendation of the Selectmen regarding the schedule of fees. The Planning board feels that any costs to the Town incurred by an appeal should be paid by the Appellant and will recommend this to the Selectmen.

IV. Moved to Other.

Daniel Bagwell was present to discuss future plans for his property. Questions were answered regarding expansion & relocation rules of Shoreland Zoning.

V. Returned to Old Business.

1. The Board reviewed the latest changes to the proposed Land Use Ordinance. Several new changes were made to the Land Use Chart. A motion was made to accept and recommend to the Town this revised Ordinance by Maggie and seconded by Barb. The vote was unanimous.
2. A Public Hearing was set for June 3rd for the purpose of receiving Public input with regard to the Proposed Land Use Ordinance.
3. Chairman Holmes presented a letter of his resignation to the Planning board. A motion to accept his resignation with deep regrets and special thanks for his hard work was made by Barb, seconded by Maggie. The vote was unanimous.

VI. Adjournment.

A motion to adjourn was made by Maggie, seconded by Barb. The vote was unanimous.

13 May 2004

To whom it may Concern,

I, James A. Holmes, do hereby resign as Chairperson of the Portage Lake planning board.

It has been my pleasure to work with all of the board members, the CEO and the town manager. My resignation is due solely to personal reasons. I regret having to do this at this critical juncture, however, it must be done.

I wish my resignation to be effective immediately.

Respectfully



James A. Holmes

PORTAGE LAKE PLANING BOARD

SPECIAL MEETING

The Portage Lake Planning Board shall hold a special meeting on June 15, 2004 at 7:00PM in the Portage Lake Municipal Building.

AGENDA

Call Meeting to Order.

- I. **Consent Items.**
Review the minutes of 05-13-04.
- II. **Public Comments.**
- III. **New Business.**
 1. Review application from Maine Woods Company.
 2. Review application from Harold and Donna Martin.
- IV. **Old Business.**
Review permit summary.
- V. **Other**
- VI. **Adjournment**

In order to insure Public Participation at the municipal event please notify the Town Office of any special needs you have due to a disability.

No Quorum

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING

The Portage Lake Planning Board will hold a regular meeting on 7-13-04 in the Municipal Building Conference Room at 7:00 PM.

AGENDA

CALL MEETING TO ORDER / ROLL CALL

I. CONSENT ITEMS.

1. Review Minutes of 5-13-04

II. PUBLIC COMMENT.

III. NEW BUSINESS.

1. Review application # 04-22 from Breen & Marria Bagley.
2. Review amended application from Daniel Bagwell.

IV. OLD BUSINESS

1. Land Use Ordinance.

V. OTHER BUSINESS.

1. Election of Officers.
2. Review Building Permit Summary.


VI. ADJOURNMENT.

In order to ensure Public Participation in this Municipal event would you please notify the Town Office of any special needs you may have due to a disability.

PORTAGE LAKE PLANNING BOARD

Regular Meeting 07-13-04

Minutes


(Chair)

Members Present: Maggie Pierce, Dave Pierce, Barb Pitcaurin, Tom Mastro.

Others Present: Lewis Cousins, CEO

With Bonnie being absent Barb volunteered to chair the meeting.

The meeting was called to order at 7:06

I. CONSENT ITEMS.

1. The minutes of 05-13-04 were reviewed and approved as printed.

II. PUBLIC COMMENTS.

There were none.

III. NEW BUSINESS.

1. Application # 04-22 from Breen & Maria Bagley was reviewed. After thorough discussion concerning setbacks and expansions a motion to approve the application was made by Maggie. Second by Dave. The vote was unanimous.
2. An amended application from Daniel Bagwell was reviewed. After initial discussion a motion was made by Maggie to adjourn temporarily to make a site visit to Map - 15, Lot - 16. Seconded by Tom. The vote was unanimous at 7:25.
7:40 The Planning Board reconvened. The Board finds that the structure can be moved back to the 100' easily to become conforming. The trees directly behind the camp should not be disturbed, as they are a benefit for shade, soil stability, aesthetics, and erosion control. A motion was made by Dave to deny the application and send a letter of recommendations to the property owner. Second by Tom. The vote was unanimous.

IV. OLD BUSINESS.

1. Land Use Ordinance. Dave will hold a discussion with Rita to see if the proposed Land Use Ordinance can be put out to vote in September.

V. OTHER BUSINESS.

1. Maggie moved to table the election of Officers until a full Board was Present. Second by Dave. The vote was unanimous.
2. The building permit summary was reviewed.

VI. ADJOURNMENT.

A motion to adjourn was made by Maggie. Second by Tom. The vote was unanimous at 8:10

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING

The Portage Lake Planning Board will hold a regular meeting on 8-17-04 in the Municipal Building Conference Room at 7:00PM.

AGENDA

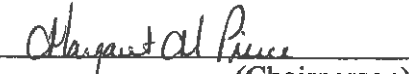
CALL MEETING TO ORDER/ ROLL CALL

- I. **CONSENT ITEMS.**
 - 1. Review minutes of 07-13-04.
- II. **PUBLIC COMMENTS.**
- III. **NEW BUSINESS.**
 - 1. Review new building permit applications.
- III. **OLD BUSINESS.**
 - 1. Land Use Ordinance.
- IV. **OTHER BUSINESS.**
 - 1. Election of Officers.
 - 2. Review Building Permit Summary.
- V. **ADJOURMENT.**

In order to ensure Public Participation at this Municipal event would you please notify the Town Office of any special needs you may have due to a disability.

PORTAGE LAKE PLANNING BOARD
REGULAR MEETING
08-17-04

MINUTES


(Chairperson)

Members Present: Dave Pierce, Maggie Pierce, Barb Pitcairn, Tom Mastro, Bonnie Condon.

Others present: Lewis Cousins CEO.

The meeting was called to order at 7:00 PM

- I. CONSENT ITEMS.**
 1. The minutes of 07-13-04 were reviewed and approved.

- II. PUBLIC COMMENTS.**

There were none.

- III. NEW BUSINESS.**
 1. An application to place a foundation under an existing camp from Stephen Delano was reviewed. After a site visit and thorough discussion it was determined that the structure met the setback requirement to the greatest practicle extent. A motion and second were made to approve the application and the vote was unanimous.

- IV. OLD BUSINESS.**
 1. The Planning Board was updated on the new Land Use Ordinance.

- V. OTHER BUSINESS.**
 1. Maggie was nominated for the position of Chairperson. A vote was taken and the
Nominee was approved by unanimous decision.
Bonnie was nominated for the position of Vice Chair. A vote was taken and the nominee was elected by unanimous decision.
 2. The Building Permit Summary was reviewed.

- VI. ADJOURNMENT.**

A motion and second were made to adjourn. The vote was unanimous.

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING

The Portage Lake Planning Board shall hold a regular meeting on Thursday, 10-14-04 in the Municipal Building Conference Room at 7:00 PM.

AGENDA

CALL MEETING TO ORDER / ROLL CALL

I. CONSENT ITEMS.

1. Review Minutes of 8-17-04

II. PUBLIC COMMENTS.

III. NEW BUSINESS.

1. Review application from Dennis, Donna, & Shawn Girard.

IV. OLD BUSINESS.

1. Sign new Land Use Ordinance.

V. OTHER BUSINESS.

1. Building Permit Summary.

VI. ADJOURNMENT.


In order to ensure Public Participation at this Municipal event would you please notify the Town Office of any special needs you may have due to a disability.

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING

10-14-04

MINUTES


(Chairperson)

Members present: Maggie Pierce, Bonnie Condon, Dave Pierce, Tom Mastro, & Jeannie Long

Others Present: Dennis & Shawn Girard, Ray Cyr, Tim Roix, & Lewis Cousins.

The meeting was called to order at 7:10 by chairperson Maggie.

- I. CONSENT ITEMS.
 1. A motion to approve the minutes of 8-17-04 was made and seconded. The vote was unanimous.
- II. PUBLIC COMMENTS.

There were none.
- III. NEW BUSINESS.
 1. Tim Roix from B.R. Smith Associates presented a plan of the Girard property including the location of the existing structure and the proposed location and size of a planned structure. It was determined that this would be a replacement structure and that the Planning Board may allow it within 100' of the highwater mark if it is setback to the greatest practicable extent. After discussion a motion was made by Bonnie and seconded by Dave to table any action on this application until a site visit had been completed by the members.
 2. A late application from Ray Cyr to place an addition on the side of his camp was reviewed. It was determined that Ray's camp is conforming so that no size limits must be observed. A motion to approve was made by Dave, seconded by Bonnie. The vote was unanimous.
- IV. OLD BUSINESS.
 1. Members present signed the new Land Use Ordinance.
- V. OTHER BUSINESS.
 1. The Building Permit Summary was reviewed.
- VI. ADJOURNMENT.

PORTAGE LAKE PLANNING BOARD

SPECIAL MEETING

The Portage Lake Planning Board shall hold a special meeting on October 21st at 7:00 PM in the Portage Lake Municipal Building Conference Room.

AGENDA

CALL MEETING TO ORDER/ ROLL CALL

- I. PUBLIC COMMENTS.
- II. OLD BUSINESS.
 1. Discuss tabled application from Dennis Girard.
- III. OTHER BUSINESS.
- IV. ADJOURNMENT.

In order to ensure Public Participation at this Municipal event would you please notify the Town Office of any special needs you may have due to a disability.

Cancelled
No Quorum

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING

The Portage Lake Planning Board will hold a regular meeting on Thursday Nov. 11, 2004 in the Municipal Building Conference Room at 7:00PM. The Public is invited to attend.

AGENDA

CALL MEETING TO ORDER

- I. CONSENT ITEMS.**
 - 1. Review minutes of 10-14-04
- II. PUBLIC COMMENTS.**
- III. NEW BUSINESS.**
- IV. OLD BUSINESS.**
 - 1. Decision on Dennis & Shawn Girard application.
 - 2. Distribute Land Use Ordinance.
- V. OTHER BUSINESS.**
 - 1. Building Permit Summary.
- VI. ADJOURNMENT.**


In order to ensure Public Participation in this Municipal event please notify the Town Office of any special needs you may have due to a disability.

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING

11-11-04

MINUTES



(Chairperson)

Members present: Maggie Pierce, Dave Pierce, Jeannie Long.

Others present: Lewis Cousins CEO

The meeting was called to order at 7:03 PM by Maggie Pierce.

I. CONSENT ITEMS.

The minutes of 10-14-04 were reviewed. Motion to approve by Dave, second by Jeannie. The vote was unanimous.

II. PUBLIC COMMENTS.

There were none.

III. NEW BUSINESS.

There was none.

IV. OLD BUSINESS.

1. Shawn and Dennis Girard application.

A revised plan from BR Smith depicting a new location for the proposed replacement camp was reviewed. The location of the proposed new structure has been revised to meet the required setback distance from the HWM to the greatest practical extent and to the satisfaction of the Planning Board. Motion made by Jeannie to approve the new location with the condition that the site plan page of the application be updated to reflect and identify the new location. Second by Dave. The vote was unanimous.

2. Copies of the completed new Land Use Ordinance were distributed to the members present.

V. OTHER BUSINESS.

The Building Permit Summary was reviewed.

VI. ADJOURNMENT.

Motion by Dave to adjourn at 7:15. Second by Jeannie. The vote was unanimous.