

FORTYAGE LAKE PLANNING BOARD

REGULAR MEETING

JAN. 12, 2006
7:00PM

AGENDA

I. CALL TO ORDER AND DETERMINE THE PRESENCE OF A QUORUM.

II. PUBLIC HEARING.
None scheduled.

III. MINUTES OF PREVIOUS MEETING AND CORRESPONDENCE.
1. Review minutes of 08-11-05.
2. Review minutes of 10-13-05

IV. OLD BUSINESS.

V. NEW BUSINESS.
1. Review application # 06-02 from Dan Lévesque to
construct a communications tower on map - 2, Lot - -
17.

VI. OTHER BUSINESS.
1. Review Planning Board Report - Chap. 2.
2. Review final 2005 building permit capacity.
3. Review Fall 2005 Shoreland Zoning Bylaw.
4. News Articles

VII. ADJOURNMENT.

The Public is invited to attend. Please notify the Town
Office of any special needs you may have due to a disability.

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING OF JAN. 12. 2006

MINUTES

Margaret Al Pierce
(Chairperson)

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

Others Present: Brian Condon, Lewis Cousins CEO.

I. CALL TO ORDER AND DETERMINE THE PRESENCE OF A QUORUM.

The meeting was called to order at 7:00 PM and a quorum was determined to be present.

II. PUBLIC HEARING.

There was none scheduled or needed.

III. MINUTES OF PREVIOUS MEETING AND CORRESPONDENCE.

1. Review minutes of 08-11-05.

The 08-11-05 minutes were reviewed, deemed accurate and complete. **A motion to approve was made by Barb with a second from Bonnie. The motion carries 5-0.**

2. Review the minutes of 10-13-05.

The minutes of the work session of 10-13-05 were reviewed and so noted. They will be entered into the record book as printed as no official votes were taken at this study session.

IV. OLD BUSINESS.

There was none.

V. NEW BUSINESS.

1. Review application # 06-02 from Dan Levesgue to construct a communications tower on map - 2, lot - 17.

At the CEO request Member Barb outlined her connection with the Portage Hills Country Club and voluntarily removed herself from any voting in regard to this application. The Planning Board examined the materials submitted and reviewed the Ordinance. It was determined that the requested use of land can be allowed in the growth district with Planning Board approval. However, the application does not contain enough information for the Board to determine that the location of the tower on the property will meet the height and setback

requirement. Also, no information giving Dan any right title, or interest in the property has been submitted. The CEO submitted information from the FCC and FAA indicating that neither agency had any regulations concerning a tower of this height and use.

A motion to table application # 06-02 was made by Dave and seconded by Bonnie pending the submission of the following information. A lease or purchase agreement for the property, a site plan showing the property lines, existing features and structures on the lot, tower location, height of tower, & guy locations all in metes and bounds. Also information regarding the frequency and category of signal being received and transmitted. The motion carries 3-0-1.

VI. OTHER BUSINESS.

1. Review Planning Board Manual Chap. 2.

The Board and CEO briefly discussed some proper operating procedures for Planning Board members to adhere to during site visits on individual and group basis.

2. Review final 2005 building permit summary.

The summary was reviewed.

3. Review the fall 2005 Shoreland Zoning News.

The Board and CEO discussed the language approved as the date of enactment of the new statewide timber harvest standards. It was determined that Portage Lake Planning Board will monitor the progress of the adaptation of these rules by other towns prior to committing on which standard to adapt.

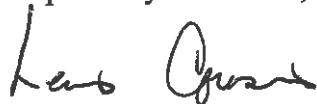
4. News Articles.

The Code Officer and Board discussed news articles of interest from around the state.

VII. ADJOURMENT.

A motion to adjourn was made by Dave with a second by Barb at 8:14. The motion carries unanimously.

Respectfully Submitted,



Lewis Cousins CEO

Originals

PORTAGE LAKE PLANNING BOARD

SPECIAL MEETING

FEBRUARY 2, 2006

7:00 PM

PORTAGE LAKE MUNICIPAL BUILDING CONFERENCE ROOM

AGENDA


- I. CALL TO ORDER AND DETERMINE THE PRESENCE OF A QUORUM.
- II. PUBLIC HEARING.
None Scheduled.
- III. MINUTES OF PREVIOUS MEETING AND CORRESPONDENCE.
 1. Review the minutes of 01-12-06.
- IV. NEW BUSINESS.
- V. OLD BUSINESS.
 1. Continue review of application 06-02 from Dan Levesque to construct a communications tower on Map - 2, Lot - 17.
- VI. OTHER BUSINESS.
- VII. ADJOURNMENT.

The Public is invited to attend. Please notify the Town Office of any special needs you may have due to a disability.

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING OF FEBRUARY 2, 2006

MINUTES



(Chairperson)

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

Others Present: Don Theriault, Dan Levesque, Brian Condon, Gregg Cyr, Reniee
Felinni, Tim Bair, Lewis Cousins CEO.

I. CALL TO ORDER AND DETERMINE THE PRESENCE OF A QUORUM.

1. The meeting was called to order at 7:00 and a quorum was determined to be present. _____

II. PUBLIC HEARING.

There was none.

III. MINUTES OF PREVIOUS MEETING AND CORRESPONDENCE.

1. Review the minutes of 01-12-06.

The minutes of 01-12-06 were reviewed and deemed to be accurate and complete.

A motion and second to approve the minutes of 01-12-06 was made by Barb and Bonnie. The motion carries 5-0.

IV. NEW BUSINESS.

There was none.

V. OLD BUSINESS.

1. Continue review of application # 06-02 from Dan Levesque to construct a communications tower on Map - 2, Lot - 17.

Member Barb recused from any discussion concerning this issue.

The CEO informed the Planning Board of the Selectmen concern regarding the Country Club sublease.

Dan Levesque has and will continue to discuss the lease issue with the Town Selectmen.

Don Theriault discussed with the Board the reasons for the chosen location - line of sight, ability to connect with the Ashland Tower, to reach

Buffalo and beyond. He discussed the signal to be used, type and quality of equipment to be used, and range versus tower height.

The Board discussed the Selectmen concerns regarding the sublease and determined that any decision made would be based on the information submitted by the applicant and that any information submitted which is invalid would automatically void any decision made based on that information. The sublease issue is between the Country Club and the Selectmen.

A motion and second to approve the application with the condition that the sublease issue be resolved was made by Dave and Jeannie. The motion carries 4-0.


VI. OTHER BUSINESS.

There was none.

VII. ADJOURNMENT.

A motion and second to adjourn was made by Barb and Tom at 7:42. The motion carries 5-0.

Respectfully Submitted,


Lewis Cousins CEO

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING

MARCH 9, 2006

7:00 PM

PORTAGE LAKE MUNICIPAL BUILDING CONFERENCE ROOM

AGENDA

- I. CALL TO ORDER / DETERMINE QUORUM.
- II. PUBLIC HEARING.
None Scheduled.
- III. MINUTES OF PREVIOUS MEETING AND CORRESPONDENCE.
 1. Review the minutes of 02-02-06.
 2. MMA workshop for Planning / Appeals Boards.
- IV. NEW BUSINESS.
 1. Application # 06-04 from Francis Condon for a canning business.
- V. OLD BUSINESS.
 1. Update on Buitron Appeal.
- VI. OTHER BUSINESS.
 1. News articles of interest.
- VII. ADJOURNMENT.

The Public is invited to attend. Please notify the Town Office of any special needs you may have due to a disability.

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING OF MARCH 9, 2006

MINUTES

Maggie M. Pierce
(Chairperson)

Members Present: Maggie Pierce, Chair; Dave Pierce, Bonnie Condon,
Barb Pitcairn.

Others Present: Lewis Cousins, CEO.

- I. **CALL TO ORDER AND DETERMINE THE PRESENCE OF A QUORUM.**
 1. The meeting was called to order at 7:02 and a quorum was determined to be present.
- II. **PUBLIC HEARING.**

There was none.
- III. **MINUTES OF THE PREVIOUS MEETING AND CORRESPONDENCE.**
 1. Review the minutes of 03-09-06.

The minutes of 03-09-06 were reviewed and deemed accurate and complete.

A motion and second to approve the minutes of 03-09-06 was made by Barb and Dave. The motion carries 3-0.
 2. MMA workshop for Planning / Appeals Boards.

The Board reviewed the registration form for this training opportunity.
- IV. **NEW BUSINESS.**
 1. Application # 06-04 from Francis Condon for a canning business.

Member Bonnie abstained from discussion due to a conflict of interest, (relative). The Board discussed the information supplied on the application as well as research done by the CEO. There is no sign planned, sales will be done via internet, there will be no adverse traffic or parking impact, the State Fire Marshal has been contacted, a food license is being obtained, and the septic system is adequate.

A motion and second to approve this use of land as presented was made by barb and Dave. The motion carries 3-0.
- V. **OLD BUSINESS.**
 1. Update on Buitron Appeal.

The CEO and Board discussed the Buitron Appeal in depth.

VI. OTHER BUSINESS.

1. The Board and CEO discussed news articles that had made the papers recently.

V. ADJOURNMENT.

A motion and second to adjourn was made by Bonnie and Barb at 7:18. The motion carries 3-0.

Respectfully Submitted,



Lewis Cousins
Code Enforcement Officer

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING

APR. 13, 2006

7:00PM

PORTAGE LAKE MUNICIPAL BUILDING CONFERENCE ROOM

AGENDA

- I. CALL TO ORDER AND DETERMINE PRESENCE OF A QUORUM.
- II. PUBLIC HEARING.
 1. None scheduled.
- III. MINUTES OF PREVIOUS MEETING AND CORRESPONDENCE.
 1. Review the minutes of 03-08-03.
- IV. NEW BUSINESS.
- V. OLD BUSINESS.
 1. Confirm height allowed for Dan Levesque Internet Tower.
- VI. OTHER BUSINESS.
- VII. ADJOURNMENT.

The Public is invited to attend. Please notify the Town Office of any special needs you may have due to a disability.

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING

APRIL 13, 2006

MINUTES

Maggie M. Pierce
(Chairperson)

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

Others Present: Lewis Cousins CEO.

- I. **CALL TO ORDER AND DETERMINE PRESENCE OF QUOROM.**
The meeting was called to order at 7:00 PM by Maggie with a Quorum present.
- II. **PUBLIC HEARING**
There was none.
- III. **MINUTES OF THE PREVIOUS MEETING AND CORRESPONDENCE.**
 1. Review the minutes of 03-09-06.
The 03-09-06 minutes were reviewed.
A motion and second to approve the minutes as printed was made by Barb and Dave. The motion carries 4-0.
- IV. **NEW BUSINESS.**
There was none.
- V. **OLD BUSINESS.**
 1. Confirm height allowed for Dan Levesque internet tower.
The Board and CEO discussed the original application, which stated in the description that the tower would be 100' or more and stated in the proposed use area a 100' tower. The actual tower is planned to be 120'. The Board reviewed all of the information and recalled being aware that the tower would be 100' or more and that 120' was within the scope of the initial approval.
A motion and second to allow the tower at a not to exceed height of 120' was made by Bonnie and Tom. The motion carries 3-0 with 1 abstention (Barb).
- VI. **OTHER BUSINESS.**
The Board and CEO discussed the revised Shoreland Zoning Guidelines that have been approved by the BEP and received earlier in the day. The

Portage Lake Planning Board
Minutes of 03-13-06
Page 2.

Town will need to incorporate these revisions into the local Ordinance in the near future. The Board will be provided copies of the struck and underscored version to review.

VII. ADJOURNMENT.

A motion and second to adjourn was made by Barb and Dave at 7:24 PM. The motion carries 4-0.

Respectfully Submitted,



Lewis Cousins CEO

ORIGINAL

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING

MAY 11, 2006

7:00 PM

PORTAGE LAKE MUNICIPAL BUILDING CONFERENCE ROOM

AGENDA

- I. CALL TO ORDER AND DETERMINE THE PRESENCE OF A QUORUM.
- II. PUBLIC HEARING
None Scheduled.
- III. MINUTES OF PREVIOUS MEETING AND CORRESPONDENCE.
 1. Review the minutes of 04-13-06.
- IV. NEW BUSINESS.
 1. Review application # 08-18 from Portage Mills to utilize Map -17, Lot -13 for outdoor retail sales.
- V. OLD BUSINESS.
 1. Shoreland Zoning rule changes - Ordinance review.
Copies will be available at the meeting.
- VI. OTHER BUSINESS.
- VII. ADJOURNMENT.

The Public is invited to attend Public Meeting. Please notify the Town Office of any special needs you may have due to a disability.

PORTAGE LAKE PLANNING BOARD
REGULAR MEETING
MAY 11, 2006

MINUTES

Maggie M. Pierce
(Chairperson)

Members Present: Maggie Pierce, Dave Pierce, and Bonnie Condon.

Others Present: Lewis Cousins Code Enforcement Officer.

I. CALL MEETING TO ORDER AND DETERMINE THE PRESENCE OF A QUORUM.

Chairperson Maggie called the meeting to order at 7:05 PM with 3/5 of the appointed members present.

II. PUBLIC HEARING.

There was none.

III. MINUTES OF THE PREVIOUS MEETING / CORRESPONDENCE.

1. Review the minutes of 04-13-06.

The 04-13-06 minutes were reviewed. **A motion and second to approve the minutes as written was made by Dave and Bonnie. The motion carries 3-0.**

IV. NEW BUSINESS.

1. Review application # 06-19 from Portage Mills to utilize Map – 17, Lot – 13 for outdoor retail sales.

Application # 06-19 was reviewed in detail. The request is to be able to display the various products produced at the mill as an advertising aid to the business. A sign will accompany the products.

A motion and second to approve the request was made by Dave and Bonnie. The motion carries 3-0.

V. OLD BUSINESS.

1. Shoreland Zoning rule changes – Ordinance review.

Copies of the struck and underscored version of the Shoreland Zoning rule changes were distributed to those present. The Board and CEO discussed a few of the more significant changes the State has made. It was the consensus of those present that the new rules will need to be incorporated into the Portage Lake Shoreland Zoning Ordinance rather than adapted as a stand alone document in order to maintain the level of protection currently in place. The Board will continue to review the

Portage Lake Planning Board
Minutes of 05-11-06
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document and discuss the language to be added, altered, or removed at future meetings.

VI. OTHER BUSINESS.

There was none.

VII. ADJOURNMENT.

A motion and second to adjourn was made by Dave and Bonnie at 7:20 PM. The motion carries 3-0.

Respectfully Submitted,



Lewis Cousins CEO

ORIGINAL

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING

JUNE 8, 2006

7:00 PM

PORTAGE LAKE MUNICIPAL BUILDING CONFERENCE ROOM

AGENDA

- I. CALL TO ORDER AND DETERMINE A QUORUM.
- II. PUBLIC HEARING.
None scheduled.
- III. MINUTES OF PREVIOUS MEETING AND CORRESPONDENCE.
 1. Review the minutes of 05 11 2005.
- IV. NEW BUSINESS.
 1. Review application #06-22 from Dan Ferrisault to place a foundation under a non-conforming structure at Map - 15, Lot - 6.
 2. Review Site Design application # 06-24 from Seven Islands to re-surface the log storage area at Map - 2, Lot 1B.
- V. OLD BUSINESS.
 1. Shoreland Zoning Ordinance.
Any comments from the Board to be utilized in the new draft.
- VII. OTHER BUSINESS.
 1. Permit Summary.
 2. News Articles.
- VII. ADJOURNMENT.

The Public is invited to attend this important public meeting. Please notify the Town Office of any special needs you may have due to a disability.

**PORTAGE LAKE PLANNING BOARD
REGULAR MEETING OF 06-08-2006**

MINUTES

Margaret M. Pierce
(Chairperson)

Members Present: Maggie Pierce, Tom Mastro, Barb Pitcaurin, Jeannie Long, Bonnie Condon, Dave Pierce.

Others Present: Dan Perriault, Lewis Cousins, CEO.

I. CALL TO ORDER AND DETERMINE A QUORUM.

The meeting was called to order at 7:03 with all members present.

II. PUBLIC HEARING.

There was none.

III. MINUTES OF PREVIOUS MEETING AND CORRESPONDENCE.

1. Review the minutes of 05-11-06.

The 05-11-06 minutes were reviewed. **A motion and second to approve the minutes as written was made by Bonnie and Barb. The motion carries 5-0.**

IV. NEW BUSINESS.

1. Review application # 06-22 from Dan Perriault to place a foundation under a non-conforming structure at Map – 15, Lot – 6.

Dan was present. His idea is that the camp currently has water running under it that is causing erosion problems. The area in front of his camp has become filled with siltation that has washed from under the camp. The camp has become unstable due to the increase in lost soil under it over the years. It is not practical to move the camp back due to the septic tank and leach field location as well as an existing storage building. The driveway would also be lost. He would like to raise the camp, place a bed of quality gravel under it, pour a concrete slab on grade, and block the camp up to the necessary height to be 1' above the 100 yr. flood level.

After discussion a motion and second to recess for a site visit was made by Dave and Bonnie. The motion carries 5-0 at 7:20

The meeting reconvened at 7:38. The facts as determined by the Board members are: the existing septic tank / pump station is 15' behind the camp, the camp and deck are 43' long, the camp will not fit between the tank and storage building and remain compliant with the wastewater rules. Discussion included the angle of the lot lines,

slope of the land, required side setbacks, existing buildings, driveway, and the width of the lot.

A motion to allow the slab with the camp remaining in its current location was made by Dave and Barb. The motion carries 3-2.

Bonnie and Jeannie were opposed.

2. Review site design application # 06-24 from Seven Islands to resurface the log storage area at Map – 2, Lot – 1B.

Seven Islands proposed to resurface the log storage with in excess of 1000 yds of gravel in order to reduce the amount of mud carried from the site to the area roads, streams, and the lake, as well as into the mill. This proposal will add significantly to the positive effect of the sedimentation ponds constructed last year at the mill.

A motion and second to approve were made by Barb and Bonnie. The vote was unanimous.

V. OLD BUSINESS.

1. Shoreland Zoning Ordinance.

Members were encouraged to read the proposed Ordinance in preparation of the review process.

VI. OTHER BUSINESS.


1. Permit Summary.
The summary was reviewed.

2. News Articles.
Current news articles from around the state were briefly reviewed.

VII. ADJOURNMENT.

A motion and second to adjourn was made by Bonnie and Tom at 8:09. The vote was unanimous.

Respectfully Submitted,


Lewis Cousins

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING

AUG. 10, 2006

7:00 PM

PORTAGE LAKE MUNICIPAL BUILDING CONFERENCE ROOM

AGENDA

- I. CALL TO ORDER AND DETERMINE QUORUM.
- II. PUBLIC HEARING.
None Scheduled.
- III. MINUTES OF PREVIOUS MEETING AND CORRESPONDENCE.
- IV. NEW BUSINESS.
 1. Review Application # 06-41 from Daniel Bagley to place a foundation under a non-conforming structure on map - 15, lot - 16.
 2. Review application # 06-42 from Ross Doyen concerning a permanent dock at Map -23, Lot - 8.
- V. OLD BUSINESS.
- VII. OTHER BUSINESS.
 1. Permit Summary.
- VII. ADJOURNMENT.

The Public is invited to attend.

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING

AUGUST 10, 2006

7:00 PM

MINUTES

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

Others Present: Lewis Cousins.

- I. **CALL MEETING TO ORDER / DETERMINE QUORUM.**
The meeting was called to order at 7:00 by Maggie with 5 members present.
- II. **PUBLIC HEARING.**
None.
- III. **MINUTES OF PREVIOUS MEETING AND CORRESPONDENCE.**
The minutes of the previous were reviewed. A motion and second to approve was made by Bonnie and Dave. The motion carries 4-0.
The CEO was asked to check on the progress at Dan Perrault's property.
- IV. **NEW BUSINESS.**
 1. **Review application # 06-41 from Daniel Bagley to place a foundation under a non- conforming structure on Map - 15, Lot - 16.**
The application was reviewed. It was the consensus of the Board that a foundation under a non - conforming structure must follow the relocation standards. The Board had previously determined that this structure needs to be relocated to a conforming location prior to an expansion.
A motion and second to deny application # 06-41 was made by Dave & Bonnie. The motion carries 4-0.
 2. **Review application # 06-42 from Ross Doyen concerning a permanent dock at Map - 23, Lot - 8.**
Ross has provided the CEO and DEP with sufficient information that a permanent dock did exist at this location and that DEP and CEO have found that the dock was repaired, upgraded, and enlarged only a minor amount. No permit is required.
A motion and second to table application # 06-43 was made by Bonnie & Jeannie. The motion carries 4-0.

V. OLD BUSINESS.

There was none.

VI. OTHER BUSINESS.

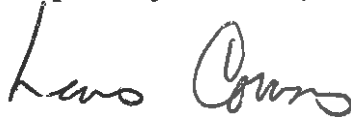
1. Permit Summary.

The summary was reviewed.

VII. ADJOURNMENT.

A motion and second to adjourn was made at 7:36 by Bonnie & Dave. The motion carries 4-0.

Respectfully submitted,



Lewis Cousins

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING

OCT. 12, 2006

7:00 PM

PORTAGE LAKE MUNICIPAL BUILDING CONFERENCE ROOM

AGENDA

- I. CALL TO ORDER AND DETERMINE QUORUM.
 1. Welcome new member.
- II. PUBLIC HEARING.

None scheduled.
- III. MINUTES OF PREVIOUS MEETING AND CORRESPONDENCE.

Review the minutes of previous meeting.
- IV. NEW BUSINESS.
 1. Review permit and application from Shawn and Dennis Girard at Map - 22, Lot - 15.
- V. OLD BUSINESS.
 1. Any comments from the Board to be utilized in the new draft.
- VI. OTHER BUSINESS.
 1. Appeals Board decision regarding Dan Bagley.
 2. Permit Summary.
 3. News Articles.
- V. ADJOURNMENT.

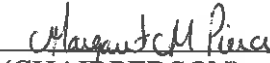
The Public is invited to attend this very important meeting.

PORTAGE LAKE PLANNING BOARD

REGULAR MEETING

10-12-06

MINUTES



(CHAIRPERSON)

Members Present: Bonnie Condon, Jeannie Long, Tom Mastro.

Others Present: Lewis Cousins, CEO.

- I. **CALL MEETING TO ORDER / DETERMINE QUORUM.**
The meeting was called to order at 7:00 PM by Bonnie with 3 members present.
- II. **PUBLIC HEARING.**
There was none.
- III. **MINUTES OF PREVIOUS MEETING AND CORRESPONDENCE.**
Review the minutes of the previous meeting.
The previous minutes were reviewed.
A motion and second was made to approve the minutes as written. The motion carries.
- IV. **NEW BUSINESS.**
 1. Review permit and application from Shawn and Dennis Girard at map - 22, lot - 15.
A motion and second was made to table this item since the applicants were not in attendance. The motion carries.
- V. **OLD BUSINESS.**
 1. Any comments from the board to be utilized in the new draft.
The Board members briefly discussed the new Shoreland Zoning Ordinance and a timeline to review and create a version to be presented to the towns people for approval.
- VI. **OTHER BUSINESS.**
 1. Appeals Board decision regarding Dan Bagley.
The CEO updated the Planning Board on the Appeals Bd. Decision regarding Dan Bagley's variance request.
 2. Permit Summary.
The Board reviewed and commented on the Permit Summary.

3. News Articles.

The Board discussed articles of interest that have made the news recently.

VII. ADJOURNMENT.

A motion and second was made to adjourn. The motion carries.

Respectfully submitted,


Lewis Cousins