

**MINUTES OF MEETING
PHIPPSBURG PLANNING BOARD
November 9, 2021**

It should be noted that state government restrictions about public gatherings in response to the Coronavirus outbreak were removed on May 24, 2021, so, per the vote of the Phippsburg Select Board on May 19, 2021, were no longer in force at the time of this meeting. The meeting was, as is customary, recorded so that members of the public could also observe without attending in person.

MEMBERS PRESENT: Mark Hawkes, Clifford Newell, Alternate Ashley Thayer, and Marie Varian, Chair.

1. [29:00] The meeting was called to order by Ms. Varian at 5:28 pm at the Town Hall. Ms. Varian reported that there was a quorum. Ms. Varian appointed Alternate Ashley Thayer to serve tonight to fill a Board vacancy.
2. [29:50] **Consider the minutes of the regular meeting of October 12, 2021.** Ms. Thayer moved to accept the minutes as written. Mr. Hawkes seconded the motion, which was passed unanimously.
3. [30:40] **Elizabeth McNair, 37 Long Cove Road, Tax Map 29, Lot 11-16 – Expand existing porch of “Captain’s Cottage” by 8’ x 11.5’ and enclose both porch sections. Located in the Village District of the Shoreland Zone. Application #2021-31**

Ms. Varian reported that this application was considered under the Phippsburg Shoreland Zoning Ordinance, Section 12.C.1.a, “Non-conforming Structures” (structure is too close to the water), Section 14, “Table of Land Uses,” item #15.a, Principal structures and uses,” Section 17.C and D, “Permit Application” and “Procedure.” She further reported that the measurements have been certified by the CEO.

The applicant explained that the addition to the porch and the enclosure of the porch is to increase the interior living area. Since these changes are on the side of the structure that faces the water, it was recommended to her that she meet with the Planning Board informally and find out the Board’s thoughts about the feasibility of the plan before hiring an architect and moving ahead with a final plan.

While the addition to the porch would not bring the structure closer to the water on the west, it is possible that, as configured in the sketch, it would affect its distance from the water on the south. That could be mitigated by angling the porch expansion in such a way that it did not bring the structure closer to the water on the south. It was also noted that, if the new porch was constructed on the north side of the structure, rather than the south, there would be no issue about water, since there’s no water frontage to the north.

Ms. Varian stated that she wants to find out whether the CEO took these questions into consideration when doing his measurements, and, further, she does not believe that the questions

can be resolved without the Planning Board conducting a site walk and seeing things for themselves.

Mr. Newell moved to do a site walk. Mr. Hawkes seconded the motion, which was passed unanimously. The decision was to do the site walk at 9:00 am on Sunday morning, November 21st, if a representative of the applicant is available. If not, but the representative is available on Saturday, the 20th, the site walk would be at that time. Ms. McNair would find out whether and when an appropriate person is available on that weekend and let Ms. Varian know by November 10th, so that the advertisement can be placed timely and properly in the *Times Record*.

4. [1:29:32] **Maine Woodland Properties, Parker Head Road, Tax Map 9, Lot 3 – Review Kennebec Shores Subdivision Findings of Fact and Conclusions of Law document.** **Application #2021-06**

Ms. Varian told the members that the representatives of the applicant in this case were not due to be in attendance at this meeting. Her intention in placing this item on the agenda was to distribute to the members the draft Findings of Fact. She reported that the Conclusions of Law have not yet been done.

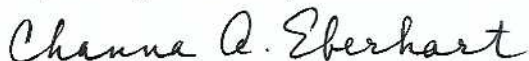
5. [1:30:13] **Other Business.**

- **Set start time for winter meetings:** Ms. Varian asked the members whether they wanted to keep the time to start meetings at 5:00, as they have been. Members voted to keep it at 5:00 pm.
- **Set date for ordinance amendment discussion:** Meeting set for Thursday, December 9th at 5:00 pm.
- **Ashley Thayer stepping up from Alternate to Full Board Member:** Ms. Varian stated that she would write a letter notifying the Town Administrator that Ms. Thayer is to become a Full Board Member to fill out the term of Joshua Bate, who resigned earlier in the year.

6. [1:43:50] **Announcements.** Ms. Thayer moved that the Board would not meet for its regular meeting in December. Mr. Hawkes seconded the motion, which was passed unanimously.

7. [1:47:43] **Adjourn.** Mr. Newell moved to adjourn. Ms. Thayer seconded the motion, which was passed unanimously. Meeting was adjourned at 6:45 pm.

Respectfully submitted,



Channa A. Eberhart
Secretary