

BOOTHBAY HARBOR PLANNING BOARD MINUTES

March 11, 2026, 6:00 PM

In addition to these typed minutes, video recordings of all Planning Board meetings can be viewed at BRCTV and audio recordings at the Boothbay Harbor Town Office.

ATTENDING:

Tom Minerich – Chair
Merritt Blakeslee – Vice Chair (Acting Chair for current BHWP Application)
Ronald Cohen – Secretary
David Cody – Voting Member
Lisa Tholl – Voting Member

Also Present:

Julia Latter – Town Manager
Geoff Smith – Code Enforcement Officer
Dan Stockford – Town Attorney

Executive Session: Planning Board motions to enter executive session at 5:00 PM, Blakeslee/Minerich; 5-0, to consult with legal counsel pursuant to Title 1 M.R.S. §405(6)(E). Nothing was voted on and no decisions were made. Planning Board motions to exit executive session at 5:50 PM, Blakeslee/Cohen; 5-0.

MINUTES: N/A

NEW BUSINESS:

1. Completeness Review: Boothbay Harbor Waterfront Preservation, 65 Atlantic Avenue, Site Plan Application to Amend previously approved Site Plan; Presented by Anthony Muri (Attorney for Applicant) & Mitchell Rasor (Landscape Architect).

- Blakeslee asked Attorney Muri to go through §170-66 (B) Site plan review application regarding submissions, line-by-line to determine what items were missing in order for the board to determine the application to be complete.
- The following items were deemed missing:
 - (B)(1) Need to provide evidence of right, title, and interest in the property
 - (B)(6)(b) Need to update maps to show property lines of abutters and neighbors with names and addresses of all abutters
 - (B)(6)(d) Need to show additional properties owned by applicant
 - (B)(7)(d) Add the width of Atlantic Avenue to drawing
 - (B)(7)(e) Add building dimensions
 - (B)(7)(f) Add locations of buildings on abutting properties within 100'
 - (B)(7)(g) Add external dimensions of all parking lots
 - (B)(7)(h) Add intersecting roads and driveways within 200' of the site

- (B)(7)(i) Make contour lines on map more visible
- (B)(7)(j) Add major features to survey within 250' of site boundaries, including pond and wetland to east of property
- (B)(8)(d) Add buffer for neighboring residential properties
- (B)(8)(j) Submit letters from water and sewer that were submitted with approved 2020 application
- (B)(9)(a) Submit a stormwater management plan
- (B)(9)(h) Submit letter from water district regarding water flow adequacy
- (B)(9)(m) Submit letter on financial capacity
- It is the board's expectation that the applicant will submit new plans updated with the relevant items listed above.
- Public comment was allowed after the checklist was completed.
- Planning Board motions to enter executive session at 9:50 PM, Blakeslee/Cody; 5-0, to consult with legal counsel pursuant to Title 1 M.R.S. §405(6)(E). Nothing was voted on and no decisions were made. Planning Board motions to exit executive session at 10:02 PM, Blakeslee/Cohen; 5-0.
- Motion was made that the board require that the applicant provide the information in order for the Board to determine the application to be complete, Cohen/Cody; 5-0.
- Applicant was given until March 27, 2026 at midnight to provide all necessary submissions.
- Abutters were given until April 1, 2026 at midnight to provide any rebuttal.
- The next meeting will be held on April 8, 2026.

OTHER BUSINESS: N/A

ADJOURN: Motion to adjourn the meeting at 10:22 PM by Blakeslee/Cody; 5-0.