

BOOTHBAY HARBOR PLANNING BOARD MINUTES

September 9, 2026, 6pm

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:

Merritt Blakeslee – Chair

Ronald Cohen – Vice Chair

David Cody – Secretary

Tom Minerich – Voting Member

Jim Mahoney – 1st Alternate Member

Also Present:

Julia Latter – Town Manager

Dan Stockford – Town Attorney

Opening of Regular Monthly Meeting of the Planning Board Call to order at 1800

Member status: Lisa Tholl was not in attendance

MINUTES: None

NEW BUSINESS:

SPRAGUE APPLICATION

The PB Chair explains to the Sprague's representative that there is nothing the PB needs to review as this does not fall within our jurisdiction. This is a matter that can be resolved by the Town Code Enforcement Officer.

25 OAK STREET APPLICATION/ CHANGE OF USE

Chair explains to applicant, Caroline Ivans, a problem with her application. Currently the applicant does not own the property. She also does not have authorization to speak for the present owners. Therefore, we do not have a complete application before the board. It was suggested that they come back to the board when they get a letter authorizing their permission to speak on behalf of the present owners. Parking issues should also be investigated.

19 Byway

Mark and Kathy Eldridge along with Bill Joyce landscape architect are presenting. There were some questions about the completeness of the application. The application process was explained, and they were assured that we will act upon it should it need a site plan review, shoreland zoning or both. It was suggested they take their plans to the CEO for a determination of next steps.

Lisa Toll was not in attendance, and Jim Mahoney was elevated to a voting member position.

Vote 5-0

AOS 98 School Project

Kendra Marass to give an overview of the project along with their architectural team, the Superintendent, and a representative of the school district itself. The project will be comprised of two additions to the elementary school and middle school building. A formal entrance with a vestibule along with administration offices. On the west side there will be another addition, that will include middle school classrooms and common student area. There will also be renovations throughout the building. Site work will include a formal bus and parent dropoff in an underutilized portion of the site. This will enhance safety and security. Pedestrian accessibility and ADA accessibility will be included in the same area. Upgrades to utilities will include three-phase power from Townsend Avenue. A subsurface sand filter will treat impervious areas and roof drainage. A level spreader and buffer for treatment of newly developed areas. Also proposed is 1.65 acres of impervious area and 3.2 acres of new development of which 70% will be treated by the spreader and buffer. Bus parking will be around the tennis courts.

Permits: Site location of development application through DEP, has been submitted. The applicant is here now before the PB for site plan review. Ron Cohen asked for delineation of wetlands and the 75-foot mark surrounding the wetlands.

Tom Minerich asked about materials that will be disturbed, and if they will be removed or will they remain on site. The applicant stated they will be left on site to fill in a cusp around the area of soil disturbance. Any materials that need to be removed from the site will be handled by a licensed hauler.

Kylie Mason Landscape Architect spoke on equipment and hours of operation. They will comply with town ordinances.

Covenants and deeds are included in the application packet.

Permits: NRPA permit included in the packet.

There is a complete set of plans in the Code Enforcement office, and the State Fire Marshal has been notified.

Motion by Cohen that the Board finds that the applicant must submit the following information for the application to be complete, 1. the required fees be paid 2. lines on the drawings indicating

shoreland setbacks 3. the Maine DEP Site Law Permit 4. Fire Marshal permit. Items 3 and 4 will not be available for 6 months. Second by Blakeslee Vote 5-0.

Next steps are to return to board with the 4 previously listed conditions then move to public hearing. A site visit now while the weather is still warm would be appreciated. After some discussion the site visit will take place at 9am on the 21st of September. The group will meet in the bus parking area at the rear of building. Cohen made a motion for the site visit on the 21st seconded by Blakeslee. Vote 5-0

Cohen motion for public hearing on the AOS 98 school project to be held on October 14th at 6 pm seconded by Blakeslee. Vote 5-0

Motion to adjourn, seconded. Vote 5-0

Meeting adjourned at 1907

Respectfully submitted
David W. Cody
Recording Secretary
Boothbay Harbor Planning Board

