

**Planning Board**  
**Bustins Island Village Corporation**

**To:** Planning Board  
**From:** Christine Martens  
**Copies To:** CEO, Appeals Board, Board of Overseers, Clerk  
**Subject:** Minutes of the March 12, 2016 Planning Board Hearing & Meeting

**Date:** March 16, 2016  
**Corrected:** May 30, 2016  
**Approved:** May 30, 2016

The meeting was held at the Freeport Fire & Rescue Building, in Freeport, Maine. Present were Chair, Christine Martens, Vice-Chair Charlotte Kahn, Jeff Leland, Dave Gosnell, Jim Boone, and B.I.V.C. Board of Overseers member Rob Boone, Bill Cooper, and Roger Leland and Treasurer Tony Debruyne. The meeting was called to order at 1:07 p.m.

**1. Welcome New Member Jim Boone -**

The Planning Board enthusiastically welcomed new member Jim Boone.

**2. Approval of Minutes -**

The minutes from the January 23, 2016 meeting were unanimously voted to approve with corrections. The minutes from the September 7, 2016 meeting and September 19, 2016 hearing were not completed yet. Jeff promised to have them for the next meeting.

**3. CEO/LPI Status Report -**

The Planning Board welcomed CEO, Barbara Skelton, to the meeting. After several inquiries back and forth between Barbara and the BIVC Overseers, Barbara is interested in serving as the new CEO for Bustins. There was a Q & A between the PB and the prospective CEO and later during the meeting there was a motion made, seconded, and unanimously voted to recommend Barbara to the overseers for the CEO position. Since there were three board of overseers present at the PB meeting, Rob Boone called a BIVC Overseer meeting to order within the PB meeting and a motion was made, seconded, and unanimously voted to approve Barbara Skelton as the new CEO.

**4. Al Spalding -**

Al Spalding presented his preliminary plan to build a shed on his Lot 16,17,18,1,2,3 in Section C in the Shoreland District. The CEO....Chris discussed the process with Al and advised that he would need a CUP due to the fact that the work proposed is in the Shoreland District. Chris stated that the Board was tentatively scheduled to hold hearings

June 25, 2016 so Al should consider the timing of Notices if he wanted to move forward with a CUP this summer.

#### 5. 2016 Roads –

Bill Cooper reviewed a preliminary draft map he developed for the Comprehensive Plan showing the accepted streets to date. During that exercise it was discovered that a section of Street C in Section B that runs from Simone Shield's cottage to the tennis courts inadvertently was never accepted. Bill proposed that we accept that portion of the street this summer. Also, it appears that a section of Street H in Section D that runs down to the Steamer Dock was never accepted. This should also be brought forward to the Annual Meeting this summer to be accepted. There were also several other "crosshatched" roads on the draft map that the island voted to accept in the past but they are not used as public ways nor does the BIVC want to maintain them so Bill suggested that we "unaccept" these crosshatch roads. Bill will contact John Wood to draft the necessary maps for the roads to be brought forward for 2016. He will provide a similar map showing the roads that were accepted as of August 2014, when the Comprehensive Plan was voted at Annual Meeting, to include with the plan when it is submitted to the state.

Chris will inquire of Simone if she would like to move forward with the gifting of the two triangular parcels adjacent to her property as well as a triangular parcel that the BIVC would gift to Simone. Rob Boone presented the plan entitled, "Preliminary Plan of Proposed Conveyances, Streets N & O, Section C", Bustins Island, Freeport, Maine made for Bustins Island Village Corporation by Island Surverys of Arrowsic, Maine. detailing the resolution for Kip Shields property regarding the street that runs through his property.

#### 6. Comprehensive Plan –

A brief history was given of where the PB was with the development of the Comprehensive Plan for the benefit of Barbara Skelton and Jim Boone. Then Tony Debruyne brought the PB up to date on his efforts to compile the outstanding items on the plan itself and put the Plan and exhibits voted on at the Annual Meeting into an electronic format with a table of contents. Tony did a terrific job compiling the data and stressed he did not change any content and the document was as it was when voted at the Annual Meeting in 2014. Discussion took place and it was noted that a picture of Sunset Rock would be helpful to include in the scenic areas section. Bill will complete the accepted roads map to be included as well. There was a motion made, seconded, and unanimously voted to have Tony submit the plan to the state for the stamp of consistency when he wraps up the final missing items.

#### 7. Proposed Map Showing Location of Wells & Septic –

Chris read correspondence she had with John Wood who suggested the island utilize light and radar (Lidar) to develop a topographical map to use with the new suggested map showing contour lines, and the location of wells and septic systems. John later designed such a map using this technology. Discussion took place as to how to best go about obtaining this information from islanders. Christine will draft a letter to be distributed to island home owners explaining the effort to develop such a map and request that

homeowners flag their existing septic tanks and leaching fields this summer in order that John Wood may obtain GPS data on the location of the wells. John thinks he will have time to do this project in August and estimated it would require about half of his annual budget to complete.

8. **Chapter 1000 Shoreland Zoning Guideline Changes** –

The PB will review these changes in detail at our next meeting and consider which changes apply to Bustins Island and which ones we want to incorporate into our Zoning Ordinance. Barbara suggested that we take our time deciding as there can be significant implications of adopting everything in the ordinance outright. Some changes would not necessarily be appropriate for Bustins Island. Barbara is currently working thru the guidelines with the town of Gardiner as their CEO.

9. **Review Overview Document for New Members** –

Charlotte had not reviewed the document as of this meeting.

10. **2016 Meeting & Hearing Schedule** –

April 9, 2016 @ 1:00 p.m. in Freeport  
May 30, 2016 9:00 a.m. Brewer Cottage  
June 25, 2016 9:00 a.m. Community House (Possible Hearing Date)  
July 9, 2016 9:00 a.m. Brewer Cottage (Possible Hearing Date)

A motion was moved, seconded, and unanimously voted to adjourn at 3:30 p.m.

6/2/2016  
Date

Christine Martens  
Christine Martens, Acting Secretary

**To Do List**

1. Bill to send Jim Boone and Barbara Skelton a Zoning Ordinance
2. Bill to complete accepted street map for Comp Plan
3. Bill to contact John Woods for necessary maps for the 2016 road acceptances
4. Chris to contact Phil Carey for instructions for sending Comp Plan to state
5. Chris to contact Simone about her parcels
6. Dave to send Sunset Rock picture to Tony
7. Charlotte to revise the document, Overview for New Members

8. Someone in the future will do a search for the term “Low Water Line” in the zoning Ordinance
9. Charlotte is working with Ali Taisey on action item #1 on Comp Action Plan for 2014
10. Charlotte to update Overview for new member document
11. Roger continues to work with John Wood on a survivorship plan, including IP rights and Island access to editable files
12. Warren to consult with Rob Boone and Bill Dale, then ask Town of Freeport whether Planning Board or possibly Board of Overseers have authority and/or obligation to enforce current electric international code
13. Jeff to pursue formal agreement with John Wood for future rights
14. Chris and Jeff to draft letter to residents about Septic Systems and leach fields and well mapping

**Long-Term Agenda Items:**

- Discuss Possible Zoning Ordinance Changes for 2014 – Storage on RP, Clarify permits in section 6.2 of ZO
- Discuss solar system/fire issues
- Continue to (i) investigate and identify BIVC coastal roads and property at risk of loss due to erosion from existing or projected increase in sea level and storm activity and intensity, and (ii) possible need for professional study of coastal bluffs to determine whether action is warranted, and if so, available options
- Consider posting DEP cutting regulations to BIVC website