



**Norridgewock Planning Board  
Meeting Minutes  
January 12, 2023  
6:00 PM  
Conference Room, Norridgewock Town Office**

APPROVED  
03/09/2023

**MEMBERS PRESENT**

John Ames, Chair  
Mike Shute, Vice Chair  
Charlotte Curtis, Secretary (via Zoom)  
Chuck Farrand

**STAFF PRESENT**

Richard LaBelle, Town Manager

**MEMBERS ABSENT**

Margaret O'Connell

Also present for all or parts of the meeting were Eric Chenard, Helen Chenard, Steve Nickerson, and Peter Russell.

**1. Call to Order**

The meeting was opened by Chair Ames at 6:00 PM.

**2. New Business**

**Discussion/Action on Site Plan Review Application Ryan Nickerson & Katrina Nickerson  
(260 Waterville Rd., Map 24, Lot 6)**

Steve Nickerson, representing the applicant, provided an overview of the application and proposed construction. In addition to the site plan provided, he notes that the office/retail portion of the structure will have retail space downstairs and three offices and a bathroom upstairs.

Mr. Shute inquired as to whether or not the proposed construction would be in compliance with the deed restrictions. Mr. Nickerson stated that the project proposal is compliant.

Mr. Shute made a MOTION to deem the application complete. Seconded by Mr. Ames.  
MOTION PASSED.

Mr. Shute made a MOTION to waive holding a public hearing on the application. Seconded by Mr. Farrand. MOTION PASSED.

The Planning Board begins the process of reviewing the application for compliance with Section 10 (Review Criteria) of the Norridgewock Site Plan Review Ordinance.

Ms. Curtis joined the meeting via Zoom at 6:11 PM.

Mr. Shute made a MOTION to affirm that the application is complete and application and escrow fees have been paid; to affirm that the application conforms to all the applicable provisions of the Site Plan Review Ordinance and that the proposed activity will not cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that an unsound or unhealthy condition results as per the DEP's Erosion and Sediment Control Manual, in force, at the time of the permit approval; the application conforms with not having an adverse impact upon any waterbody such as a lake, pond, river or stream; the proposed activity will provide for adequate stormwater management; the proposed activity will provide for adequate sewage disposal; the proposed activity will not result in air or water pollution; the proposed activity has sufficient water available for the current and foreseeable needs of the development; the proposed activity will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of groundwater; the proposed activity will dispose of all solid waste in conformance with all local regulations and that the type and quantity of waste proposed to be sent to Town facilities will not exceed their capacity; the proposed activity will not have a significant detrimental effect on adjacent land uses or other properties, which might be affected by waste, noise, glare, fumes, smoke, dust, odors or their effects, and; the proposed activity will not cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of existing or proposed highways or roads. Seconded by Mr. Ames. MOTION PASSED, 3-0-1 (Ames, Shute, Farrand, in favor; none opposed; Curtis abstained).

Ms. Curtis left the meeting at 6:12 PM.

Mr. Ames made a MOTION to affirm that the proposed activity, to the maximum extent possible, will not have an adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland of Fisheries and Wildlife or the Town of Norridgewock, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline; the proposed activity conforms with all the applicable requirements of the Town's Shoreland Zoning Ordinance, and all other local Ordinances; and, the Town has the capacity to provide fire and rescue services to the development. Further, the application is not located within a floodplain area, so the requirements of the Floodplain Management Ordinance does not apply, and the project is not within the watershed of a great pond. Seconded by Mr. Farrand. MOTION PASSED.

Ms. Curtis rejoined the meeting via Zoom at 6:15 PM.

Mr. Shute discussed the Site Plan Review Ordinance and the definition of 'substantial start'. He advised that, to be compliant with the Ordinance, the Code Enforcement Officer shall work with the applicant to determine the project's measure of substantial start, prior to the permit being formally issued. There was no action taken on this topic.

Mr. Shute made a MOTION to apply the following conditions to the permit: 1) The approval is dependent upon and limited to the proposals and plans contained in the site plan application and supporting documents submitted and affirmed to by the applicant. Any variation from the plans, proposals, and supporting documents, except *de minimus* changes as determined by the Code Enforcement Officer that do not affect approval standards, is subject to the review and approval of the Planning Board prior to implementation; 2) The applicant

must obtain all necessary DEP and other approvals before the applicant commences any land use activity pursuant to this approval. If the DEP or other agency's conditions of approval modify the submittals or in any way impact the Town's substantive review criteria, the applicant must return to the Planning Board for review and approval of an amended site plan, and; 3) The site plan approval shall expire and become null and void unless the substantial start of construction, as determined by the Code Enforcement Officer, begins within one (1) year from the date of this approval. Seconded by Mr. Ames. MOTION PASSED, 4-0 (Ames, Shute, Curtis, Farrand in favor; none opposed).

Mr. Shute made a MOTION to authorize the Chair, on behalf of the Board, to sign the Findings of Fact, Conclusions, and Notice of Decision. Seconded by Mr. Farrand. MOTION PASSED, 4-0 (Ames, Shute, Curtis, Farrand in favor; none opposed).

### **3. Discussion/Action on October 13, 2022 Meeting Minutes**

Mr. Ames made a MOTION to approve the minutes, seconded by Mr. Farrand. MOTION PASSED, 4-0 (Ames, Shute, Curtis, Farrand in favor; none opposed).

### **4. Other Business**

Mr. Shute suggests that the Board may consider amending the Site Plan Review Ordinance's definition of 'substantial start' to grant additional authority/oversight to the Planning Board, as the review authority. Consideration of this item will appear on the agenda for the next regular meeting.

The Planning Board reviewed a memo sent on behalf of the Budget Committee, requesting that the Planning Board review permit/application fees in an effort to help fund the cost of the Code Enforcement Department. This item will be considered at the next regular Planning Board meeting.

The Board received a request from Jeremy M. Turner, requesting that the Planning Board consider holding a special meeting on January 26, to review a subdivision application for Red Barn Road. The subdivision application is intended to modify one of the conditions of the previously approved application, which requires a new subdivision application.

Mr. Ames made a MOTION to schedule a special meeting for January 26, 2023, 6:00 PM. Seconded by Mr. Shute. MOTION PASSED, 4-0 (Ames, Shute, Curtis, Farrand in favor; none opposed).

### **5. Adjournment**

Mr. Ames closed the meeting at 6:45 PM.

Respectfully submitted,

Charlotte Curtis  
Secretary