



## MINUTES OF PLANNING BOARD MEETING

Monday, May 6, 2024

### WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Planning Board Members.

Members present: Chair Carol Chavarie, Jeffrey Murch, Jerry Nault, Tom Squiers, David Landmann and alternate Dan West.

Others present: Town Manager Theresa Haskell, Windsor Select board member Ray Bates, Windsor Code Enforcement Officer Arthur Strout, Bonnie Squiers, Mike Roxanne Malley, Robert Gagnon, Michael Falla and Greg Feltis.

#### **Call to Order**

The meeting was called to order at 7:00 PM by Chair Carol Chavarie.

#### **Previous Meeting Minutes, Consideration & Action**

Tom Squiers moved that the minutes from the April 1, 2024 Special Planning Board meeting be accepted as written, Jerry Nault seconded, all approved, 5-0.

**Public Comment** – No Public comment

**Old Business** – Review of subdivision, lot split survey of the Malley Parcel on Reed Road in Windsor, Maine: discussion on the recorded acreage of this lot with the town was different than what was on the subdivision application. Michael Falla, surveyor, assured the Board that the actual acreage is 30.9 acres and not 26 acres as documented on the town tax map. The existing deed and survey support the 30.9 acres. The applicant needs to provide letters to abutting property owners with registered and certified mail receipts to be furnished to the Town before a public hearing can be held. A tentative hearing was considered for July 1, 2024.

**New Business** – Site plan application review for applicant Robert Griffin for property improvements on the Griffin Road were discussed. David Landmann previously reviewed the application and discussion concerning relevant matters ensued. A plan to replace the old 1,500 gallon septic tank with a new improved one (1,500 gallon) was shared with the Board with conditional approval by Code Enforcement Officer Arthur Strout. The new tank will have an alarm system on it to notify when the tank is approaching capacity. Jerry Nault asked why the establishment is not listed as a retail business. The applicant, Robert Gagnon, shared attachments (pictures) of existing inventory of product that will be sold. Items included incense, glass pipes, and accessories. The applicant was instructed to update the site plan to address the entrance and exit points for the property, identify parking for the business as well as for any future tenants for the upstairs apartment, get with Arthur Strout on requirements for a fire inspection for a business with a co-located apartment dwelling. Additionally, Ray Bates asked about the ROW (Right of Way) for the State of Maine (66' from the center of the road) and how this will impact the location of the septic tank. Is the existing septic tank “grandfathered” to remain and/or be replaced without changing the location on the existing footprint? David Landmann provided the applicant with his cell phone to assist with resolving these questions. Once applicant provides updated site plan, the Town will schedule a Special Planning Board Meeting to review and, if all conditions are met, approve the site plan application.

**Adjournment** – A motion to adjourn was submitted by David Landmann and seconded by Jeffrey Murch, all approved, 5-0. The meeting was adjourned at 8:02 PM.

Respectfully submitted,  
Dan West, Secretary