



MINUTES OF SPECIAL PLANNING BOARD MEETING/PUBLIC HEARING

Monday, October 7, 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, Jerry Nault, Tom Squiers, Dan West, and Dan Finley.

Others present: Town Manager Theresa Haskell, Windsor Select board members Allison Whynot, Tom McNaughton, and Bill Appel; Windsor Code Enforcement Officer Arthur Strout, Tom Reed, Ray Bates, Bonnie Squiers, Nancy Fish, Troy Henderson, Phil Poulin, Justin Zdanczyk, Ben Brann, Kane Coffin, Richard Roberge, and Whitefield Planning Board Member Jennifer Grady.

PLANNING BOARD PUBLIC HEARING

Call to Order (Public Hearing) – Nickerson Estates Subdivision

The meeting was opened at 6:30 PM by Carol Chavarie.

Bonnie Squiers was the only member of the public present for the public hearing.

No public comment.

Public hearing closed at 6:45 PM.

SPECIAL PLANNING BOARD MEETING

Call to Order

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

Previous Meeting Minutes, Consideration & Action

Jerry Nault moved that the minutes from the September 16, 2024 Special Planning Board meeting be tabled for revision, Dan West seconded, all in favor, 5-0.

Old Business: Kane Coffin presented modified overlays of the proposed Nickerson Estates Subdivision to all present and walked everyone through the modified boundaries and new proposed lots. “Lot 9” was combined with “Parcel A,” and “Parcel C” now had a “T turn” to add the additional road frontage required by the Town of Whitefield Planning Board. **Dan West motioned to approve the subdivision as presented, Tom Squiers seconded, all in favor, 5-0.**

New Business:

Philip Poulin – Additional dwelling unit (ADU). Philip shared his plans to have a mobile home situated on his existing home lot for a relative. Dan West asked if a mobile home met the requirement for having been “constructed on the lot,” per the State Ordinance. Discussion took place about the State of Maine’s new ordinance on additional dwelling units (Title 30-A: Municipalities and Counties), **“An accessory dwelling unit may be constructed only: A. Within an existing dwelling unit on the lot; B. Attached to or sharing a wall with a single-family dwelling unit; or C. As a new structure on the lot for the primary purpose of creating an accessory dwelling unit.”** Additionally, the law states that **“In adopting an ordinance under this section, a municipality may: A. Establish an application and permitting process for accessory dwelling units that does not require planning board approval;”** (see the ordinance for additional measures). **Arthur Strout advised that all plumbing and water systems, including waste water, met the minimum requirements for an additional dwelling unit, per the State Ordinance for ADUs. No Planning Board approval was necessary.**

Troy Henderson – Deeded ROW. Troy shared with the Planning Board his proposed subdivision with a deeded right of way. A public hearing will be scheduled accordingly.

Other: Ray Bates previewed an upcoming meeting scheduled for Thursday, October 10th at 7 PM to discuss Comprehensive Plans. He invited those who may be interested to attend this meeting.

Adjournment – The meeting was adjourned at 8:04 PM.

Respectfully submitted,
Dan West, Secretary