

1 **TOWN OF NORTHPORT**

2 **PLANNING BOARD MEETING**

3 **JULY 12, 2022**

4

5 **Present:** Planning Board Chair Reeves Gilmore, Planning Board Vice-Chair Jim Nealey, Planning Board
6 Member Mike Parker, Planning Board Member Rich Coleman, Planning Board Member Al Grimshaw,
7 Planning Board Secretary Patsy Littlefield, CEO Toupie Rooney; new Planning Board Alternate Member
8 Dana Kennedy; and applicants Drew Martens and Chris Maseychik.

9 Meeting was called to order at 5:57 pm by Chairman Reeves Gilmore. It was determined that a quorum
10 was present. Welcome to our new member Planning Board Alternate Dana Kennedy.

11 Elections were done for the Planning Board. Al Grimshaw has expressed the desire to become an
12 Alternate Member if another member joined the Planning Board. Reeves Gilmore will check with Town
13 Administrator James Kossuth this week to confirm his plan is appropriate. The plan is for Al Grimshaw
14 to become an Alternate and Dana Kennedy to become a full Planning Board Member. Terms will
15 become effective following this meeting if so approved by Town Administrator. Tonight’s meeting has a
16 full quorum and Dana will be an observer at this meeting. He is encouraged to attend (either in person
17 or on-line) as many courses offered as may be possible. Mike Parker is also interested in attending some
18 of these training/informational courses. Current members are reminded to resign their oath (which is
19 done yearly) with the Town of Northport, per Town Clerk Amy Eldridge.

- 20 Planning Board Chairman: Reeves Gilmore
- 21 Planning Board Vice-Chair: Mike Parker
- 22 Planning Board Member: Jim Nealey
- 23 Rich Coleman
- 24 Dana Kennedy (To complete Al Grimshaw’s term to 2023)
- 25 Planning Board Alternate: Al Grimshaw

26 **OLD BUSINESS:**

27 **SPR for Drew Martens, MCM Properties LLC**
28 **207 Rocky Road**
29 **Map R1 / Lot 55**
30 **2 building 8 unit apartment complex**

31 Drew Martens states this will be a 2 building complex of 4 units each building for a total of 8
32 apartments. Each apartment will be 2 bedrooms and 1 bath. Septic plans have been submitted and
33 accepted. There will be a gravel parking lot and minimum of 2 spaces per unit. There will be downward
34 facing lighting.

35 **SITE PLAN REVIEW FINDINGS OF FACT**

36 **Drew Martens/MCM Properties LLC**

37 Applicant proposes to construct two (2) apartment buildings containing a total eight (8) two (2)-
38 bedroom/one (1) bath units on approximately 11.45 acres (hereinafter referred to as “The Project”).

39 **Section 9: Approval Standards and Criteria**

40 **9.1. Utilization of Site. MET.**

41 **The Board finds on motion made** by Jim Nealey and seconded by Mike Parker that the site is
42 undeveloped and is of adequate size to accommodate The Project. The Planning Board voted 5-0 **in**
43 **favor** of this motion.

44 **9.2. Adequacy of Road System. MET.**

45 **The Board finds on motion made** by Jim Nealey and seconded by Rich Coleman that The Project
46 has access to one public road, Rocky Road. The public road can accommodate the projected traffic
47 demand for eight (8) units. The Planning Board voted 5-0 **in favor** of this motion.

48 **9.3. Access into Site. MET.**

49 **The Board finds on motion made** by Rich Coleman and seconded by Jim Nealey that The Project
50 will be accessed via one (1) driveway thirty (30) feet in width from Rocky Road. The Planning Board
51 voted 5-0 **in favor** of this motion.

52

53 **The Board finds on motion made** by Jim Nealey and Mike Parker that the proposed access drive
54 is located at least fifty (50) feet from the nearest un-signalized intersection at Rocky Road and Peacedale
55 Drive. The Planning Board voted 5-0 **in favor** of this motion.

56 **9.5. Internal Vehicular Circulation. MET.**

57 **The Board finds on motion made** by Rich Coleman and seconded by Jim Nealey that The
58 Project's site layout provides for the safe movement of passenger and emergency and service vehicles.
59 Sufficient space is proposed for safe turning and backing movements. The Planning Board voted 5-0 **in**
60 **favor** of this motion.

61 **9.6. Parking Lot Layout and Design. MET.**

62 **The Board finds on motion made** by Rich Coleman and seconded by Jim Nealey that The
63 Project's driveway and parking lot will be gravel. The Project will provide two (2) parking spaces for
64 each unit at the entrances of the two (2) buildings. The Planning Board voted 5-0 **in favor** of this
65 motion.

66 **9.7. Pedestrian Circulation. MET.**

67 **The Board finds on motion made** by Rich Coleman and seconded by Jim Nealey that The Project
68 is located in a rural area with no sidewalks or nearby recreational or shopping facilities. No sidewalks
69 are proposed onsite. The Planning Board voted 5-0 **in favor** of this motion.

70 **9.8. Stormwater Management. MET.**

71 **The Board finds on motion made** by Mike Parker and seconded by Rich Coleman that the
72 Applicant proposes to grade the site to accommodate runoff from the structures to flow naturally
73 westerly away from Rocky Road to an area at the back of the property. The Planning Board voted 5-0 **in**
74 **favor** of this motion.

75 **9.9. Erosion Control. MET.**

76 **The Board finds on motion made** by Jim Nealey and seconded by Mike Parker that The Project's
77 building envelope is relatively flat. The only vegetation removable will be that required to construct The
78 Project. The Planning Board voted 5-0 **in favor** of this motion.

79 **9.10. Water Supply. MET.**

80 **The Board finds on motion made** by Rich Coleman and seconded by Mike Parker that The
81 Project proposes that each four (4) unit building will be served by individual water well. The Planning
82 Board voted 5-0 **in favor** of this motion.

83 **9.11. Sewage Disposal. MET.**

84 **The Board finds on motion made** by Mike Parker and seconded by Jim Nealey that The Project
85 proposes that each four (4) unit building will be served by an individual wastewater system. The
86 Planning Board votes 5-0 **in favor** of this motion.

87 **9.12. Utilities. MET.**

88 **The Board finds on motion made** by Rich Coleman and seconded by Jim Nealey that The Project
89 has access to electrical service from power poles located on Rocky Road. The Planning Board voted 5-0
90 **in favor** of this motion.

91 **9.13. Natural Features. MET.**

92 **The Board finds on motion made** by Rich Coleman and seconded by Jim Nealey that due to The
93 Project's relatively flat nature, the excavation and vegetation removal will have minimal impact.
94 Vegetation buffers are proposed as well. The Planning Board voted 5-0 **in favor** of this motion.

95 **9.14. Groundwater Protection. MET,**

96 **The Board finds on motion made** by Jim Nealey and seconded by Rich Coleman that The Project
97 will not adversely affect the quantity or quality on groundwater available to abutting properties. The
98 Project is located on 11+ acres. The Planning Board voted 5-0 **in favor** of this motion.

99 **9.15. Water Quality Protection. MET.**

100 **The Board finds on motion made** by Rich Coleman and seconded by Jim Nealey that The Project
101 will not produce any contaminants and that all discharge and storage of liquids and gases and such will
102 be in accordance with local and state requirements. The Planning Board vote 5-0 **in favor** of this
103 motion.

104 **9.16. Hazardous, Special & Radioactive Materials. MET**

105 **The Board finds on motion made** by Mike Parker and seconded by Jim Nealey that the only
106 hazardous material onsite will be propane tanks. The storage tanks will be required to meet all local,
107 state and federal requirements. The Planning Board voted 5-0 **in favor** of this motion.

108 **9.17. Shoreland Relationship. NOT APPLICABLE.**

109 **The Board finds on motion made** by Rich Coleman and seconded by Jim Nealey that this
110 criterion is not applicable. The Project is not located adjacent to any body of water. The Planning Board
111 voted 5-0 **in favor** of this motion.

112 **9.18. Technical and Financial Capacity. MET.**

113 **The Board finds on motion made** by Jim Nealey and seconded by Rich Coleman that the
114 Applicant will have The Project partially financed. If the Board should require the Applicant will provide
115 the name and contact information of the financial officer. MCM Properties is a limited liability
116 corporation. The Planning Board voted 5-0 **in favor** of this motion.

117 **9.19. Solid Waste Disposal. MET.**

118 **The Board finds on motion made** by Jim Nealey and seconded by Mike Parker that The Project
119 will have an onsite dumpster for tenant use. The Planning Board voted 5-0 **in favor** of this motion.

120 **9.20. Historic and Archaeological Resources. NOT APPLICABLE.**

121 **The Board finds on motion made** by Jim Nealey and seconded by Rich Coleman that this
122 criterion is not applicable. No historical or archaeological sites have been identified onsite. The
123 Planning Board voted 5-0 **in favor** of this motion.

124 **9.21. Floodplain Management. NOT APPLICABLE.**

125 **The Board finds on motion made** by Rich Coleman and seconded by Jim Nealey that this
126 criterion is not applicable. No portion of the site is located within the FEMA designated floodplain per
127 the adopted FIRM panels. The Planning Board voted 5-0 **in favor** of this motion.

128 **Motion made** by Jim Nealey and seconded by Rich Coleman to approve the application of Drew
129 Martens/MCM Properties LLC at 207 Rocky Road as submitted, with no conditions of approval. The
130 Planning Board voted 5-0 **in favor** of this motion.

131 The SPR Findings of Fact was signed by Reeves Gilmore, Jim Nealey, Rich Coleman, Mike Parker and Al
132 Grimshaw.

133 **NEW BUSINESS;**

134 **Chris Maseychik**
135 **5 North Avenue**
136 **Map U5 / Lot 151**
137 **Remodel change of plans**

138 Removing the roof and changing angle of the roof on the central portion of my home at 5 North Avenue.

139 Reeves Gilmore states that there is no change in height and stays at 35 feet. This will be within the
140 original footprint and will only go up. This is a nonconforming structure on a nonconforming lot which is
141 located in the shoreland zone.

142 **Motion made** by Jim Nealey and seconded by Rich Coleman to approve this application as submitted.
143 The Planning Board voted 5-0 **in favor** of this motion.

144 The application was signed by Reeves Gilmore, Rich Coleman, Jim Nealey, Mike Parker and Al Grimshaw.

145 **OTHER ITEMS:**

146 CEO Toupie Rooney had a couple of questions/discussions:

147 1) 746 Shore Road. They need to move the pavers to relocate with the door which had been moved.
148 There is no increased in square foot coverage. Reeves Gilmore states this is equal square footage
149 moved to equal. The Planning Board has no problem with this change.

150 2) Paul Overgaag at 3 North Avenue will be removing an addition at the back of the cottage. On the final
151 plumbing inspection, CEO Toupie noticed there will be 5 inches added all the way around pipes, in order
152 to put padding and then boarding around the area. This increases the wall width. This does not touch
153 the ground. It is located under the eaves. This is being done to protect the plumbing which will make
154 the cottage a three (3) season property. When looking down from the top, this is still within the
155 footprint. This was discussed. The decision is that the Planning Board has no problem with this item.

156 **SUBDIVISION ORDINANCE REVISIONS:**

157 We will eliminate the major and minor subdivisions and have just subdivision.

158 The purpose is to do preliminary and final at the same time. Applicants can request a pre-application
159 conference so that the applicant can be fully prepared for both to be done at one time.

160 We propose the CEO ensure a subdivision packet is complete before going on the agenda for the
161 Planning Board. This does not make a determination as to if the application will be approved or not.
162 This will simply make sure it is a complete application before putting on the agenda for the Planning
163 Board meeting. Applicant must be made aware that it has to be complete in order to do the preliminary
164 and the final at the one meeting with the Planning Board.

165 There is a question regarding the parameters for erosion and sedimentation control. Toupie says this is
166 in the Shoreland Zoning.

167 Please read the section on buffers and screening requirements. Please check this out and be ready with
168 suggestion for adjustments in this area. This is in Section 19. (??) Reeves noted that he could find
169 nothing in State laws which required this area to be included.

170 Reeves moved on to the road construction issue. He stated that there will be no issuance of building
171 permits for construction of a residential structure until the CEO has been provided and accepted a
172 Certificate of Completion prepared by a professional engineer or licensed inspector for road
173 construction. Per Toupie, wording should indicate that no building permits for any structure will be
174 issued until the road certification is issued.

175 Reeves mention that the ordinance mentions a 1 foot reserve for any road. He states that it is in the
176 ordinance but he is not advocating for this. This is located under Road Design Standards.

177 Please read all this information and bring all comments and suggestions back to next month's meeting.

178 CEO Toupie says there will be a SPR coming in next month for a three (3) apartment and
179 farm/convenience store building in the R1 NVC district. She will have Town Administrator James
180 Kossuth involved with this on each step. Toupie states that she is close to this project but is unable to
181 recuse herself as she is the only CEO for the Town of Northport.

182 Jim Nealey states that in the future we need to discuss retained land. We will also need further
183 discussion of division of land after 5 years. We need to address nursing homes, etc. He also questions
184 RV parks. Both Jim Nealey and Reeves Gilmore stated that the State does have some laws on this
185 subject. Further discussion will be had in the future.

186 **MINUTES:**

187 Minutes of the 6/14/22 meeting were distributed to all. There is one correction of David Kennedy to
188 Dana Kennedy. My apologies go to our newest Board member for that error.

189 **Motion made** by Rich Coleman and seconded by Jim Nealey to adjourn at 7:22 pm. The Planning Board
190 voted 5-0 **in favor** of this motion.

191 Respectfully submitted,

192 *Patsy Littlefield*

193 Secretary

194 ***** APPROVED 09/13/2022 *****