

1 **TOWN OF NORTHPORT**
2 **PLANNING BOARD MEETING**

3 **AUGUST 8, 2023**
4

5 **Present:** Planning Board Chair Reeves Gilmore, Member Rich Coleman, Member Dana Kennedy,
6 Member Jim Nealey, Secretary Patsy Littlefield and CEO Toupie Rooney.

7 Meeting was opened at 6:02 pm by Chairman Reeves Gilmore. It was determined that a quorum
8 was present.

9
10 **OLD BUSINESS:** None.

11 **NEW BUSINESS:**

12 The Scone Goddess – Veronica Stubbs
13 1390 Atlantic Highway
14 U2 / 9
15 Addition to business

16 Veronica Stubbs has an established business as The Scone Goddess at 1390 Atlantic Highway. She
17 is looking to add an expansion to her facility which was approved by the Code Enforcement Officer
18 pursuant to Section 2 of the Site Plan Review Ordinance. She is looking to add a 20' by 16'
19 expansion for finished goods and storage; however, this proposed second expansion must be
20 approved by the Planning Board. Per state laws, raw goods and finished products cannot be
21 maintained in the same room.

22 **Motion made** by Reeves Gilmore and seconded by Jim Nealey that the Planning Board has a
23 complete application submitted by Veronica Stubbs, The Scone Goddess. **The Planning Board**
24 voted 4-0 **in favor** of this motion.

25 **SITE PLAN REVIEW FINDINGS OF FACT**

26 **Veronica Stubbs – The Scone Goddess. Located at 1390 Atlantic Highway.**

27 **Map U2 / Lot 9**

Date: 8 August 2023

28 The initial application for a preparation and retail space known as The Scone Goddess was
29 reviewed and approved by the Board in September 2021. A subsequent application for an
30 expansion of the facility was approved by the Code Enforcement Officer pursuant to Section 2 of
31 the Site Plan Review Ordinance allowing for a one (1) time expansion under 600 square feet within
32 a five (5) year period. This proposed second expansion must be approved by the Board. All
33 information required for a submittal is up-to-date and on file in the official records of the Code
34 Enforcement Office.

35 **Section 9. Approval Standards and Criteria**

36 **9.1. Utilization of Site. MET.**

37 **The Board finds on motion made** by Jim Nealey and seconded by Dana Kennedy that the
38 Applicant proposes the construction of an addition to an established retail and food preparation
39 business. The addition (hereinafter call “The Project”) will provide additional storage for the
40 business. The Applicant proposes construction of a 320 square foot enclosed structure. The
41 Planning Board voted 4-0 **in favor** of this motion.

42 **9.2. Adequacy of Road System. MET.**

43 **The Board finds on motion made** by Jim Nealey and seconded by Rich Coleman that The
44 Project is served by Route 1, a rural principal arterial. The Project will not create additional traffic
45 and will not have a negative impact on the roadway’s functionality. The Planning Board voted 4-
46 **0 in favor** of this motion.

47 **9.3. Access into Site. MET.**

48 **The Board finds on motion made** by Jim Nealey and seconded by Rich Coleman that the
49 Applicant has secured a MEDOT permit for the driveway to access The Project. The Planning
50 Board voted 4-0 **in favor** of this motion.

51 **9.4. Access-way Location and Spacing. MET.**

52 **The Board finds on motion made** by Jim Nealey and seconded by Rich Coleman that The
53 Project’s access-way location and spacing is satisfactory. No change in the current situation. The
54 Planning Board voted 4-0 **in favor** of this motion.

55 **9.5. Internal Vehicular Circulation. MET.**

56 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that The
57 Project has onsite parking and sufficient area to provide safe movement of passenger and service
58 and emergency vehicles. No change in the current situation. The Planning Board voted 4-0 **in**
59 **favor** of this motion.

60 **9.6. Parking Lot Layout and Design. MET.**

61 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that The
62 Project will not require additional parking. The current parking layout has proven to be sufficient
63 to accommodate all backing and turning movements onsite. The Planning Board voted 4-0 **in**
64 **favor** of this motion.

65 **9.7. Pedestrian Circulation. MET.**

66 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that The
67 Project will have no impact on the currently approved and established pedestrian access. The
68 Planning Board voted 4-0 **in favor** of this motion.

69 **9.8. Stormwater Management. MET.**

70 **The Board finds on motion made** by Rich Coleman and seconded by Dana Kennedy that
71 The Project does not propose to alter the existing southeasterly drainage pattern across the gravel
72 parking area/drive and into a vegetated area. The Planning Board voted 4-0 **in favor** of this
73 motion.

74 **9.9. Erosion Control. MET.**

75 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that The
76 Project is situated on a fairly flat plot of land. No erosion control issues are required. The Planning
77 Board voted 4-0 **in favor** of this motion.

78 **9.10. Water Supply. MET.**

79 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that The
80 Project will be served by an existing water well. The Planning Board voted 4-0 **in favor** of this
81 motion.

82 **9.11. Sewage Disposal. MET.**

83 **The Board finds on motion made** by Dana Kennedy and seconded by Rich Coleman that
84 The Project will be served by an individual underground septic system. The Planning Board voted
85 4-0 **in favor** of this motion.

86 **9.12. Utilities. MET.**

87 **The Board finds on motion made** by Dana Kennedy and seconded by Rich Coleman that
88 The Project will have access to existing utilities. The Planning Board voted 4-0 in favor of this
89 motion.

90 **9.13. Natural Features. MET.**

91 **The Board finds on motion made** by Rich Coleman and seconded by Dana Kennedy that
92 The Project will not require removal of any vegetation. The Planning Board voted 4-0 **in favor** of
93 this motion.

94 **9.14. Groundwater Protection. MET.**

95 **The Board finds on motion made** by Dana Kennedy and seconded by Rich Coleman that
96 The Project will not affect the availability or quality of groundwater for neighboring properties.
97 The Planning Board voted 4-0 **in favor** of this motion.

98 **9.15. Water Quality Protection. MET.**

99 **The Board finds on motion made** by Rich Coleman and seconded by Dana Kennedy that
100 The Project does not utilize any noxious or toxic materials. No substances or materials will be
101 discharged. The Planning Board voted 4-0 **in favor** of this motion.

102 **9.16. Hazardous, Special & Radioactive Materials. NOT APPLICABLE.**

103 **The Board finds on motion made** by Rich Coleman and seconded by Dana Kennedy that
104 this criterion is not applicable. The Project will not use or store any hazardous, special or
105 radioactive materials identified by any State or Federal agency.

106 **9.17. Shoreland Relationship. NOT APPLICABLE.**

107 **The Board finds on motion made** by Rich Coleman and seconded by Dana Kennedy that
108 this criterion is not applicable. The Project is not located adjacent to any body of water. The
109 Planning Board voted 4-0 **in favor** of this motion.

110 **9.18. Technical and Financial Capacity. MET.**

111 **The Board finds on motion made** by Dana Kennedy and seconded by Rich Coleman that
112 the Applicant has a proven track record for this business at this location. The Planning Board
113 voted 4-0 **in favor** of this motion.

114 **9.19. Solid Waste Disposal. MET.**

115 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that The
116 Project will be served by an existing onsite dumpster. The Planning Board voted 4-0 **in favor** of
117 this motion.

118 **9.20. Historic and Archaeological Resources. NOT APPLICABLE.**

119 **The Board finds on motion made** by Dana Kennedy and seconded by Rich Coleman that
120 this criterion is not applicable. No historic or archaeological sites have been identified or
121 designated within The Project's limits. The Planning Board voted 4-0 **in favor** of this motion.

122 **9.21. Floodplain management. MET.**

123 **The Board finds on motion made** by Jim Nealey and seconded by Dana Kennedy that this
124 criterion is not applicable. No portion of The Project is located with the FEMA designated
125 floodplain per the adopted FIRM panels. The Planning Board voted 4-0 **in favor** of this motion.

126 **Motion made** by Rich Coleman and seconded by Dana Kennedy to approve The Scone Goddess
127 application as presented. The Planning Board voted 4-0 **in favor** of this motion.

128 **The application Findings of Fact were signed by members Reeves Gilmore, Jim Nealey, Rich**
129 **Coleman and Dana Kennedy.**

130

131 **MINUTES:**

132 The minutes of the June 13, 2023, Planning Board meeting were distributed. There was one (1)
133 correction on line 125 where "the" should be changed to "that" .

134 **Motion made** by Rich Coleman and seconded by Dana Kennedy to accept the minutes of 13 June
135 2023 with the stated correction. The Planning Board voted 4-0 **in favor** of this motion.

136 The next Findings of Fact will be completed by Dana Kennedy.

137 We will be working on the Site Plan Review in the near future.

138 **Motion made** by Rich Coleman and seconded by Jim Nealey to adjourn at 6:35 p.m. The Planning
139 Board voted 4-0 **in favor** of this motion.

140 Respectfully submitted,

141 *Patsy Littlefield*

142 Secretary

143 ***** Approved 11/14/2023 *****