

1 **TOWN OF NORTHPORT**

2 **PLANNING BOARD MEETING**

3 **MAY 13, 2025**

4
5 **Present:** Planning Board Chair Reeves Gilmore, Planning Board Vice-Chair Mike Parker, Planning Board
6 Member Rich Coleman, Planning Board Member Jim Nealey, Planning Board Member Dana Kennedy,
7 Planning Board Secretary Patsy Littlefield, Northport CEO Toupie Rooney, applicants Kate Hall for Graze,
8 Doug Clayton and contractor Cory, Jon Steve Caron and Kyle Burkett.

9 Meeting was opened by Chair Reeves Gilmore at 6:11 p.m. It was determined that a quorum was
10 present. Mike Parker has volunteered to do the Findings of Facts for the next meeting as Chair Reeves
11 Gilmore will be having shoulder surgery and will be doing minimal writing/typing.

12 **OLD BUSINESS:**

13 None.

14 **NEW BUSINESS:**

15 **Doug Clayton**

16 **Point Lookout Condominiums**

17 **Easement Agreement acceptance**

18 Doug Clayton states he had received our conditional approval for eight (8) condominiums. He has
19 finalized the permanent easement as the Board had requested and states that said easement has been
20 recorded. He is here to ask that the condition previously placed on his approval now be lifted. He stated
21 that in the past there had been limited septic capacity, but he has been working on a plan for the total of
22 thirteen (13) condos based on a second (2nd) leach field. He states the former fitness center will house
23 the thirteen (13) condos; the former bowling alley will become the sports club, and the former café will
24 be used as a café with modifications.

25 Chair Reeves Gilmore is in agreement that the Board is satisfied that this permanent easement is what
26 was requested from Mr. Clayton. He states that if there is a need he can issue a letter of lifting of the
27 condition with acceptance of the permanent easement for the Title Company.

28 **Motion made by** Jim Nealey and seconded by Mike Parker that the permanent easement presented
29 does satisfy the condition previously imposed on the Point Lookout Condos. **The Planning Board finds in**
30 **favor** of this motion by a vote of 5-0.

31 **Motion made by** Jim Nealey and seconded by Rich Coleman for the Planning Board Chair to execute a
32 document on behalf of the Planning Board to memorialize the document to the recorded easement. **The**
33 **Planning Board finds in favor** of this motion by a vote of 5-0.

Steve Caron SPR
Revised Site Plan

Steve Caron had gone to CEO Toupie Rooney for an addendum to build another septic system, but instead he has devised a system which will tap into the existing system which meets all requirements. CEO Toupie Rooney is okay with his proposed system and an expansion has been installed.

SITE PLAN REVIEW FINDINGS OF FACT

Jon S. Caron 491 Atlantic Highway MAP RE 6 / LOT 50 13 MAY 2025

The Northport Planning Board reviewed and approved a site plan for this property on 9 October 2018. On 15 September 2024, Applicant submitted a subsequent proposal to convert a storage space into a one-bedroom rental unit (hereinafter called “The Project”) on the second floor of the facility housing paint, equipment and vehicles for a painting business. The Board discussed The Project and determined that while most of the application seemed to be in order there remained one significant consideration. The Board needed a determination as to which septic system currently on site would serve The Project and the adequacy of the same. The Board did not approve the application, but tabled such action until it received a letter or certification from a septic inspector/professional. The Applicant has submitted a letter from Robert Viles for consideration.

Section 9: Approval Standards and Criteria

9.1. Utilization of Site. MET.

The Board finds on motion made by Rich Coleman and seconded by Dana Kennedy that the site is developed with a structure for a painting business and four (4) residential rental units. The Project is consistent with the site use. The Planning Board voted **5-0 in favor** of this motion.

9.2. Adequacy of Road System. MET.

The Board finds on motion made by Rich Coleman and seconded by Dana Kennedy that The Project will not negatively impact the traffic capacity or movement on Route 1. The Planning Board voted **5-0 in favor** of this motion.

9.3. Access into Site. MET.

The Board finds on motion made by Rich Coleman and seconded by Dana Kennedy that The Project will utilize the existing MEDOT approved driveway. The Planning Board voted **5-0 in favor** of this motion.

9.4. Access-way Location and Spacing. MET.

The Board finds on motion made by Rich Coleman and seconded by Dana Kennedy that The Project does not necessitate changes to the approved and existing access, and the development with a maximum of five (5) residential rental units will conform to the terms of the MEDOT permit. The Planning Board voted **5-0 in favor** of this motion.

69 **9.5. Internal Vehicular Circulation. MET.**

70 **The Board finds on motion made** by Rich Coleman and seconded by Dana Kennedy that The
71 Project will have no measurable effect on the internal vehicle circulation currently existing on site. The
72 Planning Board voted **5-0 in favor** of this motion.

73 **9.6. Parking Lot Layout and Design. MET.**

74 **The Board finds on motion made** by Rich Coleman and seconded by Dana Kennedy that the
75 Project has sufficient parking available within the existing cleared area used for parking and internal
76 vehicular circulation. The Planning Board voted **5-0 in favor** of this motion.

77 **9.7. Pedestrian Circulation. MET.**

78 **The Board finds on motion made** by Rich Coleman and seconded by Dana Kennedy that The
79 Project will not affect the existing patterns of pedestrian circulation. The site is not open to the general
80 public and only serves the paint business and the tenants. The Planning Board voted **5-0 in favor** of this
81 motion.

82 **9.8. Storm water Management. NOT APPLICABLE.**

83 **The Board finds on motion made** by Rich Coleman and seconded by Dana Kennedy that The
84 Project proposes no exterior alterations to the existing development; therefore, no additional storm
85 water management measures are necessary. The Planning Board voted **5-0 in favor** of this motion.

86 **9.9. Erosion Control. NOT APPLICABLE.**

87 **The Board finds on motion made** by Rich Coleman and seconded by Dana Kennedy that The
88 Project proposes no exterior alterations to the existing development; therefore, no additional erosion
89 controls are necessary. The Planning Board voted **5-0 in favor** of this motion.

90 **9.10. Water Supply. MET.**

91 **The Board finds on motion made** by Rich Coleman and seconded by Dana Kennedy that the
92 Applicant states that two (2) water wells exist to provide water to structures on site. The Planning Board
93 voted **5-0 in favor** of this motion.

94 **9.11. Sewage Disposal. MET.**

95 **The Board finds on motion made** by Rich Coleman and seconded by Dana Kennedy that the
96 Applicant has provided a letter from Robert Viles certifying that the proposed expansion (HHE 200) will
97 adequately serve The Project. The Planning Board voted **5-0 in favor** of this motion.

98 **9.12. Utilities. MET.**

99 **The Board finds on motion made** by Rich Coleman and seconded by Dana Kennedy that The
100 Project requires no additional utilities to those already in place. The Planning Board voted **5-0 in favor** of
101 this motion.

102 **9.13. Natural Features. MET.**

The Board finds on motion made by Rich Coleman and seconded by Dana Kennedy that The Project requires no disturbance of soil or removal of any vegetation. The Planning Board voted **5-0 in favor** of this motion.

9.14. Groundwater Protection. MET.

The Board finds on motion made by Rich Coleman and seconded by Dana Kennedy that The Project will have no effect on the quality or quantity of groundwater available to abutting properties. The Planning Board voted **5-0 in favor** of this motion.

9.15. Water Quality Protection. MET.

The Board finds on motion made by Rich Coleman and seconded by Dana Kennedy that The Project will have no effect on the quality of water. However, The Project is located above the paint business. In the previous site plan review, the Applicant stated that the painting materials stored on site are in sealed containers and disposed of offsite by an authorized facility. The Planning Board voted **5-0 in favor** of this motion.

9.16. Hazardous, Special and Radioactive Materials. NOT APPLICABLE.

The Board finds on motion made by Rich Coleman and seconded by Dana Kennedy that The Project does not involve any hazardous, special or radioactive materials. The Planning Board voted **5-0 in favor** of this motion.

9.17. Shoreland Relationship. NOT APPLICABLE.

The Board finds on motion made by Rich Coleman and seconded by Dana Kennedy that The Project is not located adjacent to any body of water. The Planning Board voted **5-0 in favor** of this motion.

9.18. Technical and Financial Capacity. MET.

The Board finds on motion made by Rich Coleman and seconded by Dana Kennedy that the Applicant has been in business at this location for several years. The Project will generate additional rental income. The Planning Board voted **5-0 in favor** of this motion.

9.19. Solid Waste Disposal. MET.

The Board finds on motion made by Rich Coleman and seconded by Dana Kennedy that the Applicant has a dumpster on site for solid waste. The Planning Board voted **5-0 in favor** of this motion.

9.20. Historic and Archaeological Resources. NOT APPLICABLE.

The Board finds on motion made by Rich Coleman and seconded by Dana Kennedy that no portion of The Project site has been identified as containing historic or archaeological resources. The Planning Board voted **5-0 in favor** of this motion.

9.21. Floodplain Management. NOT APPLICABLE.

The Board finds on motion made by Rich Coleman and seconded by Dana Kennedy that The Project is not located within any special flood hazard area identified on the current FIRM panels adopted by the Federal Emergency Management Agency. The Planning Board voted **5-0 in favor** of this motion.

139 **Motion made** by Reeves Gilmore and seconded by Rich Coleman to accept the application of Jon S.
140 Caron as submitted and is approved with no conditions. **The Planning Board finds in favor** of this
141 motion **with a vote of 5-0.**

142 The Findings of Facts was signed by Chair Reeves Gilmore, Vice-Chair Mike Parker, Dana Kennedy, Rich
143 Coleman and Jim Nealey.

144 **Kyle Burkett / Brenda Boulier**

145 **330 Shore Road Map U11 / 4**

146 **Expansion of a nonconforming structure**

147 Kyle Burkett is presenting information as the architect for his family construction business Signature
148 Homes who has been hired for this project. At present the owners have to go outside and up a steep
149 staircase to the outside bathroom. As they are aging, the owners wish to have an inside bathroom
150 added to the first floor. He states the plan is to add a 10' x 5' addition for a bathroom on the back
151 portion of the existing building. CEO Toupie Rooney states that this does not exceed the allowed 30%
152 expansion.

153 **Motion made** by Dana Kennedy and seconded by Mike Parker to approve the application for the addition
154 at 330 Shore Road as submitted, with no condition. The Planning Board voted **5-0 in favor** of this
155 motion.

156 The application was signed by Chair Reeves Gilmore, Vice-Chair Mike Parker, Dana Kennedy, Rich
157 Coleman and Jim Nealey.

158 **Kate Hall for Graze LLC**

159 **845 Atlantic Highway**

160 **Gathering information for adding farm stand on front portion of property.**

161 Kate states that she would like to add a 24' x 12' building for a farm stand on the front portion of the
162 property where Graze is currently located. This building will be utilized for juice tasting by reservation
163 only. She will be selling healthy farm grown items, and possibly meat items, as the business grows and
164 hours of operation increase.

165 Reeves Gilmore asked if this building would have plumbing. Kate stated no. She did say they might
166 possibly put a port-a-potty in the back.

167 Reeves Gilmore states there is no parking requirement but her map does show 5 spaces. He is
168 wondering if 5 spaces will be adequate.

169 CEO Toupie Rooney stated her concerns if the parking allows plenty of space for people to be moving
170 around.

171 Reeves Gilmore stated there are definitely concerns on the parking situation. He states that this project
172 needs a Site Plan Review as it is a new building and new enterprise. The Board has no other concerns.

173 Kate will address the parking situation and prepare the Site Plan Review and return to the Planning
174 Board with the requested information.

175 **MINUTES**

176 The minutes of the 3/11/2025 meeting were discussed.

177 **Motion made** by Rich Coleman and seconded by Dana Kennedy to approved the 3/11/2025 minutes as
178 presented with no corrections. The Planning Board voted **5-0 in favor** of this motion.

179 (There was no April 2025 meeting.)

180

181 **Motion made** by Rich Coleman and seconded by Dana Kennedy to adjourn at 7:14 p.m. The Planning
182 Board voted **5-0 in favor** of this motion.

183 Respectfully submitted,

184 *Patsy Littlefield*

185 Secretary

186

*** APPROVED 06/10/2024 ***