

**Town of Owls Head**  
**Planning Board Meeting Minutes**  
May 10, 2021 – 6:00 p.m.

**Board Present:** Ken Wexler, William Leppanen, Dale Martin, Marc McNeilly, Maria Devery and Chairman Russell Wolfertz

**Board Absent:** None

**Staff Present:** Code Enforcement Officer Scott Bickford

Ken Wexler mentions that he and Chairman Russ Wolfertz took a Planning Board class through Maine Municipal Association. He states that it was a broad overview of what the board can and cannot do.

- a. The planning board does not make policy, and they must be careful not to do so. They are to interpret the orders to the best of their abilities.
- b. Executive sessions can be used but need to be done carefully when setting them up and advertising.
- c. Finding of fact are critical and must always be done. They should check the bylaws for wording of what a majority is. Is it present in voting or is it a majority as a whole committee?
- d. Decisions should clearly state because of this or because of that according to the ordinances.
- e. All decisions need to be in writing.
- f. The board has the right to reconsider any decisions.
- g. Approvals can be granted with conditions, but they must be spelled out clearly in writing and rooted in fact.
- h. Written decisions should be carefully reviewed by the board before being issued. And should there be an alternate voting, they would have to have been present at the previous meetings.

***1. Continuation of the Woodman's discussion for land use on Map 8 Lot 42***

Kristen Collins introduces herself as Christina and Jeff Woodman's attorney. She is present to get updated on what has been happening. Attorney Collins would like to know what the status is regarding the current amendment, and what the process is from here going forward?

Chairman Wolfertz says that an application was made, it was approved. The appeals board denied that approval, then it was brought back to the selectmen, an attorney was hired by the town. There were 3 different proposed options that were not palatable.

Ken Wexler supports what Chairman Wolfertz stated. He is not sure what further discussion there is to have. Wexler says that the Planning Board has nothing in front of them at this point to approve.

Attorney Collins states she will start the process from the beginning considering the prior application was denied and present that to the Planning Board at a future meeting.

**2. *Site Plan Review for taxi lane and future hangar locations at Tax Map 5 Lot 1 off Terminal Lane as presented by Bill Gerrish of Stantec Consulting Services***

Bill Gerrish from Stantec Consulting Services and Knox County Regional Airport Manager, Jeremy Shaw present the board with packets and a brief overview of the project regarding the taxi lane and the future hangar locations at the airport. Also present, Attorney Jim Siviski from Perkins Thompson.

According to the existing Shoreland Zoning Map, there is a green area marked as resource protection. During a previous site walk, it was observed that all the area north of the gravel road is now grass which is now considered a developed area.

Bill Leppanen says there is no scientific evidence that it is resource protected. Ken Wexler says that this ordinance is not a mistake, someone went out of their way to write it. He mentions that the airport is asking approval for a taxi lane, and airplane hangar development and requesting an amendment to the Owls Head Shoreland Zoning Map. He does not believe that the Planning Board is able to make any changes to the zoning map, which would need to go through the town.

Mr. Gerrish states that most of the wetlands that are present on the map is forested wetlands and with an updated map, should be removed.

**MOTION: Bill Leppanen makes a motion to accept the completed application dated 04.22.2021, as proposed. Dale Martin seconds the motion.**

**Carried 3-2 in favor of the acceptance.**

**Chairman Wolfertz says that the application is complete. Ken Wexler states he was not able to determine what the board based their facts on and that was why he voted no.**

**Finding of facts attached:**

**3. *Site Plan Review for demolition and rebuilding of the Operations Facility at Tax Map 5 Lot 1-99 and located at 10 Benner Lane as presented by Gartley & Dorsky.***

Airport Manager Jeremy Shaw says the facility is called The Airport Ops Facility. The Commissioners made a request to make rooms available to first responders. The facility would also be used for the maintenance crew during snowstorms. The facility would be a multi-use facility.

**MOTION: Bill Leppanen makes a motion to accept the application as complete. Ken Wexler seconds that motion.**

**Carried 5-0**

**Finding of facts:**

***MOTION: Ken Wexler makes a motion that the finding and facts comply as resighted under Section 4.2 and the performance standards of 5.1. under the stipulations that the working hours be 7am – 5pm and the landscaping of the parking lot be part of the approval. Seconded by Bill Leppanen.***

**Carried 5-0**

**Adjournment**

**Action:** 7:50 pm Bill Leppanen makes a motion to adjourn, seconded by Marc McNeilly.

**Carried 5-0**