

**PLANNING BOARD**  
**Meeting Minutes**  
**Tuesday February 10, 2026 @ 6:00 PM**  
**City Council Chambers**

- 1. Call the Meeting to Order:** Chair Willis called the meeting to order at 6pm.
- 2. Roll Call:** Debby Willis, Pam Mitchel, Lisa St. Hilaire, Brianne Mancini, Jon Ault, Christian Fox, Jim Coffin, Rick Berg. Kris McNeill and Angelia Christopher.
- 3. Public Hearing:** The owners of 19 Schacht Lane, Three Mainers LLC, are proposing to subdivide a parcel of land located at 19 Schacht Lane into 10 single-family residential lots with a remainder lot. James Coffin PE- E. S Coffin Engineering & Surveying, LLC will be presenting information for the This is a proposed 10 Lot Subdivision at City Tax Map 003 Lot 003 in the Residential Growth District. No outside obtained to process this application. This project will include 1,460' of new roads and an increase of 26,740 sf in impervious area. Natural Resource Protection Act (NRPA) and Stormwater Permit by Rule applications have been filed with the DEP. The board determined that this application was complete at the Site Inventory and Analysis meeting. Chair Willis asks if board members have any questions. There was a question about the open space design, how it is defined and if the area in question is allowable. Jim Coffin explains that this was the optimal approach for the developer and keeps the homes towards the front of the lots, which will be good for the Booker Rd. neighbors. Road will have two 20' lanes, and 3' shoulders. There will be hammerhead turnarounds, which will advantage trucks on Booker Rd, who currently have nowhere to turn around. There will be two detention ponds to help with drainage.

Chair Willis opened the public hearing at 6:17 pm. Seeing no one present to speak for or against this application, she asked City staff if they had any input from the public. Prior to the neighborhood meeting, there were inquiries, but nothing since. New PB member asked how the neighborhood meeting went. Kris explained that the neighbors attending the meeting were concerned about the quality of

Booker Road. The traffic engineer was present to explain that the road can handle the increase in traffic from the 10 new homes. This is a city owned road that will be repaired when it is needed. No other questions. Chair Willis closed the public hearing at 6:21pm.

Board started their review. Pam Mitchel stated that she reviewed areas Section 8, 9 and 11, that are not addressed in the subdivision standards, and everything was fine. The proposed road in this subdivision will meet all city standards. She asked if there would be an HOA. There is, and it will be further developed when lots start to sell. The covenants for the proposed properties are included in the application. Pam asked about the open space design and if it would be for public use. Jim tells the board that it will be private use, for the homeowners, and will be called rec space. His client feels that this is the best way to approach this space without any extra liability. After some discussion, Jim made a minor change to the location of the rec plan and

The board went over review criteria:

**14.4.1 The proposed subdivision will not result in undue water or air pollution.**

**In making this determination, the following shall be considered:**

-The elevation of the land above sea level and its relation to the floodplain,

*The project is not within the 100-year flood elevation as shown on the attached FIRM Map and this section is not applicable.*

-The nature of the soils and subsoils and their ability to adequately support waste disposal,

*Vaughn Smith has provided test pit and log information for each proposed lot in the subdivision.*

- The slope of the land and its effect upon effluents-

*Vaughn Smith Associates will design the septic fields according to state standards, with consideration to the slope of each lot.*

- The availability of streams for disposal of effluents-*There are not any streams located within the proposed subdivision and this section is not applicable.*

- The applicable state and local health and water resources rules and regulations. *Wells will be drilled for each lot and a letter from Rolfe's Well Drilling is included. 14.4.2. The proposed subdivision has sufficient water available for the reasonable needs of the subdivision. Wells will be drilled for each lot and a letter from Rolfe's Well Drilling is included indicating that wells they have drilled in the area have provided adequate water.*

**14.4.3 The proposed subdivision will not cause an unreasonable burden on an existing water supply.** Wells will be drilled for each lot and a letter from Rolfe's Well Drilling is included.

indicating that wells they have drilled in the area have provided adequate water.

**14.4.4 The proposed subdivision will not cause unreasonable soil erosion, unmitigated stormwater runoff, or a reduction in the land's capacity to hold water so that a**

**dangerous or unhealthy condition results.** An erosion control plan is included depicting all erosion control devices with each device shown on the site plan. A Stormwater PBR will be filed with the Department of Environmental Protection (DEP) prior to the final planning board meeting.

**14.4.5 The proposed subdivision will not cause unreasonable highway or public road congestion or unsafe intersections or other conditions with respect to the use of the highways or public roads existing or proposed.** A traffic impact assessment has been completed by Sewall and is included with this submission indicating that the subdivision will not have any significant impact off-site and there are no capacity concerns.

**14.4.6 The proposed subdivision will provide for adequate sewage waste disposal and will not cause an unreasonable burden on municipal services if they are used.**

The subdivision will utilize private septic fields for each dwelling unit designed by Vaughn Smith Associates. A letter from Steve Aievoli, Gardiner wastewater director is included with this submission.

**14.4.7 The proposed subdivision will not cause an unreasonable burden on the town's ability to dispose of solid waste, if municipal services are used.**

A letter has been received from John Cameron (PW Director) stating that he has no issues with the project.

**14.4.8 The proposed subdivision will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, archeological sites, significant wildlife habitat as identified by the Department of Inland Fisheries and Wildlife or the Town, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.** A letter from the Maine Natural Areas Program (MNAP) is included indicating there are no rare botanical features documented within the project area. There is a deer wintering area, stream, and additional wetlands identified on the west side of the property as shown on the attached map from the city website, but this area is not being utilized for the subdivision. The Maine Historic Preservation has provided a letter indicating that there are not any historic sites on the parcel.

**14.4.9 The proposed subdivision conforms to all applicable standards and requirements of this Ordinance, the comprehensive plan, and other local ordinances. In making this determination, the Planning Board may interpret these ordinances and plans.**

The proposed subdivision will conform to the comprehensive plan and land-use ordinance.

**14.4.10 The developer has adequate financial and technical capacity to meet all the Review Criteria and the standards and requirements contained in this Ordinance.**

The applicant has provided a copy of their account indicating that the applicant has

adequate financing to install the road and drainage features. E.S. Coffin Engineering & Surveying has been in business for over 50 years and has the technical capacity to provide survey and engineering services for the project.

**14.4.11 Whenever situated entirely or partially within the watershed of any pond or lake or within 250 feet of any wetland, great pond or river as defined in Title 38, Chapter 3, Subchapter 1, Article 2-B, the proposed subdivision will not adversely affect the quality of that body of water or unreasonably affect the shoreline of that body of water.**

There will be 5,775 sf of wetland impacts associated with the subdivision due to the proposed road locations. A Natural Resource Protection Act (NRPA) permit application will be filed with the DEP and Army Corps prior to the final planning board meeting.

**14.4.12 The proposed subdivision will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.**

The project will utilize wells for each dwelling unit. A letter is included from Rolfe's Well Drilling indicating that they have drilled wells in the area and not had issues with the quantity or quality of groundwater.

**14.4.13 Based on Federal Emergency Management Agency's Flood Boundary and floodway Maps and Flood Insurance Rate Maps, and information presented by the applicant whether the subdivision is in a flood-prone area. If the subdivision, or any part of it, is in such an area, the developer shall determine the 100-year flood elevation and flood hazard boundary within the subdivision. The proposed plan must include a condition of plan approval requiring that principal structures in the subdivision will be constructed with the lowest floor, including the basement, at least one foot above the 100-year flood elevation.** A Firmette map is included indicating that the proposed project is not within the 100-year flood elevation and therefore this section is not applicable.

**14.4.14 All freshwater wetlands within the proposed subdivision have been identified and delineated on any maps submitted as part of the application, regardless of the size of these wetlands. All wetlands shall be preserved to the greatest extent practicable.**

There are 5,775 sf of wetland impacts on site and a Natural Resource Protection Act (NRPA) permit application will be filed with the DEP and Army Corps prior to the final planning board meeting.

**14.4.15 River, stream, or brooks.** There are not any rivers, streams, or brooks in the area of the subdivision, but there is a stream along the west property line flowing north to south.

**14.4.16 The proposed subdivision will provide for adequate storm water management.**

As previously mentioned, a stormwater report is included indicating a reduction in

flow for the three peak storm events for the project.

**14.4.17 The long-term cumulative effects of the proposed subdivision will not unreasonably increase a great pond's phosphorus concentration during the construction phase and life of the proposed subdivision.**

The project does not flow into a great pond and this section is not applicable.

**14.4.18 For any subdivision that crosses municipal boundaries, the proposed subdivision will not cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision is located.** The project is located in Gardiner, but the southern property line is the Richmond town line. A traffic impact assessment has been completed by Sewall and is included with this submission indicating that the subdivision will not have any significant impact off-site and there are no capacity concerns.

**14.4.19 Spaghetti lots prohibited.**

This section is not applicable.

**14.4.20 Timber harvesting.**

This section is not applicable.

Pam moves that all applicable standards have been met for the preliminary application. Lisa St. Hilaire seconded the motion. No further discussion. All members present in favor.

Pam Mitchel moves to approve the preliminary application. Lisa St. Hilaire seconded the motion. No further discussion. All members present, in favor. Preliminary plan approved.

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The board started their review of the Final Subdivision application. Jim Coffin states that NERPA, PBR permits have been filed. There is at least a 120- day turnaround on these applications, but they have been submitted so this can be a condition of approval. The Maine General Construction permit has been submitted too and can be conditioned as well. The developer is aware that they cannot start work on the project until the permits are approved and received. This application does not need to have a list of construction materials. The road to this development will be built as the lots sold. The sales will be controlled, so that the road can be built as needed.

Pam Mitchel moves that the final subdivision plan is complete. Brianne Mancini seconded the motion. No further discussion. All members present in favor.

Final review criteria.

**Subdivision Requirements (14.5.8.4.4.3):**

**14.5.8.4.4.3.2. Prior to submittal of the final plan application, all required state and federal approvals including but not limited to the following shall be obtained in writing and submitted with the application:**

**14.5.8.4.4.3.2.1. The Maine Department of Environmental Protection, under the Site Location of Development Act.** Not applicable.

**14.5.8.4.4.3.2.2. The Maine Department of Environmental Protection, under the Natural Resources Protection Act or if a stormwater management permit or a wastewater discharge license is needed.** An NRPA permit application for impacting over 4,300 sf of wetlands has been submitted to the DEP and Army Corps.

**14.5.8.4.4.3.2.3. The Maine Department of Transportation if a traffic movement permit or an entrance permit is required.** Not applicable.

**14.5.8.4.4.3.2.4. The Maine Department of Human Services, if the applicant proposes to provide a public or community water system.** Not applicable.

**14.5.8.4.4.3.2.5. The Maine Department of Human Services, if an engineered subsurface wastewater disposal system(s) is to be utilized.** Not applicable.

**14.5.8.4.4.3.2.6. The United States Army Corps of Engineers, if a permit under Section 404 of the Clean Water Act is required.** An NRPA permit application for impacting over 4,300 sf of wetlands has been submitted to the Army Corps.

**14.5.8.4.4.3.3. The final plan application shall consist of the following items:**

**14.5.8.4.4.3.3.1. A fully executed and signed copy of the application for final major subdivision review (on forms provided by the city).**

Included.

**14.5.8.4.4.3.3.2. The required application and development review fees.**

The application fee has been paid.

**14.5.8.4.4.3.3.3. A performance guarantee in accordance with the provisions of 8.10 assuring the construction of all streets, utilities, and other improvements proposed as part of the final subdivision plan.** Per conversations with the code enforcement officer this is not required with a private road.

**14.5.8.4.4.3.3.4. The final subdivision plan and supporting documentation consisting of twelve (12) copies of one or more maps or drawings drawn to a scale of not more than 50 feet to the inch and twelve (12) copies of supporting documentation bound in a single report. Plans for subdivisions containing more than 100 acres may be drawn at a scale of not more than 100 feet to the inch provided that all necessary detail can easily be read. Plans shall be no larger than 24 by 36 inches in size and shall have a margin of two inches outside of the border lines on the left side for binding and a one-inch margin outside the border along the remaining sides. Space shall be provided for endorsement by the Board. In addition, one copy of the plan(s) reduced to a size of 11 by 17 inches shall be provided.**

The submission complies with the above-mentioned criteria.

**14.5.8.4.4.3.4. The final subdivision plan and supporting documentation shall include at least the following information:**

**14.5.8.4.4.3.4.1. Proposed name of the subdivision and the name of the municipality in which is located, plus the Assessor's map and lot numbers.** This information has been included on the plans.

**14.5.8.4.4.3.4.2. The names and addresses of the record owner, applicant, and individual or company who or which prepared the plan.** This information has been included on the plans.

**14.5.8.4.4.3.4.3. The date the plan was prepared, North point, and graphic map scale.** This information has been included on the plans.

**14.5.8.4.4.3.4.4. The location of any zoning boundaries affecting the subdivision.**

The property and surrounding properties are in the Residential Growth District with the exception of the properties along the south property line are in Richmond.

**14.5.8.4.4.3.4.5. A copy of any proposed deed restrictions intended to cover all or part of the lots or dwellings in the subdivision.**

A list of covenants is included with the submission.

**14.5.8.4.4.3.4.6. The number of acres within the proposed subdivision, location of property lines, existing buildings, watercourses, and other essential existing physical features.**

This information is shown on the recording plat.

**14.5.8.4.4.3.4.7. The boundaries of any flood hazard areas and the one-hundred-year flood elevation as depicted on the municipality's Flood Insurance Rate Map shall be delineated on the plan.** A Firmette is included indicating that the subdivision is not within any flood hazard area.

**14.5.8.4.4.3.4.8. An indication of the type of sewage disposal to be used in the subdivision.**

**When sewage disposal is to be accomplished by connection to the public sewerage system, a written statement from the Wastewater Director shall be submitted indicating that the Department has reviewed and approved the sewerage design.** Test pits are shown on the plans for the subsurface disposal fields.

**14.5.8.4.4.3.4.9. An indication of the type of water supply system(s) to be used in the subdivision. When water is to be supplied by the Gardiner Water District, a written statement from the district shall be submitted indicating that the district has reviewed and approved the water system design together with a written statement from the Fire Chief approving all hydrant locations or other fire protection measures.**

The project utilizes wells and a letter from the fire chief has been previously submitted.

**14.5.8.4.4.3.4.10. The location and size of existing and proposed sewers, water mains, culverts, and drainage ways on or adjacent to the property to be subdivided.**

This information is shown on the boundary survey plan.

**14.5.8.4.4.3.4.11. The location, names, and present widths of existing and proposed streets, highways, easements, buildings, parks, and other open spaces on or adjacent to the subdivision. The plan shall contain sufficient data to allow the location, bearing and length of every street line, lot line, and boundary line to be readily determined and be reproduced upon the ground. These lines shall be tied to reference points previously established. The location, bearing and length of street lines, lot lines and parcel boundary lines shall be certified by a registered land surveyor. The original reproducible plan shall be embossed and printed with the seal of the registered land surveyor and be signed by that individual. This information is included in the submitted plans.**

**14.5.8.4.4.3.4.12. All parcels of land proposed to be dedicated to public use and the conditions of such dedication. Written offers to convey title to the municipality of all public ways and open spaces shown on the plan and copies of agreements or other documents showing the manner in which open spaces to be retained by the developer or lot owners are to be maintained shall be submitted. If proposed streets and/or open spaces or other land is to be offered to the municipality, written evidence that the City Council is satisfied with the legal sufficiency of the written offer to convey title shall be included.**

The only land dedicated to the public, is the 10% required to meet the recreational standard.

**14.5.8.4.4.3.4.13. Street plans meeting the requirements of the city. The street plans shall show the street addressing provisions as provided for in the E-911 standards.**

The proposed street plans comply with the city. The addressing for the E-911 standards will not occur until a lot is sold.

**14.5.8.4.4.3.4.14. A stormwater management plan prepared by a registered professional engineer in accordance with the most recent edition of the "Maine Stormwater Management Design Manual: Technical Design Manual, Volume III" published by the Maine Department of Environmental Protection.**

A stormwater report is included indicating a reduction in flow for each peak storm event.

**14.5.8.4.4.3.4.15. An erosion and sedimentation control plan prepared in accordance with the most recent edition of "Maine Erosion and Sedimentation Control Best Management Practices (BMPs)," published by the Maine Department of Environmental Protection. The Board may not waive submission of the erosion and sedimentation control plan unless the proposed subdivision will not involve grading which changes drainage patterns, and the addition of impervious surfaces such as roofs and driveways is less than 5% of the area of the subdivision.**

This plan has been included with the submission.

**14.5.8.4.4.3.4.16. The width and location of any streets or public improvements or open space within the subdivision.**

This information can be found on the plans.

**14.5.8.4.4.3.4.17. If the subdivision requires a stormwater permit from the Maine Department of Environmental Protection, a copy of the DEP application with all supporting materials and the permit shall be provided.**

This section is not applicable.

**14.5.8.4.4.3.4.18. A list of construction items, with cost estimates, that will be completed by the applicant prior to the sale of lots and evidence that the applicant has financial commitments or resources to cover these costs. This may be in the form of verified financial statements, letters from institutions that will provide financing for the project or similar written documentation.**

The applicant has provided financial documents indicating that they can provide the necessary financing for the project.

**14.5.8.4.4.3.4.19. The location and method of disposal for land clearing and construction debris.** The Erosion Control Plan depicts the stockpiling and construction staging areas. Any construction debris will be brought to the Hatch Hill Landfill in Augusta.

**14.6.1. All proposed subdivisions shall conform to the applicable standards contained in this Ordinance and the following performance standards.**

**14.6.2. General Lot Requirements.**

**14.6.2.1. Subdivisions shall conform to the city's minimum lot requirements. Subdivisions designed according to the Open Space Design Option may contain modified minimum lot requirements according to the standards contained in this Ordinance.**

The subdivision has been designed to meet the city's minimum lot requirements.

**14.6.2.2. Land in the following areas shall not be used to calculate the required minimum lot size: wetlands; rivers; streams; brooks; stormwater drainage features; resource protection areas as defined in the city's Shoreland Zoning Ordinance; areas within the floodway as defined in the city's Floodplain Management Ordinance; and areas within public and private rights-of-way.**

This only applies to Open Space Design and therefore is not applicable.

**14.6.3. Monuments.**

**14.6.3.1. Monumentation as required by the Maine Board of Registration of Land Surveyors shall be installed at the following:**

**14.6.3.1.1. At all road intersections and points of curvature, but no farther than 750 feet apart along road lines without intersections or curves.**

Reference is made to the recording plat.

**14.6.3.1.2. At all corners and angle points of the subdivision boundaries where the interior angle of the subdivision boundaries is 135 degrees or less.**

Reference is made to the recording plat.

**14.6.3.1.3. At all other subdivision boundary corners and angle points plus lot boundary corners and angle points.**

Reference is made to the recording plat.

**14.6.3.1.4. At a point 100 feet from the road at each side lot line if lot lines are not 90 degrees to the road.**

Reference is made to the recording plat.

14.6.4. Water Supply.

**14.6.4.1. The water supply for the subdivision and each lot shall be adequate to supply all the potable and other water requirements of the development. The applicant shall submit documentation from a hydrologist or a well driller familiar with the area, stating that adequate water is available to supply the subdivision.**

A letter is included from Rolfe's Well Drilling.

**14.6.4.2. Municipal Water. The applicant shall obtain documentation from the Gardiner Water District approving all proposed water lines and a statement indicating that an adequate supply of water is available to serve the requirements of the proposed development.**

The applicant is utilizing private wells and this section is not applicable.

**14.6.4.3. Private or Community Wells. The applicant shall locate and construct individual wells to prevent infiltration of surface water and contamination from subsurface wastewater disposal systems and other sources of pollution. The lot design shall permit the placement of wells, subsurface wastewater disposal systems, and reserve areas in compliance with the Maine Subsurface Wastewater Disposal Rules and the Well Drillers and Pump Installers Rules.**

All proposed wells shall be set a minimum of 100' from any subsurface septic system.

**14.6.5. Fire Protection.**

**4.6.5.1. The applicant shall design the subdivision so that the City of Gardiner Fire Department shall have unrestricted access to all developed areas within the subdivision. The applicant shall review the proposed subdivision with the Fire Chief and shall obtain a written statement from the Fire Chief approving any fire protection measures. This statement shall be submitted with the preliminary plan application.**

A letter from the Fire Chief was included in the preliminary plan application.

**14.6.5.2. The Fire Chief in making his determination that adequate provisions are made for fire protection shall ensure the following:**

The road is adequate for the passage of fire equipment. The roads have been designed to meet minimum turning movements for emergency vehicles. An adequate water supply is available near or within the subdivision to serve the density of the development. There are fire hydrants along Booker Road.

**14.6.5.3. The Fire Chief shall approve the fire protection measures proposed for the subdivision or shall make specific recommendations to improve the fire protection measures. In making recommendations, the Fire Chief may recommend the installation of fire ponds or other similar features.**

With hydrants available along Booker Road, fire ponds are not needed.

**14.6.6. Sewer and Subsurface Wastewater Disposal Systems.**

**14.6.6.1. When subsurface wastewater is proposed, the applicant shall submit evidence of site suitability for the subsurface wastewater disposal system prepared by a licensed site evaluator in compliance with the Subsurface Wastewater Disposal Rules of the State of Maine. All test pit or test boring locations shall be shown on the subdivision plan and be accompanied by a HHE-200 Form or other format which shows the appropriate soils data. In no instance shall a disposal area for a lot or structures require a new system variance from the Subsurface Wastewater Disposal Rules. Holding tank systems shall not be allowed to serve new lots or structures.**

Vaughn Smith Associates have provided the preliminary soil investigation for the 10 proposed lots.

**14.6.6.2. When municipal sewer is proposed the applicant shall conform to the requirements for municipal systems contain in this Ordinance.**

This section is not applicable.

**14.6.7. Financial and Technical Capacity.**

**14.6.7.1. The applicant shall submit evidence that he/she has adequate financial and technical capacity to design and construct the development in accordance with all applicable local, state, and federal laws and regulations. Evidence of adequate financial and technical capacity shall consist of the following:**

**14.6.7.1.1. A list of all technical and professional staff involved with the proposal and preparation of the application including their qualifications and past experience with projects of similar size and scale.**

Coffin Engineering & Surveying along with Vaughn Smith Associates have the technical capacity to design the subdivision.

**14.6.7.1.2. A list of all persons with inspection and oversight responsibilities for the**

development and if available, the persons selected to construct the project, including their qualifications and past experience with projects of similar size and scale.

McGee Construction will provide the earthwork for the proposed subdivision.

**14.6.7.1.3. A letter from a financial institution such as a bank or other lending institution that states that the applicant has the necessary funds available or a loan commitment from this institution to complete the proposed development within the time period specified by the applicant.**

The applicant has provided financial information indicating that they have the financing for the project.

**14.6.8. Conformity With All Other Applicable Local Ordinances. The applicant shall show that the subdivision meets all other applicable local ordinances.**

The proposed subdivision complies with all applicable ordinances.

**14.6.9. Recreational Access Standards.**

**14.6.9.1. Outdoor recreational access is an important feature of the city and all subdivision proposals consisting of more than 4 lots shall provide for the continued enhancement and development of a variety of recreational opportunities. Since new subdivisions and the associated housing and other development they foster can compete with existing open space, scenic and other attributes of a rural community, it shall be the responsibility of each new subdivision to provide for outdoor recreation. A recreation plan designed to serve the subdivision shall be developed according to the requirements listed below.**

See section 14.6.9.2.1 below.

**14.6.9.2. Since subdivision proposals vary in size, density, design, and location, a variety of options shall be offered for the development of the recreation plan. The subdivision shall be deemed to meet the recreation requirement if it conforms to one of the following:**

**14.6.9.2.1. A minimum of 10% of the land within the subdivision is dedicated for open space. Suitable easements and/or deed restrictions shall be included to preserve the land dedicated from development. The land shall not include areas deemed unsuitable for development.**

The applicant has chosen the open space option to meet the recreation requirement.

**14.6.9.2.2. A parcel of land consisting of at least 2 acres and having a minimum of 200 feet of shore frontage on a great pond is dedicated for recreation. At a minimum the parcel shall be suitable for boat access or swimming. Trails, easements, or other instruments shall be provided so that residents can access the parcel.**

**14.6.9.2.3. A multi-purpose trail system which can reasonably be accessed by each lot is constructed. The trail shall be designed to accommodate walkers, cross-country skiing**

and snowmobiles. The trail shall provide a link to existing trails or snowmobile routes.

**14.6.9.2.4. An active recreation area is provided consisting of at least two of the following: playground for children, baseball field, tennis court (minimum of 2 courts), full-size basketball court or a multi-purpose field.**

**14.6.9.2.5. A combination of recreation options is provided. The applicant may propose to offer a combination of recreational sites consisting of a portion of some of the options listed above. The Planning Board shall review this proposal to ensure that the intent of this Subsection is met.**

**14.6.9.3. Land for recreational sites may be offered to the city for public acceptance or may be owned in common by lot owners. The applicant may also propose to dedicate the recreation areas to a third party that is incorporated for maintaining land for conservation and preservation.**

**14.6.9.4. All land proposed for recreation shall be protected by a suitable deed restriction that prohibits development and preserves the land for future inhabitants.**

**14.6.10. Vehicular Access Adequacy.**

**14.6.10.1. The street and intersections giving access to the subdivision shall have adequate capacity (defined by the most recent Highway Capacity Manual) or be suitably improved to accommodate the amount and type of traffic generated by the proposed subdivision. No subdivision shall decrease the level of service below Level D at study area intersections. However, where the level of service is already below D and where physical improvements cannot be made to improve the level of service to D, the Board may approve the subdivision if it finds that adequate provisions for safety can be attained through imposing conditions of approval such as signal upgrades, one-way drives, prohibition of particular turning movements, Transportation Demand Management measures, or similar measures.**

Sewall Company has provided a Traffic Impact Analysis indicating that there is adequate capacity along Booker Road.

The board spent time discussing the rec plan. Some board members feel that the open space/rec plan on the plat, does not meet the standards. There are some ambiguities in the ordinance, and board members are here to make sure that applications follow what is currently written, not interpret the spirit of the ordinance. Jon Ault states that everything the applicant has presented meets the requirements of the ordinance as written, and if it is interpreted otherwise, the board could opening up to litigation. Brianne Mancini is in agreement with Jon, that their task is to follow the ordinance. Remaining board members agreed and agreed to the small change that Jim Coffin proposed.

Pam Mitchel moves that this application meets the standards with these conditions- **That the DEP and PBR permits be approved and received. That the NERPA permit be approved and received, and the General Construction permit be received.** Brianne Mancini seconded the motion. No further discussion. All members present, in favor.

Pam Mitchel moves to approve this application with the previously mentioned conditions. Lisa St. Hilaire seconded the motion. No further discussion. All members present, in favor.

**4. Public Hearing:** To review possible amendments to the LUO, section 10.27 regarding Use of City Sidewalks by private parties.

Kris McNeill explained what this change was for. Lisa St. Hilaire moves to accept the change to 10.27 with small edits and send to council with the recommendation to approve. Christian Fox seconded the motion. No further discussion. All members present in favor.

**5. Review of the Planning Board Meeting minutes from December 9, 2025.** Lisa St. Hilaire moved to accept the minutes from 12/9/2025 as presented. Christian Fox seconded the motion. No further discussion. All members present, in favor.

**6. Other Business:** None at this time.

**7. Adjourn:** Jon Ault moved to adjourn at 8pm. Pam Mitchel seconded the motion. No further discussion. All members present, in favor.