

**PRESQUE ISLE PLANNING BOARD  
PLANNING BOARD MEETING  
City Council Chambers  
March 21, 2013  
MINUTES**

Members Present: Bruce Roope, Pat Cote, Ward Gerow, Karin Petrin and  
Karl Dampf

Members Absent: Mike Mathers

Staff Present: Kenneth C. Arndt, Director of Planning & Development

Other City Staff: None

Public/Audience Approximately 6 members of the public were present.

**Minutes**

Planning Board Chairman, Bruce Roope, called the meeting to order at 7:00 P.M. in the 3rd Floor City Council Chambers of City Hall.

**Adoption of Planning Board Meeting Minutes of 2-21-13**

On a motion by Pat Cote, seconded by Ward Gerow, Planning Board members present voted *to approve* the minutes, as written, from the regularly scheduled Planning Board meeting held on February 21, 2013. So voted, 4 in favor and 1 abstention, as 1 member (Bruce Roope) did not attend the February Planning Board meeting.

**Public Hearing Items**

- Proposed expansion of the boundary of the Downtown Retail Business Zone

Bruce Roope opened the next Planning Board agenda item, a public hearing regarding the proposed expansion of the DRBZ district boundary to include four (4) parcels. The expanded zone boundary will include the US Post Office, the building owned by Player Designs, LLC and the State Street Baptist Church and the Turner Memorial Library property. Ken Arndt, Director of Planning & Development to give some background on the proposed zoning boundary expansion. Mr. Arndt gave some details regarding the proposal and made it clear that this change would only move the district boundary and that no changes to the wording of the Downtown Retail

Business Zone are Proposed expansion of the boundary of the Downtown Retail Business Zone

After little discussion amongst the Planning Board members and staff, it was moved by Pat Cote and seconded by Ward Gerow to recommend the proposed expanded zoning district boundary to the City Council. The City Council will conduct two (2) additional public hearings to be held in late May and early June, 2013. (See revised map of proposed boundary expansion). So voted, unanimous.

- Proposed Residential Subdivision for Franklin Place

Ken Arndt presented the staff recommendations regarding the proposed residential condominiums. Mr. Arndt also explained the process for notifying abutting property owners and he explained conversations he had with about four neighbors who asked questions.

Tim Roix of BRSA, the engineering firm responsible for the layout and project design, explained the proposed condominiums in detail. The Planning Board and the project engineer went through the subdivision checklist, item by item. (See attached copy of signed checklist).

On a motion by Ward Gerow and a second by Pat Cote the Planning Board approved the subdivision application for Franklin Place, as submitted by the developers. By unanimous vote of approval.

On a motion by Karl Dampf and a second by Karin Petrin, the Planning Board recessed temporarily to sign the subdivision mylars for recording in the Southern Aroostook Registry of Deeds. So voted.

### **New Business Agenda Items**

- Proposed review of residential subdivision located at 209 State Street

A developer, C & C Rental Properties has acquired the former Maine Public Services headquarters located at 209 State Street and wishes to subdivide the building into a commercial unit on the ground floor, consistent with the DRBZ zone criteria, and to develop five residential apartments of the 2<sup>nd</sup> & 3<sup>rd</sup> floors. City staff/Department Heads have met with the developers engineers and explained any items of concern regarding the proposed project.

Ken Arndt explained that all of the City's comments have been addressed in the final submittals with the exception of the securing of required parking spaces. The owners representative explained that parking will come from three (3) locations. On site the owner has 5-6 parking spaces and an additional number of required spaces will be accounted for by agreement with the State Street Baptist Church, the Fairpoint New England Telephone

Company, next door, and possibly from the City of Presque Isle through an overnight parking permit system.

Planning Board members reviewed the application for a subdivision and recommended that a written agreement for parking spaces be reached with the State Street Baptist Church and Fairpoint New England and that those agreements be submitted to the City prior to a public hearing on the project to be scheduled for April, 2013.

A motion was made by Ward Gerow and a second was given by Karl Dampf to schedule a public hearing for April 18<sup>th</sup> to review and give final subdivision approval, if appropriate. So voted.

Additionally, the owner's engineering representative asked the Planning Board if the new owner could proceed with the renovations on the first floor of the project pending final subdivision approval. Ken Arndt will contact the City Solicitor, Hugo Olore, and get a determination on that question and advise the owners. (See attached email regarding the determination).

- Proposed review of residential subdivision located at 16 Dyer Street

Another developer, Cash Stream, Inc., has acquired the former Gould & Smith/Discount Windows and Doors building located at 16 Dyer Street and wishes to subdivide the building into a ten (10) unit residential subdivision.

Two (2) residential apartments already exist and the owner wishes to expand the subdivision to include an additional eight units for a total of ten residential apartments. A portion of the building fronting on Dyer Street, which is already a commercial unit, will be retained as a commercial space.

Ken Arndt explained the issues with the subdivision from the City's perspective, which primarily relates to required parking. (See email from Dana Fowler, City Engineer). Ken also explained that this same subdivision as previously been approved by the Presque Isle Zoning Board of Appeals, as a "Special Exception".

The owners' representative, Bridgham Engineering, explained how the required parking will be achieved on site.

After a detailed presentation by Dan Bridgham regarding the subdivision's features and compliance with subdivision regulations, Karin Petrin moved and Karl Dampf seconded a motion to send the 16 Dyer Street subdivision to public hearing before the Planning Board on April 18<sup>th</sup>, 2013. So voted, unanimous.

### **Next Meeting**

The next meeting of the Presque Isle Planning Board will be held on April 18th, 2013 at 7:00 p.m. at the City Council chambers in City Hall.

**Announcement:**

A letter of resignation from the Presque Isle Planning Board was received from Brent Andersen. The Planning Board accepted Brent's resignation with regrets and asked staff to develop and print a "Certificate of Appreciation" to be presented to Brent from City Manager Jim Bennett and Planning Board Chairman, Bruce Roope.

Ken Arndt will have the Certificate drafted and will get Jim & Bruce to sign on behalf of the Planning Board & City. The Board also asked Ken to prepare a similar "Certificate of Appreciation" to be presented to Steve Suttor, who recently resigned, as well.

**Meeting Adjournment**

With no further business to transact or discussions, the Planning Board members voted unanimously to adjourn at 8:45 P.M.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Ken Arndt", written over a horizontal line.

Kenneth C. Arndt, Director of Planning & Development

City of Presque Isle, ME. 04769