

**Newcastle Planning Board Meeting**  
**Clayton V. Huntley Jr. Fire Station • 86 River Road • Newcastle**

**Thursday, October 20, 2022**  
**6:30 PM**

**MINUTES**

**Board Members Present:** Ben Frey – Chair, Peter McNaughton – Member, Lee Emmons – Member, Lucas Kostenbader – Member (arrived at 6:45PM)

**Board Members Not Present:** Kevin Houghton - Member

**Staff Present:** Isabelle Oechsle – Town Planner

**Applicants Present:** Fred Woodbury – Dead River Company, Patrick Coughlin – St. Germain

**Members of the Public Present:** Merle Parise – Newcastle Resident

1. **Call to Order & Introductions:** Chair Ben Frey called the meeting to order at 6:30PM and introduced the Town's new Planner.

2. **Application 1 of 1:** Dead River Company  
**Location:** US Route 1, Newcastle  
**Map:** 4   **Lot:** 90B-1  
**District:** HC (Highway Commercial)

**Description:** Dead River Company is proposing to increase the size of the previously approved building from an 18' x 24' (footprint), one-story building to a 28' x 28' (footprint), two-story building.

Frey introduced the project, welcomed Mr. Woodbury and Mr. Coughlin and asked them to provide an overview of the proposed change. Mr. Coughlin showed the amended site plan as well as the updated elevations drawings of the proposed building. He noted that once construction began on the building, the applicants decided that they needed additional space for their operations. The building has also been moved slightly away from the driveway and the tank and thus will be slightly closer to Route 1, as shown on the revised site plan.

Frey asked what is the need for the change? Mr. Woodbury responded that they discovered that if they simply added a dormer to the building, they could also include a meeting space and small kitchen area for their drivers. Frey asked if the applicants were adding any bathrooms? Mr. Woodbury responded that they were not. Frey asked if the entire building would remain strictly office use (no dwelling units or sleeping areas)? Mr. Woodbury responded that it would. McNaughton asked if the one bathroom meets the need of the people that would be there at any given time. Mr. Woodbury responded that there would not be more than 3-4 people there at any given time, so the one bathroom should be adequate.

Frey noted that the only thing that could be reviewed at this time are the proposed changes to the previously approved plan, so the building placement and elevations (other site features were discussed previously). Board members walked through the standards of the Code. Frey noted that the proposed changes met all of the review criteria.

Frey noted that, though the applicants intended to comply with the Town's Code once the Code Officer visited the site and told them that the building would need to be reviewed by the Planning Board, the applicants should be aware that any changes to approved plans require Planning Board approval prior to implementation. Mr. Woodbury responded that they believed that the building permit that was approved by the Code Officer included the expanded building.

Frey thanked the applicants for their presentation. Merle Parise asked to provide comment on the application, asking questions regarding the Fire Marshal's report. Patrick Coughlin responded that the State Fire Marshal has already issued their permit and that he would forward a copy to the CEO for inclusion in the file. The Maine Fuel Board will need to approve the propane tanks proposed. The application to them has been submitted, and a license is forthcoming. Merle Parise asked if the proposed fuel tanks were new or used fuel tanks. Patrick Coughlin responded that regardless of the tanks are new or used, they are still subject to the same standards of review by the Maine Fuel Board.

Peter McNaughton motioned for approval; Lee Emmons seconded.  
**members present).**

**Passed 3-0 (with**

3. **Public Comments:** Merle Parise stated that he does not believe that someone should need to go to the Planning Board for timber harvesting, noting that there are a variety of codes that already impact timber harvesting in Maine. Additionally, he does not believe that there is anyone in the Town who can tell if he is harvesting his timber correctly. He also feels that the fee to meet with the Planning Board at a pre-application meeting is prohibitive in general. Frey suggested that Mr. Parise meets with the Town Planner to discuss the location of his property and the specifics of his proposal.
4. **New Business:** Discussion of Development Review Procedure & Timelines: Isabelle Oechsle reviewed her memo, included in the posted meeting packet, with the Planning Board regarding current application processing timelines and her recommendations to make that process more efficient now that the Planning Board has dedicated staff support. Discussion was had regarding how meetings would work now that staff was on board. General consensus was that the Planning Board should adopt by-laws or rules of procedure for its meetings. Oechsle noted that she would draft proposed by-laws for discussion during the next meeting of the Board, and that an additional discussion about proposed Ordinance amendments to clarify the review process and timeframes would also be forthcoming.
5. **Adjourn:** The meeting adjourned without objection at 7:30PM.