

**PLANNING BOARD MEETING MINUTES  
TOWN of DAMARISCOTTA  
October 3, 2022 6:00 P.M.**

**Live and via Zoom**

**MEMBERS:** Jonathan Eaton, Chairperson; Jenny Begin, Neil Genthner, Wilder Hunt and Ann Jackson

**ALTERNATES:** Gary Rosenthal, and Dan Day

**ABSENTEES:** Dan Day and Gary Rosenthal

**STAFF PRESENT:** Isabelle Oechsle, Town Planner; Lynda Letteney, Recording Secretary

**PUBLIC PRESENT:** Max Johnstone, Midcoast Council of Governments; Geoff Keochakian, LCTV;  
Evan Houk, *Lincoln County News*

**I. Pledge of Allegiance**

**Chairperson Eaton** led the Pledge at 6:00 p.m.

**II. CALL TO ORDER**

The meeting was called to order at 6:02 p.m. by **Chairperson Eaton**

**III. MINUTES**

Not available until next meeting

**IV. BUSINESS MEETING**

**A. OLD BUSINESS - None**

**B. NEW BUSINESS**

**1. Determination of Comprehensive Plan Compliance for CDBG Economic Development Program Grant (Cupacity – Damariscotta Good Coffee, LLC)**

The Town was recently allocated funds through the Community Development Block Grant Economic Development Program to fund various equipment purchases, working capital, and inventory for Damariscotta Good Coffee, LLC (doing business as Cupacity). Max Johnston, Midcoast Council of Governments, worked with Cupacity to apply for the grant funding and will primarily work on the administration of the grant. **Isabelle Oechsle** said the Planning Board's responsibility here is simply to provide a recommendation regarding whether or not the proposed project / use of funds is consistent with the Comprehensive Plan. The Select Board will have input. **Wilder Hunt** asked if the reroofing was the purview of the Historic Preservation Committee or the Planning Board, and who decides first. Historic Preservation Committee will review first according to the town planner. **Jenny Begin** asked if it was permissible for a private business to apply for a CDBG, and does it affect the pool of money available for municipal use. **Max Johnstone** explained that there are 5-6 different categories for block grants. This is the only one that can go to privately owned entities, and does not affect the municipal share. This will create 4 new full time jobs @ \$30K each with a 50% match. It does not impact other grant projects (i.e. sidewalk project). It is a separate category and is treated separately.

**Wilder** asked about the Select Board applying for the grant. **Response:** Cupacity requested the Select Board apply back in June which they did. The Planning Board's role is to interpret if the grant request is

in compliance with the Comprehensive Plan. The grant has already been approved by the State. There is no conflict with local rules and regulations. Wilder asked how the roof ties into employment of 4 more people. Max Johnston clarified that the roof is part of Cupacity's match. Improvements to the inside include electric updates, improved kitchen, etc, equals more business equals more staff needed. Neil Genthner asked exactly what the "town staff" involvement would entail. Max responded that it would mostly be him with minimal Town staff involvement.

**On motion (Genthner/Eaton) to find that Cupacity's proposed use of the CDBG Economic Development Program funding is consistent with the community's goals within the Town's adopted Comprehensive Plan, noting that Cupacity is aware that permitting of any construction will need to follow the relevant review procedures within the Town's Land Use, Historic Preservation, or Site Plan Review Ordinances, as may be applicable. Vote: 5-0-0**

## **B. BOARD DISCUSSION**

**Wilder Hunt** asked about the new nursing home proposal which is slated to be approximately 74,000 square feet. Is there a limit in our Ordinances regarding how large buildings can be? Isabelle said that there is a limit of 35,000 s.f. for retail establishments, though this is not a retail establishment. Isabelle also noted that the Site Plan Review Ordinance has standards regarding large-scale development, which apply when building footprints are 20,000 s.f. or larger regardless of the land use proposed (so these would apply to this project).

**Neil Genthner** asked for an update as to where this project stands. Isabelle said that staff, including herself, the Code Officer, and the Fire Chief have provided comments on the application and sent them to the applicants for response. Isabelle anticipates a response from the applicants in advance of the November meeting.

**Neil Genthner** asked if the Board could arrange a site visit to the Rockland facility that this developer just completed. Isabelle responded that they are not allowed to visit the facility on their own; it would need to be an advertised and noticed site visit.

## **C. OTHER**

**1. Questions from the Public - None**

**2. Housekeeping - None**

**3. Planner's Report-** Isabelle noted that ex parte communications between the public and Board members are a particular concern because they involve an opportunity for one party to influence a decision maker outside the presence of other parties and off the record, violating due process requirements. If Board members receive questions from the public, they should refer the issue to the Town Planner, or suggest the inquirer attend the public hearing.

## **D. Adjournment**

**On motion (Hunt/Genthner) to adjourn the meeting at 6:45 p.m.**

Minutes Planning Board of October 3, 2022 (cont'd)

Respectfully submitted,

Lynda Letteney  
Recording Secretary

**We the undersigned approve the minutes for the Planning Board Meeting of, October 3, 2022.**

\_\_\_\_\_  
**Jonathan Eaton, Chairperson**

\_\_\_\_\_  
**Jenny Begin**

\_\_\_\_\_  
**Neil Genthner**

\_\_\_\_\_  
**Wilder Hunt**

\_\_\_\_\_  
**Ann Jackson**

\_\_\_\_\_  
**Absent**  
**Daniel Day (alternate)**

\_\_\_\_\_  
**Absent**  
**Gary Rosenthal (alternate)**

Minutes for October 3, 2022, signed \_\_\_\_\_  
Date