

**Winthrop Planning Board  
Meeting Minutes  
February 4, 2004**

**Planning Board Members Present:** Bob Ashby, Eric Robbins, Chuck Porter (Chair), Rick O'Brien (Secretary),

**Town Council Members Present:** Kevin Cookson, David Rheame, Jayne Despres, Patrice Putman, Bill MacDonald, Linda Caprara, Jim Norris

**Planning Board Members Absent:** Walt Kalka, Dawna Leavitt, Steve Robbins

**Staff/Other(s) Present:** Beth Young, CEO; Lisa Frost (Secretary), Cornell Knight, Town Manager; Rita Moran, Gladys Richardson, Joseph Young, Marshall Burk, Jerry Dummich, Pete Richards, Louis Carrier, Duke Dulac

- Chair, Chuck Porter opened the Joint Meeting with the Winthrop Planning Board and Winthrop Town Council at 7:00 PM.
- Public Hearing

Item No.

- 03-34 **Joint Public Hearing of the Winthrop Town Council and the Planning Board** – for the purposes of hearing comments on the proposed changes to the Winthrop Zoning Ordinance for the Downtown Village Area:

*Proposed amendments would allow greater capacity and expansion of more traditional mixed uses in the Village area. Standards under consideration for adjustment include minimum lot sizes, setbacks, off-street parking, and impervious areas. Proposed changes would give the Codes Enforcement Officer authority to permit a wider range of uses and reduce the number of changes that would require a Conditional Use Permit for the Planning Board. Changes are intended to promote increased development of residential, commercial, retail uses in the downtown area. Changes include increased Building Permit fees and a requirement that engineering reviews be paid for by the applicants.*

Chair, Chuck Porter stated that this is the first of two required public hearings. The notice was posted 14 days in advance and published 7 days in advance. Mr. Porter said at the Planning Board Meeting, the Downtown Ordinance Review Committee presented their latest draft of August 2003, which was reviewed and discussed at that meeting. There were a couple of changes brought up at the meeting. He said the Ordinance required very little change. The Planning Board voted on the Ordinance with changes.

Chair, Chuck Porter asked the Town Council and Planning Board Members if they had any questions on the proposal as it is written.

Eric Robbins noted that the last part of the ordinance noting the increase in fees did not come from the Committee. Mr. Robbins said it was an item the Town Council has considered adopting and is not a part of the Downtown Ordinance Review Committee Changes.

Town Council members did not have any questions.

Chair, Chuck Porter opened the Hearing to the Public at 7:05PM

CEO, Beth Young reviewed the map noting the yellow markings as the "old" zoning district and the red markings as the "new" zoning district adopted in 2001.

Councilor, Patrice Putman asked if the zoning district includes the area where Winthrop Health Center is located. CEO, Beth Young said yes, it goes back 200 feet.

Chair, Chuck Porter invited Mike Danforth to speak on the Committee's behalf. Mr. Danforth said he sent a handout around which summarizes what the impact of the proposed changes would be. He stated the objective is to try to build upon the investment and the infrastructure that they have made over the four or five years with a companion piece in terms of the regulatory environment to allow more flexibility in the kind of uses that are allowed in the downtown. The committee took a comprehensive look at it and worked on it for four to five months. The committee looked at each and every word of the proposal and has been to the Planning Board twice to generate more understanding of what they are trying to achieve. Mr. Danforth said, taken in aggregates, it will create opportunity for property owners and developers in the downtown that presently doesn't exist. He invited people to ask questions.

Town Manager, Cornell Knight noted the increase of permit fees. He also said that engineering costs are the applicant's responsibility.

Chair, Chuck Porter noted that Rich Rothe, an advisor and professional to the Ordinance Review Committee, was at the last meeting and recommended the committee review the ordinance six months after it is adopted in order to address any feedback that may need to be addressed.

Marshall Burk stated he is a 40 year resident of Greenwood and noticed the article in the paper today referencing Greenwood Avenue. Mr. Burk wanted to know how residents would be affected on Greenwood Avenue. Mike Danforth said it was a miscommunication or a typo. Mr. Danforth stated that the Ordinance refers to the Village Zone and the particular area between Bowdoin Street and Green Street. Greenwood is the upper end of the village zone. The first block of Greenwood Ave (i.e. Mia Lina's) is the end of the zone area. The doctor's office across from Mia Lina's is not included. Mr. Burk wanted to be sure it didn't affect the residence of Greenwood Avenue.

Mr. Burk asked why the ordinance deletes the words "including mobile homes" on 3.9.B. and asked if it allowed for putting in mobile homes. CEO, Beth Young said mobile homes were allowed before, and now they would not be allowed.

Chair, Chuck Porter noted that there were three letters (including Cobbossee Water Shed) submitted to the Planning Board in favor of this ordinance.

Councilor, Patrice Putman asked how parking requirements have been changed. Mike Danforth said with respect to the downtown area outside Bowdoin Street and Green Street, the committee looked at lot sizes and uses etc. and decided that if a dwelling provides off street parking, two parking spaces per dwelling would be permitted (instead of using square footage). He stated this is the only change that applies to parking in the village area.

Mike Danforth asked for the Planning Board and Town Council to support these changes because the group worked very hard and have received positive feedback on the changes.

Chair, Chuck Porter, reiterated that the Planning Board did approve it at the last meeting.

Chair, Chuck Porter asked if there were any other comments from the Public, Town Council or Planning Board.

Councilor, Patrice Putman thanked the Committee for their hard and detailed work and the time it took to put it together. She stated the ordinance is what they are trying to promote for the "downtown" areas throughout Maine and could be used as a model. She stated it would make a tremendous difference in downtown Winthrop.

Gladys Richardson said she was excited to see that Winthrop is taking one more step to be on the cutting edge.

Chair, Chuck Porter, closed the Public Hearing at 7:17PM. Mr. Porter stated it satisfies the first requirement of having two public hearings and passed it to the Town Council for further review and consideration.

Town Manager, Cornell Knight asked CEO, Beth Young about the timing of the applications that need these changes reviewed. CEO, Beth Young, said it would be a couple of weeks. Town Manager, Cornell Knight, asked if the Town Council could review it on March 1<sup>st</sup>. Council agreed. CEO, Beth Young asked if the second reading could be waived with a motion by the Town Council since it was noticed in the paper. Town Manager, Cornell Knight said the Council could vote on it tonight and he would get clarification on it.

**MOTION by Patrice Putman to adopt the Ordinance Changes for the Downtown as set out in the draft of 1/27/04. Motion was seconded by David Rheume. Discussion: None. VOTE: 7-0. All in favor.**

**MOTION by David Rheume to waive the second reading of the ordinance changes. Motion was seconded by Jim Norris. Discussion: None. VOTE: 7-0. All in favor.**

- **New Business**

None.

- **Approval of any minutes**

**MOTION by Bob Ashby to accept the January 21, 2004 Meeting minutes as presented. Motion was seconded by Eric Robbins. Discussion: Chair, Chuck Porter noted two misspellings (Rothe – page 4 and Savory – page 2). VOTE: 4-0. All in favor.**

- **Adjournment**

**MOTION by Eric Robbins to adjourn at 7:22PM. Motion was seconded by Bob Ashby. Discussion: None. VOTE: 4-0. All in favor.**

*Submitted by Lisa Frost, Secretary to the Planning Board*

*Approved by the Planning Board on \_\_\_\_\_ ☐ as written. ☐ as amended.*  
(Date)