



TOWN OF TREMONT  
PLANNING BOARD MINUTES  
MAY 23, 2023

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**1. CALL TO ORDER**

10 Chair Mark Good called the Meeting to order at 6:00PM.

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**2. ROLL CALL**

13 Chair Mark Good, Beth Gott, Brett Witham, and Geoffrey Young were in attendance.

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*A. EXCUSED ABSENCES*

15 Mr. Young moved, with Mr. Witham seconding, to excuse Board Member Lawson Wulsin's absence.

16 Motion approved 4-0.

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*B. UNEXCUSED ABSENCES*

19 There were no Unexcused Absences.

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**3. ADJUSTMENT/ADOPTION OF AGENDA**

22 Agenda was accepted as presented.

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**4. MINUTES**

25 *Minutes of April 11, 2023 and April 25, 2023*

26 Mr. Young moved, with Ms. Gott seconding, approval of the Minutes of April 11, 2023 and April 25,  
27 2023 as presented.

28 Motion approved 4-0.

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**5. OLD BUSINESS:**

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*Noel Musson-Short Term Rentals*

32 Discussion ensued regarding Conflict of Interest.

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34 Mr. Young moved that Planning Board Member Beth Gott be recused from participating in the Short-  
35 Term Rentals discussion.

36 The Motion failed for lack of a second.

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38 Consultant Noel Musson presented a draft licensing ordinance. The Board discussed Mr. Musson's  
39 draft.

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1 Suggested revisions to the draft included:

- 2 - Correction to the Title of the Draft.
- 3 - With regard to the Purpose, using the longer option presented was suggested, and removing from
- 4 it the words “legitimate” and “modest”.
- 5 - Remove reference to “owner-occupied”.
- 6 - Inclusion of wording regarding proper notice prior to an inspection, should an inspection be
- 7 necessary.
- 8 - Make June 30 the end of the license term, to coincide with the Town’s fiscal year-end.
- 9 - The section regarding posting the license included a minor spelling error.
- 10 - Require posting of the license at the entrance of the unit or dwelling being rented.
- 11 - Include the term “if applicable” to the street numbering standards.
- 12 - More clarity in what is defined as “sleeping area” with regard to smoke alarm placement.
- 13 - More clarity on the definition of “gas alarms”.
- 14 - “Off-street parking” should replace “Off-site parking” with regard to the number of guests and
- 15 vehicles allowed.
- 16 - More discussion and consideration regarding rental license numbers and their public posting on
- 17 rental sites was deemed necessary.
- 18 - Deletion of the Sanitary Waste section. Occupancy requirements will address septic system
- 19 capacity and use.
- 20 - Deletion of the Evacuation Requirements.
- 21 - Requiring “adequate insurance”.
- 22 - Deletion of sections on Noise and Minimum Stay Requirements.
- 23 - Mr. Musson suggested having the Town Attorney review the section addressing violations,
- 24 penalties, and enforcement.
- 25 - It was agreed to include Zoning Board of Appeals review in the violation process, and to allow the
- 26 license to stand until such time as the violation is upheld.

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28 Mr. Musson reported he would send an updated draft to the Board. It was agreed to talk about next  
29 steps at the June 13 meeting.

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31 Fees and how to set them were discussed.

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33 **6. NEW BUSINESS:**  
34 *Brendan O’Keefe & Candace O’Keefe*  
35 *Preliminary Subdivision Plan- The Spruce Woods*  
36 *Tax Map 11 Lot 47C*

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38 Owner Brendan O’Keefe was present.

39  
40 A review of the plan ensued. The following findings were made:

- 1 - Location Map – Found to be satisfactory.
- 2 - Existing Subdivision – Found to be satisfactory.
- 3 - Name and Location of Existing and Proposed Streets – Found to be satisfactory.
- 4 - Boundaries or Zoning Districts with Designations – Found to be satisfactory.
- 5 - Outline of Proposed Subdivision – Found to be satisfactory.
- 6 - Other Required Permits – Found to be Not Applicable.
- 7 - Preliminary Plan Copies – Found to be satisfactory.
- 8 - Proposed Name of Subdivision, Name of Town, Assessor’s Tax Map and Lot Numbers – Found to
- 9 be satisfactory.
- 10 - Evidence of Right, Title, or Interest in the Property – Found to be satisfactory.
- 11 - Field Survey of Boundary Lines of the Tract, Giving Complete Descriptive Data by Bearings and
- 12 Distances by Licensed Land Surveyor, Plan Shall Indicate Type of Monument Set, and Found at
- 13 Each Corner – Found to be satisfactory.
- 14 - Date the Plan was Prepared, North Arrow, Graphic Map Scale, Names and Addresses of Owners of
- 15 Record, Subdivider, Preparer of Plan, Names of Adjoining Property Owners – Found to be
- 16 satisfactory.
- 17 - Number of Acres Within Proposed Subdivision, Location of Vegetative Coverage, Buildings,
- 18 Watercourses, and Other Essential Existing Physical Features – Found to be satisfactory.
- 19 - Proposed Lot Lines with Approximate Dimensions and Lot Areas – Found to be satisfactory.
- 20 - Proposed Names of Any Roads and Numbers Assigned to Lots – Found to be satisfactory.
- 21 - Locations, Names and Widths of Any Existing and/or Proposed Streets, Easements, Building Lines,
- 22 Parks, and Other Open Spaces, on or Adjacent to the Subdivision – Found to be satisfactory.
- 23 - Width and Location of any Streets or Public Improvement as Shown upon the Official Map and
- 24 Comprehensive Plan of Any Within the Subdivision – Found to be Not Applicable.
- 25 - Any Parcel of Land to be Dedicated to Public Use and the Conditions of Such Dedication – Found to
- 26 be Not Applicable.
- 27 - Location of any Open Space to be Preserved and a Description of Proposed Improvements and
- 28 Management – Found to be Not Applicable.
- 29 - Names and Addresses of Owners of Record of Adjacent Property, Including Property Directly
- 30 Across an Existing Public Street – Found to be satisfactory.
- 31 - Location of Any Zoning Boundaries Affecting the Subdivision – Found to be Not Applicable
- 32 - Boundaries of any Flood Hazard Areas and 100-Year Flood Elevation Delineated on the Plan –
- 33 Found to be Not Applicable.
- 34 - Contour Lines at 10-foot Intervals Showing Elevations to Mean Sea Level – It was found the
- 35 contour lines included are at 20-foot intervals.
- 36 Mr. Young moved, with Ms. Gott seconding acceptance of the 20-foot interval contour lines noted on
- 37 the Plan instead of the 10-foot interval lines required by the Ordinance.
- 38 Motion approved 4-0.
- 39
- 40 - Subsurface Disposal Systems – Found to be Not Applicable.

- 1 - Centralized or Shared Subsurface Sewage Disposal System – Found to be Not Applicable.
- 2 - Evidence of Adequate Groundwater Supply and Quality may be requested by the Board – Found to
- 3 be Not Applicable.
- 4 - Copy of the Most Recent Deed for the Parcel, Copy of All Deed Restrictions, Covenants, and
- 5 Easements of Right of Way – Found to be satisfactory.
- 6 - Copy of any Covenants or Deed Restrictions Intending to Cover All or Part of Lots in Subdivision –
- 7 Found to be Not Applicable.
- 8 - Portion of the State’s Soil Survey Covering Subdivision – Found to be Not Applicable.
- 9 - Adequate Stormwater Management Plan –
- 10 Discussion ensued regarding stormwater management.

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12 Mr. Witham moved, with Mr. Young seconding, that Stormwater Management is Not Applicable  
13 because no development is proposed by the Applicant.  
14 Motion approved 4-0.

- 15
- 16 - Location and Size of Existing and Proposed Subsurface Sewage Systems Rural Culverts and
- 17 Drainageways, On or Adjacent to the Property to be Subdivided – Found to be satisfactory.
- 18 - A Determination must be Made Whenever a Subdivision is Situated in Whole or in Part Within 250
- 19 feet of any Wetland, Great Pond or River or Within Their Watershed, that the Proposed
- 20 Subdivision will not Adversely Affect the Quality or Shoreland of that Water Body –
- 21 Discussion ensued regarding the potential subdivision and the wetlands on the property.

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23 Mr. Witham moved, with Ms. Gott seconding, that for the purposes of completeness  
24 requirements, Subsection W relating to a determination of whether wetlands or other water will  
25 be adversely affected is Not Applicable because the Applicant is not proposing any development.  
26 Motion approved 4-0.

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- 28 - Map Identifying All Freshwater Wetlands Regardless of Size, Streams and Brooks, Within or
- 29 Abutting the Proposed Subdivision – Found to be satisfactory.
- 30 - Estimate of the Amount and Type of Vehicular Traffic to be Generated on a Daily Basis at Peak
- 31 Hours – Found to be satisfactory.
- 32 - Statement of Adequate Financial Capacity to Complete the Project – Found to be Not Applicable.

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34 Mr. Witham moved, with Ms. Gott seconding, to find the Application Complete as presented.  
35 Motion approved 4-0.

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37 *Schedule Public Hearing for June 13, 2023 Planning Board meeting*  
38 Mr. Young moved, with Mr. Witham seconding, to schedule the Public Hearing for the Spruce Woods  
39 Subdivision for June 13, 2023, 6:00PM.  
40 Motion approved 4-0.

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Board Member Young left the meeting at 8:20PM.

**7. OTHER:**

*Remand from Appeals Board Meeting February 9, 2023  
Motion to remand the Pointy Head Campground back to Planning Board for Findings of Fact  
and Conclusions of Law*

A cover letter was found to be the only new piece of information in the Findings of Fact. Discussion ensued.

Mr. Witham moved, with Ms. Gott seconding, to accept as the Planning Board’s decision in the matter of Pointy Head Campground the document entitled “Final Decision” dated May 23, 2023 and containing a summary of the Planning Board’s decision, and Attachment A containing the Planning Board’s Findings of Fact.

Motion approved 3-0.

Chair Good reported a Deputy CEO will be starting July 1, 2023, working 2.5 days a week.

Chair Good reported he received an email from A Climate to Thrive. They would like to meet with the Planning Board. Town Manager Jesse Dunbar explained it was part of the grant applied for and received by the Town. It was suggested to invite a representative to the June 13, 2023 Meeting.

**8. SET DATE FOR NEXT MEETING: SUGGESTED June 13, 2023**

Mr. Witham moved, with Ms. Gott seconding, to set the next meeting date for June 13, 2023.

Motion approved 3-0.

**9. ADJOURN**

Mr. Witham moved, with Ms. Gott seconding, to adjourn the meeting.

Motion approved 3-0.

Meeting adjourned at 8:27PM.

Planning Board Chair \_\_\_\_\_ Date \_\_\_\_\_