



**Norridgewock Planning Board
Meeting Minutes
May 8, 2025
6:00 PM
Conference Room, Norridgewock Town Office**

MEMBERS PRESENT

Jean Lancaster, Chair (via Zoom)
Charles Farrand, Vice Chair
John Ames
Caroline Guerra
Andy Leavitt

STAFF PRESENT

Richard LaBelle, Town Manager
Ed Avery, Code Enforcement Officer

Also present for all or parts of the meeting were Tim Lyman and Melanie Weston (Community Planner, Kennebec Valley Council of Governments).

1. Call to Order

The meeting was called to order at 6:00 PM by Mr. Farrand.

2. Review/Approve Minutes of March 13, 2025

Mr. Ames made a MOTION to approve the March 13, 2025 meeting minutes. Seconded by Mr. Leavitt. MOTION PASSED, 5-0 (Lancaster, Farrand, Ames, Guerra, Leavitt in favor; none opposed).

3. Continued Business

Discussion/Action on Subdivision Ordinance Update

Ms. Weston provided the Board with a draft application and submission checklist for review and comment. She also stated that she spoke with a representative from the State of Maine seeking a preliminary review of the proposed ordinance and she has made some initial adjustments. Ms. Weston also noted that there are several pieces of legislation being considered that may impact definitions, size requirements/restrictions, etc. within the ordinance. She recommends that once the primary ordinance is satisfactory, the Planning Board wait until the legislative session is concluded to vote to send the ordinance to the Select Board.

Section 2.6(B) will adjust definitions to be more streamlined with subsections A and C.

Section 2.6(K) could be removed, but after consideration, will remain in place.

Section 3.2(A)(2) regarding assessor dwelling units (ADUs) was discussed. It was noted that statute prohibits the requirement of additional parking for ADUs and that, if the Board wishes to require additional parking, it would need to be required of a primary dwelling.

Section 2.6(F) on minimum frontage requirements is presently 200 feet in the draft, but Ms. Lancaster noted that all other requirements in the Town are 150 feet. Ms. Weston will determine whether the 200 feet is a statutory requirement, or if the requirement can be reduced. If it can be reduced, the consensus of the Board is to reduce it to 150 feet.

Section 4.9 seems to list the CEO as communicating with the CEO. It may be intended to be “Town Manager”; however, it will suffice to remove CEO as one being notified through writing. It was also noted that “the subdivider or builder” should be “subdivider or designated agent.”

Section 11.1 indicates that appeals should be processed through Hancock County Superior Court; this should be Somerset County Superior Court.

4. Public Comment

None.

5. Other Business

None.

6. Adjournment

Ms. Guerra made a MOTION to adjourn at 6:30 PM. Seconded by Mr. Leavitt. MOTION PASSED, 5-0 (Lancaster, Farrand, Ames, Guerra, Leavitt in favor; none opposed).