

**Kingfield Planning Board
Draft Minutes
Tuesday, August 11, 2026
Webster Hall**

Date: Tuesday, August 11, 2026

Location: Webster Hall

Time: 6:00-7:30

Topic(s): Carrabassett Vet Clinic, Signage and Subdivision ordinances, Iron Bridge, Clay Tranten plaque

Board present: Jared Clukey, Sue Davis, Richard Hawkes, Scott Hoisington, Taylor Lee, Babe Smith, Rob Woodhouse

Others: Jeffrey Maget

Zoom: Ben Hitchcock, code enforcement officer

Chair Richard Hawkes called the Tuesday, August 11, 2026, Kingfield Planning Board meeting to order at 6:00pm.

Jared Clukey moved acceptance of the agenda, seconded by Scott Hoisington. The motion passed unanimously.

Scott Hoisington moved approval of the minutes of the July 14, 2026, meeting, seconded by Jared Clukey. The motion passed unanimously.

CEO Report: Veterinary Clinic

Hawkes noted that the clinic appears to be open but understands from the select board declaration that its opening would be contingent upon meeting all applicable codes and laws as determined by the Kingfield code enforcement officer and the state Fire Marshall. These approvals must be obtained prior to the commencement of clinic operations. Hawkes asked CEO Ben Hitchcock to explain.

Hitchcock reported that either the owner or the contractor reached out to the Fire Marshall and was told that a permit was not required. He has been requesting this in writing with no success and suspects that this is because the Clinic is less than 3,000sf, so no permit is required though he doesn't know that for a fact. Hawkes also requested to see this in writing. *[Written proof was received from the Fire Marshall's office immediately after the meeting.]*

The clinic's current application for a permit was apparently dropped off at the office on Friday, which Hitchcock has not reviewed. They also have no sewer design yet. They are shooting for a month from now. The residential septic is not adequate for the clinic.

Clinic owners have changed their plan to build out at the back because of setback issues and are now planning to build out to the side. Because the property was permitted as a veterinary clinic, approval should not be complicated, once the sewer issue is solved.

Sign ordinance

Scott Hoisington introduced changes to the sign ordinance offered for discussion by PB member Rob Woodhouse, which included:

1. Remove district distinction except for sidewalk and other signs in the village only

2. Use standard 32sf maximum sign size (2 allowed) per code enforcement officer (most common sign size allowed by towns)
3. Allow signs greater than 32sf and less than 100sf to require PB approval for large retail or commercial businesses
4. Remove lighting requirements on timers or turned off at night (not in current ordinance or recent ordinance draft)
5. Home occupation increases from current 25sf to 2 signs with a total 32sf aggregate
6. Stand-alone ordinance will be used for both general and shoreland general development zone created in the village

In a discussion of electronic signs, the possibility of a municipal sign with changing information was discussed. The duration of a message will need to be researched to identify the best timing, from 30 seconds to X minutes for maximum readability. There seemed to be consensus that internally lit signs were not acceptable anywhere in town.

The size of signs based on square footage of retail or commercial space was also discussed, with agreement that no matter the size, limits of maximum sign size would still apply.

For the sign ordinance to be the responsibility of the CEO, there appeared to be agreement that the ordinance be clear and specific; waivers would be the purview of the planning board, not the CEO. Sue Davis reminded the board the whatever ordinance it created would go before town voters for acceptance or rejection. Board members agreed to reach out to the select board for their opinion about aspects of the ordinance. Hoisington will prepare questions for the select board.

Davis asked why Woodhouse recommended removing district distinction. Woodhouse based his reason on the version received from the town lawyer, that the growth district allow large 100sf signs throughout. The Kingfield growth district encompasses a large portion of the town but is not a commercial type district unlike most towns. Therefore, it made sense not to separate by district and to use the more conservative 32sf sign maximum throughout the town along with some additional allowances in the village district for sidewalk signs etc.

All agreed that the village area should be treated differently, perhaps divided into Village One, south of the Lord Bridge, and Village Two to the north. Village One would be sacrosanct and protected while Village Two could be more commercial.

Obsolete signs needed different ordinance treatment based on whether the business ceased completely or was up for sale, as with the Beer Shed. When no longer used, signs would either be blanked out, should the structure still be useable, or taken down. Signs no longer in use but still up, such as the Tavern sign north of town, are grandfathered; their removal would be a public relations, not an ordinance, issue.

Shoreland zoning sign issues are not the purview of this sign ordinance but are handled in the shoreland zoning ordinance.

Subdivision Ordinance

Jared Clukey presented his findings for Kingfield's subdivision ordinance, starting with the strongest part: road requirements, 50ft right of way, travel lanes, and shoulders. The rest of the ordinance is weak, one of the biggest issues of which are the road and homeowners' associations, two totally separate things. The ordinance needs to deal with roads that cross subdivisions. Clukey has ten proposed policy changes, which he will email to the rest of the board.

The goal of a subdivision ordinance, Clukey continued, is that responsible development remains predictable and achievable while ensuring that development does not create unreasonable infrastructure, safety or financial burdens for existing residents or the town. Definitions are critical and need to be updated.

Maximum occupancy, dwelling, lodging, bedrooms, employees, vehicle trips and seasonal intensity need definition. A 3-lot project with 100 occupants should not automatically receive the same level of review as three conventional homes. Subdivision review should be tiered as in standard vs. high impact as in any project that creates substantial traffic, occupancy, infrastructure or emergency services.

Strengthened private road ownership and road association requirements and legally enforceable road maintenance arrangements are needed before final approval.

Hawkes asked about cluster developments and open space. Clukey referred to MMA (Maine Municipal Association) and AVCOG (Androscoggin Valley Council of Governments) as sources for templates and help creating subdivision ordinances that comply with all state statutes.

Clukey will email copies of his research to the planning board members.

Iron Bridge

Woodhouse presented a motion about replacing the currently failed bridge. The written motion would provide guidance from the Planning board to the four road associations to consider designing the bridge to safely accommodate existing and reasonable foreseeable traffic, including emergency vehicles, following the recommendations of prior traffic and structural studies.

Woodhouse discussed at length how the failure of the bridge leads to consideration of upgrading to a two-lane bridge to improve residents' safety as outlined in prior traffic studies and heard by residents in recent meetings. As the bridge ownership is currently in flux and the bridge is not owned by the Town of Kingfield, and after lengthy discussion, the motion was not considered.

Clay Tranten plaque

Clukey presented a design with language for a plaque honoring Clay Tranten's 20 years of service, many of them as chair of board. The cost would be between \$50 and \$100. Members offered to cover the cost of the plaque.

The next meeting will be September 15, 2026, the third Tuesday of the month. Because of Labor Day on the 7th, the select board has moved its meeting to the second Tuesday, the PB's usual time.

Jared Clukey moved to adjourn, seconded by Taylor Lee. The motion passed unanimously.

Respectfully submitted,

Sue Davis, Secretary