

### **Kingfield Planning Board Draft Minutes**

Date: Tuesday, June 16, 2026

Location: Webster Hall

Time: 6:00-7:10

Topic(s): Ad-Hoc subcommittee to Planning Board for Ordinance review and rewrite

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

Other: Jamie Martin, Adam Craig, Steve and Terry D'Amato

Zoom: Ben Hitchcock, Ashton LeCraw

### ***Agenda***

Chair Richard Hawkes called the Tuesday, June 16, 2026, Kingfield Planning Board meeting to order at 6:00 pm. He noted that there was a quorum.

*Jared Clukey moved approval of the agenda for the June 16, 2026, meeting, seconded by Babe Smith. The motion passed unanimously.*

*Babe Smith moved approval of the minutes of the May 12, 2026, planning board meeting, seconded by Taylor Lee. The motion passed unanimously.*

### ***Approval of the Public Hearing Notes/Minutes of May 7***

Secretary Sue Davis had sent them out shortly after the hearing, but it was so long ago that no one remembers them; she did not send them out with this agenda and last meetings minutes. Hawkes would like to have them approved. Davis will send them out right after this meeting for PB review, to be approved at the next meeting.

### ***CEO Report***

Hawkes also reported on a citizen's concern about Hammond paving to the sidewalk when it was approved on the basis of having a buffer between the parking lot and the street. Hammond corrected the action and there will be a landscaping buffer with pavement to the street at the entrance points only.

### ***Planning Board sub-committee for ordinance review***

Assuming the Town will approve the citizen petition for a 180-day moratorium at a special town meeting July 13, the Planning Board will have 180 days to update the zoning ordinance. Because of the amount of research and other homework, Chair Hawkes and Town Manager Leanna Targett have agreed that an ad hoc subcommittee be established to do that work so that the PB can do the work for which it is otherwise responsible.

Hawkes and Targett will choose members of the committee, which will be chaired by PB chair Hawkes who then read a draft mission statement:

*The Planning Board subcommittee, better known as an ad-hoc committee, would be a temporary work group formed for a limited time to manage one specific task. They will perform all the research and provide recommendations to the planning board. They will have no decision-making authority (because updating the ordinance is under PB cognizance).*

*The committee will consist of 7-9 individuals: two from the PB, one from the Comprehensive Planning committee, at least two from the general public, the Town Manager, the code enforcement officer. This group will use AVCOG (Androscoggin Valley Council of Governments) or the Town's legal counsel as needed and authorized by the Town Manager.*

*Their task is to propose and review changes to local land use ordinances, local land use code, zoning, by-laws and subdivision laws, to align with the Town's municipal goals in connection with the comprehensive plan.*

*Their function is to prepare reports evaluate data and present actionable recommendations for a formal vote by the PB, Select Board and municipal body.*

Scott Hoisington asked where the comprehensive planning committee was in its work. Taylor Jordan Lee, formerly on the committee, reported that they are fairly well along with a draft document. Hawkes will reach out to the chair, Gilly Hitchcock, for that work.

Hawkes then went over a list of possible actions needed:

1. Review sampling of Maine's towns of populations similar to Kingfield or larger (1,000-3,000), their zoning ordinances and maps looking for:
  - a. District designations (Growth, Residential, Commercial, Businesss, Rural, Resource Protection, etc.)
  - b. Definitions
  - c. Are there definitions, etc., that we don't have, should consider, should prohibit, for example:
    - i. Cluster development
    - ii. Solar energy systems
    - iii. Wind turbines
    - iv. Cannabis stores
    - v. Adult stores
    - vi. Scenic byway issues
    - vii. Data centers
    - viii. Warehouses
    - ix. Dark sky requirements
    - x. Timber harvesting
  - d. Land use tables: What is different? What is the same?
  - e. Review sheet to ensure consistent review
2. Historical information from AVCOG on redistricting towns: What's worked? What's not worked?
3. Refresh our knowledge of the State Land Use book, new one coming in 2026
4. Role of the CEO: in the committee; overall
5. Should District Use table be changed?
6. Review town Zoning District map: should it be changed? If so, how?
7. Page-by-page review of Kingfield zoning ordinance for holes, inconsistent wording, missing wording, etc.
8. Review past site plan review applications (Dollar General, Hammond Lumber, Western Maine Mountain Housing, Beer Shed, Bowdoin, etc.) for lessons learned. What were the issues, if any and how did we handle them. Would a better zoning ordinance make things better? How?
9. Review "Findings of Fact" criteria: Too subjective? Too detailed? [May be governed by state statute: they come from the Land Use manual.]
10. If re-districting is recommended, what are the changes? Develop clear definitions, clean boundaries. Are tax maps accurate?
11. What does the Comp Plan say re "land use" (districts, growth, etc.)
12. Request updated draft map from AVCOG if we recommend redistricting
13. Compare Scenic Byway working up the Valley
14. Finish incorporating LD 2003 ADU into ordinance. Ensure that we have the latest Maine changes (there have been at least three).
15. Does Subdivision ordinance need a change?
16. Will sign ordinance be a part of this update? PB to bring complete this action.
17. Impact fees: What was the SB decision for implementation? Separate document? Incorporated into ordinance?
18. Ask knowledge experts to help on specific topics?
19. Create review templates for consistency. Does AVCOG have them?
20. Brief PB monthly on progress.; PB brief the SB periodically.
21. Create a timeline

22. Discuss meeting frequency—more than once a month? Planning Board? Subcommittee? Should subcommittee meet in person? Attendance by zoom allowed? Get on Webster Hall schedule with dates.
23. How many public information meetings? Two? Build them into schedule.
24. Discuss working on actions/info gathering assignments outside of meetings
25. Draft ready for voters by December 1, 2026.

In discussing the timeline, it was agreed that Hawkes would assemble the committee by the Tuesday, July 14 Planning Board meeting. The Town Meeting to pass the moratorium happens the day before, Monday July 13, in conjunction with the Select Board meeting. Members of the subcommittee would attend the PB meeting Tuesday, at which time protocols for reporting back to the PB would be agreed upon, and any other protocols for meetings, etc., would be finalized.

*Scott Hoisington moved to approve setting up an ad hoc subcommittee to work on ordinance changes pursuant to the citizen petition establishing a 180-day moratorium, seconded by Sue Davis. The motion passed unanimously.*

The PB's separate schedule would continue, to include the signage ordinance and an effort to complete it, and a start on reviewing and rewriting the subdivision ordinance. Scott Hoisington will send board members the signage ordinances done to date, one prepared by the board, the other as edited by the Town attorney for the next PB meeting. Jared Clukey will begin work on the subdivision ordinance.

PB members discussed ways to recognize Clay Tranten's service on the Planning Board for 21 years. Clukey will look into creating a sign.

Hawkes gave an update on the Iron Bridge. Two bridge studies, 2021 and 2023 after the December 23 flood, indicated the bridge was sound. Recently, two beams have shown compromise, and a specialized engineering firm has evaluated the condition, reducing the weight allowed to cross from 32 tons to 5 tons. As that would eliminate fire engines, Hawkes has spoken to the fire chief who has determined that trucks could come through Eagle Ridge most of the year.

Rob Woodhouse questioned the PB's position and possible involvement on the proposed bridge replacement and whether this was an appropriate time to require a two-lane bridge to address the safety concerns of residents and the subdivision ordinance requirements that traffic studies spoke to in setting limits to reach before requiring a two lane bridge. Responses were limited to the traffic study recommendations like signage that have still not been implemented since 2021 study and the cost of upgrading to a two lane bridge. We did not take any action on this question.

Hawkes reported that the Ira Mt. community is studying this carefully as they try to come up with solutions. The engineering firm is working on options and prices and should have a report soon. The group has also reached out to the County, which has some bridges it might be able to use. The Ira Mt. community agrees that each party will pay its proportionate amount as needed. The possibility of Kingfield bonding for a bridge was also discussed.

*Richard Hawkes moved the meeting adjourn at 7:10, seconded by Babe Smith. The motion passed unanimously.*

Respectfully submitted,  
Sue Davis, Secretary