



# Town of China

571 Lakeview Drive; China, Maine 04358  
(207) 445-2014 info@chinamaine.org

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## Planning Board Meeting

Meeting held in Meeting Room at China Town Office and via ZOOM

April 25, 2023

Begin 6:30 PM

Board members in attendance: James Wilkens, Natale Tripodi, and Walter Bennett

Board members not in attendance: Michael Brown, Toni Wall

Attendees: Brent Chesley, Cathy Chesley, Mary Grow, Keith Whitaker

Assistant Code Enforcement Officer Nick French - Present

Board meeting opened by Chair Wilkens

Pledge of Allegiance to the American Flag

Chair Wilkens brought Board Member Tripodi into voting capacity.

Chair Wilkens advised they do have a quorum and states they will table old business to the next Planning Board meeting due to only having 3 members in attendance. He explained that under old business, he would like to add Solar ordinance for next meeting with the Planning Board Ordinance.

### **Review/Approve Minutes April 11, 2023 Meeting**

- Board Member Bennett motioned to approve minutes as written.
- Board Member Tripodi seconded motion.  
No further discussion. Unanimously approved.

### **Town Office Expansion – Keith Whitaker, B.R. Smith Associates**

- Chair Wilkens opened discussion on the Town Office expansion. Board Member Bennett motioned that the application is complete. Board Member Tripodi seconded motion. Unanimously approved. Chair Wilkens stated that the application was very well done.
- Mr. Keith Whitaker explained the project is adding a storage vault to meet state requirements. He continued that the vault will be at the back of the building and access will be through breakroom. Mr. Whitaker advised will house just the vault and a small utility room. He further advised is all contained on existing lawn space and the footprint does not impact storm water or phosphorus controls that are there now but could in the future if the building was expanded. Mr. Whitaker explained the Town has since purchased additional land further down in planning for the future. He continued there is no new parking or lights and there is an exit door but is only a fire exit door. Chair Wilkens inquired if there is fire protect inside? Mr. Whitaker answered there is an egress door and explained the fire protection is the same as the current building. Mr. Whitaker advised that they are not expanding capacity of people or employees. Board Member Bennett questioned if is for record storage? Mr. Whitaker advise is for permanent record storage and will



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be fireproof. Board Member Bennett inquired if there will be fire suppression? Mr. Whitaker advised there will be no fire suppression. Mr. Whitaker explained the design of the expansion and materials that will be used. He further explained that inside the building will have lighting and a dehumidifier. Board Member Bennett asked if the structure will be connected to building? Mr. Whitaker advised it will be connected to the building by a 10-foot corridor. Chair Wilkens questioned if there would be an extra set of fire doors in the corridor? Mr. Whitaker advised that currently there is no plan for extra fire doors but if the building was ever expanded the easiest would be to take the wall that they are putting up and turn into the fire wall. There was discussion on if additional doors were needed. Mr. Whitaker explained the fire separation is not needed right now but could be needed in the future. Chair Wilkens questioned if the Fire Chief has reviewed? Mr. Whitaker explained he does not believe so however plans have been sent to the State Fire Marshal office for review. Chair Wilkens explained they will be going over the 15 criteria and maybe asking additional questions as they review.

- **Criteria**

1. Criteria 1 and its responses were read aloud. Board Member Bennett motioned for approval of Criteria 1 as complete. Board Member Tripodi seconded motion. No further discussion. Unanimously approved.
2. Criteria 2 and its responses were read aloud. Board Member Tripodi motioned for approval of Criteria 2 as complete. Board Member Bennett seconded motion. No further discussion. Unanimously approved.
3. Criteria 3 and its responses were read aloud. Board Member Bennett motioned for approval of Criteria 3 as complete. Board Member Tripodi seconded motion. Chair Wilkens requested confirmation that the emergency light will only come on if there is a power failure? Mr. Whitaker confirmed the light will only come on in a power failure. No further discussion. Unanimously approved.
4. Criteria 4 and its responses were read aloud. Board Member Bennett motioned for approval of Criteria 4 as complete. Chair Wilkens seconded motion. No further discussion. Unanimously approved.
5. Criteria 5 and its response were read aloud. Board Member Tripodi motioned for approval of Criteria 5 as complete. Board Member Bennett seconded motion. No further discussion. Unanimously approved.
6. Criteria 6 and its responses were read aloud. Board Member Bennett motioned for approval of Criteria 6 as complete. Board Member Tripodi seconded motion. No further discussion. Unanimously approved.
7. Criteria 7 and its responses were read aloud. Board Member Bennett motioned for approval of Criteria 7 as complete. Chair Wilkens seconded motion. No further discussion. Unanimously approved.



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8. Criteria 8 and its responses were read aloud. Board Member Tripodi motioned for approval of Criteria 8 as complete. Board Member Bennett seconded motion. No further discussion. Unanimously approved.
  9. Criteria 9 and its responses were read aloud. Board Member Bennett motioned for approval of Criteria 9 as complete. Board Member Tripodi seconded motion. No further discussion. Unanimously approved.
  10. Criteria 10 and its responses were read aloud. Board Member Bennett motioned for approval of Criteria 10 as complete. Board Member Tripodi seconded motion. Chair Wilkens asked Planning Board Members if they were able to see the site plan? Board Member Tripodi and Board Member Bennett both confirmed they had reviewed the site plan. No questions Unanimously approved.
  11. Criteria 11 and its responses were read aloud. Board Member Tripodi motioned for approval of Criteria 11 as complete. Board Member Bennett seconded motion. No further discussion. Unanimously approved.
  12. Criteria 12 and its responses were read aloud. Board Member Bennett motioned for approval of Criteria 12 as complete. Board Member Tripodi seconded motion. Chair Wilken advised he would like a condition of copy of Fire Marshal permit be provided. **Condition: Copy of Fire Marshal permit be provided.** No further discussion. Unanimously approved.
  13. Criteria 13 and its responses were read aloud. Board Member Bennett motioned for approval of Criteria 13 as complete. Board Member Tripodi seconded motion. No further discussion. Unanimously approved.
  14. Criteria 14 and its responses were read aloud. Board Member Tripodi motioned for approval of Criteria 14 as complete. Chair Wilkens seconded motion. No further discussion. Unanimously approved.
  15. Criteria 15 and its responses were read aloud. Board Member Bennett motioned for approval of Criteria 15 as complete. Board Member Tripodi seconded motion. No further discussion. Unanimously approved.
- Chair Wilkens motioned that all 15 criteria have been met with the condition set forth of the letter from the fire marshal. Board Tripodi seconded motion . Chair Wilkens advised is a very well-done application. He further advised of 30-day appeal period. No further discussion. Unanimously approved.

Chair Wilkens asked Planning Board members in attendance if they have the lists from the Comprehensive Plan? Chair Wilkens asked Assistant CEO French if the subdivision applicants will be coming to the next meeting? Assistant CEO French explained his understanding was they are still waiting on information from DOT and the well drilling company. He continued the application will



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need to be tabled until information is received. Chair Wilkens explained they already have the changes to the Planning Board ordinance, and they can go over those at the next meeting. Chair Wilkens asked Assistant CEO French to make sure they have copies of the solar ordinance so they can get that ordinance moving again. He continued there was a lot of work done on the solar ordinance previously. Chair Wilkens explained Chair Wall had done the sheets for the Comprehensive Plan and it is important that they go over them. He advised there are currently 2 people on the Comprehensive Plan Implementation Committee.

## **CEO Report**

- Assistant CEO French advised he met with Department of Transportation (DOT) on Lakeview Drive, across from Fire Rd 27 regarding plans for a new culvert. He explained the current culvert runs from Lakeview Drive to the lake across 2 properties. He continued to explain that the 2 culverts that were put in in 2008 were undersized and smooth and contents of plunge pool are being sent into the lake. Chair Wilkens advised the previous dig was a huge dig. Assistant CEO French advised they are looking into take out the old culverts and putting in the correct size that do not allow the silt to be sent into the lake. Chair Wilkens inquired if there would be a cost to the Town? Assistant CEO French advise is all under DOT and there will be no cost to the Town. He further advised he has met with the DOT regional engineer to find out the timeline.
- Assistant CEO French explained he has been busy with building permits. He continued that the China Lakes Alliance (CLA) has come to him regarding their survey results. Assistant CEO French explained the CLA got 14 surveys back and are regarding infiltration steps, vegetation, gravel, and the need to address non-point sources of pollutions. He advised he has been working with them.
- Chair Wilkens asked if Assistant CEO French has looked at the parking lot at the Dollar Store? Assistant CEO French states he has looked at the parking lot but has been unable to reach back out to anyone. Chair Wilkens advised they do have the plans on file for that permit and a condition was the parking lot had to be worked on every year. Assistant CEO French explained he was advised by the person he spoke to that they had never contacted anyone for the care. Chair Wilkens asked Assistant CEO French to follow up on for next meeting as it is hazardous and needs to be addressed. Chair Wilkens inquired maybe they can fill in the holes temporarily? Assistant CEO French advised the plants have started back up and should be able to get hot mix in there.

## **Future Schedule and Adjourn**

Next Planning Board Meeting: May 9, 2023

Motion to adjourn meeting made by Board Member Bennett

Motion seconded by Board Member Tripodi

There was no further discussion and the motion to adjourn was unanimously approved.

Respectfully Submitted,  
Dawn Kilgore  
Planning Board Secretary