

Approved 4/7/2026

TOWN OF JEFFERSON PLANNING BOARD

Meeting Minutes

March 3, 2026

Members Present: Bill Farren (Chair), Dana Clark, Joan Jackson, Gary Olsen

Members Absent:

Others Present: Michele Hallowell, Justin Hills, Neal Kimball

Chair Bill Farren called the meeting to order at 6:00 PM.

Bill shared the February 3, 2026 meeting minutes and provided an update on Action Items.

Bill moved to **APPROVE** the minutes as submitted. Second by Joan. All in favor, 4-0.

PUBLIC COMMENT None

NEW BUSINESS

Eileen McCarthy & Jeffrey Zellers (Map 045, Lot 038), 103 Bear Rock Rd

Builder Neal Kimball, representing the owners, described a change request to a building permit that was previously approved in November 2025. Specifically, a 1/2 a bathroom would be added to the new second floor. Neal marked and initialed the change on the original permit.

Bill noted a plumbing permit is needed. There was no discussion and no need for another vote.

Justin Hills (Map 7, Lot 23-B-5), 36 Musquash Rd.

Justin Hills returned to have the Planning Board sign-off on a revised site plan for his lot only, which is part of Musquash Acres. He provided a full package of material that sanctions the 2 for 1 land swap with Midcoast Conservancy. In its February meeting, the Planning Board directed that a revised site plan for the whole subdivision was needed. Subsequently, based on feedback from Dusty Starr at Gartley & Dorsky Engineering & Surveying, only the changed lot is in scope for Planning Board review. After a brief discussion, the Board agreed.

Bill moved to **APPROVE** the revised site plan for Lot 5. Second by Dana. All in favor, 4-0.

All members then signed four large scale copies of the revised plan.

Justin Hills is responsible for getting it filed with the Lincoln County Registry of Deeds.

Brian & Michele Hallowell (Map 038, Lot 004), 88 Gould Rd.

Michele Hallowell described the project as a complete demolition and rebuild of a year-round cottage and deck, keeping the same dimensional footprint. Under a building permit granted in December 2025, it was discovered there was too much rot and infestation to save the current structure so a new building permit is being submitted. Michele noted a new septic tank would be installed as well as a new well drilled. A plumbing permit has been submitted.

Bill noted that since the closest point of the deck is 28 feet from the edge of Damariscotta Lake's shoreline and it will be a complete teardown, we have to discuss moving the new structure back from the lake to meet the "greatest practical extent" setback requirement in the Jefferson Shoreland Zoning Ordinance, Section 12, para. C(3). Seeing that the septic tank is 20 feet from the current

structure, the Board determined that moving the new structure back from the lake by 10 feet will meet the “greatest practical extent” requirement.

Bill then noted that since the structure is within 75 feet of the shoreline, a Maine Permit-by-Rule is also required as per the Natural Resources Protection Act. Section 4 of the PBR applies in this instance. Bill provided a handout of the PBR online forms.

Gary asked if the large tree near the backside of the house is healthy. Michele said it is not. With the relocation of the structure to be about six feet from the tree, it could also be considered a hazard tree. Michele was advised to take out a tree cutting permit.

Bill advised to install silt barriers for demolition/construction.

Bill moved to **APPROVE with conditions:** 1) The rebuilt cottage with deck shall be moved 10 feet further back from the lake to meet the “greatest practical extent” setback requirement in the Jefferson Shoreland Zoning Ordinance, Section 12, para. C(3), 2) Install silt barriers for demolition/construction and 3) Obtain a Maine Permit-by-Rule as per the Natural Resources Protection Act. Second by Gary. All in favor 4-0.

OTHER BUSINESS

Planning Board Membership

Joan provided several names as potential members.

Action Item: Bill to reach out to potential Planning Board members.

Ad hoc Questions

If an ADU is built, can a garage also be built? Yes; it would be treated as a separate structure as long as it is not connected to the ADU.

Can a porch be added to an ADU? Yes; but it would be part of the ADU square footage limit since it is connected.

ADJOURNMENT

Bill moved to **ADJOURN** the meeting at 6:55 PM. Second by Joan. All in favor 4-0.
Next meeting: April 7, 2026

Respectfully submitted,

Bill

Bill Farren, Chair

William Farren

William Farren

Dana Clark

Dana Clark

Joan Jackson

Absent

Gary Olsen

Gary Olsen