

**Town of Baldwin, Maine  
Planning Board  
Meeting Minutes from May 22, 2025**

**Board Members Present**

Jo Pierce, Don Sharp, Merhiella Crawford, Mike Ustin, David Strock (quorum established)

**Also Present**

Select Board member Bob Flint. Members of the community.

Jo Pierce called the meeting to order at 7pm.

**1. MEETING MINUTES**

Minutes from the May 8<sup>th</sup> meeting were reviewed.

***VOTE: Mike Ustin moved to accept the minute as written. Merhiella Crawford seconded. There was no discussion, and the motion passed unanimously.***

**2. REVIEW OF THE SUBDIVISION DEVELOPMENT ORDINANCE**

Jo Pierce used this meeting to provide the Planning Board with an overview of the subdivision ordinance in preparation for reviewing and making a decision on the proposed seven-lot subdivision on Pidgeon Brook Road.

Mr. Pierce informed the Board that the town has received a preliminary application package from Andrew Porter. This package represents the initial step in a larger, more detailed application process. If the Planning Board determines that more information is needed, the applicant will be required to supplement the preliminary application until all necessary documentation is provided. These additional materials may include updated maps, land surveys, or other supporting documents.

It is important to note the distinction between “accepting” and “approving” a preliminary application. At this stage, the Board has accepted the application but has not yet approved it. Following the acceptance of a preliminary application, the Planning Board has 30 days to notify the applicant in writing of its determination.

If the Board ultimately approves the preliminary plan and allows the application process to move forward, the applicant must submit a final plan and final application within six months.

An on-site inspection (also referred to as a site walk) by the Planning Board is a required part of the review process. Before this inspection takes place, the applicant will be provided written notice outlining specific requirements. These may include submitting a contour interval map, flagging the centerline of any proposed roads, and clearly marking the corners of all proposed lots, among other items.

The subdivision ordinance outlines strict timelines the Planning Board must follow. Once the site walk is completed, a six-month review window begins, during which the Board must complete its review and approval process for the preliminary application.

The application fee for a large subdivision is \$300 per lot or per acre, whichever is greater. Mr. Pierce confirmed that the town had received a check for \$3,775 from the applicant, and the town office has opened a dedicated bank account for this project.

David Strock reminded the Board that the subdivision ordinance also requires the applicant to provide an additional \$15,000. These funds allow the town to hire independent consultants, if needed, to evaluate the environmental impact of the proposed subdivision.

The ordinance includes several communication and notification requirements. Abutting property owners must be formally notified, a public hearing will be required, and relevant local agencies and stakeholders—including the fire department—should be engaged early in the process.

The Board also discussed the ordinance's requirement for performance guarantees, which are intended to ensure that the project is completed and not abandoned mid-way. The Board agreed that requiring this financial assurance from the developer or applicant is an important safeguard.

During a discussion about the revision history of the subdivision ordinance, it was discovered that the version currently posted on the town website is outdated. Mr. Pierce will coordinate with the town office and former Planning Board member Bob Flint to obtain the most recent version, which will be updated and posted online.

Don Sharpe requested a copy of Mr. Porter's application package ahead of the next Planning Board meeting so he can review it in advance. Mr. Pierce noted that he currently has only one copy but will make arrangements to distribute additional copies. He also advised that, going forward, all subdivision applicants should address their correspondence directly to the Planning Board and send it via email to either the Planning Board secretary or the chairman to ensure it is received and followed up on in a timely manner.

### **3. OLD BUSINESS**

There was no old business.

### **4. NEW BUSINESS**

There was no old business.

***VOTE: At 8:05, Mike Ustin moved to adjourn. Merhiella Crawford seconded. There was no discussion, and the motion passed unanimously.***