

# ***Baldwin Planning Board***

## ***Meeting Minutes***

April 26, 2018

### **I. Call to order**

Norm Blake called to order the regular meeting of the Baldwin Planning Board at 7:08 PM on April 26, 2018 at the Baldwin Town Hall.

### **II. Roll call**

Norm Blake conducted a roll call. The following persons were present: Planning Board members Norm Blake, Fred Miner, Matt Fricker; Selectmen Jim Dollof and Dwight Warren; CEO Wes Sunderland was not in attendance.

### **III. Approval of minutes from last meeting**

Reading the minutes from the last meeting was waived.

### **IV. Open issues**

- a) Historical Society CUP – The Planning Board Meeting followed a Public Hearing on the historical Society CUP. Kurt Olafson was present. It was noted that a parking plan had been added to the CUP. There were no comments from the public. No abutters were present.
  - The PB discussed conditions for the CUP. The signed CUP and conditions are included with this document.
    - 10-12 every other Saturday. Nothing between 10PM and 8 AM. 8 AM – 10 PM any day or by appt.
    - Special events, management office, occasional activities for historical reenactment or similar events
    - Parking per plan
    - Lighting inward and downward
    - Maximum signage 20 sq. ft.
  - Unanimous approval
- b) Shoreland Zoning – it was learned that the map provided by SMP&DC does not apply to forestry in the SLZ. The State Forestry Bureau has jurisdiction and the appropriate map which differs from the SLZ Map.

- c) Acres of Wildlife – Acres of Wildlife is undergoing a review and it was learned that they are in violation of Town ordinances as they have built structures without applying for proper permits.

**V. Adjournment**

Norm Blake adjourned the meeting at 7:45 PM.

Minutes submitted by: Matt Fricker



# Town of Baldwin

534 Pequawkei Trail  
West Baldwin, Maine 04091  
Phone: (207) 625-3581  
Fax: (207) 625-7780

Date Application Received: 3-2-18  
Received by: W. Sandberg  
Fee Paid: \$150-

## APPLICATION FOR CONDITIONAL USE PERMIT (CUP)

The Land Use Ordinance of the Town of Baldwin allows the Planning Board to grant a Conditional Use Permit (CUP) for those uses listed specifically as Conditional Uses in Article 6, District Regulations of the code. Before granting a permit, the Board must find that the standards contained in Article 8, Conditional Uses have been met. It is your obligation to submit the necessary materials to allow the Planning Board to determine if those standards have been met. Three copies of the complete application and supporting materials and the applicable fee shall be submitted to the Code Enforcement Officer.

### Section A. Basic Information (to be completed by all applicants)

1. Applicant's Legal Name: Baldwin Historical Society, Inc.
2. Applicant's Mailing Address: P.O. Box 159  
East Baldwin, ME 04024
3. Phone number where applicant can be reached during business hours. 207-615-0577 (Kurt Olafsen)
4. Are you the owner of record of the property for which the Conditional Use Permit is sought?  yes (provide copy of Title and go to question 8)  
 no (answer question 5, 6, and 7)
5. To apply for a Cond. Use Permit, you must have legal right, title or interest in the property. Please indicate you interest in the property and attach written evidence of this interest.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Property Owner's Name \_\_\_\_\_

7. Property Owner's Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Location of property for  
Which the permit is sought? \_\_\_\_\_

6 School Street, East Baldwin

9. Indicate the Map and Lot number for the  
Property from the Town's assessment records

Map 001 Lot 34

10. Indicate Zoning District in which the  
Property is located (check as many as apply)

Natural Resource Protection

Highlands

Rural

Village Commercial

11. List the use for which a Conditional Use Permit is being sought. Please refer to Article 6, District Regulations. The proposed use must be specifically listed as conditional use in the District in which it is located.

Community Building, Library, museum.

12. Attach the following information to this application as outlined in Article 8, Conditional Uses. For each item, please indicate by checking  that item that it has been included with your application.

- a. A location map showing the location of the property with respect to Roadways and major natural features. This map should allow the Board to locate the parcel in the field and on the Town's zoning and tax maps.

- b. A written description of the proposed use of the property. This statement shall describe the exact nature of the proposed use.
- c. An accurate, scale drawing of the lot showing the location of any existing or proposed buildings, structures, and natural features, driveways and parking areas.

**Section B. Standards for Conditional Use Permit**  
(The full text appears in Article 8.3).

**1. The Planning Board shall consider impact:**

- a. the size of the proposed use compared with surrounding uses;
- b. the intensity of the proposed use, including amount and type of traffic to be generated, hours of operation, expanse of pavement, and similar measures of intensity of use, compared with surrounding uses;
- c. the potential generation of noise, dust, odor, vibration, glare, smoke, litter and other nuisances;
- d. unusual physical characteristics of the site, including size of the lot, shape of the lot, topography, and soils, which may tend to aggravate adverse impacts upon surrounding properties.
- e. the degree to which landscaping, fencing, and other design elements have been incorporated to mitigate adverse impacts on surrounding properties.

**2. The Planning Board shall consider facilities:**

- a. the ability of traffic to safely move into and out of the site at the proposed location;
- b. the presence of facilities to assure the safety of pedestrians passing by or through the site;
- c. the capacity of the street network to accommodate the proposed use;
- d. the capacity of the storm drainage system to accommodate the proposed use;
- e. the ability of the Town to provide necessary fire protection services to the site and development.

**3. The Planning Board shall consider natural characteristics:**

- The natural characteristics of the site, including topography, drainage, and relationship to ground and surface waters and flood plains, shall not be such that the proposed use when placed on the site will cause undue harm to the environment or to neighboring properties.



For Planning Board Use Only

Date Received by Baldwin Planning Board:

2 MARCH 2018

Received by:

WES / NERM

Public Hearing Date:

26 APRIL 2018

Conditional Use Permit Application of:

BALDWIN HISTORICAL SOCIETY

Permit Denied (date):

—

Explanation of Denial:

—

Permit Approved (date):

26 APRIL 2018

Conditions to Permit if any,

MUSEUM OPERATIONS - ~~SATURDAY~~ DAILY 9AM - 10PM


OFFICE AND EVENTS, OCCASIONAL OVERNIGHT REENACTMENT, SIMILAR

SIGN MAX 20 SQ FT

LIGHTING INWARD AND DOWNWARD

STANDARD CONDITION

 BLAKE

 M.D. FRICKER

 Ernest Meier

APPLICANT : Kurt E. Olefen, President

**QUITCLAIM DEED WITH COVENANT**

GLENN E. HAINES and NORMA J. HAINES, P.O. Box 49, East Baldwin, ME, 04024, for consideration received, grant to BALDWIN HISTORICAL SOCIETY, INC., P.O. Box 159, East Baldwin, ME 04024, with quitclaim covenant the land, together with the buildings thereon, located in Baldwin, Cumberland County, Maine and described in Exhibit A hereto.

Witness their hands and seals this 11th day of December, 2017.

Sharon Thomas  
Witness

Glenn E. Haines  
Glenn E. Haines

Paul Thomas  
Witness

Norma J. Haines  
Norma J. Haines

STATE OF MAINE  
Cumberland, ss.

December 11, 2017

Personally appeared before me the above-named Glenn E. Haines and Norma J. Haines, who severally acknowledged that the foregoing Quitclaim Deed With Covenant is their free act and deed.

Deborah L. Wakefield  
Notary Public

Printed Name: Deborah L. Wakefield





## EXHIBIT A

A certain lot or parcel of land, together with the buildings thereon, situated in the Town of Baldwin, County of Cumberland and State of Maine, in that section known as East Baldwin Village, and said parcel being bounded and described as follows:

Being a triangular lot with its vortex extending westerly (or somewhat northwesterly) at the point of intersection of the right of way of the Maine Central Railroad Company and the public highway as now travelled from the Brown Memorial Library by the Congregational Church and which was the former location of Route #113, and the southerly (or somewhat southwesterly) side of this triangular lot abutting and running along the said right of way of the Maine Central Railroad Company, the northerly (or somewhat northwesterly) side of this triangular lot abutting and running along the center line of the said public highway (old location Route #113), and the easterly (or somewhat southeasterly) side of the triangular lot abutting and running along the westerly (or northwesterly) boundary of the premises formerly owned or occupied by J. Everett Riley (and formerly owned and occupied by Joseph P. and Emma C. Chadbourne) (to which reference may be had in Book 752, Page 287, Cumberland County Registry of Deeds), and also abutting and running along the westerly (or northwesterly) boundary of the premises formerly known as the Dr. Lorenzo Norton property, this side of the said triangular lot extending from the centerline of the said public highway (old location of Route #113) to the said right of way of the Maine Central Railroad Company.

This conveyance is made subject to all rights of the public in and to the said public highway, and likewise any and all easements and freehold interests of record which utility companies may have in and to communication and power lines upon the premises conveyed.

It is estimated that this triangular lot contains one and one-half acres approximately.

Meaning and intending to describe all those same premises conveyed by Bradley L. Buckley and Martha A. Buckley to Glenn E. Haines and Norma J. Haines by deed dated July 2, 1975 and recorded in the Cumberland County Registry of Deeds in Book 3707, Page 309.

105 AC

SMUT STREET  
96  
95A  
95  
94

93 VC  
60 AC

55  
56A 2.7 AC  
56B 2.1 AC  
56 3.2 AC  
53  
53A

68  
71C 2 AC  
71A 2.2 AC  
71  
71E 1.95 AC 1.45 AC  
71D 2.02 AC  
71E 2.6 AC

50

72  
40  
71B  
77A  
80A  
80

ROUTE 11  
GREENWOOD ACRES

41 77 AC  
6 School Street

82-1  
82-2  
82-3  
82-4  
82-5  
82-6  
82-7  
82-8  
82-9  
82-10  
82-11  
82-12  
82-13  
82-14  
82-F  
82-A  
82-B  
82-C  
82-D  
82-E  
82-F

R VC

33  
32  
31  
30

Former Maine Central right of way

76A  
76 11 AC  
VC R

3  
4  
5

42 51 AC

29 23 AC

28 25 AC

26E 2.5 AC  
26D 5.2 AC  
26D-1 4 AC

27

25

26 25.5 AC

28B 2 AC

24

23

22A

22 9 AC

23B  
23A

22C

21A 6.5 AC

21 9 AC

22B

20

## Statement of Proposed Uses

Glenn and Norma Haines donated the property at 6 School Street to the Historical Society in December 2017. This property is known as the Chadbourne Homestead, and the buildings—which date from the 1830s—follow the classic “Big House, Little House, Back House, Barn” pattern of 19<sup>th</sup> century connected-farmsteads.

The mission of the Historical Society is to develop and promote interest in the history of the Town of Baldwin and to collect, preserve, research, and disseminate historical and genealogical information relating to the town and its residents. Moving from the ground floor of the Brown Memorial Library to the Chadbourne Homestead will further this mission by enabling the Society to greatly expand its collections, historical exhibits, research capabilities, and community outreach.

The Historical Society anticipates that it will use the Chadbourne Homestead in a number of ways. First, the Society will remodel the first floor of the main house for use as a public museum and the Society’s offices. For the foreseeable future, the second floor will be used for the storage of historical artifacts and other items.

Second, the section of the ell leading from the main house will be renovated for a historical and genealogical library. The library will hold the Historical Society’s document collections and will be available to Baldwin residents and others for researching local and family history.

Third, the Historical Society plans to build a vault in the second section of the ell. This vault will safeguard key portions of the Society’s collections. We hope to build a vault that meets the standards set by Maine law for the storage of town records that are no longer in current use but which the Town is required to preserve under state law. The Society’s goal is to be approved by the Maine Archives Advisory Board as an official repository of Baldwin town records.

Fourth, the Historical Society will use the barn for the storage and display of historical artifacts too large to fit in the main house. The move to the Chadbourne Homestead will allow us to now accept such items.

Fifth, the Historical Society plans to use the grounds (approximately one and one-half acres) for activities related to the Society’s mission. Potential activities include community events and gatherings (such as a revival of Baldwin Old Home Days, a community picnic, or a concert featuring local musicians), outdoor recreation, and fund-raising activities.

The Historical Society’s requested uses are summarized at the bottom of page 2. The size and intensity of these proposed uses are similar to or compatible with other current uses in East Baldwin village, including nonprofit uses such as the Society’s

activities at its current location, the Brown Memorial Library's operations, and the use of the Congregational Church for religious services, public suppers, and a food pantry. The Society's uses also will be compatible with existing commercial uses in the village such as Québec Ciment, the Whistlestop, the new storage facility, the post office, the furniture maker located across the street, and the Dodge Oil Terminal.

Hours of operation will vary depending on the use. The museum and library will be open to the public at least two days a month, typically from 10:00 a.m. to 2:00 p.m. The museum and library will also be open by appointment and during special events. The Society's offices will be used by volunteers on an irregular basis. Events such as community gatherings and fund-raising activities will be held periodically throughout the year. These events will not be scheduled between 10:00 p.m. and 8:00 a.m.

Parking areas are shown on the attached scale drawing. Spaces for 12 vehicles will be available along the circular driveway and in front of the barn. Additional parking for 5 vehicles will be located east of the driveway. During regular open hours for the museum and library, a total of 5-8 vehicles will be present over a four-hour period. During special events such as an open house, museum tour, or holiday gathering, we anticipate that no more than 15 cars will be parked on the property at any one time. Community events such as a picnic or a fair may have as many as 25 cars at one time, with the possibility of a total of 40 vehicles over a four-hour period. A 50' by 100' area west of the driveway will be used for parking if the 17 spaces shown on the scale drawing are filled.

Summary of Requested Uses: museum; exhibits and displays; offices; library; historical and genealogical research; historical reenactments and demonstrations; meetings; educational activities; storage; fund-raising activities; community events and gatherings; public suppers/picnics; concerts; fairs; outdoor recreation; yard sales; farmer's markets; and holiday celebrations

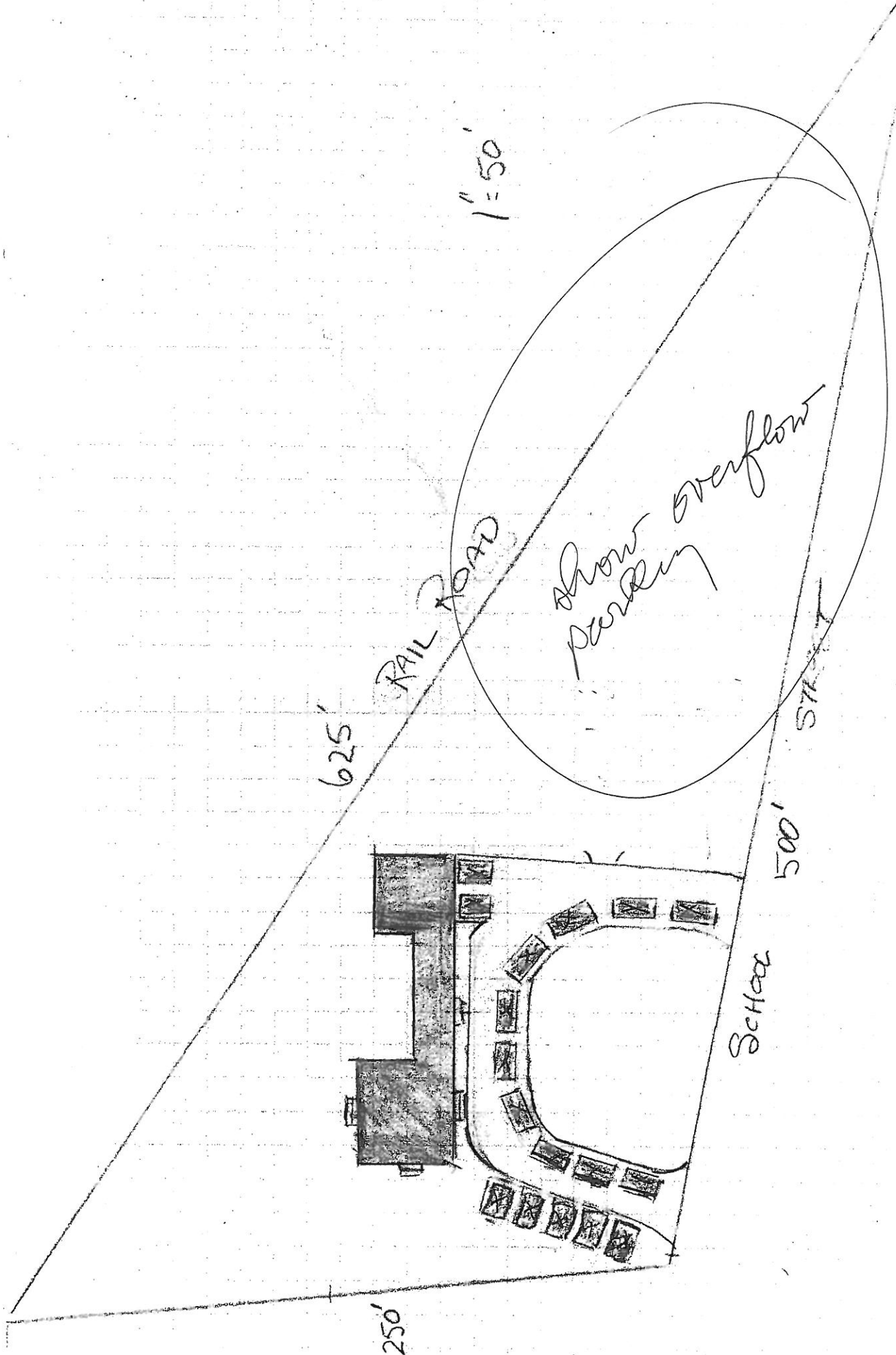
Conditional Use Conditions 8-8-03.wpd

## STANDARD CONDITIONS FOR CONDITIONAL USE

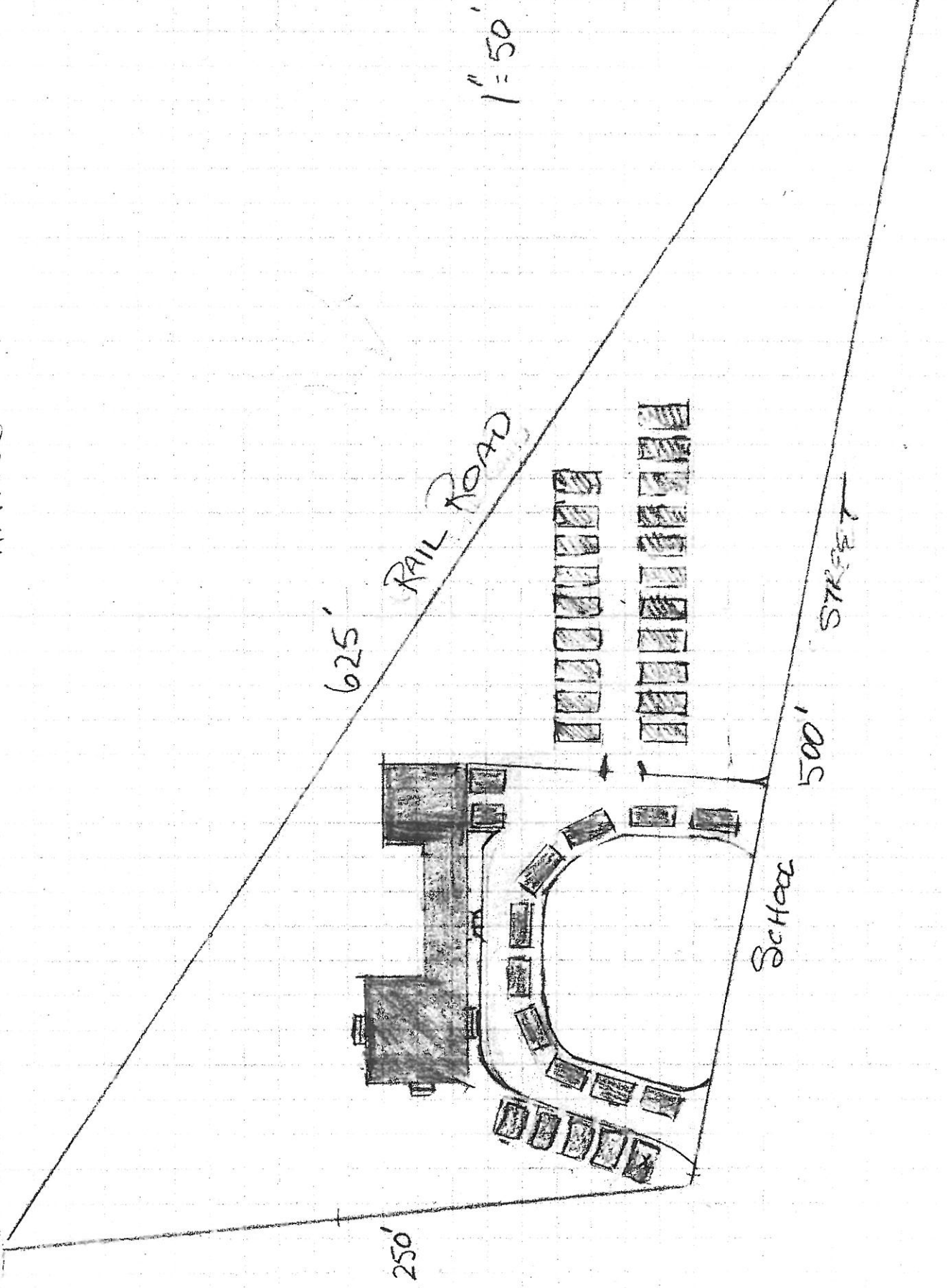
**To the Applicant:** These Standard Conditions will apply to your conditional use approval. To the extent applicable, these conditions are *additional* to and supplement any specific provisions which the Planning Board may have imposed upon your approval.

1. The Applicant shall carry on the permitted activity in accordance with the description thereof in the application, and in accordance with the documentary and/or testimonial representations presented by the Applicant in connection with the proceeding. Substantial compliance with the description of the activity and representations is a condition of Approval. Any undisclosed and unapproved use of the premises (even if otherwise accessory to the approved use), or any substantial deviation from the activity or representations described in connection with this Approval shall be deemed a violation of the Land Use Ordinance, and may result in revocation of the Approval.
2. By acceptance of this Conditional Use Approval, the Applicant consents to the inspection by the Code Enforcement Officer of all non-residential areas of the premises at reasonable times (with or without prior notice) for the purpose of determining compliance with the conditions of the Approval or any provision of local, state, or federal law. This consent shall not be withdrawn unless the Applicant abandons the approved use, and notifies the Town in writing delivered to the CEO that the activity will not be resumed without a further approval by the Planning Board. Failure to allow any such inspection by the CEO may result in revocation of the Approval.
3. If the Approval is specifically conditioned upon physical improvement of the premises, obtaining of insurance, or other requirement, the activity authorized hereunder shall not be commenced until the Applicant demonstrates compliance with each of the conditions to the CEO, and receives a certificate of occupancy from the CEO evidencing that all conditions have been met. Commencement of the approved activity prior to obtaining such certification may result in revocation of the Approval. Failure to utilize or maintain such physical improvement, insurance, or other requirement thereafter may result in revocation of the Approval.
4. The Approval shall lapse and become null and void if the use authorized by the Approval is not commenced within one (1) year of the date of approval, or if the use is abandoned for a period of one (1) year thereafter. Where there is good cause for the delay, or the discontinuance, and there is no evidence of intent to abandon the use, these requirements may be extended for additional periods not to exceed one (1) year.
5. The Planning Board may schedule a hearing (upon reasonable notice to the Applicant and the public) to determine whether: there is a violation of the Approval or any the condition thereof (including those contained herein); or any other violation of any provision of local, state, or federal law. If the Board determines that a violation has occurred and is either continuing or is likely to recur, the Board may rescind this approval or take such other action to amend or modify the Approval as the Board deems appropriate to protect the public health, safety, or welfare.

Scale Drawing



PARKING PLAN



March 28, 2018

BALDWIN PLANNING BOARD

534 Pequawket Trail, W. Baldwin ME 04091

Subject: Applicant and Abutters Notice: Baldwin Historical Society – Chadbourne Homestead Public Hearing

DEAR APPLICANT OR LANDOWNER,

You are receiving this notice<sup>1</sup> because:

- a) you are an applicant for the Baldwin Historical Society CUP, or
- b) your property is within 500 feet of the proposed Baldwin Historical Society location (Chadbourne Homestead).

The Baldwin Historical Society has applied for a Conditional Use Permit to convert the Chadbourne Homestead at 6 School Street, East Baldwin, Map 001, Lot 34 into the headquarters for the Baldwin Historical Society. The buildings and grounds will serve as a location for the Historical Society's offices, a historical and genealogical library, public museum, storage facilities, community events and gatherings, etc.

**The Planning Board will hold a Public Hearing on Thursday April 26 at 7pm at the Town Office.**

If you would like to know more, please come join us at the Public Hearing. *Please be advised that no public comments relative to the Conditional Use Permit for the Baldwin Historical Society – Chadbourne Homestead will be considered after the close of the Public Hearing.*

A regular meeting of the Planning Board will follow the Public Hearing.

SINCERELY,



MATT FRICKER, SECRETARY, BALDWIN PLANNING BOARD

[stickmanfrick@ptd.net](mailto:stickmanfrick@ptd.net)

(215) 527-2822

1. Land Use Ordinance – Town of Baldwin; Section 4.3, Conditional Use Permits and Site Plan Review; Subsection D, Public Hearing; Item 1: The Board shall notify by regular U.S. mail, first class, postage prepaid, the applicant and the owners of all property within 500 feet of the property involved at least 10 days in advance of the hearing, of the nature of the application and of the time and place of the public hearing.



**From:** Your Weekly Shopping Guide  
**To:** [Matthew D Fricker](mailto:Matthew.D.Fricker@ptd.net)  
**Subject:** Re: Baldwin Historical Society - Chadbourne House CUP Public Hearing Announcement  
**Date:** Thursday, March 29, 2018 10:34:00 AM

---

Received.  
Thank you,  
Carol

On Mar 28, 2018, at 3:37 PM, "Matthew D Fricker" <[stickmanfrick@ptd.net](mailto:stickmanfrick@ptd.net)> wrote:

Hi Carol,

Well, Spring is finally here! Yay! Snow and ice will be gone soon I hope!

Please run the following ad in the **April 11** publication of YWSG.

Thanks very much,

Matt Fricker

\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*

## BALDWIN RESIDENTS

The Baldwin Historical Society has applied for a *Conditional Use Permit* (CUP) to convert the Chadbourne Homestead at 6 School Street, East Baldwin, Map 001, Lot 34 into the headquarters for the Baldwin Historical Society.

The buildings and grounds will serve as a location for the Historical Society's offices, a historical and genealogical library, public museum, storage facilities,

community events and gatherings, etc.

The Planning Board will hold a ***Public Hearing*** for this CUP on Thursday April 26, 2018 at 7pm at the Town Office. If you would like to know more, please come join us at the Public Hearing.

A regular meeting of the Planning Board will follow.

Matt Fricker  
Planning Board Secretary

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

March 28, 2018

BALDWIN PLANNING BOARD

534 Pequawket Trail, W. Baldwin ME 04091

Subject: Applicant and Abutters Notice: Baldwin Historical Society – Chadbourne Homestead Public Hearing

DEAR APPLICANT OR LANDOWNER,

You are receiving this notice<sup>1</sup> because:

- a) you are an applicant for the Baldwin Historical Society CUP, or
- b) your property is within 500 feet of the proposed Baldwin Historical Society location (Chadbourne Homestead).

The Baldwin Historical Society has applied for a Conditional Use Permit to convert the Chadbourne Homestead at 6 School Street, East Baldwin, Map 001, Lot 34 into the headquarters for the Baldwin Historical Society. The buildings and grounds will serve as a location for the Historical Society's offices, a historical and genealogical library, public museum, storage facilities, community events and gatherings, etc.

**The Planning Board will hold a Public Hearing on Thursday April 26 at 7pm at the Town Office.**

If you would like to know more, please come join us at the Public Hearing. *Please be advised that no public comments relative to the Conditional Use Permit for the Baldwin Historical Society – Chadbourne Homestead will be considered after the close of the Public Hearing.*

A regular meeting of the Planning Board will follow the Public Hearing.

SINCERELY,

MATT FRICKER, SECRETARY, BALDWIN PLANNING BOARD

[stickmanfrick@ptd.net](mailto:stickmanfrick@ptd.net)

(215) 527-2822

1. Land Use Ordinance – Town of Baldwin; Section 4.3, Conditional Use Permits and Site Plan Review; Subsection D, Public Hearing; Item 1: The Board shall notify by regular U.S. mail, first class, postage prepaid, the applicant and the owners of all property within 500 feet of the property involved at least 10 days in advance of the hearing, of the nature of the application and of the time and place of the public hearing.