

Planning Board Meeting Minutes for Town of Waldo

Tuesday, April 7, 2026, 7 pm, Waldo Town Office

1. Call to order/roll call

Craig Curtis, Chair, called the meeting to order in the Town of Waldo Office Building, 629 Waldo Station Rd, Waldo, ME, at 7:00 pm. A quorum was validated with 5 Planning Board and 2 Planning Board Alternates present:

Planning Board	
Craig Curtis, Chair	Present
Sue Blais	Present
Jim Connors	Present
Linda Cook	Present
Mike Hodgdon	Present

Planning Board Alternates	
Gerard Corbin, II	Present
Holly Hilts	Present

2. Elections

Chair: *Motion by Jim Connors and second by Sue Blais to nominate Craig Curtis as Planning Board Chair. Motion adopted 5-0.* There were no other nominations.

Secretary: *Motion by Craig Curtis and second by Sue Blais to nominate Holly Hilts as Planning Board Secretary. Motion adopted 5-0.* There were no other nominations.

3. Approval of March 17, 2026, regular meeting minutes

Motion by Sue Blais and second by Mike Hodgdon to accept the March 17, 2026, Planning Board meeting minutes as written. Motion adopted 5-0.

3. Review of applications and questions

Matthew (Matt) Wagner, Commercial application, Waterville Road, tax map 1, lot 91, Construction of a 50 x 80 feet shop building for custom modifications to pre-built “Amish” sheds to meet customer requirements which requires a permit for a large commercial structure

- Matt presented two maps: Site Plan map (containing the application data) and an Existing Conditions and 1,000’ Abutters Exhibit map.
- The Planning Board followed the Site Plan (aka Commercial) Ordinance application process documentation which begins in Section 6:
 - **Sections 6.1, 6.2 and 6.3** were satisfied in the February 3, 2026, Planning Board meeting.
 - **Section 6.4:** Formal application procedures:
 - A. **Written notice to abutters and Town Officials:** Matt will connect with Diane Tyler, Town Clerk, to obtain address information for Town of Waldo elected officials in order to execute the notification process. Matt has provided pre-notification to abutting parties and will follow the formal process for notification.
 - B. **Onsite inspection:** *Motion by Mike Hodgdon and second by Linda Cook to waive the onsite inspection due to the detail provided in the application/maps. Motion adopted 5-0.*

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- C. **Planning Board determination of application completeness 45 days after application:** Applicant is on target to meet the 45-day window. Determination will be made by the 45th day which is May 22, 2026.
- D. **Public Hearing scheduled by Planning Board within 45 days of application receipt:** Planning Board allowing time for condition 'A' to be met, a copy of the DOT permit, a copy of the deed, and a signed septic design and then will schedule the hearing and notify the public.
- E. **Planning Board to take final action on application within 45 days of public hearing:** On target currently.
- F. **Planning Board shall provide written findings of fact whether the proposed development does or does not meet standards:** On target at this time.
- G. **All time limits provided for in this section may be extended by mutual agreement of the application and Planning Board:** No extensions needed at this time.
- **Section 6.5:** Craig Curtis validated that the signature boxes are properly written on the maps provided as part of the application process.
- **Section 7: Performance guarantees and fees**
 - **7.1 Self-Funding:** *Motion by Craig Curtis and second by Linda Cook to waive the performance guarantee because there is minimal expected adverse impact on the town due to self-funding. Motion adopted 5-0.*
 - **7.2 Application Fee:** Matt will provide the \$100.00 to Diane Tyler, Town Clerk, when he submits the application that must be provided to the Town Clerk to her.
 - **7.3 Technical Review Fee:** *Motion by Jim Connors and second by Mike Hodgdon to waive the Technical Review fee due to the due diligence documented within the application. Motion adopted 5-0.*
- **Section 8: Submission Requirements**
 - **8.1 Application Form:** Application pending additional documentation.
 - **8.2 Waivers:** No waivers requested from the applicant.
 - **8.3 Information Required:** Matt will provide payment to Diane Tyler, Town Clerk, when he provides information to her.
 - **8.4 General Information:** A copy of the deed is pending; Matt stated he will provide a copy. All other requirements are satisfied.
 - **8.5 Existing Conditions:** Matt will present the septic design to Code Enforcement Officer for approval. All other conditions were met.
 - **8.6 Proposed Development Activity:** Matt will provide a copy of the physical DOT entrance permit. No signage is planned as the facility will not be open to the public. No noise anticipated: the walls are 2x6 foam walls. Straight body trucks will deliver supplies twice a week on average. Single axle tractors will move the finished product. The storage container that is on the property now is targeted to be moved off the property.
 - **8.7 Approval block:** This requirement is satisfied.

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- **Section 9: Approval Standards and Criteria**
 - **9.1 Approval standards:** No concerns currently.
 - **9.2 Utilization of the site:** Craig Curtis stated that the 25-foot setback on the westerly side is acceptable because gravel is not considered impervious and therefore, requirements have been met.
 - **9.3 Adequacy of road system:** Requirements met.
 - **9.4 Access into the site:** Requirements met.
 - **9.5 Accessway location and spacing:** Requirements met.
 - **9.6 Internal vehicular circulation:** Requirements met.
 - **9.7: Parking layout and design:** Requirements met.
 - **9.8 Location of off-street parking:** Requirements met.
 - **9.9 Landscaping:** Requirements met.
 - **9.10 Landscaped Roadside Buffers:** Requirements met. Matt stated he will have 50 feet of buffer grass in the front between the road and the building.
 - **9.11 Landscaping of parking lots:** Requirements met.
 - **9.12 Buffering of adjacent uses:** Requirements met.
 - **9.13 Storage of materials:** Requirements met.
 - **9.14 Building Orientation:** Requirements met.
 - **9.15 Building Height and Scale:** Requirements met.
 - **9.16 Building placement:** Requirements met.
 - **9.17 Building Entrances:** Requirements met.
 - **9.18 Design of drive through facilities:** Matt confirmed that there is no drive through; there is no drive through on the written plans.
 - **9.19 Exterior lighting:** Requirements met. Jim Connors asked how security will be handled and Matt stated that he will gate the property if vandals become an issue.
 - **9.20 Building illumination:** Requirements met.
 - **9.21 Business Signs:** Requirements met.
 - **9.22 Pedestrian circulation:** No pedestrian circulation in the plan.
 - **9.23 Stormwater management:** Requirements met.
 - **9.24 Erosion control:** Requirements met.
 - **9.25 Water supply:** Requirements met.
 - **9.26 Sewage disposal:** Awaiting approved septic design; Matt stated he will obtain approval from Code Enforcement Officer.
 - **9.27 Utilities:** Requirements met. Matt stated that the Code Enforcement Officer, Cindy Abbott, signed the 1190 form. Craig requested clarification as the 1190 form should only be signed after the work is complete as the form certifies that all work was completed with permits and proper approvals. Matt confirmed that Code Enforcement Officer already signed the form.
 - **9.28 Natural features:** Requirements met.
 - **9.29 Groundwater protection:** Requirements met.

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- **9.30 Shoreland development:** There is no shoreland involved.
- **9.31 Hazardous, special and radioactive materials:** Requirements met.
- **9.32 Solid waste disposal:** Requirements met. Uses Unity Recycling and Belfast Transfer Station for construction debris.
- **9.33 Historic and archaeological resources:** Requirements met.
- **9.34 Floodplain management:** Requirements met.
- **9.35 Noise limitations:** Requirements met.
- **9.36 Air quality:** Requirements met.
- **9.37 Industrial performance standards:** Requirements met.

Virgil Thompson, questions regarding ADUs and trailer parks

- Additional Dwelling Unit:
 - Considering converting existing studio and garage space into an ADU to support aging in-laws.
 - The home is on 1 acre of land that was modified from a larger parcel to the 1 acre around 1996, which is after the grandfather clause was enacted March 8, 1976. Therefore, it may not qualify as a nonconforming lot under the grandfather clause which prevents an ADU. Virgil will research the deed to determine the history to validate this assumption.
 - Virgil will research the septic situation as the septic is shared with DownEast Energy's Office building whereby the septic tank is on one property, and the leach field is on the other property.
- Trailer Park:
 - Considering purchasing land to create a small trailer park for retirement income and wanting the Town's position on trailer parks.
 - Craig stated that the Planning Board has no position as long as it is done using the State laws and regulations addressing trailer parks.

4. General Comments from the public

- None

5. Review Land Use Ordinance revisions

- Did not have time to review Land Use Ordinance this meeting.

6. Adjournment

***Motion by Jim Connors and second by Sue Blais, to adjourn the meeting at 9:24 pm.
Motion adopted 5-0.***

Meeting minutes documented by Holly Hilts.