

**MINUTES
PLANNING BOARD MEETING
TOWN OF BOWDOINHAM
ZOOM ONLY
JANUARY 22, 2026 – 6:00 P.M.**

MEMBERS PRESENT: Tracy Krueger – Acting Chair
Chris Vonderweidt
Reeve Wood
Justin Schlawin

MEMBERS ABSENT: Richard Joyce
William Shippen
Nate Drummond, Chair

STAFF PRESENT: Jason Lorrain, Code Enforcement Officer

PUBLIC PRESENT: Jason Hodde

1. REGULAR MEETING - CALL TO ORDER AND DETERMINE A QUORUM WAS PRESENT

On Thursday, January 22, 2026, a meeting of the Bowdoinham Maine Planning Board was held via zoom. Acting Chair, Tracey Krueger called the meeting to order at 6:00 p.m. It was determined that a quorum was present. Those wishing to attend via Zoom were given passcode: 649558 with a Meeting ID of 812 0965 0859. It was noted that, joining by phone, if a computer was not available, interested parties could call into the public meeting and participate by phone by calling (646) 876-9923 when the meeting begins.

2. CONSIDERATION OF MEETING MINUTES OF DECEMBER 18, 2025

Motion was made by Reeve Wood, seconded by Chris Vonderweidt, and it was unanimously

VOTED

To approve the Minutes of December 18, 2025.

OLD BUSINESS:

3. NO OLD BUSINESS

NEW BUSINESS:

4. LAND USE ORDINANCE: REORGANIZATION DISCUSSION OF ARTICLE 8, FLOODPLAIN MANAGEMENT

- Tracy Krueger noted updates to references and verifications submitted prior to the meeting by Nate Drummond and Jason Hodde. These are not listed individually.
- Tracy Krueger also noted updates for clarity and renumber of subsections submitted prior to the meeting by Nate Drummond and Jason Hodde. These are not listed individually.

Sections Discussed:

B. Floodplain Application & Review Procedures, 2. Fees:

- Tracy Krueger noted the word “municipality” would be changed to “town” throughout the Ordinance.
- Nate Drummond submitted a comment in writing prior to the meeting that additional fees may be charged by the Code Enforcement Officer and the Board of Appeals, not the Planning Board.

B. Floodplain Application & Review Procedures, 4. Review Standards:

- Tracy Krueger noted that Zone A should be added to the definitions section of the ordinance.
- The Board discussed whether to add definitions in this article itself and determined that the definitions for Zones should be updated directly in the article but would need to be updated or allow for adoption of the new FEMA Flood Zones, as applicable.

B. Floodplain Application & Review Procedures, 5. Application Submission Requirements:

- Reeve Wood suggested a change of the word “noted” [above] to “set forth”.
- Nate Drummond submitted a comment prior to the meeting that Zone A and Zone AE are referenced frequently in the article and should be defined in the article itself. The Board accepted Reeve Wood’s suggestion that the definitions with the section would be very helpful, and in the regular definitions if needed.

5. LAND USE ORDINANCE: REORGANIZATION DISCUSSION OF ARTICLE 9, SUBDIVISION

- Tracy Krueger noted updates to references and verifications submitted prior to the meeting by Nate Drummond and Jason Hodde. These are not listed individually.
- Tracy Krueger also noted updates for clarity and renumber of subsections submitted prior to the meeting by Nate Drummond and Jason Hodde. These are not listed individually.

Section C. 1., Application Review Procedures:

- Justin Schlawin suggested changing the term “Staff Workshop” to “Pre-application Meeting” in all references.

- Tracy Krueger suggested changing the term “Town Planner” to “Town Planning Department Staff” throughout the document.
- Chris Vonderweidt suggested that “Town Planning Department Staff” be changed to include other relevant staff; the Planning Board didn’t feel that was a concern.
 - Chris Vonderweidt then suggested that certain municipal staff be listed.
- Justin Schlawin suggested a change to “Municipal Staff”, and the Planning Board did not support this suggestion.

Section C. 1., Site Inventory and Analysis:

- Nate Drummond provided a suggestion in writing prior to the meeting to add the word optional before “Planning Board Workshop”. Suggestion accepted by the Planning Board.
- Tracy Krueger suggested that the word “Site” in subsection ii be edited to be “Site Inventory and Analysis” “review” is complete.
- Reeve Wood suggested splitting subsection x. to more easily identify the criteria for the completion of the Site Inventory and Analysis, which was accepted by the Board.
- Reeve Wood brought up the differentiation between “parcel” and “property”. The Board did not take a recommendation on this point. This is needed for consistency.
- Tracy Krueger raised the question of whether or not the application should publish an ad in a local newspaper of general circulation. The Board would like a recommendation from staff regarding what other towns are using for notice and whether this is a legal issue.
- Tracy Krueger suggested changing the term “sketch plan” to “preliminary materials”.

Section C. 2., Subdivision Plan:

- Nate Drummond submitted a suggested prior to the meeting to change the heading to “Application Procedures (Major and Minor Subdivision)” and was accepted.
- Tracy Krueger made a suggestion to develop subsections e. to read more like the Site Plan Review section in Article 10; this subsection should be the step where staff adds the application to the next Planning Board agenda and asked if the ‘staff review’ needed a different term.
- The Board discussed whether the prior approval of other applications to different entities should be required to gain Subdivision approval; the Board recommends not requiring proof of these applications before approvals are granted.
- Tracy Krueger expressed concern about being the entity that determines which additional permits are needed for a subdivision, and the list is not exhaustive. Language from the Site Plan Review section will be used to resolve this subsection language.

Section C. 3., Subdivisions Amendments:

- Nate Drummond suggested in writing prior to the meeting to add “and the subdivision is more than five years old” to subsection 3.(b).
 - Tracy Krueger suggested that the age of the subdivision is not relevant to determining required materials and suggested a change to incorporate two subsections into (a) that covers all cases.

- Nate Drummond suggested in writing prior to the meeting that the reference to the subsection “above” in c. should refer to a. and b., but after the previous edit, the reference should be to a. only.
- Nate Drummond suggested in writing prior to the meeting that the CEO may approve modifications to property lines without the Planning Board, assuming that the modification meets the standards in Article 5 of the ordinance; edited to “provided that” by Reeve Wood.
- Reeve Wood suggested that subsection d. read that the applicant shall record the approved amended subdivision plan, registered it at the Registry of deed, and provide to the town.

Section D., Application Submission Requirements:

- Nate Drummond submitted a suggestion in writing prior to the meeting that all applications in the Land Use Ordinance require nine paper copies of the documents, unless the application is a building permit or Tier 1 application, which require 2 copies.
- The Board discussed whether to amend the Application Submission Requirements for consistent language to the Site Inventory and Analysis section. The Board did not choose to amend this section.
- Reeve Wood raised the question of whether or not to use “parcel” or “property” throughout the Land Use Ordinance and recommended the use of the word “parcel”.
- Tracy Krueger suggested removing one-off language in subsection d. referencing ft or decimals of a foot, the Board agreed changing the language to “all dimensions shown”.
- Reeve Wood raised a question about what Rights of Way are being referenced and could be removed and suggested an edit to the language around corner markers for each lot.
- Reeve Wood suggested moving part of subsection xi. to where it makes sense.
- Tracy Krueger suggested that the subdivision submissions and the subdivision submission process be separated and incorporate the language from Reeve’s suggestion above.
- Nate Drummond submitted a suggestion in writing prior to the meeting that subsection xviii. read “the location of all pits dug on the sit” may be submitted as a separate map.

Section F., Approval Criteria:

- Nate Drummond submitted a suggestion in writing prior to the meeting to remove references to the Roa Addressing Ordinance, which refers to E-911 system.
 - Tracy Krueger modified the suggestion to just change the reference.
- Reeve Wood suggested a clarification on subsection iii. regarding how to handle streets that have not been conveyed and not accepted by the HOA. The Board agreed that the town attorney shall review this subsection.
- Tracy Krueger suggested adding a definition of reference to section 2, Traffic for Levels of Service.
- Nate Drummond submitted a suggestion in writing prior to the meeting to appropriately reference EPA standards for groundwater and drinking water.

OTHER BUSINESS:

6. FUTURE MEETING DISCUSSION

Next meeting will be on February 26, 2026.

7. ADJOURN

The meeting adjourned by unanimous acclamation at 8:22 pm.

DRAFT