

Jay Planning Board
July 22, 2026

Board: Chair Barbara Cook, Trevor Doiron, Brandon Hobbs, Jennifer Lynch, Jamie Carden-Leventhal (arrived at 6:50 PM)

Guests: Travis & Darcy White, Nick & Bruce Hutchins, Charmaine LaCasse, Robert Valles, Tanya Dwyer; Eugene & Barbara Burnell; Lorri Nandrea, Maine Labor Climate; Jimmy Courbron, Terradyn Consultants; Ben McGall, Drummond Woodsum was present via zoom for the Hidden Circle portion of the meeting

Staff: Ronda Palmer, Code Officer

The meeting was called to order at 6:00 PM and introductions were made.

Minutes of previous meeting: Motion was made by Trevor and seconded by Jen to approve the minutes of the previous meeting. Motion carried.

Electrical Permits: No new electrical permits were issued.

Subdivision – Wright/Burnell: Eugene & Barbara Burnell were present to request an amendment to Lot 3 of the Leroy Wright Subdivision. They are proposing to split this lot into two separate parcels: a 2-acre lot, which currently contains a home, and a 0.98-acre lot. This is a split to property they own on Map 9 Lot 18.

Per Section 5-302 of the ordinance, the Board reviewed the completeness checklist and examined the plan to ensure it meets all requirements. Please note the following details regarding the application:

All abutters have been notified. Notices were sent upon the Code Officer's receipt of the application, and no comments have been received. A septic design was included with the application.

The Burnell's submitted the filing fee of \$100.00 and \$3.70 for the review fee to cover the cost of the mailings.

Motion was made by Brandon and seconded by Trevor to accept the application as complete, and the chair signed the completed receipt. Motion carried.

The Board reviewed the Section 5-401 General Guidelines and determined that the application meets all requirements or they were not applicable. The Board confirmed compliance with both the lot size and minimum road frontage requirements.

The Board has determined that the septic design requirements have been met. Although the well has not been drilled yet, there should not be an issue with a well providing sufficient water. Seven Mile Stream is located on a back lot owned by the Burnells, and there is a spring-fed pond on the 2-acre parcel that includes the home but it is not within 250 feet of the new .98 acre lot.

The Board reviewed the draft permit for Section 5-501 Standards and determined that all sections were either met or inapplicable.

A motion was made by Brandon and seconded by Jennifer to approve Subdivision Permit 26-03 for the Subdivision Amendment of Lot 3 on the Leroy S. Wright Subdivision. The motion carried, and the Board signed the Plan.

The permit will be finalized and signed by the Chair, Barbara Cook.

Jamie arrived during the discussion of Hidden Circle

Subdivision – Hidden Circle; Jimmy Courbron, Terradyn Consultants, presented the application for Hidden Circle community to acquire the park. They presented a subdivision plan to revise the original lot lines to create conformity with town and state subdivision laws.

Ben McCall was also present via zoom on behalf of the Town to provide legal guidance and produce the findings of facts. The applicant paid \$100.00 filing fee for the 2 new lots and a \$5,000.00 review fee to cover the town's legal expenses. Any unexpended funds from the review fee will be returned.

The Applicant is under contract to purchase the Hidden Circle mobile home park from the Property Owner. During the financing process, discrepancies between the originally approved subdivision and mobile home park plan and the eventual buildout were discovered. Although the Town's Code Enforcement Officer has not deemed the mobile home park to be in violation of its present subdivision approvals, the Applicant is seeking amendments to the approved plan to allow closing to occur. The mobile home park, and subsequent amendments thereto, are as follows:

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|-----------------------------|--------------------|---------------|
| • Sunny Acres | Plan 138.5 Page 38 | Dated 9/10/75 |
| • Hidden Circle Subdivision | Plan 141.5 Pg 31 | Dated 6/7/78 |
| • Hidden Circle Extension | Plan 114.5 Pg 7 | Dated 6/27/80 |
| • Back Circle | Plan 2281 | Dated 6/12/89 |

Specifically, the Applicant proposes eliminating certain internal lot lines: creating two lots being Lot 32 (consisting of previous lots 26, 27A and 27B) and Lot 33 (consisting of previous lots 15-31).

Per Section 5-302 of the ordinance, the Board reviewed the completeness checklist and examined the plan to ensure it meets all requirements.

All abutters have been notified. Notices were sent upon the Code Officer's receipt of the application on June 10th. It was noted that Charmaine LaCasse previously requested a public hearing regarding concerns that her property as shown as Lot 14 Plan A was included on the location map located in the upper right corner of the plan. A revised plan was presented at the meeting to address this issue. Ms. LaCasse was in attendance and expressed satisfaction with the new plan and withdrew her request for a public hearing. Ricky Hall also sent a note to verify that his lot is privately owned and is not part of the property being sold.

It was also noted that the property is located on a town road up until the first cul-de-sac.

Motion was made by Brandon and seconded by Trevor to accept the application as complete, and the chair signed the completed receipt. Motion carried.

Ben McGall, Drummond and Woodsum then went through the draft permit with the Board and drafted the findings.

The Board reviewed the Section 5-401 General Guidelines and determined that the application meets all requirements or they were not applicable. The Board confirmed compliance with both the lot size and density requirements. Each lot provides 20,000 square feet per unit.

The Board then moved onto the statutory requirements in Title 30-A M.R.S.A. §4404 (Ordinance § 5-501). Ben McGall, Town Attorney; was present to review all criteria as per the ordinance 1-20.

It was noted that the park currently has two Notices of Violation for failed septic systems. Residents present at the meeting stated that the seller is putting \$66,000.00 into escrow to fix these systems. Four septic systems have already been designed that will replace the 2 failed systems. This will allow for separate systems for each unit.

The Board has agreed to approve this criteria, with the condition that all notices of violation issued by the plumbing inspector to date must be fully remedied no later than November 1, 2026. This will also be listed in the section of the permit for a Condition of Approval. Ben explained that this could be extended at a later date by the Planning Board. They also will receive addition grant money once the sale is finalized.

Ben let the Board and residents know that any appeals would need to be done within 30 day to Franklin County Superior Court.

Motion was made by Brandon and seconded by Jamie to approve amendment to the Hidden Circle Mobile Home Park subdivision and the Findings of Fact. Motion carried. The Plan was signed by the Board and Barbarba will stop in to sign the permit once completed by Ben.

Rent Stabilization Ordinance: Ronda presented a draft of a Rent Stabilization Ordinance. In April the voters approved a moratorium of lot rent increases for lots within a mobile home park.

If the Rent Stabilization Ordinance is enacted, it will fall under the Planning Board purview if lot rent is increased more than allowed by the Ordinance. At this time the draft along with some questions has been sent to the Town Attorney. The Board discussed a fee for the Ordinance to start covering the cost of the meetings.

Update Subdivision Ordinance – it has been noted that some towns allow for a single meeting for subdivision amendments. While the Town of Jay process typically requires two meetings we have been requested on occasion to handle this in one meeting and did make an exception for the above two subdivision amendments. The Board has agreed to review this single meeting option alongside new state laws that affect the subdivision to possibly amend the Ordinance. The Board will look at this at their September meeting.

The meeting adjourned at 8:15 PM. The next meeting will be held on September 8th.