

**Town of Rockport Planning Board
Meeting Minutes
Thursday, October 23, 2025**

Meeting held in the Opera House GCPR.

Board Present: Jeffrey Leclair, Tom Laurent, Jan Rosenbaum, Rob Dybas, Peter Sarno

Board Absent: Sam Clark

Staff Present: Orion Thomas, Director of Planning and Development
John Viehman, Select Board Liaison
Geoff Parker, Audio and Visual Technician

Meeting recording link: <https://youtube.com/live/jGBnSNSseAM?feature=share>

Agenda

1. [00:00:32] Call meeting to order
2. [00:00:44] Public comments on non-agenda items
3. [00:00:56] Approve minutes
 - a. 09.25.2025
4. [00:03:18] Findings of Facts and Conclusions of Law - Site Plan Revision application for the parcel(s) located at 535 West St. Rockport, ME 04856. This parcel is identified as Tax Map 025 Lot 101 & 101-100, which is owned by Mid-Coast Recreation Center, Inc. (MRC). This application is being represented by Andrew Hedrich, of Gartley & Dorsky Engineering & Surveying.
5. [00:04:38] Bylaws review
 - a. Add provision to allow Chair to sign Findings of Facts on behalf of the Planning Board
6. [00:10:14] Next Meeting
 - a. Merging November 25th and December 25th meeting to December 11th.
7. [00:13:28] Recurring items
 - a. [Comprehensive Plan](#)
8. [00:32:42] Other Business
 - a. Yearly Training workshop to schedule
9. [00:52:18] Adjourn

Agenda Item #1: Call Meeting to order

[00:00:32]

Meeting was called to order at 5:33 pm and quorum was established.

Agenda Item #2: Public Comment on Non-Agenda Items

[00:00:44]

No Comments received for non-agenda items.

Agenda Item #3: Approval of minutes for September 25, 2025

[00:00:56]

Motion: Mr. Rosenbaum moved to approve the September 25, 2025 minutes as edited.

Seconded: Mr. Sarno seconded.

Discussion: No further discussion.

Vote: 0-0-0

Agenda Item #4: Findings of Facts and Conclusions of Law - Site Plan Revision application for the parcel(s) located at 535 West St. Rockport, ME 04856. This parcel is identified as Tax Map 025 Lot 101 & 101-100, which is owned by Mid-Coast Recreation Center, Inc. (MRC). This application is being represented by Andrew Hedrich, of Gartley & Dorsky Engineering & Surveying.

[00:03:18]

Motion: Mr. Laurent moved to approve the Findings of Facts and Conclusions of Law for the Site Plan Revision for the MRC identified as Tax Map 025, Lot 101 & 101-100 presented at the September 25, 2025 meeting as edited.

Seconded: Mr. Sarno seconded.

Discussion: No further discussion.

Vote: 0-0-0

Motion: Mr. Rosenbaum moved to authorize the Chair to sign the Findings of Facts and Conclusions of Law for the Site Plan Revision for the MRC identified as Tax Map 025, Lot 101 & 101-100 presented at the September 25, 2025 meeting, as edited on behalf of the Planning Board.

Seconded: Mr. Laurent seconded.

Discussion: No further discussion.

Vote: 0-0-0

Agenda Item #5: Bylaws review

[00:04:38]

a. Add provision to allow Chair to sign Findings of Facts on behalf of the Planning Board

This Bylaw review is to eliminate the need for a motion to have the Chair sign Findings of Facts, as was done on Agenda Item #4 above. If the Chair cannot sign, there are provisions in the Bylaws to govern in their absence.

The edited Bylaws will go to the Select Board for approval.

Motion: Mr. Rosenbaum moved to amend the Bylaws to allow the Chair to sign any Findings of Facts once approved by the Planning Board.

Seconded: Mr. Laurent seconded.

Discussion: No further discussion.

Vote: 0-0-0

Agenda Item #6: Next Meeting

[00:10:14]

a. Merging November 25th and December 25th meetings to December 11th

After a brief discussion and confirmation of attendance, the group agreed to merge the November 25 and December 25 meetings to the December 11, 2025 date.

Agenda Item #7: Recurring items

[00:13:28]

a. Comprehensive Plan

Chair Leclair stated that the Comprehensive Plan Implementation Task Force (CPITF) is working on distributing items to various groups and the Planning Board will be seeing some activity. He asked Mr. Rosenbaum and Mr. Viehman to provide an update.

Mr. Rosenbaum informed the board that CPITF has been reviewing the plan which includes over 150 suggestions in various areas (i.e. natural resources, water marine resources, climate change, etc.). When the plan was written, each task was given a time frame to complete (i.e. 0 to 5 years, 0 to 10 years, or 10 years and ongoing) and recommended who should complete the assignments (i.e. committees, departments, individuals). Over the next two meetings CPITF will review 3-4 main topic areas and will work on the assignments. They have a spreadsheet to help ensure that groups are not overloaded. Once the assignment step is completed, they will meet with representatives of the various groups to go over their responsibilities and timeline. CPITF will help monitor completion via a matrix and reports from those completing the various tasks. They will also keep the Select Board up to date on the progress.

Mr. Viehman added that part of the goal is to have each of the primary committees participate in the scheduling. For the Planning Board, most of the work will pertain

to ordinance work and making updates where needed. CPITF is available to help make sure those implementing are engaged and working on items within the plan.

Mr. Rosenbaum also noted that even though the Planning Board has responsibility in several areas, those working on specific tasks might propose a change in the ordinance for the Planning Board to approve or deny. A lot of what the Planning Board will be doing will depend on other committees acting first and then the Planning Board putting it into law and presenting it to the voters. **It will take communication between the various committees, departments and boards to make everything work.**

Mr. Viehman and Mr. Rosenbaum discussed how the timing of committee work plans will coincide with the budget each year. Normally items to be included in the budget need to be presented to the Select Board approximately 12 weeks before the Annual Town Meeting in June, allowing them time to review and approve before adding to the town warrant.

Mr. Rosenbaum also mentioned that many items will cost money and might be apportioned out similar to capital improvement plans.

Chair Leclair added that CPITF is there to help determine what steps need to be completed and to adjust the timelines accordingly. He also believes that the Planning Board will be tasked in various ways – through the planning office, through workshop requests from the Select Board, etc.

Mr. Viehman further described the process where a committee might come up with a 1st, 2nd or 3rd item and in order for them to complete those items, the Planning Board might need to look at the ordinance to make sure the language will support what they want to do. Also, when plans are available, there might be opportunities to apply for grants and monies received from those grants would help make some work move faster.

Agenda Item #8: Other Business

[00:32:42]

a. Yearly Training workshop to schedule

Director Thomas updated the group that the state is amending the provision so that municipalities cannot do their own training. They need to be done at the state level for LD 1829. However, Director Thomas recommends that the Planning Board still do annual training with legal counsel. More information to follow at future meetings.

It was suggested by Mr. Viehmann to include the Zoning Board in these trainings.

b. Other business

1. Bully Box

It was mentioned that several storage containers are visible around town in yards and fields. What is the enforcement on storage containers? Are they allowed as permanent structures on properties?

Director Thomas commented that they are not permanent. The basic concept is that they are dropped off, you fill them up and they take it away as a storage container.

It was noted that if the container is on an active construction site, the permit for the container is part of the building permit on the construction site. A residence having a storage container is different – if it is temporary, a permit does not need to be pulled, unless it will be for a long period of time.

Director Thomas will follow up with Andrew on the process.

2. Short-Term Rentals

Currently there is nothing regulating short-term rentals in Rockport, other than a definition in the ordinance, the Town of Rockport has no way to track. It was noted that Camden and Rockland have Short-Term Rentals ordinances and that Friendship is having discussions.

3. Dog Licenses

This is not an issue for the Planning Board but meant as an FYI.

The Town Clerk has an obligation to report unlicensed dogs to the animal control officer per the ordinance. Because names and addresses of the owners are associated with the dog license, the information is not public. However, one can look at tax bills and find out how much others are paying in taxes, what their house is assessed for and who resides at the residence.

Agenda Item #9: Adjournment

[00:52:18]

Motion: Mr. Rosenbaum moved to adjourn the meeting.

Seconded: Mr. Sarno seconded.

Discussion: No further discussion.

Vote: 0-0-0

Meeting was adjourned at 6:26 pm.