Town of Rockport Planning Board
Meeting Minutes
Thursday, July 23, 2026

Meeting held in the Opera House GCPR.

Board Present:	Jeffrey Leclair, Jan Rosenbaum, Tom Laurent, Carter Skemp, Peter Sarno
Board Absent:	Rob Dybas
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/GHlRV1bFvSI?feature=share

Agenda

1. **[00:00:00]** Call meeting to order
2. **[00:01:10]** Public comments on non-agenda items
3. **[00:01:32]** Approve minutes
    a. June 25, 2026
4. **[00:04:41]** **WITHDRAWN**
   Subdivision Application Amendment for the parcel located on Terrier Circle in Rockport, ME. This parcel is identified as Tax Map 6 Lot 19, which is owned by Nightingale Trust c/o Beth Nightingale Trustee. This application is being represented by Mark Ingraham.
5. **[00:04:46]** Other Business
    a. Land Use Ordinance Amendments
    b. Planning Board vacancy
6. **[02:15:24]** Adjourn

Agenda Item #1: Call Meeting to order

[00:00:00]

Meeting was called to order at 6:02 pm and a quorum was established.

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

[00:01:10]

No members of the public were present. The public comment period for non-agenda items was opened and closed with no comments received.

Agenda Item #3: Approval of minutes June 25, 2026

[00:01:32]

Motion: Mr. Rosenbaum moved to approve the June 25, 2026 minutes as noted.

Seconded: Mr. Laurent seconded.

Discussion: No further discussion.

Vote: 4-0-1

Abstention: Mr. Skemp was not present at the 06.25.2026 meeting.

Agenda Item #4: WITHDRAWN

Subdivision Application Amendment for the parcel located on Terrier Circle in Rockport, ME. This parcel is identified as Tax Map 6 Lot 19, which is owned by Nightingale Trust c/o Beth Nightingale Trustee. This application is being represented by Mark Ingraham.

[00:04:41]

Chair Leclair noted that the item had been placed on the agenda and then withdrawn. No materials had been submitted for review, and no action was taken.

Agenda Item #5: Other Business

[00:04:46]

a. Land Use Ordinance Amendments

The Planning Board continued its review of the potential Land Use Ordinance amendments, including items discussed during the workshop held prior to the regular meeting.

Link to workshop: https://youtu.be/ZJ-BHQOxzbs

Building Height

The Planning Board discussed clarifying Table 918 to establish a consistent maximum building height of 42 feet across all zones and to remove the note regarding heights and roof pitches. Discussion focused on clarifying existing language, supporting housing density, and confirming that fire safety and building code requirements would continue to apply.

Parking

The Planning Board discussed whether existing parking requirements should be revised. It was noted that the ordinance already allows the Planning Board or Code Enforcement Officer to adjust parking quantities based on the circumstances of a project. They discussed the value of retaining the parking table as guidance while making clear that the table is not necessarily a rigid requirement in every case.

Rental Ordinance

The Planning Board discussed adding information for rental housing units to the Land Use Ordinance Chapter 800 and to Table 917.C. The discussion emphasized that it would apply to rental housing units, including long-term, seasonal, and short-term rentals, and would focus on health and safety inspections, registration, and data collection. There would also be required scheduled inspections, and the fees collected would cover the cost of code enforcement. They discussed the importance of clearly communicating that this is not intended to prohibit rentals or limit income from rental use, but rather to ensure health and safety for occupants and provide the Town with better information about its rental housing stock.

Additional Ordinance Review Items

The Planning Board reviewed several housekeeping and policy items for future consideration, including terminology updates for mobile homes and manufactured housing, definitions, stop work order procedures, Board of Appeals language, newspaper notice requirements, clear-cutting penalties, amplified music and noise provisions, lighting standards, exposed area screening, industrial wastewater standards, parking, cluster development, planned unit development provisions, livestock control, and subdivision ordinance review. The Planning Board agreed that most of these items could be addressed later and did not need to be included in the November ballot recommendations.

Motion: Chair Leclair moved to recommend to the Select Board that Table 918 be changed so that all zones lists in the general dimensional requirements show a maximum building height of 42 feet, replacing the current 34-foot reference, and that the note at the bottom of the table regarding building heights and roof pitches be removed.

Seconded: Mr. Skempt seconded.

Discussion: No further discussion.

Vote: 5-0-0

Motion: Chair Leclair moved to recommend to the Select Board that Land Use Ordinance section 803.1.d be amended by replacing the word "specifies" with "suggests".

Seconded: Mr. Rosembaum seconded.

Discussion: No further discussion.

Vote: 5-0-0

Motion: Chair Leclair moved to recommend to the Select Board changes to the Land Use Ordinance to add Section 819, "Rental Housing Units", as discussed and recorded, with the purpose statement revised to read: "to ensure the health and safety of the occupants of rental housing units."

Seconded: Mr. Rosembaum seconded.

Discussion: No further discussion.

Vote: 5-0-0

Motion: Mr. Rosenbaum moved to recommend to the Select Board that Land Use Ordinance section 801.7.a be revised to read: "Lighting with an output equal to or greater than 10,000 lumens shall not be directed toward the sky or adjacent properties," and that section 801.7.d be revised by changing "multi-family housing" to "residential".

Seconded: Chair Leclair seconded.

Discussion: No further discussion.

Vote: 5-0-0

Motion: Chair Leclair moved to recommend to the Select Board that section 703.4 be revised to read: "Before granting approval of a side or rear yard setback variance or height variance, the ZBA shall obtain a written statement from the Fire Chief concerning the effect of the proposed variance on fire safety."

Seconded: Mr. Skemp seconded.

Discussion: No further discussion.

Vote: 5-0-0

Future Ordinance Discussion

There was further discussion on other possible future ordinance topics, including staff-level administrative review, density caps, minimum lot sizes where sewer is available, front yard setback measurements, and subdivision ordinance review.

The Planning Board agreed to continue the Land Use Ordinance discussion at the next meeting to preserve the opportunity to address any additional items within the relevant timeline.

b. Planning Board Vacancies

Chair Leclair said that there are vacancies for the Planning Board: one regular seat and two alternate seats.

Agenda Item #6: Adjournment

[02:15:24]

Motion: Mr. Rosenbaum moved to adjourn the meeting.

Seconded: Mr. Sarno seconded.

Vote: 5-0-0

Meeting was adjourned at 8:16 pm.

Approved by the Planning Board: August 27, 2026