



**TOWN OF LYMAN
PLANNING BOARD MEETING TENTATIVE AGENDA**

August 27, 2025, 5:30 P.M.

ROLL CALL

- Determine if PB quorum is present. Designate Alternate as a voting member if necessary.

REGULAR MEETING NEW BUSINESS

1. **Election of Officers for 2025 – 2026**
2. **Brian Dancause – 1713 Alfred Rd – Map 7 Lot 64 – Commercial Development – commercial buildings with garage area for vehicle(s) or storage and office space**
3. **Carlisle Brook Estates – Map 4 Lot 22 – Final Application – Received answer from DEP, HOA needs to be reviewed by Legal**
4. **Set agenda for next meeting on 9/3/25**

MINUTES: - Audio/YouTube recordings of PB public hearings and meetings available on the Town website.

- Review Public Hearing & Meeting Minutes if ready

OLD BUSINESS/MAIL:

1. **Harper Residential Subdivision, Tax Map 3, Lot 87-3, and portion of Tax Map 3, Lot 87-2, Old Kennebunk Road, nine residential lots – Final subdivision application accepted – received York County Soil & Water report**
2. **Taylor Nest – 1991 Alfred Rd – Map 3 Lot - Business Contractor**
3. **Joshua Martino - 331 Brock Road – Map 001 Lot 5 – Add high-quality cottages containing bathroom and shower for short term and seasonal rental only**

The Planning Board Agenda is subject to change without notice.

Dan cause

Standard	Motion	2nd	In favor	Opposed	Variance or condition
1	Kelly	Tim	all		
2	Tim	Kelly	all		
3	Tim	Bill	all		
4	Kelly	Tim	all		has DOT entrance permit
5	Kelly	Tim	all		
6	Bill	Kelly	all		higher ground / drainage
7	Kelly	Tim	all		
8	Kelly	Kevin	all		
9	Kelly	Tim	all		
10	Kelly	Tim	all		
11	Kevin	Tim	all		
12	Kelly	Kevin	all		
13	Kelly	Tim	all		
14	Kelly	Tim	all		private well & pond
15	Kelly	Kevin	all		
16	Kelly	Tim	all		

Carlisle

Standard	Motion	2nd	In favor	Opposed	Variance or condition
7.1.1					DEP - subject to clarification by a higher authority
7.1.2	Kelly	Kevin	all		each home will have it's own well - test pits have been done
7.1.3	Kelly	Tim	all		each home will have it's own subsurface wastewater system
7.2					Performance guarantee
7.3	Bill	Kelly	all		Inspection of required improvements
7.4	Kelly	Kevin	all		Final plan
7.4.1	Kelly	Kevin	all		Preliminary received
7.4.2	Kelly	Kevin	all		Streets, utilities, lot lines
7.4.3	Kelly	Kevin	all		Road profile, road will be paved
7.4.4	Kelly	Kevin	all		Monuments
7.4.5	Kelly	Kevin	all		Lot #'s for/from Assessor
7.4.6	Kelly	Kevin	all		name of engineer
7.5.1	Kelly	Tim	all		N/A no open space - retention pond care/upkeep will be on road maint agreement
7.5.2	Kelly				TBD - Municipal officials satisfied w/legal documents
					HOA
					Performance guarantee
					Soil & Water

Technical Review Memo

TO: Julie Lemieux - Town of Lyman
CC: Erik Saari, P.E. - Altus Engineering
FROM: Christopher Baldwin, P.E, Melissa Brandt – YCSWCD
DATE: 7/21/2025
RE: Carlisle Brook Estates Subdivision – Lyman

The CCSWCD has conducted a review of the Erosion and Sediment Control best management practices proposed for the Carlisle Brook Estates Subdivision to be located off Walker Road in Lyman as shown on the submitted plans last revision date of 7/17/2025 prepared by Altus Engineering on behalf of Carlisle Brook Estates, LLC. This review was conducted using all related applicable Local (Lyman) and State erosion and sediment control standards.

The project is proposed to be constructed on a 45.77-acre parcel. The proposed project consists of developing the parcel with four single-family residential lots, an approximately 238 linear-foot private way, and appurtenant work that includes the following:

- Disturbance of 0.47-acres of undeveloped land and placement of approximately 0.14 acres of new impervious surface for the roadway
- Development of four house lots with roof dripline filters to treat runoff
- Installation of a detention basin to control stormwater runoff generated from the road
- Installation of erosion and sediment control best management practices to control stormwater runoff during and post-construction

CCSWCD activities consisted of a site walk, a review of the submitted site development plan set, soils report, and proposed erosion and sediment control best management practices. The construction drawings included existing and proposed conditions, soils information for the site, site development details, and required erosion and sediment control notes and details.

CCSWCD submitted review comments to Altus Engineering on July 17, 2025 and were immediately responded to in a July 17, 2025 Altus Engineering submittal which included revised plan sheets C-4 and C-5 dated 7/17/2025. A final review of the E&SC provided on the revised plan sheets C-5, D-1 and D-2 was summarily conducted.

Important Considerations, Recommendations and/or Waiver Requests

1. The Applicant has provided an erosion and sediment control plan which meets the requirements of Town Ordinance and MDEP Chapter 500, Appendix A.
2. No waivers are requested related to erosion and sediment control for the project.

Recommended Conditions of Approval

1. Development of a Road Maintenance Agreement for future access and maintenance of the road, drainage swales and detention basin.

Based on the review, the current plans **meet** applicable Town and District standards for erosion and sediment control.

The documents provided by Altus Engineering and references/resources reviewed by the District are included in **Tables 1 & 2**. Should you have any questions, please do not hesitate to call Christopher Baldwin, P.E. at 207-892-4700.

Summary of Information Reviewed

Table 1 – Submitted Documents

The following documents, with revision dates shown, were provided by Altus Engineering for District review:	
May 21, 2025	Proposed Site Development Plan Set
May 21, 2025	Drainage Analysis and O&M Plan of Stormwater Management Facilities
January 8, 2025	Soils Survey Report and USGS Quadrangle
July 17, 2025	Response email to District 7/17/2025 comment email
July 17, 2025	Revised Site Development Drawings C-4 and C-5

Table 2 – References

The reference and resource documents were reviewed in preparation of this memo:	
38 MRS §420-C	Erosion and Sediment Control Law
CMR Chapter 500	Stormwater Management
MDEP Stormwater Best Practices Manual Vol. II	Maine Stormwater Management Design Manual
Town Ordinance	Town of Lyman Zoning Code



TOWN OF LYMAN
PLANNING BOARD MEETING MINUTES

June 4, 2025

Note: These are summary minutes. A recording of the meeting is on file at the Lyman Town Hall and is posted on the Town's webpage. Minutes are not verbatim and may be paraphrased for clarity. Minutes are drafts until approved by the Planning Board.

REGULAR MEETING CALL TO ORDER: Chair Kelly J. Demers called the Meeting to order at 5:32 PM. Attendance at the meeting included Planning Board members: William (Bill) Single, Cecile Dupuis, Kevin Veilleux, Tim Rivard, Code Enforcement Officer Rebekah Thompson and Code Enforcement Assistant Julie Lemieux. Members of the public in attendance were: Allen Goodwin, Brian Dancause, and Todd Gammon.

Pledge. Roll call. All 5 voting members are present.

NEW BUSINESS:

Allen Goodwin – 27 Goodwin Lane – Map 6 Lot 28-5 – Proposed lot line changes to subdivision, no changes to roads -

Mr. Goodwin has five acres on Goodwin Ln, off of Frost Rd, with a house and a cabin (that is junk). His neighbor, Mr. Bradish, is interested in purchasing two acres to increase the buffer around his property, which will leave the required three-acre minimum lot and the required road frontage. He believes this to be a simple unencumbered transfer of property.

The deeds would have to be researched to see whether the lots can be divided and to see if there are any deed restrictions, make sure that setbacks are met, that the required road frontage is met, and you have the required minimum lot size. As long as there are no restrictions in the subdivision plans that prohibit the lots from being further divided and no Homeowner's Association (HOA) that would require all the owners to sign off on (this shouldn't be a problem, the subdivision was created in 1983) then it should be fine. Mr. Goodwin would need to look at his deed and see if it restricts his lot to a minimum of five acres, which the lots were required to be when the subdivision was created, but then years later that zone was changed to residential with a minimum of three acre lots

The Board doesn't see a problem with the transfer of the property to the neighbor as long as there are no restrictions in the deeds or the subdivision plans without a decision from them.

Brian Dancause– 1713 Alfred Rd – Map 7 Lot 64 – Commercial Contractor rental space -

Mr. Dancause explained the project they are looking to do commercial contractor rental space so plumbers, electricians, small businesses who need a garage with a small office and a bathroom to house equipment or supplies or whatever to have a place for them to have a home base. We are looking to do two six-unit buildings. There is currently a house on the property that will eventually get removed and we are planning to build some office space there. We would also like to have a

gravel storage area with a chain link fence around it with a key code for boats and RVs, or the contractors to park their work trailers and equipment in a safe place.

The theory behind the rental units is the worker parks their car in front of the building in the morning, gets the work van out of the garage and heads out for the day. At the end of the day, they park the van back in the garage, get in their car and go home for the night.

A driveway permit has already been obtained from the DOT, the line of sight was looked at, and a regional traffic engineer did a traffic study.

There is a pond on the property that will catch surface water runoff and treatment, and we plan to put a fire hydrant there for the fire department to use if needed. The pond will be lined with rubber and have sloped sides. Fire suppression in the building is not needed since there will be no one living in the units.

Application Fees per Section 8.3.4

Cecile motions to approve, Tim second. Approved 5-0

Three sets of address labels per Section 8.3.5C

To be provided

Site Plan Checklist Review per Section 8.3.8

1. A site plan drawn to scale not smaller than one-inch equals forty feet. (1" = 40')
Kelly motion to approve, Tim second. Approved 5-0
2. Name and address of the applicant plus the name of the proposed development.
Cecile motion to approve, Tim second. Approved 5-0
3. Total floor area, ground coverage and location of each proposed building, structure, or addition.
Kevin motion to approve, Tim second. Approved 5-0 (there will be a revision on the final plan)
4. Perimeter survey of the parcel, made and certified by a registered land surveyor licensed in Maine, relating to reference points. Plan must show true or magnetic North, a graphic scale, corners of the parcel, date of survey and total acreage.
Kelly motion to approve, Cecile second. Approved 5-0
5. All existing and proposed setback dimensions.
Cecile motion to approve, Tim second. Approved 5-0
6. The size, location, direction, and intensity of illumination of all major outdoor lighting apparatus and signs.
To be provided
7. The type, size, and location of all incineration devices.
N/A Waiver to be provided
8. The type, size, and location of all machinery likely to generate appreciable noise at the lot lines, as well as estimated decibel level at property lines.
Waiver to be provided
9. The location, type, and size of all existing and proposed catch basins, storm drainage facilities, wetlands, streams, and watercourses as well as all utilities, both above and below ground.

Cecile motion to approve with the exception that the catch basins will be provided on final plans, Bill second. Approved with exception 5-0

10. All existing contours and proposed finished grade elevations of the portions of the site which will be altered, and the system of drainage proposed to be constructed. Contour intervals shall be specified by the Planning Board.

Kelly motion to approve, Tim second. Approved 5-0

11. The location, type and size of all curbs, sidewalks, driveways, fences, retaining walls, parking space area, etc. and layout thereof, together with dimensions.

Tim motion to approve. Kelly second. Approved 5-0

12. All proposed landscaped areas, size and type of plant material upon the premises.

Waiver to be provided

13. All existing or proposed rights-of-way, easements and other legal restrictions which may affect the premises in question.

Kelly motion this is N/A, Cecile second. Approved 5-0

14. The property lines of all properties abutting the proposed development, including properties across a street, or across a waterbody, together with the tax map and lot numbers, and property owners' names and mailing addresses on file at the Town Office within 10 days of the filing of the application.

Kelly motion to approve with the exception of the owner across the street to be provided, Tim second. Approved 5-0

15. An appropriate box on each page of the plans for the signature(s) of the Planning Board.

Bill motion to approve. Cecile second. Approved 5-0

16. Documentation of right, title, or interest in the proposed site.

Bill motion to approve. Kelly second. Approved 5-0

17. An on-site soils investigation report by a Maine State Licensed Site Evaluator. The report shall identify the type of soil, location of test pits and the proposed location and design for the subsurface disposal system.

Tim motion to approve, Cecile second. Approved 5-0

18. The type of any raw, finished or waste materials to be stored inside or outside of roofed buildings, including their physical and chemical properties, if appropriate.

Cecile motion to approve with the condition that the applicant documents a forthcoming plan on how waste will be hauled, Kelly second. Approved 5-0

19. Traffic data: the Planning Board may require that the application include a traffic engineering study, should the project be considered one of substantial magnitude along any of the town's state highways where fast-moving traffic occurs (i.e. Route 111, 35 or 5). Should a traffic study be requested by the Planning Board, the following data shall be included:

- The estimated peak-hour traffic to be generated by the proposal.
- Existing traffic counts and volumes on surrounding roads.
- Traffic accident data covering the last three (3) years.
- The capacity of surrounding roads, municipal facilities, parking, and any other improvements, which may be necessary on such roads and facilities to accommodate anticipated traffic generation.
- The need for traffic signals and sign or other directional markers to regulate anticipated traffic.

Kelly motion to approve with no new study needed, we will rely on the current data available, Bill second. Approved 5-0

20. Any other information or data the Planning Board determines is necessary to demonstrate compliance with Town, State, and Federal regulations.

The Board discussed what use would be appropriate for this venture and decided Commercial Facilities (2) and Commercial Outside Storage would be the best fit for this project.

Cecile motion to require DEP stormwater permits, Kelly second. Approved 5-0

Set Site Walk for Saturday, June 28, 2025, at 9:00 am.

Set Public Hearing for Wednesday, July 16, 2025, at 5:30 pm.

Patrick Gagnon – 54 Wilderness Way – Map 3 Lot 33 – NOD needs to be written. Checklist with dates and information has been handed out and a previous NOD for a similar project will be emailed as a template.

MINUTES:

5/7/25 Public Hearing Minutes

Kelly Demers made motion to accept meeting minutes, Cecile Dupuis seconded. All voted in favor.

5/7/25 Meeting Minutes

Cecile Dupuis made motion to accept meeting minutes, Tim Rivard seconded. All voted in favor.

SET NEXT AGENDA:

Brian Dancause – 1713 Alfred Road - Map 7 Lot 64 – May have revised/final plan

Carlisle Brook Subdivision – Final Plan?

PB Bylaws

June 18 will be Cecile’s last meeting of the Planning Board after 11 years.

ADJOURNMENT:

Bill made the motion to adjourn at 8:15 PM. Kelly seconded. All voted in favor.

APPROVED DATE: _____

Kelly J. Demers, Chair

William Single, Vice-Chair

Cecile Dupuis, Secretary

Kevin Veilleux

Tim Rivard