



WATERVILLE PLANNING BOARD
MINUTES

DATE OF MEETING: January 13, 2026

VENUE: City Hall Annex, 46 Front Street

MEMBERS PRESENT: Tom DePre, Heath Dunn, Patricia Flynn, Ben Grant, David Johnson, and Cassie Julia

STAFF PRESENT: Ann Beverage, City Planner
Dan Bradstreet, Director of Code Enforcement

ELECTION:
The Board unanimously elected David Johnson chairman and Tom DePre secretary.

MINUTES:
Tom DePre moved to approve the minutes of the December 9, 2025, meeting. Heath Dunn seconded. Vote: 6-0 in favor.

ITEM 1: The City Council is requesting a Planning Board recommendation concerning revisions to Section 6.2.E.(4) Variances of the Zoning Ordinance to improve residential accessibility for persons with disabilities. This review is in accordance with Section 7.1 of the Zoning Ordinance. The City Council sent the following proposed Zoning Ordinance revision to the Planning Board for review and recommendation (underlined language is an addition):

§ 275-6.2. Zoning Board of Appeals.

...

E. Powers and duties. The Zoning Board of Appeals has the following powers and duties:

...

(4) Variances.

...

(g) Notwithstanding the provisions contained in § 275-6.2 and all of the subsections thereunder, the Zoning Board of Appeals may grant a variance or the Code Enforcement Officer may issue a permit, as provided in MRS Title 30-A, §4353-A, to the owner of a dwelling for the purpose of making that dwelling accessible to a person with a disability. The Board or the Code Enforcement Officer shall restrict any variance or permit granted under this subsection solely to the installation of the equipment or the construction of structures necessary for access to or egress from the dwelling. The Code Enforcement Officer may impose conditions on the permit, including limiting the permit to the duration of the disability or to the time that the person with the disability lives in the dwelling.

Director of Code Enforcement Dan Bradstreet told the Board that these changes allowed by state statute will authorize the Code Enforcement Office to issue permits for handicap ramps that do not meet setback requirements in the Zoning Ordinance. Eliminating the requirement for Zoning Board of Appeals approval will save applicants time and money.

ACTION:

Tom DePre made a motion to recommend to the City Council adoption of the proposed language. Heath Dunn seconded. Vote: 6-0 in favor.

ITEM 2: DISCUSSION ONLY: Nova Nord, LLC, is requesting revisions to Ordinance 109-2022, a contract zone the City created for Ware Butler, the former owner of the Sacred Heart Church property at 70 Pleasant Street. This review is in accordance with Section 7.1 of the Zoning Ordinance.

Because developer Jon Godbout experienced an unexpected scheduling conflict and was unable to attend the public hearing, the Board voted to postpone action on this item until the January 27, 2026, Planning Board meeting.

Before the next meeting, the Board will review the conditions in the contract zone the City Council created for the office building and parking lot via Ordinance 109-2022 and the goals in Chapter 13 of the 2025 Waterville Comprehensive Plan. By state law, zoning must be consistent with the goals of the comprehensive plan.