

PLANNING COMMISSION AND
ZONING BOARD OF ADJUSTMENT
OCTOBER 7, 2025 MINUTES

The October 7, 2025 meeting of the Planning Commission and Zoning Board of Adjustment was called to order at 6: P.M.

Board members in attendance were Bruce Pauley, Frank Vetere, Keith Cappellini, Jay Kullman, and Rick Martin. Anne Brown attended via Zoom.

Audience members in attendance were Josh Rourke and Christine Falango. Bryan Kovalick of TRORC attended via Zoom.

In addition to the agenda, Bruce Pauley stated Bryan Kovalick would address the board regarding the draft of the Municipal Town Plan Grant application.

Rick Martin made a motion to approve the minutes of the September 2, 2025 minutes. Jay Kullman seconded the motion. All were in favor.

The first hearing for Mark and Christine Falango, whose property is located at 169 Scott Terrace, was presented by Josh Rourke of ID3 Designs. The property is located within the Shoreland Overlay, Zone RD2. The house was a total loss due to a fire in December 2024. They plan to rebuild a single - family residence on the same footprint.

After experiencing 2 floods, their plan is to raise the structure. He said they would install louvers to allow water to pass through during a flood. The house will have 2 bedrooms and 2 bathrooms, the height will be 32' to the peak, based on average ground level of the lowest point of the house to the highest. The septic system will remain the same as the number of bedrooms will not increase. On approval of the application, work would begin this fall. After answering questions from the board, the hearing was closed.

Next on the agenda, Josh Rourke spoke for property located at 576 Route 100, within the Shoreland Overlay, Zone RD5, owned by Maureen Keating. The structure experienced flood damage and will be demolished. Her plan is to keep the existing foundation, raising the house 1 foot which will result in a height of 33 feet.

The board pointed out that no louvers are shown on the submitted site plan. Josh stated that louvers will be installed to allow water to pass through during a flood.

Both hearings were closed at 6:14 P.M.

Bryan Kovalick then reviewed the draft Grant application for the Town Plan revision. He asked the board for the names of organizations that provide community support and might submit a letter of recommendation for the town. The Coolidge Foundation and Chloe's Market were suggested. Bryan will reach out to both organizations.

Board members questioned the need to apply for a grant, and by doing so, would the town be required to adopt state regulations. Required updating of Energy Compliance was discussed. Bryan explained the recently updated Act 174 requirements for municipal plans to receive an affirmative determination of energy compliance.

He explained that updating the Town Plan will ensure it meets all statutory requirements, allowing the Town of Plymouth to receive regional plan approval, thus giving our town more standing regarding access to financial assistance. Our current plan does not address new statutory requirements that have been mandated since its last adoption in 2019.

Jay Kullman made a motion to sign the Adoption Resolution for a Municipal Planning Grant. He pointed out that without regional plan approval, the town would not qualify for grants and programs to benefit the town.

Anne Brown seconded the motion. In the vote to approve the grant resolution, two members voted to oppose, four members voted to approve.

Next, deliberations began for the two Conditional Use hearings. The board stated that each structure was being demolished and re-built on the same footprint. Both were being raised, and were both within the 35' height requirement for their zone.

Both will make improvements for flood resilience by installing louvers at ground level.

The board noted they had not determined the placement of fuel storage tanks.

After reviewing the Flood Hazard Protection Overlay map on our town web-site, the board noted that both parcels are located within the Flood Hazard Zone, and per Section 2.11 of the Plymouth Zoning Ordinance, requires a Letter of Determination from the Agency of Natural Resources.

The board unanimously agreed to notify the applicant for both parcels, Josh Rourke, that both deliberations will be continued, pending submission of a statement regarding fuel storage tanks and a determination letter from the Agency of Natural Resources.

Bruce Pauley stated that Kevin Geiger of TRORC will provide a class in Process Procedure for all board members and the Zoning Administrator at no cost to the town.

Rick Martin made a motion to adjourn at 7:30 P.M. Frank Vetere seconded the motion. All were in favor.

Respectfully submitted, as draft,

Elaine Pauley
Secretary, Planning Commission
Town of Plymouth