Town of Greenwood
Planning Board Meeting Minutes
Greenwood Town Office – 5:30pm
May 18, 2026

Item 1: Call Meeting to Order – Vice Chair Thurston called the meeting to order at 5:30pm.

Roll Call:
Cheri Thurston, Vice Chair
Andrew Baker, Secretary
Sarah Wood
Anne Kwoka

Kim Sparks, Recording Secretary

Statement from Chair:

Before the meeting, does any Board member have a conflict of interest, personal or financial interest, or a potential bias to anything on tonight's agenda? Such a conflict would prevent them from participating in this matter in an impartial and objective manner.

If so, please disclose it now, recuse yourself from discussions and voting, and step down from the table when we get to that agenda item.

Member Kwoka stated that she issued a notice of violation to Mr. Magner in October of last year at the Select Board's request as she was then the Codes Enforcement Officer. Member Kwoka stated that she is no longer the Codes Enforcement Officer but feels the NOV may be construed as a conflict of interest. Member Kwoka stated that she felt she could participate in the discussion but not vote on the application. Member Kwoka asked how Mr. Magner felt about it. Mr. Magner stated that he was ok with Member Kwoka stepping aside and not voting on his site plan review application.

Item 2: Election of Chair – Vice Chair Thurston stated that they tabled this item at the last meeting as Member Kwoka was not in attendance. Vice Chair Thurston motioned and Member Wood seconded the nomination. Vote: 3-0. Member Kwoka is voted in as Chair.

Item 3: Consider Minutes of May 4, 2026 – The Board reviewed the minutes. Vice Chair Thurston motioned and Member Wood seconded to approve of the minutes as presented. Vote: 3-0. Minutes are approved.

Item 4: Old Business

A. Michael Magner, 190 Howe Hill Road
Preliminary Site Plan Review
U08-003
Abutter's list
Updated Driveway Entrance Permits
Site Plan

The Board reviewed the new submissions. Mr. Magner stated that he feels that he has met the guidelines with what he has submitted. Mr. Magner stated that he submitted a site plan – a cohesive plan that Cheri had suggested at the last meeting.

Chair Kwoka asked if the well and septic were in place. Mr. Magner stated that they were not. Mr. Magner stated that his HHE200 permit was out of date and that he is in the process of having that renewed and should have it at the next planning meeting.

Vice Chair Thurston asked if Mr. Magner had any plans for lighting. Mr. Magner stated that his plan was to install modern sconces that would be up and down lighting right against the building. Mr. Magner stated that basically the exterior doors would be lit with sconces and a spotlight or floodlight on each side of the building. Vice Chair Thurston asked if there would be motion lights that would be a nuisance to the neighbors. Mr. Magner stated that there would be soffit lighting, very minimal, soft lighting.

The Board went through the site plan checklist with Mr. Magner. Chair Kwoka stated that they have reviewed wetland maps and there are no wetlands noted for this property nor is the property in the 100-year floodplain or in any watershed.

Chair Kwoka asked if there was a finished area in the garage. Mr. Magner stated that there is a mezzanine area above that will be used for Office space with a full bathroom. Chair Kwoka stated that Mr. Magner should update his building permit to reflect that change.

Chair Kwoka explained that this was a permitted residential garage space and the proposed commercial use, including but not limited to parking, warehouse, selling, buying, trucking, construction, contracting, storage, and office space. She stated that the application states normal operating hours of operation would be Monday through Friday, 7am to 7pm and some Saturdays as needed. Mr. Magner answered yes and some emergency calls outside of normal work hours.

Chair Kwoka asked if Mr. Magner had a letter from the Fire Department. Kim explained that Chief Cole has been on vacation and will get a letter to the Planning Board by their next meeting.

Vice Chair Thurston asked if the homes that were within 50 feet from his property were noted on the plan. Mr. Magner stated that one abutter, Michelle, is within 50 feet and is noted on his site plan. Vice Chair Thurston asked about the mobile home across the road. Mr. Magner stated that home is 53 feet from his property.

Vice Chair Thurston stated that she has had all of her questions answered. Member Baker stated that he was all set. Chair Kwoka stated that they need to schedule a site visit. The Board agreed to schedule the site visit for Monday, June 1st at 9am. Kim stated that she would notify the abutters and get it placed in the newspaper. The Board agreed to hold a public hearing on this application at their next meeting on Monday, June 1st at 5:30pm.

Vice Chair Thurston motioned and Member Wood seconded to deem Mr. Magner's application complete. Vote: 4-0. All in favor.

B. Nick Bartlett, Preliminary Meeting, Nick Bartlett has questions about a Site Plan Review of a housing project he is beginning to plan.
Map U01 – Lots 27,28,31 and Map U02-001
Corner of Main St. Rt. 26/Bird Hill Rd.

Mr. Bartlett stated that he wanted to apologize to the Board as this process is new to him. Mr. Bartlett stated that there is a team of people in this process working with local planning boards and have worked with planning boards all across the State of Maine. Chair Kwoka stated that she did review our Ordinances. She stated that the Land Use Ordinance states that apartment buildings with more than 2 units are considered commercial, then the site plan ordinance says that the site plan ordinance does not apply to multifamily dwellings. Chair Kwoka questioned if this would require subdivision review. Kim stated that she would send this to our Town Attorney for clarification and get the information back to the Board and to Mr. Bartlett.

Mr. Bartlett thanked the Board for their time and said he would keep the Board updated as things progress.

Item 5: New Business

A. Gary & Karen Curtis, 22 Big Island Lane, Round Pond
Map U11 – Lot 21
Replace existing deck with concrete pavers and install low retaining wall in back of existing rock wall.

Chair Kwoka stated that the Board would need to see an approved permit by rule from DEP. Kim stated that she didn't think Mr. Curtis knew that he needed the permit by rule. Kim stated that she would contact them to let them know.

Item 6: Admin Issues

A. Black Ink Realty – withdrew their subdivision application.

B. Member Thurston asked that we keep a running list of Ordinance corrections/updates that will be needed for the next Annual Town Meeting.

C. Chair opening statement – Member Baker asked if the Board would consider working on the opening statement. He stated that the former

Chair had added this without a vote from the Board. Member Baker stated that he felt that it was funny that the four of them had to remind each other what was their legal obligation to state if there was a conflict of interest. Vice Chair Thurston stated that she didn't see it like that and it is the Chair's statement so it would be up to Anne to make any changes. Vice Chair Thurston stated that she thinks it is letting them know that we can't be biased if we have a conflict of interest. After a lengthy discussion, the board agreed to keep the Chair's opening statement.

Item 7: Adjourn - Having no other business, Member Wood motioned and Member Baker seconded to adjourn the meeting at 6:38pm. Vote: 4-0. Meeting is adjourned.