

**SANFORD PLANNING BOARD MINUTES
MEETING – June 3, 2015 – 7:00 P.M.
City Hall Annex Third Floor Chambers**

MEMBERS PRESENT: John McAdam, Chair
Lenny Horr, Vice Chair
Lela Harrison, Secretary
Kelly Tarbox
Richard Bergeron
Dianne Connolly

MEMBERS ABSENT: Lucas Lanigan (w/notice)

STAFF PRESENT: James Q. Gulnac, AICP, Planning & Development Director
Michael Casserly, Asst. City Engineer
Shirley Sheesley, CEO

STAFF ABSENT: None

I. CALL TO ORDER

Chair McAdam called the meeting to order at 6:56 PM. (Board member Connolly made a motion to start the meeting early.)

II. PUBLIC HEARING

1. **File #999-15-T(2): The Planning Director** is recommending changes to the city's land use ordinances.

Chair McAdam asked James Gulnac, Planning Director to make a brief presentation.

James Gulnac, Planning Director said due to flexibility in scheduling, this recommendation has had a first reading at the city council level. He also said he and Shirley Sheesley, Codes Enforcement Officer made a few changes to the verbiage. Mr. Gulnac gave a brief history of why this ordinance change is before them for review. Basically, some applicants have signed the agreement stating they will pay any outstanding review fees for a project that has been reviewed, but some applicants have not paid even after having been notified multiple times of outstanding balances.

Mr. Gulnac explained which section of the ordinance this change was going to be located. He then explained that if a person in arrears submits either a land use application or a building permit, the application/permit will be deemed incomplete until the outstanding balance is paid in full.

Mr. Gulnac asked if the Board was ok with the change, and they agreed. He then explained what was coming up for review.

Chair McAdam asked if there was any further discussion.

Vice Chair Horr asked which account the collected fees go into. Mr. Gulnac responded the fees go into the general revenue account.

Chair McAdam called for a motion.

Board member Tarbox made a motion that the Planning Board recommend to the council, and forward to the council, revisions to the city's land use ordinance with reference to collecting outstanding fees with language to be proposed by the Planning Director and the Code Enforcement Officer and these additions be made to the fee schedule portion of the ordinance.

Staff member Gulnac requested revised language to the motion.

Board member Tarbox amended her motion to read "...as presented to the council at the first reading."

Board member Connolly seconded the amended motion.

A vote was taken and the motion passed 6-0.

III. NEW BUSINESS

Chair McAdam wanted to update the Board on a letter he received today from James Gulnac.

The letter stated that James Gulnac will be retiring effective September 30, 2015.

IV. OLD BUSINESS

There were no old business items.

V. APPROVAL OF MINUTES – May 20, 2015

Board member Harrison stated the minutes were fine as written.

Board member Harrison made a motion to accept the minutes as written.

Board member Tarbox seconded the motion.

A vote was taken and the motion passed 6-0.

VI. PLANNING DIRECTOR'S REPORT

Staff member Gulnac stated it has been a pleasure working with the Board for the last fourteen years. He then explained his reasoning for his retirement.

1. Discussion on Finding of Facts procedures.

The discussion for this item took place in tonight's public hearing. The only thing discussed was when the public hearing for this item would be held, which is in two weeks.

VII. ADJOURN

The meeting adjourned at 7:25 P.M.

*Non-agenda item:

Staff member Gulnac presented the Board with a request for staff review and approval for a submittal from Randy Marquis. Mr. Marquis would like to store company vehicles and equipment on his property. He submitted his request with an attached site plan for review.

Chair McAdam asked Mike Casserly, Asst. City Engineer to comment.

Mike Casserly said this property was previously reviewed by Charles Andreson, former Public Works Director. Mr. Casserly stated that per this review a stormwater easement would be required.

Staff member Gulnac informed everyone that he misspoke when identifying the property – the parcel in question is actually on the corner of Alpine Drive and Jagger Mill Road, not the corner of Circle Drive and Main Street (Route 109). He then described the correct property's existing conditions.

Board member Connolly asked to be excused as a Board member and speak/comment as a member of the public instead because she had some personal comments about this property. It was decided that she could ask as a Board member.

Board member Connolly said she passed this property routinely in her travels and said it was an unsightly mess. She was concerned that tanks would be thrown throughout the property. She said she has been by during a recent travel and it has been cleaned up. She wanted some assurance that the property would continue to be maintained and kept up. Discussion followed. It was stated that the approval would also include a shed to be built at a later date.

Board member Connolly asked what was in the tanks being stored onsite. Mr. Gulnac replied the tanks contained water.

Chair McAdam called for a vote.

Board member Tarbox made a motion that the Planning Board accept the information presented in the Planning Director's memo dated June 1, 2015 as a Finding of Facts (see attached) and under the authority of Section 272-1-5-D of the site plan ordinance waive the specific requirement for a minor site plan and authorize the Planning Director to approve the site plan for tax map R15 lot 106, Randy Marquis, d/b/a Marquis Well & Pump. This approval includes, subject to any and all permit requirements, the addition of a shed at some future date.

Board member Harrison seconded the motion.

A vote was taken and the motion passes 6-0.

Attachment to June 3, 2015 Minutes



City of Sanford, Maine
Planning Department
917 MAIN STREET SUITE 300, SANFORD, MAINE 04073
TEL (207) 324-9150 FAX (207) 324-9166



MEMORANDUM

TO: Planning Board

CC: Michael Casserly, Asst. City Engineer
Shirley Sheesley, CEO
Randy Marquis, Property Owner
Planning Office

FROM: James Q. Gulnac, AICP, Director of Planning & Community Development
Brownfields Program Coordinator

DATE: June 1, 2015

**RE: Request for Authority to Review: 1 Alpine Drive
Under Section 272-1-5-D**

I am requesting the Board consider under Section 272-1-5-D of the site plan ordinance giving to the Planning Director the authority, with concurrence of the CEO and City Engineer, to review and approve, disapprove, or approve with conditions the request from Randy Marquis to operate as a "Tradesman" at his home on 1 Alpine Drive (tax map R15A, lot 106).

I have attached for your review a copy of the pre-application meeting form and a copy of a memo from Shirley Sheesley, CEO dated 5-22-15. Please note that the applicant has requested in writing, via the pre-application meeting form, that the formal submission requirements for a minor site plan be waived.

The proposed use as "Tradesman" is permitted with review in the RD zone. Mr. Marquis does business as Marquis Well and Pump. As noted in the CEO memo, he currently stores well supplies including tanks which are sometimes stored on site for various periods of time. In addition, he has an F-550 truck and utility trailers also on site. He does not, nor does he plan to, have well drilling rigs stored on site.

There is no request for any site improvements at this time; however, he may wish to provide either some form of screening or a storage shed in the future. He would be required to obtain a permit for the shed; however, this approval would include the shed at a site to be determined at the time of the permit request.

The site is considered pre-existing; however, there is a stream on the property which is under MDEP authority and any site improvements would require further consideration by the MDEP.

Based upon my review of the information, I believe this qualifies as a minor change to an existing site plan and that a formal application is not necessary.

Requested action:

I am asking that the Planning Board, by consensus, authorizes the Planning Director under Section 272-1-5-D to review and approve the attached site plan request from Randy Marquis, tax map R15A, lot 106.

Proposed Motion:

The Planning Board accepts the information presented in the Planning Director's memo dated June 1 as a Finding of Facts and under the authority of Section 272-1-5-D of the site plan ordinance waives the specific requirements for a minor site plan and authorizes the Planning Director to approve the site plan for tax map R15, lot 106, Randy Marquis d/b/a Marquis Well and Pump. The approval includes, subject to any and all permit requirements, the addition of a shed at some undetermined future date.