

**SANFORD PLANNING BOARD MINUTES
MEETING December 17, 2014 – 7:00 P.M.
City Hall Annex Third Floor Chambers**

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

MEMBERS ABSENT: None

STAFF PRESENT: James Q. Gulnac, AICP, Planning & Development Director
Michael Casserly, P.E., Assistant City Engineer

STAFF ABSENT: None

I. CALL TO ORDER

Chair McAdam called the meeting to order at 7:00 P.M.

II. PUBLIC HEARINGS

There were no public hearing items.

III. NEW BUSINESS

There were no new business items.

IV. OLD BUSINESS

There were no old business items.

V. APPROVAL OF MINUTES – December 3, 2014

Board member Harrison stated the minutes of December 3, 2014 were in order as written.

Board member Hardison made a motion to approve the minutes of December 3, 2014 as written.

Board member Bergeron seconded the motion.

A vote was taken and the motion passed 5-0; Vice Chair Tarbox abstained as she was not at this meeting.

VI. PLANNING DIRECTOR'S REPORT

1. The Planning Director will present an update on the Beaver Hill application.

This item was discussed during a work session

2. The Planning Director will give a brief look back over 2014 and a peak into 2015.

This item was discussed during a work session

VII. ADJOURN

The meeting adjourned at 7:11 P.M. to go into work session.

*Non-Agenda Items:

1. James Gulnac, Planning Director, explained a request he received to the Board. Karen Hebb is requesting permission to open a catering business in a single-family house on Main Street. He explained it is a permitted use and there is no site work being proposed. Some discussion took place on the location of the building. Vice Chair Tarbox asked if Ms. Hebb was going to live there; Mr. Gulnac replied she was not. Vice Chair Tarbox then asked if there was adequate parking; Mr. Gulnac responded there are two spots for this house (located at 837 Main Street).

Chair McAdam asked if there were any questions from the Board; there were none.

Vice Chair Tarbox made a motion that the Planning Board by consensus authorize the Planning Director under Section 272-1-5-D to review and grant site plan approval to the request from Karen Hebb to open and operate a catering business at 837 Main Street and waive the requirement for review by the Design Review Committee since no changes to the site or outside of the building are proposed.

Board member Hardison seconded the motion.

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

2. James Gulnac, Planning Director, told the Board he had a meeting with Scott Masi and his representatives to discuss operating a furniture manufacturing business in the former school bus garage located at 34 Schuler Street. He explained no site changes are necessary; the changes needed are going to be done within the building itself. Mr. Gulnac briefly explained the business. Board member Hardison asked if the applicant wanted an outside display area; Mr. Gulnac replied it was not Mr. Masi's intent at this time. Discussion followed. Vice Chair Tarbox confirmed with Mike Casserly, City Engineer that he had no issues with the project. Board member Bergeron asked if the school department was still using the building. Staff member Gulnac responded the building was never used by the school department but by the former contracted bus service.

Chair McAdam asked if there were any other questions; there were none.

Vice Chair Tarbox made a motion that the Planning Board by consensus authorize the Planning Director under Section 272-1-5-D to review and grant site plan approval, subject to compliance with any and all building and public safety and fire codes, to the request from Scott Masi to open and operate a furniture manufacturing business at 34 Schuler Street.

Board member Harrison seconded the motion.

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