

SANFORD PLANNING BOARD MINUTES
MEETING – January 4, 2012 – 7:30 P.M.
Town Hall Annex Third Floor Chambers
AMENDED
Amended with Corrections

MEMBERS PRESENT: Kelly Tarbox, Chair
Lela Harrison, Vice Chair
Joseph Herlihy
David Mongeau, Secretary
Robert Hardison
Matthew Perkins

MEMBERS ABSENT: Stephen Catalano, Jr. (Resigned)

STAFF PRESENT: James Q. Gulnac, AICP, Planning & Development Director

STAFF ABSENT: Charles Andreson, PE, Town Engineer (w/notice)
Michael Casserly, Assistant Engineer (w/notice)
Barbara Bucklin, Administrative Assistant (w/notice)

I. CALL TO ORDER

Ms. Tarbox called the meeting to order at 7:30 PM.

II. SWEARING IN OF NEW MEMBERS

III. ELECTION OF OFFICERS

Ms. Tarbox called for a motion to elect a chairperson.

On a motion by Mr. Hardison and seconded by Mr. Mongeau, it was moved to have Ms. Tarbox serve as Chair to the Board for 2012.

Chair Tarbox asked if there were any nominations for Vice Chair. Board member Hardison made a motion to nominate Ms. Harrison. Board member Mongeau seconded the motion. It was moved to have Ms. Harrison serve as Vice Chair to the Board for 2012.

Chair Tarbox asked the Board to elect a secretary. Board member Hardison nominated board member Mongeau, seconded by board member Treadwell. It was moved to have board member Mongeau serve as secretary to the Board for 2012.

IV. ADOPTION OF 2012 PLANNING BOARD CALENDAR

Chair Tarbox noted there were two scheduling conflicts on the calendar, one on July 4th and one on November 21st, the evening before Thanksgiving. She gave a suggestion of moving the July 4th meeting to July 11th and moving November 21st to November 14th. She asked if there were any comments or other suggestions. All present agreed to the recommended changes.

Board member Mongeau made a motion to adopt the 2012 Planning Board calendar as presented with two changes: changing July 4th to the 11th, and changing November 21st to November 14th.

Board member Treadwell seconded the motion.

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

V. ADOPTION OF PLANNING BOARD BY-LAWS

Staff member Gulnac asked that this item be tabled until the Board has time to review them at a work session and bring the by-laws up to date.

Board member Mongeau made a motion to table the adoption of by-laws.

Board member Treadwell seconded the motion.

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

VI. DISCUSSION & ADOPTION OF APPLICATION SUBMISSION PROCEDURES

Staff member Gulnac said the new site plan ordinance makes references to the application submission procedures online. Mr. Gulnac said the procedures online are outdated and discussed the flow chart outlining the new timeline for application submittals.

Board member Mongeau made a motion to put the submission flow chart on the town's website and to have staff follow-up with written instructions that go with the new procedures.

Board member Treadwell seconded the motion.

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

Before moving on to the public hearing item, staff member Gulnac spoke about the board member work shop coming up, said that board member Catalano formally resigned from the board, and the town council will be appointing someone to the board soon.

VII. PUBLIC HEARINGS

- 1. File #24-11-R: Pastor Peter French, d/b/a Sanford-Springvale Foursquare Church, 44 Ridley Road, Sanford, Maine.**

Chair Tarbox called for a representative to present the application.

Staff member Gulnac said a Site Plan Review Committee meeting was held on this application earlier in the day and the committee moved the application forward recommending approval.

Pastor Peter French, applicant, stated that he misrepresented Charles Andreson as his engineer instead of the town's engineer in the application. Pastor French then said he was requesting permission to apply for an occupancy permit in a storefront located in Springvale Commons to be used as both a sanctuary for his church referred to as Sanford-Springvale Foursquare Church (a/k/a God's House on the Hill) and his insurance business office space. He then described the times the space would be used for these services and other related activities and what the different rooms would be used for.

Chair Tarbox asked if anyone present wished to speak in favor of the application; there was no one.

Chair Tarbox asked if anyone present wished to speak against the application; again, there was no one.

Chair Tarbox confirmed with staff member Gulnac that there were no parking/traffic issues with the application or any concerns from the fire marshal.

Chair Tarbox asked if there were any questions from board members; there were none.

Chair Tarbox then asked if the board was ready to take action on this application without any further discussion in work session; the board agreed they were ready to vote.

Chair Tarbox called for a motion.

Board member Hardison made a motion that the Planning Board confirm the Finding of Facts (see attached) and after consideration of the public comments and those of the staff, find that the request for major site plan/conditional use approval to relocate services of the Foursquare Church to 481 Main Street Springvale, Unit 5 File #24-11-R has satisfied the requirements of the Sanford Land Use Code and is granted subject to the following conditions:

- a) That any and all outstanding fees be paid.
- b) That the applicant/developer complies with any and all local and/or state building code requirements.
- c) That the applicant/developer complies with any and all fire safety code requirements.

Board member Mongeau seconded the motion.

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

VIII. APPROVAL OF MINUTES – October 19, 2011; November 16, 2011; and December 7, 2011

These minutes were not ready for approval.

IX. ADJOURN

The meeting adjourned at 7:55 P.M.

Attachment to January 4, 2012 Minutes

*Finding of Facts for Public Hearing Item #1
File #24-11-R: Sanford-Springvale Foursquare Church*

- The applicant has received a promise of lease from the property owner pending approval by the Planning Board and therefore has standing to make the application.
- A pre-application meeting was held.
- An e-mail from the fire marshal has been provided indicating that the site has a capacity of 100 people.
- The Sanford Water District, in a letter dated November 18, 2011, stated that there is sufficient water service for the proposed use.
- The Sanford Sewer District has indicated that the change in use from a book store to a church does not affect the ability to provide service as long as there are no changes in the hook up.
- The town engineer has indicated that it is his opinion that there will be no increase in peak hour traffic and that there should be no road impact fee assessed.
- It has been determined that during the proposed hours of service time there will be adequate parking to satisfy the demand at the maximum capacity of 100 individuals for 25 spaces.
- The Site Plan Review Committee (SPRC) reviewed the application and forwarded to the Planning Board with a recommendation to approve.
- A public hearing was held and no one from the public spoke.