

**SANFORD PLANNING BOARD MINUTES**  
**MEETING March 21, 2012 – 7:30 P.M.**  
**Town Hall Annex Third Floor Chambers**

**MEMBERS PRESENT:** Kelly Tarbox, Chair  
Lela Harrison, Vice Chair  
David Mongeau, Secretary (arrived at 7:55 P.M.)  
John McAdam  
Matthew Treadwell

**MEMBERS ABSENT:** Joseph Herlihy (w/notice)  
Robert Hardison (w/notice)

**STAFF PRESENT:** James Q. Gulnac, AICP, Planning & Development Director  
Kevin Sprague, Planning Intern

**STAFF ABSENT:** Charles Andreson, P.E., AICP, Town Engineer (w/notice)  
Michael Casserly, P.E., Assistant Engineer (w/notice)  
Barbara Bucklin, Administrative Assistant (w/notice)

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**I. CALL TO ORDER**

Chair Tarbox called the meeting to order at 7:30 P.M.

**II. PUBLIC HEARINGS**

1. **File #02-12-RU: Little Lambs Daycare, c/o Winona Elmore, 574 Main Street, Springvale, Maine.**

Chair Tarbox called for a representative to present the application.

Staff member Gulnac gave a brief report from the Site Plan Review Committee meeting earlier in the day. Winona Elmore, the applicant, is a tenant at the 574 Main Street building. The SPRC had no issues with the application and forwarded their recommendation of approval. The committee also recommends granting the waiver request for preparation. Lori Black, owner of the building, was present at the SPRC meeting and told the committee she is permitting the expansion.

Staff member Gulnac asked Ms. Elmore if she wanted to add any information; she did not.

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

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

Chair Tarbox closed the public hearing.

Chair Tarbox asked Board members if they had any questions for the applicant; they did not.

Chair Tarbox said the Board would vote on the application now instead of going into work session since there were no questions or concerns.

Chair Tarbox called for a motion.

Vice Chair Harrison 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 an amendment to major site plan, File #01-12-R, has been prepared in conformance with the Town of Sanford Land Use codes and the laws of the State of Maine and grant approval 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 provides verification of a State of Maine license to operate a childcare facility for more than 12 children; and
- d) That the applicant obtains a Certificate of Occupancy.

Board member McAdam seconded the motion.

A vote was taken, and the motion passed 4-0.

### **III. NEW BUSINESS**

There were no new business items.

### **IV. OLD BUSINESS**

There were no old business items.

### **V. APPROVAL OF MINUTES – November 16, 2011; December 7, 2011; and December 21, 2011**

#### November 16, 2011

Chair Tarbox called for a motion.

Board member Mongeau made a motion to approve the minutes as written.

Vice Chair Harrison seconded the motion.

A vote was taken, and the motion passed 3-0 (Board member Treadwell was not on the Board in 2011).

#### December 7, 2011 & December 21, 2012

These minutes were not available for tonight's meeting.

### **VI. PLANNING DIRECTOR'S REPORT**

Staff member Gulnac and Kevin Sprague, planning intern, gave a presentation on the new application submittal procedures. The new site plan ordinance refers people to these procedures. Chair Tarbox asked what the advantage was by removing the submittal process out of the ordinance and under Planning Board procedures. Mr. Gulnac said it gives the board more flexibility to change the procedures and is a quicker process than if they needed to be changed and were within the ordinance. Mr. Gulnac explained what the required datum submittal is, NAICS business definitions are, etc. As Mr. Sprague clicked on links within the page Mr. Gulnac explained what the content was. The proposed interactive page allows applicants to review what the process is, what is needed in order to obtain a building permit, and what approvals are needed within the planning process.

This proposal is actually what the current process is; it is just streamlining and clarifying the information that is on the website. Vice Chair Harrison asked if the planning application would be available online; Mr. Gulnac explained his reluctance of doing so. Discussion took place.

## **VII. ADJOURN**

The meeting adjourned at 8:00 PM.

### **Attachment to March 21, 2012 Minutes**

*Finding of Facts for Public Hearing Item #1  
File #02-12-R: Little Lambs Daycare Expansion*

- The applicant has provided proof of ownership of the business in question and has the permission of the property owner to make the submission and therefore has standing to make the application.
- The applicant is now in operation as a daycare center with fewer than 13 children and is requesting approval to revise her operation to permit more than 13 children.
- The application does not include any changes to the existing site conditions.
- The Planner waived the requirement for the submittal of an engineer prepared site plan and determined that the site plan in file #41-98-R may be used as a base for discussion. The Planning Board will need to approve the waiver.
- Any and all site dimensions are existing and any inconsistencies are pre-existing and not relevant to the application.
- The hook-ups to both water and sewer were verified at the Site Plan Review Committee meeting.
- The application includes information detailing the number of children and the drop-off and pick-up times for them. The information was included in the application.
- The Town Engineer has confirmed that there is no increase in peak hour traffic and therefore have no requirements under the traffic impact ordinance.
- The applicant has indicated that she has made contact with the Fire Marshal and that the operation will be in compliance. This was confirmed at the Site Plan Review Committee meeting.
- The application was reviewed at the Site Plan Review Committee meeting and the Committee recommended that the application be forwarded to the Planning Board with a request to grant the waiver request and approve the application with the standard conditions.
- A public hearing was conducted on March 21, 2012. No one from the public spoke.