

SANFORD PLANNING BOARD MINUTES
MEETING July 18, 2012 – 7:00 P.M.
Town Hall Annex Third Floor Chambers

MEMBERS PRESENT: Kelly Tarbox, Chair
Lela Harrison, Vice Chair
John McAdam
David Mongeau, Secretary
Matthew Treadwell

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

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

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)

I. CALL TO ORDER

Chair Tarbox called the meeting to order at 7:31 P.M. (A work session to discuss the project was held before the voting meeting.)

II. NEW BUSINESS

1. **File #09-12-R: Sanford Housing Authority, c/o John Hutchins**, Corner Post Land Surveying, Inc., 2 Mill Street, Springvale, Maine.

Chair Tarbox called for a motion on this application, which is a request for minor site plan approval, with waivers, to construct a building to be used as their business office on property located at 17 School Street in Sanford.

Board member Mongeau made a motion that the Planning Board confirm the Finding of Facts established in the work session (see attached) and after consideration of the public comments and those of the staff, find that the Sanford Housing Authority, Sanford, Maine File #09-12-R request for minor site plan approval with waivers to construct a building to be used as their business office 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 waiver requests from Section 280-83 Off street parking and from 280-76 Curb Cuts and Driveways, C.(3) separation (a) (b) are granted.
- c. That the applicant complies with any and all local and/or state code requirements.
- d. That the applicant will schedule a pre-construction meeting with the town engineer.
- e. The applicant will provide the planning office with the landscape plan once completed.

Board member McAdam seconded the motion.

A vote was taken, and the motion passed 5-0.

III. ADJOURN

The meeting adjourned at 7:34 PM.

Attachment to July 18, 2012 Minutes

*Finding of Facts for New Business Item #1
File #09-12-R: SHA Office Building on School Street*

- The application is a minor site plan by definition for a permitted activity; however, the application includes two waiver requests that require Planning Board review and action.
- The applicant has provided proof of ownership and has standing to submit the application.
- The Planning Board accepted the Planner's recommendation that the information provided in the application is sufficient to complete the review.
- The Planning Board discussed the application and determined that it was acceptable as presented.
- Review traffic impact fee requirements, if any, with the town engineer.
- Brady Goodwin, a recent graduate from SRTC and a member of the student team working on the project, was present and made a brief presentation of the project.
- The Board reviewed the waivers requested and based upon the information presented decided to grant approval:
 1. A waiver from Section 280-83 Off street parking
 2. A waiver from Section 280-76 Curb Cuts and Driveways, C.(3) separation (a) (b).
- At the request of the Planner the Board also agreed to permit the submission of the final landscape plan at a later date.