

**SANFORD PLANNING BOARD MINUTES  
MEETING – January 3, 2018 – 6:30 P.M.  
City Hall Annex Third Floor Chambers**

**MEMBERS PRESENT:** John McAdam, Vice Chair  
Edward Cormier, Secretary  
Dianne Connolly  
Sarah Littlefield (arrived at 6:35 P.M.)  
Jennifer Georgius

**MEMBERS ABSENT:** Lenny Horr, Chair (w/notice)  
Jace Clarke (w/notice)

**STAFF PRESENT:** Elizabeth Della Valle, AICP, Director of Planning & Development  
Barbara Bucklin, Admin. Asst., Planning Department

**STAFF ABSENT:** Michael Casserly, Asst. City Engineer (w/notice)

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**I. CALL TO ORDER**

Vice Chair McAdam called the meeting to order at 6:31 PM. (The recording was started at 6:32 PM.)

**II. OPENING STATEMENT**

No opening statement was made.

**III. SWEARING IN OF NEW MEMBERS**

Board member Connolly was sworn in earlier in the day. Jace Clarke was interested in continuing on the Planning Board but had not yet submitted his application.

**IV. ELECTION OF OFFICERS**

Vice Chair McAdam nominated Lenny Horr as Chair. Board member Cormier seconded the motion. There were no other nominations. A vote was taken and the motion passed 4-0.

John McAdam stated he was interested in remaining Vice Chair. Board member Connolly seconded the request. There were no other nominations. A vote was taken and the motion passed 4-0.

Board member Connolly nominated Edward Cormier as Secretary. Board member Georgius seconded the nomination. A vote was taken and the motion passed 4-0.

**V. ADOPTION OF PLANNING BOARD BY-LAWS**

Board member Connolly asked if streaming needed to be included in the by-laws. She also asked if another Board member had spoken to Planner Della Valle about some other possible changes/concerns. Planner Della Valle said no one had spoken to her about changes prior to tonight's meeting.

Board member Connolly made a motion to table the adoption of by-laws until the next scheduled meeting.

Board member Cormier seconded the motion.

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

#### **VI. ADOPT 2018 MEETING CALENDAR**

Planner Della Valle said there are two dates that need to be addressed – July 4<sup>th</sup> and November 21<sup>st</sup>. She said it was up to the Board to decide if they wanted to choose another date now or to leave these dates as to be determined.

Board member Cormier recommended leaving the calendar as is (with these dates as TBD). The other Board members agreed.

#### **VII. MINUTES – November 15, 2017 and December 6, 2017**

Board member Cormier made a motion to accept both sets of minutes as written.

Board member Connolly seconded the motion.

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

#### **VIII. HEARINGS and BUSINESS**

- 1. Public Hearing and New Business: File #999-17-T(4): The Planning Board will consider** amending Chapter 280: Zoning, Article XVI. Site Plan Review to amend medical marijuana submission requirements.

Vice Chair McAdam called for a representative to speak on the application.

Planner Della Valle stated that the ordinance requires the business owner to provide a certification of the ventilation/odor management system by an engineer licensed in the State of Maine or an odor management specialist. She said in the last couple of months, a few medical marijuana production managers have said they were not able to find a mechanical engineer licensed in the State of Maine willing to certify the systems.

Planner Della Valle explained where the request for change was directed from, the people she contacted to assist her in preparing the ordinance change, and the location of the proposed changes in the ordinance.

Vice Chair McAdam asked if anyone present would like to speak either for or against this proposal.

Isaac Ellowitz, Westbrook Creek located in the Stone Mill and speaking for this proposal, said he reviewed the amendments proposed by Planner Della Valle and provided comments for the Board (which Planner Della Valle handed out to the Board at the meeting); he proceeded to give an overview of his comments.

Discussion took place on:

- who would design the odor control system
- whether or not certification is needed
- who installs the system
- if the city has received complaints from current production facilities in the city
- if a detailed checklist of all the items that would need to be provided would be helpful

- the licensing process

After discussion, Planner Della Valle offered three options of amending the ordinance. The Board discussed each option. The Board was more comfortable with setting parameters now instead of waiting for an issue to arise before addressing it.

Planner Della Valle will edit the wording in her draft version to accommodate the recommendations made by Mr. Elowitz and Board members.

Planner Della Valle then asked if the Board was ready to act on this tonight with the understanding that the council will continue working on the draft version, or would they rather wait until the next meeting to review the recommended changes. Discussion took place on how long each option would take and how it would affect the current grow facilities.

Vice Chair McAdam asked those in attendance if there were any other comments; there were none.

Vice Chair McAdam closed the public hearing.

Vice Chair McAdam asked if there was any other discussion; there was not.

Planner Della Valle read a proposed motion: that the Planning Board recommend approval of the proposed ordinance amendments regarding odor management for medical marijuana production to Chapter 280 Zoning, Chapter 149 Licensing, and Chapter 183 Odor Nuisance Control and Abatement with further direction to the Planning Director to continue to work with industry reps to refine and, where possible, simplify the elements of the odor control plan.

Board member Georgius made a motion to accept the motion as read by Planner Della Valle.

Vice Chair McAdam seconded the motion.

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

## IX. OTHER BUSINESS

### 1. PLANNING DIRECTOR'S REPORT

- a. Request to delegate an amendment** of the major site plan for the new high school to add a spur road and sidewalk to provide a second point of access to the KFC and Burger King properties from Main Street. She then introduced Craig Burgess, Sebago Technics as the agent for this proposal and said questions should be directed to him.

Vice Chair McAdam asked if the access road was due to the moving of the signals.

Craig Burgess said that it was due to this, but the signal movement was not part of this application. He said Matt Hill, City of Sanford Engineer and Public Works Director was working with MDOT on the signal relocation.

Vice Chair McAdam asked if there were any questions.

Board member Connolly asked if this was going to add to the cost of the project. Vice Chair McAdam said that is not the Planning Board's purview. Mr. Burgess replied that he believes the State is paying for a portion of it.

Board member Georgius made a motion to delegate to staff level review.

Board member Connolly seconded the motion.

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

Board member Cormier asked if bike lanes were included in this. Planner Della Valle stated it was not and gave an explanation.

- b. Updates:
  - i. Planner Della Valle announced that Lenny Horr's mother passed away on Monday.
  - ii. Informed the Board of a ZBA decision.
  - iii. Videos the city made.
  - iv. Facilitator training cancelled for January 4 due to the storm – the next meeting will be held January 18.
  - v. Projects coming forward
    - 1. School renovations
    - 2. Huttopeia
    - 3. Rymes propane property
    - 4. Pre-application for MCS renovations
    - 5. New nursing home on Goodall campus

## **X. COMMUNICATIONS**

There were no communication items.

## **XI. ADJOURN**

The meeting adjourned at 8:10 P.M. and went into work session.