

SANFORD PLANNING BOARD MINUTES
MEETING – February 6, 2014 – 7:00 P.M.
City Hall Annex Third Floor Chambers
***This meeting was postponed from February 5, 2014 due to weather**

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

MEMBERS ABSENT: Robert Hardison (w/notice)

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

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

I. CALL TO ORDER

James Gulnac called the meeting to order at 7:00 PM.

II. SWEARING IN OF NEW MEMBERS

James Gulnac asked Susan Cote, City Clerk to swear in reappointed members John McAdam and Lela Harrison, and to swear in newly appointed member Lenny Horr.

III. ELECTION OF OFFICERS

Mr. Gulnac called for nominations for a chairperson.

Ms. Tarbox nominated Mr. McAdam as chair. Ms. Harrison seconded the motion. There were no other nominations. It was moved to have Mr. McAdam serve as Chair to the Board for 2014.

Chair McAdam asked if there were any nominations for Vice Chair. Board member Howe made a motion to nominate Ms. Tarbox. Board member Harrison seconded the motion. It was moved to have Ms. Tarbox serve as Vice Chair to the Board for 2014.

Chair McAdam asked the Board to elect a secretary. Vice Chair Tarbox nominated board member Harrison, seconded by Chair McAdam. It was moved to have board member Harrison serve as secretary to the Board for 2014.

IV. ADOPTION OF PLANNING BOARD BY-LAWS

Staff member Gulnac said that, as previously brought up in an email by Vice Chair Tarbox, the Board could add a section on the Design Review Committee (DRC) and make appropriate changes to the by-laws. Chair McAdam asked if the DRC was addressed in the ordinance. Mr. Gulnac read what the ordinance states about the DRC. Discussion took place on the number of members the DRC should have, who to have on the committee, and how many Planning Board members should be represented on the committee (it is written the Vice Chair of the Planning Board serves as Chair of the DRC).

Chair McAdam asked if there was anything in the by-laws that needed to be changed in how they are written right now.

It was determined the by-laws were fine as they were for now.

Vice Chair Tarbox made a motion that the Planning Board adopt the Planning Board By-laws and think about amending them down the road when the Board sorts out the Design Review Committee.

Board member Howe seconded the motion.

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

V. DISCUSSION ON DESIGN REVIEW SUBCOMMITTEE

This topic was briefly discussed under Item IV. Planning Board By-laws. It was determined this would be discussed during the work session following the meeting.

VI. PLANNING DIRECTOR'S REPORT

Staff member Gulnac wanted to ask the Board a few questions regarding the Land Stewardship Plan. He informed the Board that the zoning map was incorrect in a few areas but he was working with Tom (Burns, GIS consultant) and Bill (Botting, City of Sanford IT Director) to correct the issues. He also wanted to clarify the land use matrix. He told the Board that he would like to bring the map and matrix before the Board at their next meeting to get a recommendation from them so the changes could then be brought before the council for their action. Mr. Gulnac also let the Board members know of some other editing changes that needed to be made.

Mr. Gulnac informed the Board that the completion on the interactive GIS map is still a couple of months away and explained why. Mr. Gulnac then discussed Sanford ACE – which is an effort of a the Department of Transportation and a group of people to enhance the community such as creating bike trails and bike lanes on roadways and rural active living assessment. He invited Board members to participate with this group.

Mr. Gulnac next discussed his vision of where he would like the Planning Board to go this year. He said he would like to take sections of the comprehensive plan and move them into an implementation plan and explained why. Discussion took place.

Discussion then took place on Glen Meadows, a development that received an approval in the 80's. There was a warrant item changing the zone from SFR (Single Family Residential) to GR (General Residential) to develop three (3) buildings totaling thirty (39) units. The town meeting vote approved the change and the plan got approved. The zone change was never officially shown on the zoning map. The development never happened, the city now owns the property and has it for sale, and a local company has a purchase and sale agreement in place on the property. Based on the 1987 agreement, a contract zone could take place on the property as long as current development guidelines are followed. Mr. Gulnac further explained details of the possible proposal and discussion took place.

Mr. Gulnac updated the Board on the following:

- potential Moody's rebuild
- Marc Motors plan for a multiplex auto dealership coming in for review as a contract zone
- previous Dennwood development on Daylight Ave will be coming back for review
- service feedback card and survey link attached to emails
- the use of one administrative assistant to cover the planning and code enforcement offices due to budget constraints

Board member Bergeron asked staff member Gulnac if he knew what was happening with the Emerson School building. Mr. Gulnac replied that the city is in the process of determining the best way to market the building.

VII. ADJOURN

The meeting adjourned at 7:58 P.M. and went into work session.