

**SANFORD PLANNING BOARD MINUTES
MEETING – February 21, 2018 – 6:30 P.M.
City Hall Annex Third Floor Chambers**

MEMBERS PRESENT: Lenny Horr, Chair
John McAdam, Vice Chair
Edward Cormier, Secretary
Dianne Connolly
Sarah Littlefield
Jace Clarke

MEMBERS ABSENT: Jennifer Georgius (w/notice)

STAFF PRESENT: Elizabeth Della Valle, AICP, Director of Planning & Development
Michael Casserly, Asst. City Engineer
Barbara Bucklin, Admin. Asst., Planning Department

STAFF ABSENT: None

I. CALL TO ORDER

Chair Horr called the meeting to order at 6:31 PM.

II. OPENING STATEMENT

Chair Horr overviewed meeting procedures.

III. MINUTES – January 3, 2018, March 30, 2016, May 18, 2016, and June 1, 2016

January 3, 2018

Vice Chair McAdam made a motion to approve the minutes as written.

Board member Cormier seconded the motion.

A vote was taken and the motion passed 4-0-2 (Board members Horr and Clarke abstained because they were not at the meeting).

March 30, 2016

Vice Chair McAdam made a motion to approve the minutes as written.

Board member Connolly seconded the motion.

A vote was taken and the motion passed 4-0-2 (Board members Clarke and Littlefield abstained because they were not Board members at the time).

May 18, 2016

Vice Chair McAdam made a motion to approve the minutes as written.

Board member Connolly seconded the motion.

A vote was taken and the motion passed 5-0-1 (Board member Clarke abstained because he was not a Board member at the time).

June 1, 2016

Vice Chair McAdam made a motion to approve the minutes as written.

Board member Connolly seconded the motion.

A vote was taken and the motion passed 5-0-1 (Board member Clarke abstained because he was not a Board member at the time).

IV. ADOPTION OF PLANNING BOARD BY-LAWS

The vote on the by-laws was moved to the end of the meeting.

Planner Della Valle reminded the Board of the concern that was brought up in January regarding live streaming.

Board member Connolly explained her concerns – first Lenny (Chair Horr) was not at meeting; second – do we need a definition to include live streaming; discussion followed.

The Board discussed options to let audience know meetings are live streamed.

Board member Littlefield was concerned that informing people about live streaming may discourage people from speaking.

Vice Chair McAdam made a motion to table the item to revise the opening statement to include live streaming.

Board member Connolly seconded the motion.

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

V. HEARINGS and BUSINESS

The hearing reconvened at 6:46 P.M.

1. Public Hearing and New Business: File #01-18-U: Kevon Greenidge & Chris Taylor, 1572 Main Street, Sanford, Maine.

Chair Horr called for a representative to speak on the application.

Kevon Greenidge introduced Chris Taylor, co-applicant then gave a brief overview of their application.

Chair Horr asked if anyone present wished to speak on behalf of the application; there was no one.

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

Chair Horr asked if anyone present wished to speak neither for nor against the application; again there was no one.

Chair Horr closed the public hearing.

Chair Horr asked if Board members had any questions/comments.

Board member Connolly asked about the change in hours of operation. She also asked about the vestibule space.

Chair Horr asked if there was any direction on how often the filters needed to be changed.

Chair Horr asked if there were additional comments on the application.

Board member Connolly asked about the numbering of the buildings.

Greg Patterson, owner of the property said the buildings have always been numbered.

The Planning Board went over the Finding of Facts:

Chapter 280-13-5.1 ...will not place a burden on municipal services...

Vice Chair McAdam made a motion to accept this standard because it has been met.

Board member Connolly seconded the motion.

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

Chapter 280-13-5.2 ...will not create hazards to vehicular or pedestrian traffic...

Vice Chair McAdam made a motion to accept this standard because it has been met.

Chair Horr seconded the motion.

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

Chapter 280-13-5.3 ...will not cause water pollution, sedimentation, or erosion, contaminate any water supply or reduce the capacity of the land to hold water...

Board member Connolly made a motion to accept this standard because it has been met.

Vice Chair McAdam seconded the motion.

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

Chapter 280-13-5.4 ...will not create unhealthful conditions...

Board member Littlefield made a motion to accept this standard because it has been met.

Chair Horr seconded the motion.

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

Chapter 280-13-5.5 ...will not create nuisances to neighboring properties...

Vice Chair McAdam made a motion to accept this standard because it has been met with conditions.

Chair Horr seconded the motion.

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

Chapter 280-13-5.6 ...location...has no peculiar physical characteristics...which will create or aggravate adverse environmental impacts...

Vice Chair McAdam made a motion to accept this standard because it has been met.

Chair Horr seconded the motion.

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

Chapter 280-13-5.7 ...has no characteristics that are atypical of the general category of use...

Board member Connolly made a motion to accept this standard because it has been met.

Board member Littlefield seconded the motion.

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

Chapter 280-13-5.8 If located in the Shoreland Overlay Zone...will not result in damage to spawning grounds, fish, aquatic life, bird and other wildlife habitat; will conserve shoreland vegetation; will conserve visual points of access to waters as viewed from public facilities; will conserve actual points of access to waters; will conserve natural beauty; and will avoid problems associated with floodplain development and use.

Chair Horr made a motion that this standard is not applicable to this application.

Board member Clarke seconded the motion.

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

Chair Horr called for a motion on the application.

Vice Chair McAdam made a motion that the Planning Board accept the information in the Summary Report, dated January 17, 2018, in the information, and in the Findings of Fact for File #01-18-U and approve the requested waiver of submission material and use of the existing, vacant building at 27 Hancock Lane for a medical marijuana production facility (Conditional Use) with the following conditions:

1. This approval is for medical marijuana production. Recreational marijuana, which is allowed under the terms of the applicant's lease is not allowed outside of a primary residence in Sanford and is not allowed for retail sale anywhere in the State until/unless the Legislature adopts major substantive rules and the City amends its zoning Ordinance to allow the production and sale of recreational marijuana.
2. By March 14, 2018, provide the following information to the Planning Department:
 - a. Clarify which of the buildings identified on the approved site plan and in the submitted property card is the one where the facility is proposed to be sited.
 - b. Document that the proposal is in conformance with medical marijuana standards under §280-15-10 of the Zoning Ordinance.

- c. Provide the formulas used to make sure the proposed odor management and ventilation system is adequately sized for the proposed operation, including the manufacturer/supplier's specifications for the proposed system.
 - d. Specify that the carbon filters will be changed annually in the odor management plan.
3. Install a reduced pressure zone (RPZ) backflow prevention device immediately downstream of the water meter, if there is not one currently, and test it annually.
4. Estimate waste water discharge and verify that the existing system is sized to serve the proposed use in accordance with the Maine Subsurface Wastewater Disposal Rules.
5. The landowner, PATCO, will continue to manage the site and will maintain good housekeeping, including spring cleanup, to ensure that sediment will not flow off paved areas toward the rear of the site.
6. Secure the front glass door. One option that was discussed was creating a vestibule with $\frac{3}{4}$ " plywood walls and an interior locked, solid door.
7. Provide a knock box on the building.
8. Pay all review fees.

Chair Horr seconded the motion.

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

2. Public Hearing and New Business: File #04-18-R: Sanford School Department, c/o Kylie Mason, RLA, LEED-AP, 75 John Roberts Road, Suite 1A, South Portland, Maine.

Chair Horr called for a representative to speak on the application.

Board member Cormier informed all of his connections to the school. Neither the Board nor the applicant had concerns about Mr. Cormier's connections to the school.

Planner Della Valle updated the Board on the revisions that have been done since the Board was last updated.

Craig Burgess, in place of Kylie Mason, overviewed the project.

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

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

Chair Horr asked if anyone present would like to speak neither for nor against the application. Again, there was no one.

Chair Horr closed public hearing.

Chair Horr asked if there were any questions from the Board.

Board member Cormier asked Mike if there was a plan to move the slow down lights further back to coincide with parking lot changes.

Board member Connolly asked if there were security improvements/upgrades being done.

Sara Harriman described the security features that are in place.

Chair Horr asked if anything was in place to stop traffic from going around the building. Ms. Harriman said the fire lane will be gated at both ends and will not be open to the public.

Chair Horr asked if there were any other questions from the Board; there were none.

Chair Horr asked Mike Casserly, Assistant City Engineer, if he has any comments that still need to be addressed.

Staff member Casserly stated everything has been addressed and informed the Board as to what has been worked out for snow storage.

Planner Della Valle informed the Board of questions raised by Dave Parent, Superintendent, Sanford Water District. Mr. Parent would like to see two changes on the plans. Planner Della Valle recommended Mr. Parent's request be added as conditions.

Board member Cormier asked if the drainage issues in front of the current building will be addressed. Mr. Burgess said he was aware of the area Board member Cormier was referring to and said that this area should be better once the project is completed.

Chair Horr asked if there were any other questions.

The Planning Board went over the Findings of Fact.

Chapter 280-16-7.1 Utilization of the site; 280-16-7.7 Erosion control; 280-16-7.11 Natural features; and 280-16-7.16 Shoreland relationship.

Vice Chair McAdam made a motion to accept these standards because they have been met.

Board member Connolly seconded the motion.

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

Chapter 280-16-7.2 Access to the site; Chapter 280-16-7.3 Access into the site; 280-16-7.4 Internal vehicular circulation; and 280-16-7.5 Pedestrian circulation.

Chair Horr made a motion to accept these standards because they have been met with conditions.

Board member Connolly seconded the motion.

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

Chapter 280-16-7.8 Water supply; 280-16-7.9 Sewage disposal; and 280-16-7.10 Utilities.

Board member Connolly made a motion to accept these standards because 7.8 and 7.9 have been met with conditions and 7.10 has been met.

Board member Littlefield seconded the motion.

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

Chapter 280-16-7.18 Buffering and 280-16-7.19 Airport encroachment.

Board member Connolly made a motion that these standards are not applicable.

Board member Littlefield seconded the motion.

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

Chapter 280-16-7.6 Stormwater management

Chair Horr made a motion to accept this standard because it has been met with conditions.

Board member Clarke seconded the motion.

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

Chapter 280-16-7.12 Groundwater protection

Board member Littlefield made a motion to accept this standard because it has been met.

Chair Horr seconded the motion.

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

Chapter 280-16-7.13 Exterior lighting

Board member Connolly made a motion to accept this standard because it has been met.

Vice Chair McAdam seconded the motion.

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

Chapter 280-16-7.14 Solid waste disposal

Board member Littlefield made a motion to accept this standard because it has been met.

Chair Horr seconded the motion.

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

Chapter 280-16-7.15 Landscaping

Board member Clarke made a motion to accept this standard because it has been met.

Vice Chair McAdam seconded the motion.

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

Chapter 280-16-7.17 Technical and financial capacity

Vice Chair McAdam made a motion to accept this standard because it has been met. Board member Connolly seconded the motion.

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

Chair Horr called for a motion.

Board member Cormier made a motion that the Planning Board accept the information in the Project Summary Report, dated February 1, 2018, the information above, and in the Findings of Fact for File #04-18-R and approve the major site plan with the following conditions:

- 1) The Planning Board approves the proposed curb cuts in excess of the 26' limit, the location of parking in the front of the building because parking already exists in that location, and clarifies that the applicant does not have to meet Conditions 4 and 5 prior to removal of trees from the site.
- 2) By March 14, 2018, provide five hard copies of the package of revised site plans that:
 - a. Clarify the size of the site and correct the appropriate documents;
 - b. Correct the zoning designation and space and bulk standard on Sheet C00.1;
 - c. Provide signage and crosswalk locations on C01.1, C20.1, C20.2, and the plan Details sheets to discourage parents from stopping in travel aisles in each section when the drop-off students as well as signage for proposed crosswalks, to the satisfaction of the Assistant City Engineer;
 - d. Maintain 10' horizontal separation between water and all other utilities and structures, 18' vertical separation between water and all other utilities when crossing the water pipe (may need to adjust other utilities), verify the location of the existing water service and other facilities, as necessary, and provide individual isolation valve underground outside of the building if they do not currently; and
 - e. Identify location of two Knox boxes, one at the front door and the other in the rear (add to C01.1) and provide documentation that fire trucks can make turns in the vicinity of the basketball court and use of WB50 throughout the site.
 - f. Show how the existing hydrant will be connected.
 - g. Show the water line and valves on both the domestic and sprinkler lines.
- 3) Properly cap the sewer when the applicant removes the temporary building.
- 4) Relocate slowdown flashers further from the northern most entrance to give drivers more time to slow down if it meets the State of Maine Department of Transportation standards.
- 5) Submit a copy of the approved Maine Department of Environmental Protection (DEP) permit to the Planning Department, once secured, along with a copy of the approved plan; if they differ from those approved by the Planning Board, be prepared to seek an amendment to Planning Board approval should the DEP require modification of the plan.
- 6) Provide the Planning Department with a copy of the executed deed restriction prohibiting the use of fertilizer containing phosphorus, with book and page number where it is recorded at the Registry of Deeds.
- 7) Pay all review fees.
- 8) Establish an inspection escrow account with the Public Works Department.
- 9) Schedule a preconstruction meeting with the Code Enforcement and Public Works Departments.

Board member Littlefield seconded the motion.

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

3. Public Hearing and New Business: File #05-18-R: Greg Patterson, Patco Construction, Inc., 1293 Main Street, Sanford, Maine.

Chair Horr called for a representative to speak on the application.

Shawn Frank, Sebago Technics introduced Greg Patterson then overviewed the project.

Chair Horr asked if there was anybody to speak in favor of the application; there was no one.

Chair Horr asked if there was anybody opposed to the application; there was no one.

Chair Horr asked if there was anybody neither for nor against the application; again there was no one.

Chair Horr closed the public hearing.

Chair Horr asked if there were any comments from the Planning Board

Board member Connolly asked the following:

- The number of trees being removed. *Mr. Frank did not know the specific number.*
- The distance of the buffer between project and the church. *Mr. Frank said there was approximately 80 feet total.*
- If there were any projects going forward for paving by the DOT on 202. *Mr. Casserly responded there is a project that is in the planning stage – approximately 3-5 years out.*
- If the lighting would interfere in the LifeFlight pathway. *Staff member Della Valle answered it would not.*

Board member Cormier asked if the speed limit changed in this area. Mr. Frank said the speed limit change was closer to the hospital; other Board members agreed.

Chair Horr confirmed there would be enough parking to use the main building as an office area and potential public meeting space.

Vice Chair McAdam asked about the ATV trail. Mr. Frank said the applicant will provide an area for the trail to pass through.

Chair Horr asked if public water was available. Mr. Frank responded there was not.

Chair Horr asked if there were any other questions/concerns from the Planning Board; there was not.

Chair Horr asked if staff member Casserly had any concerns; he did not.

Planner Della Valle informed the Board that revised plans were brought in today – add as condition to give time to review.

The Planning Board went over the Findings of Fact.

Chapter 280-16-7.1 Utilization of the site and 280-16-7.11 Natural features

Chair Horr made a motion that these standards have been met.

Vice Chair McAdam seconded the motion.

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

Chapter 280-16-7.2 Access to the site; 280-16-7.3 Access into the site; and 280-16-7.4 Internal vehicular circulation

Vice Chair McAdam made a motion that these standards have been met with conditions.

Chair Horr seconded the motion.

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

Chapter 280-16-7.8 Water supply and 280-16-7.9 Sewage disposal

Board member Littlefield made a motion that these standards have been met with conditions.

Vice Chair McAdam seconded the motion.

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

Chapter 280-16-7.15 Landscaping and 280-16-7.18 Buffering

Vice Chair McAdam made a motion that standard 16-7.15 has been met with conditions and 16-7.18 has been met.

Chair Horr seconded the motion.

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

Chapter 280-16-7.5 Pedestrian circulation

Board member Littlefield made a motion this standard has been met.

Vice Chair McAdam seconded the motion.

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

Chapter 280-16-7.6 Stormwater management

Board member Connolly made a motion this standard has been met.

Board member Littlefield seconded the motion.

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

Chapter 280-16-7.7 Erosion control

Vice Chair McAdam made a motion this standard has been met.

Chair Horr seconded the motion.

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

Chapter 280-16-7.10 Utilities

Board member Clarke made a motion this standard has been met.

Vice Chair McAdam seconded the motion.

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

Chapter 280-16-7.12 Groundwater protection

Vice Chair McAdam made a motion this standard has been met.

Chair Horr seconded the motion.

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

Chapter 280-16-7.13 Exterior lighting

Board member Littlefield made a motion this standard has been met.

Vice Chair McAdam seconded the motion.

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

Chapter 280-16-7.14 Solid waste disposal

Vice Chair McAdam made a motion this standard has been met.

Board member Littlefield seconded the motion.

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

Chapter 280-16-7.16 Shoreland relationship

Vice Chair McAdam made a motion this standard has been met.

Chair Horr seconded the motion.

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

Chapter 280-16-7.17 Technical and financial capacity

Board member Littlefield made a motion this standard has been met.

Vice Chair McAdam seconded the motion.

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

Chapter 280-16-7.19 Airport encroachment

Vice Chair McAdam made a motion this standard is not applicable.

Board member Connolly seconded the motion.

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

Board member Connolly asked if there was going to be any matting put down to prevent mud from being tracked from the construction site onto the roadway. Mr. Frank responded there would be and described the material being used to prevent this from happening.

Board member Cormier made a motion that the Planning Board accept the information in the project summary report dated February 1, 2018, in the supplemental report above, and in the Findings of Fact for file #05-18-R and approve the major site plan to construct eight (8) storage buildings totaling 38,450 square feet with associated site work on an approximately 8.5 acre property owned by River of Life, and located on Cottage Street in the Urban zone and Mousam River Watershed Overlay Zone (Map R9, Lot 41D), with the following conditions:

- 1) By March 14, 2018, provide five hard copies of the package of revised site plans that include:
 - a. Clarified statement about distance proposed development is from the wetland and correct either the Existing Conditions Plan or the application packet accordingly;
 - b. Clarified statement about the size or the parcel and amount of area propose to be disturbed and either revise the site plan or the cover letter accordingly;
 - c. Provide justification that the proposed number of parking spaces meets the requirement for employees, customers, and meeting attendees on the site plan;
 - d. Adds the location of the knox box on the site plan and add a note indicating that a knox box with keys and a gate card will be provided at the front gate;
 - e. Examines/revise the location of the proposed well and septic system to respond to concerns raised by the Assistant City Engineer and Director of Code Enforcement;
 - f. Provides riprap to armor the swale at the top of the embankment where the flow changes direction;
 - g. Clarifies the anticipated limitations associated with removing the current wooded frontage and revise the planting schedule on the Landscape Plan to add the proposed quantity of the various plants;
 - h. Adds the location of signs in front of the underdrain soil filter pond areas that indicate that no snow is to be plowed into the ponds and provide a design on one of the Detail pages;
 - i. Revise plans to:
 - Provide an accurate scale;
 - Clarify and better distinguish symbols that reflect existing and proposed details;
 - Clarify grading associated with the proposed 6 inch forebay;
 - Provide erosion control fabric at sharp sloped corners;
 - Clarify and delineate paved and grassed areas; and
 - Provide spot grades near and surface treatment of the two parking spaces south of the entrance drive and provide spot grades for areas west of the heated building.
2. Submit a copy of the approved Maine Department of Transportation (MDOT) Driveway Entrance permit to the Planning Department, once secured, along with a copy of approved plans, if they differ from those approved by the Planning Board, and be prepared to seek an amendment to Planning Board approval should MDOT require modification of the plan;

3. Submit a copy of the approved Maine Department of Environmental Protection (DEP) permit to the Planning Department, once secured, along with a copy of the approved plan, if they differ from those approved by the Planning Board, and be prepared to seek an amendment to Planning Board approval should the DEP require modification of the plan;
4. Submit a copy of the soils test and laboratory controls for stormwater BMPs required for DEP and topsoil to the Planning and Public Works Departments.
5. Pay all review fees.
6. Establish an inspection escrow account with the Public Works Department.
7. Schedule a preconstruction meeting with the Code Enforcement Office and Public Works Departments.

Vice Chair McAdam seconded the motion.

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

4. **Old Business: File #23-17-R: Tony Wood, CEO, T & D Wood Energy LLC, 5 Brown Road, West Baldwin, Maine.**

Chair Horr announced this item would be heard as the first item, then called for a representative to speak on the application.

Planner Della Valle explained why this item is back before the Board for their approval.

Tony Wood, applicant said he and Beth had worked closely to get everything done within the 30 day timeframe, especially during the holidays, but was not able to.

Chair Horr asked Board members if they had any questions or comments; there were none.

Board member Cormier made a motion that the Planning Board accept the information presented in the December 1, 2017 Summary Report, December 5, 2017 Site Plan Review Committee Recommendation to Supplement the Planning Board Project Summary, February 2, 2018 Summary Report, the February 15, 2018 Supplement to the Project Summary, and in the Findings of Fact for file #23-17-R, approve the revised requested waivers, and reapprove the private way with the following conditions:

1. Provide five hard copies of the package of revised site plans no later than March 14, 2018 that include:
 - a. Metes and bounds of the ROW for the entire proposed private way and define the required legal frontage for the new parcel;
 - b. Draft deed for the proposed ROW which defines access rights, including public emergency vehicles, as well as construction and maintenance responsibilities;
 - c. Meet the ordinance's ROW and construct standards for private ways;
 - d. Clarify intended treatment of Wood Lane and provide an adequate easement document;
 - e. Respond to the Assistant City Engineer technical questions and requests for additional information, including adding notes on C103 to clarify/reference erosion control and stormwater maintenance plans, particularly with more specifics for maintenance of drainage ditches parallel to the private way and under Lefrancoise Lane to improve water quality and other details in his 12/6/2017 memo; and
 - f. Add a detail and note regarding the connection to the dry hydrant to indicate use of a double female swivel, 6" NSP with hands, to Sheet C102.

2. Provide a copy of the Maine DEP's Air Emission Permit to the Planning Department.
3. Provide a letter to the Planning Department from a Fire Protection Engineer, certifying that the fire protection system provides adequate capacity, prior to obtaining a building permit.
4. File the signed plan at the York County Registry of Deeds and provide the Planning Department three hard copies, with book and page number where it is recorded, within thirty days of the date the plan is signed by the Planning Board (March 21, 2018).
5. Provide an acceptable autocad file tied to the Maine State Coordinates System.
6. Pay all review fees.
7. Ensure that all construction is in compliance with any and all building codes.
8. Establish an inspection escrow account with the Public Works Department.
9. Schedule a preconstruction meeting with the Code Enforcement and Public Works Departments.

Vice Chair McAdam seconded the motion.

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

The Planning Board took a short break (beginning at 6:43 PM) to sign the mylar.

VI. OTHER BUSINESS

1. PLANNING DIRECTOR'S REPORT

- a. **CLYNK Expansion: Hannaford Bros. Co., LLC** is requesting an expansion to its previously approved CLYNK Bottle Redemption building, reviewed at staff level (File #27-17-H) located at 800 Main Street in Sanford (Tax Map L26, Lot 28, Urban zone).

Chair Horr called for a representative to speak on the application.

Planner Della Valle explained the reason for the request to the Board. She then confirmed the dimensions of the building with the applicant.

Once the dimensions were addresses, Planner Della Valle apologized to the applicant for the confusion because the calculations are below the threshold for PB request; the request will go forward with staff review.

- b. **Design Review District** – Planner Della Valle discussed her recommendation to amend the Design Review District to include the former Cumberland Farm building.

Vice Chair McAdam thought the district included all along Main St., 1 lot deep.

Planner Della Valle will look into this to see if it was missed; if so, she will amend the map because this is not what is online now.

Planner Della Valle asked the Board for direction on the process to take to review the design review district.

- c. **Gravel pit update:**

- Pepin Bernier Road update
- Gorham Sand & Gravel
- Grondin-Genest Gravel pits, expired 2/20

- Twombly Road pit

VII. COMMUNICATIONS

- ❖ Status of consolidated elementary and middle school projects
- ❖ Board member Connolly asked if changes were going to be made to the medical marijuana ordinance. Planner Della Valle said there could be some discussion on changes due to the fire at one of the current production facilities.
- ❖ Board member Littlefield is not available for next meeting.
- ❖ Vice Chair McAdam is not available for the 21st meeting.
- ❖ Planner Della Valle said a request for zone change for the solar project will be coming in for review
- ❖ Pedestrian safety group to present findings in March/April

VIII. ADJOURN

The meeting adjourned at 8:35 P.M. and went into work session.