

**SANFORD PLANNING BOARD MINUTES**  
**MEETING – February 19<sup>th</sup>, 2020 6:30 P.M.**  
**City Hall Annex Third Floor Chambers**

**MEMBERS PRESENT:** Lenny Horr, Vice Chair  
Jace Clarke, Secretary  
John McAdam  
Dianne Connolly  
Thomas Morgan  
Crystal Tenney

**MEMBERS ABSENT:** Jennifer Georgius, Chair

**STAFF PRESENT:** Elizabeth Della Valle, AICP, Director of Planning & Development  
Joe Scala, Planner  
Katherine Bangert, Admin. Asst., Planning Department

**STAFF ABSENT:** None

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**I. CALL TO ORDER**

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

**II. OPENING STATEMENT**

Vice Chair Horr overviewed the procedures and agenda.

**III. MINUTES – May 2<sup>nd</sup>, 2018; May 16<sup>th</sup>, 2018; August 22<sup>nd</sup>, 2018; June 13<sup>th</sup>, 2019;  
August 7<sup>th</sup>, 2019; October 16<sup>th</sup>, 2019; January 22<sup>nd</sup>, 2020; February 5<sup>th</sup>, 2020**

May 2<sup>nd</sup>, 2018

Vice Chair Horr Motioned to approve the minutes.

Member McAdam seconded the motion.

Motion passed 4-0 (Member Morgan & Member Tenney abstained).

May 16<sup>th</sup>, 2018

Member McAdam Motioned to approve the minutes.

Member Connolly seconded the motion.

Motion passed 4-0 (Member Morgan & Member Tenney abstained).

August 22<sup>nd</sup>, 2018

Member Morgan Motioned to table the minutes.

Secretary Clarke Seconded the motion.

Motion passed 4-0. (Member Morgan & Member Tenney abstained).

Error corrected and Jace Clarke asked for reconsideration of minutes.  
Vice Chair Horr motioned to accept minutes as amended.  
Member McAdam seconded the motion.  
Motion passed 4-0 (Member Morgan & Member Tenney abstained).

June 13<sup>th</sup>, 2019

Vice Chair Horr motioned to approve the minutes.  
Member McAdam Seconded the motion.  
Motion passed 5-0 (Member Tenney abstained).

August 7<sup>th</sup>, 2019

Member McAdam motioned to approve the minutes.  
Member Connolly seconded the motion.  
Motion passed 4-0 (Member Morgan & Member Tenney abstained).

October 16<sup>th</sup>, 2019

Member McAdam Motioned to approve the minutes.  
Secretary Clarke seconded the motion.  
Motion passed 4-0 (Member Morgan & Member Tenney abstained).

January 22<sup>nd</sup>, 2020

Member Morgan motioned to approve the minutes.  
Member Connolly seconded the motion.  
Motion passed 6-0 (Chair Georgius absent).

February 5<sup>th</sup>, 2020

Member McAdam motioned to approve the minutes.  
Member Connolly seconded the motion.  
Motion passed 4-0 (Chair Georgius, Secretary Clarke, and Member Morgan abstained).

#### **IV. HEARINGS and BUSINESS**

- 1. New Business: File:03-20-Z: City of Sanford Parks & Recreation Holdsworth Park c/o Alan Grady** at 278 Main St, Springvale is requesting a shoreland permit to put in new stairs and terraced seating to improve drainage.

Planning Director Della Valle summarized the project with detail to zoning and conditions.

Alan Grady City of Sanford Parks & Recreation Director summarized why drainage needs to be improved.

Discussion took place on the following:

- Design of the terraced seating
- Current Ownership of the parcel
- History of Holdsworth Park ownership

Director Della Valle reviewed and finalized the findings of fact for Holdsworth Park at 278 Main Street.

Jace Clarke made the following motion:

**Motion:** The Planning Board accepts the information above and in the Findings of Fact and find that application file #03-20-Z to construct a terraced, landscaped seating area (classified as retaining walls) and new stairway above the beach at Holdsworth Park at 278 Main Street in Springvale (map/lot R2-74), subject to the following conditions of approval and the attached findings of fact:

1. Submit a written soil erosion and sedimentation control plan to be followed by the contractor during construction. Three (3) hard copies and one digital should be submitted for distribution to staff. The applicant will also need to utilize a contractor certified by the Maine Department of Environmental Protection to work in the Shoreland Zone for all site work to be done on this project.
2. Provide documentation of right, title, or interest to pursue application to perform the proposed work on the site.

Morgan seconded the motion.

Motion passed 6-0

2. **New Business: File 04-20-U: Stone & Stone Properties c/o Jed Cobb** for 913 Main St, Sanford is requesting a waiver for public parking in order for them to add a third residential unit.

Planning Director Della Valle summarized the proposal of an additional residential unit and recommendation for the waiver.

Jed Cobb summarized the reasoning for the waiver and additional residential units.

Discussion took place on the following:

- Parking spaces labeled for tenants or
- Snow removal

Planning Director Della Valle reviewed and finalized findings of fact for 913 Main Street.

Jace Clarke made the following motion:

**Motion:** The Planning Board accepts the information above and finds that application file # 04-20-U, a request to reduce the number of parking spaces required for the mixed-use building located at 913 Main Street (Tax Map K30, Lot 29) from 17 to 12, has satisfied the requirements defined in Chapter 280 of the City's Ordinance, and authorizes the issuance of a building permit.

Morgan seconded the motion.

Motion passed 6-0. (Chair Georgius absent).

3. **New Business: Recommendation to City Council** regarding Revision of Development Review Fee System.

Planning Director Della Valle summarized the Development Review Fee System with a brief overview of the past workshops.

Discussion took place on the following:

- Bottom line fees
- Escrow accounts

Vice Chair Horr motioned to recommend to city council  
Morgan seconded the motion.  
Motion passed 6-0.

- 4. Old Business: File 03-19-R: R. Pepin & Sons Inc., c/o Matthew Pepin, P.O. Box 729, Sanford is requesting major site plan approval for a 5-year mineral extraction permit at its current site on property leased by the applicant and located at 245 Old Mill Road in Sanford (Tax Map R11, Lots 4, 5, 7A, 10C and 10A; Rural Residential Zone). (The public hearing was held and closed and the item was tabled at the August 7, 2019 meeting.)**

This item remained on the table.

## **V. OTHER BUSINESS**

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

- Joe Scala's last day is tomorrow (2/20/2020) and the Assistant Planner position has been posted
- Joint City Council and Planning Board Meeting Agenda overview
- Industrial Reuse and Residential Mixed Use
- Public Hearings at the next meeting will be on:
  - Cultivation, manufacturing, and testing of adult use marijuana and
  - Membership of Site Plan Review Committee.
- Council has asked for quarterly presentation of Compensation Plan updates.

Vice Chair Horr motioned a recommendation to postpone Join City Council and Planning Board meeting and reschedule in near future when the Chair of the Planning Board and Mayor can be present for the meeting.

Connolly seconded the motion.

Motion passed 6-0.

## **VI. COMMUNICATIONS**

McAdam summarized the zoning subcommittee meeting on solar amendments

Member Connolly asked about the Goodall Worsted Mill Status.

**VII. ADJOURN**

Member Connolly motioned to adjourn at 7:51 PM.  
Vice Chair Horr seconded the motion.  
Motion passed 6-0.



Jace Clarke  
Secretary, Planning Board

3/4/20

Date

