

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

MEMBERS PRESENT: Lenny Horr, Chair
Edward Cormier, Secretary
Dianne Connolly
Jennifer Georgius
Jace Clarke

MEMBERS ABSENT: John McAdam, Vice Chair (w/notice)
Sarah Littlefield (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)

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 – February 21, 2018; October 18, 2017; and June 15, 2016

February 21, 2018

Board member Connolly made a motion to approve the minutes as written.

Board member Cormier seconded the motion.

A vote was taken and the motion passed 4-0-1 (Board member Georgius abstained from the vote because she was not at the meeting).

October 18, 2017

Board member Georgius made a motion to approve the minutes as written.

Board member Clarke seconded the motion.

A vote was taken and the motion passed 3-0-2 (Board members Connolly and Cormier abstained from the vote because they were not at the meeting).

June 15, 2016

Board member Connolly made a motion to approve the minutes as written.

Chair Horr seconded the motion.

A vote was taken and the motion passed 4-0-1 (Board member Clarke abstained from the vote because he was not a member of the Board at this time).

IV. ADOPTION OF PLANNING BOARD BY-LAWS

Chair Horr asked for an update on the by-laws.

Planner Della Valle explained why the by-laws were amended and pointed out where the changes were made.

Board member Cormier asked for a formatting change.

Chair Horr asked if anyone had anything to add or wanted changed; no one did.

Board member Cormier made a motion to adopt the by-laws of the Planning Board with formatting change.

Board member Connolly seconded the motion.

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

V. HEARINGS and BUSINESS

- 1. File #999-18-T(1): The Planning Director** is requesting that the Planning Board hold a public hearing on the proposed change to Chapter 280: Zoning: Amendment of boundaries in the Sanford Downtown Design District Overlay zone.

This item was heard after item #2.

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

Planner Della Valle explained the reason for the requested change. She identified the areas that were being proposed for extension. The Design Review Committee (DRC) support the change; sent map/notice to affected properties and had a notice placed in the paper.

Chair Horr confirmed this would only take affect if a homeowner decides to change the exterior of their building.

Discussion took place on extending the districts to either connect to the other district or to create new standards to extend south to the roundabout.

Chair Horr called for a motion.

Chair Horr made a motion to recommend the ordinance change to the city council for their approval.

Board member Cormier seconded the motion.

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

- 2. File #999-18-T(2): The Planning Director** is presenting a proposed amendment to §280-15-10 Marijuana standards.

This item was heard before item #1.

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

Planner Della Valle explained why these changes were being proposed, which are to move standards for home cultivation from the general standards to the marijuana standards section and to replace language that was inadvertently struck out or left out.

Her recommendation to the Board was to recommend the council adopt these changes.

Chair Horr asked if there were any comments on this proposal; there were none.

Chair Horr confirmed the reason for the change.

Board member Cormier made a motion to recommend the city council accept these changes.

Board member Connolly seconded the motion.

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

VI. OTHER BUSINESS

1. PLANNING DIRECTOR'S REPORT

Planner Della Valle discussed projects coming up:

- NextEra – Requesting a zoning map/ordinance change at the next meeting. Explained the change from the original plan to now (solar farm). Will be following up with a site plan application once the zone request is final.
- Pepin's and Gorham Sand & Gravel's pits on Bernier Road – will be heard individually but at the same meeting.
- Potential renovation to Goodall Mansion to become an events venue
- Jim Nimon, on behalf of the city, is accepting an award from the charrette tonight
- She will be attending the American Planning Association convention in April
- Budget update, reorganization of the codes/planning departments
- Planning Board training – ways to help members attend these events

VII. COMMUNICATIONS

- Board member Connolly asked when the charrette organization would be making a presentation to the council and when it would be held.
- Discussion on Stenton Trust building site
- Board member Cormier said the Planning Board had good viewership on livestreaming based on an email Beth forwarded to the Board.

VIII. ADJOURN

The meeting adjourned at 7:22 P.M. and went into work session.