

**SANFORD PLANNING BOARD MINUTES  
MEETING – May 18, 2016 – 7:00 P.M.  
City Hall Annex Third Floor Chambers**

**MEMBERS PRESENT:** Lenny Horr, Chair  
John McAdam, Vice Chair  
Kelly Tarbox, Secretary  
Dianne Connolly  
Edward Cormier  
Sarah Littlefield

**MEMBERS ABSENT:** Jennifer Georgius (w/notice, appointed to the Board 5/17/16)

**STAFF PRESENT:** Elizabeth Della Valle, AICP, Director of Planning & Development  
Michael Casserly, Asst. City Engineer

**STAFF ABSENT:** None

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**I. CALL TO ORDER**

Chair Horr called the meeting to order at 7:00 PM and explained the meeting process.

**II. PUBLIC HEARING**

1. **File #06-16-S: TPD Construction Co., c/o David Joy**, Joy & Hamilton Architects, Inc., 820 Main Street, Sanford, Maine.

Chair Horr called for a representative to present the project.

David Joy, Joy & Hamilton Architects, Inc., representing the applicant, introduced Tim Dumont, the applicant, then briefly overview the project, which is to renovate and convert an existing former school building into eight (8) residential apartments with associated parking and site work.

There was no public in attendance at the meeting to speak for or against the application.

Planner Della Valle read questions and concerns from two abutters:

- Debbie Huntress, 1 Laurel Court, wanted to make sure the chain link fence between the two properties remains even if the applicant installs a vinyl fence
- Ann Neill, 5 Laurel Court, concerned with the traffic additional apartments in the neighborhood would cause and the height of the building; she would also like a privacy fence added between her property and the proposed project
- Ann Neill, after seeing the plan, was opposed to the project, didn't feel the parking plan would work, and concerned about even more accidents occurring than the prior use by the Sanford Fire Department

Planner Della Valle updated the Board that Ms. Neill's concerns were discussed at the Site Plan Review Committee (SPRC) meeting on Tuesday, May 17, 2016; she then presented an overview of the SPRC's discussion and action.

Chair Horr closed the public hearing.

2. **File #07-16-RU: Central Maine Power Company, Attn: Adam Marquis**, 83 Edison Drive, Augusta, Maine.

The applicant withdrew this item.

### III. NEW BUSINESS

1. **File #06-16-S: TPD Construction Co., c/o David Joy**, Joy & Hamilton Architects, Inc., 820 Main Street, Sanford, Maine.

Chair Horr opened the discussion for this project.

Board member Connolly had questions on the following:

- If part of the pre-construction meeting process included notifying abutting properties about any road work that may be done on River Street? *Staff member Casserly replied that this is typically done for road projects done by the city but is not usually a requirement for an applicant. He stated it could be made a condition of approval.*
- The reference to lead paint? *Mr. Joy said this is a federal requirement. He said although no testing has been done, he anticipates there is lead paint that would need to be removed.*
- What was going to be done with the flagpole? *Mr. Joy replied this has not been decided yet.*
- If the wording Roosevelt School on the building was going to remain? *Mr. Joy said this would probably remain.*
- Confirmed that having only one light on the right-hand side of the building, identified as being one-way, would be sufficient. *Mr. Joy said this should be fine, then stated that a light may be added in the dumpster area but it has not been confirmed at this time.*

Board member Cormier had a question on the purchase and sale agreement that referenced twelve (12) units being proposed instead of the eight the Board is reviewing tonight. Mr. Dumont said that was the original proposal but the total number of units has been dropped to eight (8).

Chair Horr asked if there was any provision for handicap access. Mr. Joy responded there was on the lower level and at least one unit would be handicap adaptable.

Board member Connolly asked if there were any old underground oil tanks. Mr. Joy stated they were not aware of any but would address them if any were discovered.

Chair Horr asked Mike Casserly if he had anything to add.

Staff member Casserly referenced Mr. Joy's comments about adding a light to the plan in the dumpster area and said the Board would have to decide how to address having this added to the plan.

The Board then went over the Finding of Facts:

**Chapter 270-15.D.(e) (f) (g) (h) Shoreland Zoning; 272-1-8.S Airport encroachment; 275-41 Impact on water quality or shoreline; 275-43 Floodplain management; 275-44 Identification of freshwater wetlands; 275-46 Recreation and open space areas; 275-47 Phosphorus impacts on great ponds; 275-48 Spaghetti lots.**

Chair Horr made a motion that these standards are not applicable to this application.

Vice Chair McAdam seconded the motion.

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

**Chapter 270-15.D. Shoreland Zoning**

**(a) Will maintain safe and healthful conditions.**

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.

**(b) Will not result in water pollution, erosion, or sedimentation to surface waters.**

Board member Tarbox 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.

**(c) Will adequately provide for the disposal of all wastewater.**

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

Board member Tarbox seconded the motion.

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

**(i) Is in conformance with the provisions of §270-13, Land Use Standards.**

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 272-1-8.P Shoreland relationship.**

Board member Tarbox 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 272-1-8.A Utilization of the site; 272-1-8.K Natural Features; 275-38 Impact on aesthetics, open spaces, historic areas, wildlife habitat and shoreline access.**

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 272-1-8.B Access to the site; 272-1-8.C Access into the site; 272-1-8.D Internal vehicular circulation; 275-35 Traffic Conditions.**

Board member Tarbox made a motion to accept these standards because they have been met.

Chair Horr seconded the motion.

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

**Chapter 272-1-8.E Pedestrian circulation.**

Board member Tarbox 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 272-1-8.F Stormwater management; 275-31. Pollution; 275-45. Stormwater management.**

Board member Tarbox made a motion to accept these standards because they have been met.

Board member Littlefield seconded the motion.

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

**Chapter 272-1-8.G Erosion control; 275-34. Soil Erosion.**

Board member Tarbox made a motion to accept these standards because they have been met.

Vice Chair McAdam seconded the motion.

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

**Chapter 272-1-8.H Water supply; 275-32. Sufficient water; 275-33 Impact on existing water supplies; 275-42. Impact on groundwater quality or quantity.**

Board member Tarbox made a motion to accept these standards because they have been met.

Vice Chair McAdam seconded the motion.

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

**Chapter 272-1-8.I Sewage disposal; 275-36. Sewage disposal.**

Board member Tarbox made a motion to accept these standards because they have been met.

Board member Littlefield seconded the motion.

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

**Chapter 272-1-8.J Utilities.**

Board member Tarbox 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 272-1-8.L Groundwater protection; 275-42. Impact on groundwater quality or quantity.**

Board member Tarbox 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 272-1-8.N Waste disposal; 275-37. Solid waste.**

Board member Tarbox made a motion to accept these standards because they have been met.

Vice Chair McAdam seconded the motion.

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

**Chapter 272-1-8.O Landscaping.**

Board member Tarbox 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 272-1-8.Q Technical and financial capacity; 275-40. Financial and technical capacity.**

Board member Tarbox 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 272-1-8.R Buffering.**

Board member Tarbox 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 275-39. Conformance with other regulations.**

Board member Tarbox 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.

Chair Horr called for a vote.

Board member Tarbox made a motion that the Planning Board vote to recommend approval of application File #06-16-S Roosevelt School Redevelopment with the following conditions:

1. That any and all review fees have been paid.
2. That the applicant will provide five (5) copies of the final revised plans to the Planning Department.
3. That the two signed subdivision mylars will be filed with the York County Registry of Deeds within 90 days and two paper copies of each of the signed recorded mylars, with book and page numbers where they have been recorded are filed with the Planning Department.
4. Any construction is in compliance with any and all building codes.
5. The Planning Board approves the following waivers:
  - i. 275-14 A: Site Inventory and analysis
  - ii. 275-15 A-H: Site Inventory and analysis
  - iii. 275-18.C.(7): Copies of deed restrictions
  - iv. 275-18.C.(13): Contour lines, spot elevations approved by Assistant City Engineer
  - v. 275-18.C.(18-21): Width of streets, public improvements, and open space in Comprehensive Plan; open space to be preserved, parcels dedicated to public use; location and method of disposal for land clearing and construction debris
  - vi. 275-18.D.(1)-(7): supplemental information only required upon Planning Board request
6. The applicant adds a note to the plan indicating that snow will be removed from the site to make access to parking as proposed and approved.
7. The applicant will execute the hydrant easement with the Sanford Water District and record the executed easement at the York County Registry of Deeds.
8. The applicant will hold a pre-construction meeting with the Department of Public Works prior to initiating construction associated with cutting the sidewalk and extending the new water line and pay an escrow fee of \$210.00.

9. A condition will be added that the chain-link fence will be retained on the lot adjacent to 1 – 3 Laurel Court.
10. The lighting plan will be revised near the dumpster subject to approval of the Police Chief, Planning Director, and/or city Assistant Engineer.

Board member Connolly seconded the motion.

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

2. **File #07-16-RU: Central Maine Power Company, Attn: Adam Marquis**, 83 Edison Drive, Augusta, Maine.

See note under Public Hearing item for this project.

#### **IV. OLD BUSINESS**

There were no old business items.

#### **V. APPROVAL OF MINUTES – September 9, 2015 and April 20, 2016**

There were no minutes ready for approval. Planner Della Valle explained why.

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

Planner Della Valle announced that this was Kelly's (Tarbox) last night on the Planning Board. She then told the Board that the City Council has appointed Jennifer Georgius to the Planning Board at their meeting held on May 17.

Planner Della Valle explained why the CMP item was removed from the agenda.

Upcoming projects:

- Marc Motors new location
- Nonconforming structure
- Gorham Sand & Gravel's Libby Pit

#### **VII. ADJOURN**

The meeting adjourned at 8:16 P.M.

Discussion items:

- 1) Board member Connolly told the Board that she would like to ask Planner Della Valle to speak to Steve Buck, City Manager to announce when Emerson School will be torn down to allow citizens the opportunity to see the demolition.

David Joy said that he liked the idea of using some of the bricks from the school as some part of memorabilia in Gateway Park.

Board member Connolly made a motion that the Planning Board recommend the city hold some sort of public presentation event, give some kind of notice to the public before and when Emerson School comes down.

Board member Cormier seconded the motion.

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

- 2) Board member Cormier reminded the Board that they will need a new secretary now that Board member Tarbox has resigned from the Board.

Board member Tarbox made a motion to appoint Ed as secretary to the Board.

Board member Connolly seconded the motion.

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

- 3) Planner Della Valle discussed the voting of the standards.
- 4) Vice Chair McAdam thanked Kelly for her almost-17-years of service on the Planning Board.