

SANFORD PLANNING BOARD MINUTES
MEETING – June 21, 2017 – 6:30 P.M.
City Hall Annex Third Floor Chambers

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

MEMBERS ABSENT: Sarah Littlefield (w/out notice)

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

STAFF ABSENT: None

I. CALL TO ORDER

Chair Horr called the meeting to order at 6:35 PM.

II. OPENING STATEMENT

Chair Horr overviewed the procedure for the meeting.

III. MINUTES

There were no minutes ready for approval.

IV. HEARINGS and BUSINESS

A. PUBLIC HEARINGS & NEW BUSINESS

- i. File #12-17-R: Patco Construction, Inc., 1293 Main Street, Sanford, Maine.**

Chair Horr called for a representative to present the project.

Shawn Frank, civil engineer with Sebago Technics introduced Greg Patterson, Patco Construction, Inc. and proceeded to overview the project, which is to construct a 74,368 s.f. addition to Flemish Master Weavers.

Beth Della Valle, Planning Director read email communications from David Nickerson, Rubb Building Systems and Don Gobeil, Kennebunk, Kennebunkport, and Wells Water District.

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

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

Chair Horr asked if anyone present wished to make general comments neither for nor against the project.

Greg Patterson, Patco Construction felt the project is beneficial for the city and explained why.

Chair Horr closed the public hearing.

Planner Della Valle discussed the review done by the Site Plan Review Committee the previous day, who recommended approval with conditions.

Board member Connolly asked about the piping concern from Dave Parent, Superintendent, Sanford Water District.

Chair Horr asked if there were any other questions; there were none. Chair Horr then asked Mike (Casserly, Assist. City Engineer) if he had any comments/concerns.

Mr. Casserly said he had some minor concerns but felt he could work through them with Mr. Frank.

Chair Horr called for a motion.

Planner Della Valle read the Finding of Facts for the Board to take action on individually:

Flemish Master Weavers Addition Amended Major Site Plan – June 21, 2017
 Site Plan Review Committee Final Findings of Fact

	Standard is				Explanation
	Met	Met w/ cond	Not Met	NA	
Chapter 280, Article XVI: Site Plan Review					
§ 280-16-7. Site Plan Approval criteria and standards.					
280-16-7.1 Utilization of the site.					
	X				The site is extensively developed with 209,000 sf of existing buildings as well as parking and loading areas to serve the previously approved structures and additions. With this proposed addition of 74,368 sf and new parking, the site coverage will increase from 6.56 acres of impervious area to 9.2 acres. Except for a portion of Branch Brook, which crosses the far northeast corner of the property, there are no identified wetland areas, steep slopes, or floodplains associated with the development area.
Motion McAdam, second Connolly: 6/0					
280-16-7.2 Access to the site.					
	X				Gateway Road and Skytech Lane provide reasonable access to the site and adequate capacity to accommodate traffic generated by the proposed project.
Motion McAdam, second Georgius: 6/0					
280-16-7.3 Access into the site.					
		X			With Planning Board approval of a 40' driveway width off Gatehouse Road, employee, visitor, and truck access into the site will be via existing site entrances on Gatehouse Road. Loading dock access shall be via Gatehouse Road on the southwest side of the proposed addition.
Motion Connolly, second McAdam: 6/0					
280-16-7.4 Internal vehicular circulation.					
		X			With the addition of no parking signs in front of the 3' entry door and in front of the Fire Department Connection, the proposed site design shall provide for safe movement of passenger, service, and emergency vehicles on the site; provide clear routes of access for emergency vehicles year-round; and prohibit vehicles from backing out onto Gatehouse Road and Skytech Lane.
Motion McAdam, second Georgius: 6/0					
280-16-7.5 Pedestrian circulation.					
	X				Pedestrian circulation within the site is adequate.

	Standard is				Explanation
	Met	Met w/ cond	Not Met	NA	
Motion Connolly, second McAdam: 6/0					
280-16-7.6 Stormwater management.					
		X			With provision of a copy of an approved Site Location of Development permit, and revision of plans which reflect changes to the site plan if required by the Maine Department of Environmental Protection, with revision of plans to respond to details requested by the Assistant City Engineer, including provision of a professional engineer's stamp on stormwater analysis and revised plans, and with provision of a copy of the annual stormwater inspection report to the Planning Department and the Kennebunk, Kennebunkport, and Wells Water District, stormwater management shall be adequate.
Motion McAdam, second Horr: 6/0					
280-16-7.7 Erosion control.					
	X				Proposed plans for erosion control shall be adequate.
Motion McAdam, second Connolly: 6/0					
280-16-7.8 Water supply.					
		X			With the installation of 260' of 12" pipe in Skytech Lane to tie in the various sections of 12" pipe, the proposed plans shall provide adequate provisions for water supply.
Motion McAdam, second Georgius: 5/1 (Connolly)					
280-16-7.9 Sewage disposal.					
		X			The proposed plans for sanitary sewerage disposal provide adequate provisions for sanitary waste disposal.
Motion McAdam, second Connolly: 6/0					
280-16-7.10 Utilities.					
	X				No changes to the current method of providing electric and communication utilities are proposed.
Motion Georgius, second McAdam: 6/0					
280-16-7.11 Natural features.					
	X				Proposed development and retrofit of the drainage system shall maintain or improve the landscape from its existing condition.
Motion McAdam, second Horr: 6/0					
280-16-7.12 Groundwater protection.					
		X			With the provision of annual inspection reports, prepared for the Maine Department of Environmental Protection, to the Planning Department and the Kennebunk, Kennebunkport, and Wells Water District, the proposed site design will adequately

	Standard is				Explanation
	Met	Met w/ cond	Not Met	NA	
					protect groundwater.
Motion McAdam, second Georgius: 6/0					
280-16-7.13 Exterior lighting.					
	X				Proposed wallpack light fixtures shall be installed at the loading dock, all proposed doorways and periodically along the exterior of the proposed addition and shall adequately address exterior lighting.
Motion Connolly, second Clark: 6/0					
280-16-7.14 Waste disposal.					
	X				Shall provide for adequate private disposal of solid waste.
Motion McAdam, second Georgius: 6/0					
280-16-7.15 Landscaping.					
	X				The landscape plan, which specifies that all vegetated areas disturbed during construction shall be restored with loam and seed provides adequate landscaping for the site.
Motion Georgius, second Connolly: 6/0					
280-16-7.16 Shoreland relationship.					
				X	
Motion Cormier, second Horr: 6/0					
280-16-7.17 Technical and financial capacity.					
	X				The applicant has demonstrated financial and technical capacity to carry out the project in accordance with the City's code and the plan.
Motion Georgius, second McAdam: 6/0					
280-16-7.18 Buffering.					
	X				All abutting properties are located within the Airport Development Zone and no buffers are required.
Motion Horr, second Connolly: 6/0					
280-16-7.19 Airport encroachment.					
		X			With provision of documentation of the Federal Aviation Administration's (FAA) response and submission of revised plans, if required by the FAA, to the Planning Department, the proposed project shall adequately address airport encroachment.
Motion McAdam, second Connolly: 6/0					

Chair Horr called for a motion.

Board member Cormier made a motion that the Planning Board accept the information in the June 21, 2017 summary report to the Site Plan Review Committee and Planning Board and the summary above (see attached) and in the Finding of Facts (above) for File #12-17-R (correct file number; incorrectly identified as 15-17-R in the summary report), grant approval for the applicant to exceed the maximum 30' width of the curb cut off Gatehouse Road to increase it to 40', and approve the amended major site plan with the following conditions:

1. Revise plans to indicate that the second existing pump station is private and provide more information on the shut off valves.
2. Provide a copy of DEP Stormwater Permit once it is secured. If DEP requires changes to the approved plans, the applicant may be required to adjust and provide 5 copies of the revised plans and digital files and return to the Planning Board for amended approval. The Planning Department will share revised plans, if any, with the Kennebunk, Kennebunkport, and Wells Water District.
3. Provide a copy of annual stormwater inspection report to the Planning Department and Kennebunk, Kennebunkport, and Wells Water District.
4. Provide professional engineer's stamp on stormwater analysis and revise plans to respond to questions/comments raised in Assistant City Engineer's June 16, 2017 memo.
5. Revised sheets 3 and 4 to respond to Fire Marshal's request for 2 designated no parking areas.
6. Provide a copy of FAA's response to the proposed development to the Planning Department and if the FAA requires changes to the approved plans, the applicant may be required to adjust and provide 5 copies of the revised plans and return to the Planning Board for amended approval.
7. Ensure that enough handicap parking spaces are provided, and a note to that effect is added to revised plans, and/or add them to the revised plans.
8. Provide 5 hard copies of revised plans.
9. Establish a \$408 inspection escrow fee with the Public Works Department.
10. Conduct a preconstruction meeting with the Code Enforcement Officer and Assistant City Engineer.

Board member Georgius seconded the motion.

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

B. OLD BUSINESS

- i. **File #0M28/0006-03-W: Planning Board recommendation** to the City Council about rezoning tax map M28 lot 6 from contract zone to Residential zone.

Planner Della Valle gave a brief history of the original project, explained that both the contract and subdivision approvals have expired, and the process the city needs to take to remove the contract and rezone the property.

Discussion took place on abutter noticing, type of residential developments that could be built under the proposed zoning RD (Residential Development), and what type of businesses could go in the Industrial Reuse (IR, the original zone of the property).

This item will be re-advertised and put on the July 19, 2017 Planning Board agenda.

V. OTHER BUSINESS

1. PLANNING DIRECTOR'S REPORT

Planner Della Valle updated the Board on the following items:

- Request for delegated review: Kevin McKeon, owner of 246 Blanchard Road wanted to create a parking area and add a vault privy at the trailhead in Springvale on tax map R4 lot 10. After discussion of safety, upkeep of the trailhead area, and maintenance of the privy, it was decided that this project should be reclassified from a minor to a major site plan.

Board member Cormier made a motion to reclassify the project as a major review.

Board member Connolly seconded the motion.

A vote was taken and the motion passed 5-1 with Board member Clarke voting against.

- Planner Della Valle polled the Board on whether or not to live-stream their meetings. The Board agreed to start streaming their meetings.
- Inquired if any Board members would like to be on the city's Tax Abatement Committee.
- York Hospital Medical Office Building/Central Maine Power So. Sanford Substation boundary line plantings/buffers
- Updated the Board on the status of past meeting minutes
- Updated the Board on her medical leave
- Confirmed the schedule for the first meeting in July – July 5, 2017 meeting will be a workshop only
- Discuss the schedule and type of review for the proposed sign ordinance amendment.

VI. COMMUNICATIONS

There were no communication items.

VII. ADJOURN

The meeting adjourned at 8:26 P.M. and went into work session.

Attachment to June 21, 2017 Minutes

Finding of Facts for New Business Item #Ai.

File #12-17-R: Flemish Master Weaver

- The applicant proposes a 74,368 sf building addition, 18,890 sf new parking area to the east, 10,700 sf new parking area to the west, 4,240 sf new parking area to the north, and 6,540 sf loading dock. The proposed addition is intended to be used for storage and warehouse space.
 - Existing conditions: The original use of the site was for a portion of a military base which was located at the Sanford Airport. Subsequently, a portion of the site was used as a storage area for concrete structures. The site is currently being used by Flemish Master Weavers, Inc.

Existing buildings on the site occupy 209,000 sf. The initial 59,000 sf building was constructed in 1991; a 30,000 sf addition was constructed in 1998; a 60,000 sf addition

was constructed in 2008; and another 60,000 sf addition was constructed in 2012. Parking and loading areas associated with the original construction and each of the expansions. The site is currently served by 3 stormwater detention/treatment areas. Existing impervious area totals 6.56 acres.

The site is currently served by public water from a main in Gatehouse Road. Sanitary sewer, with a connection to a force main, is provided within an easement area along Gatehouse Road.

The site is largely flat and there are no identified wetlands or flood hazard areas, steep slopes, or floodplains associated with the development area. Surface runoff from a portion of the site generally drains toward Branch Brook, a source for the Kennebunk, Kennebunkport, and Wells (KKW) Water District, which crosses the northeast corner of the property. The remaining portion of the site drains to the southeastern property corner and is discharged to the City storm sewer system. Prior to discharging to the City's system, stormwater from existing development is directed to detention/treatment basins.

Electric and communication services currently connect to the existing building.

- Proposed utilities and lighting: Though the proposed addition is proposed to be used primarily for warehouse space, bathrooms are proposed near the northeast corner of the building and a gravity sewer service will flow to a pump station manhole and be pumped to the existing sewer force main within Gatehouse Road. The Sewerage District indicates that it has capacity to serve the project; however, the Superintendent's June 14, 2017 memo indicates that the second existing pump station is private and should be noted on the plans.
- Proposed stormwater management: The proposed expansion will replace approximately 66,000 sf of existing pavement, concrete, and gravel areas with the proposed addition and associated improvements. Accounting for the removal and new impervious area, the net increase will bring the total impervious area on the site to 9.20 acres.

The proposed addition will increase the amount of impervious area on the site to 48,726 sf. Because the proposed expansion will bring the total impervious area on the site to 9.20 acres, the project requires a Site Location of Development permit from the Maine DEP, for which the applicant has applied. Under DEP rules, the applicant is required to treat 60% of the developed area based on redevelopment standards. The applicant is proposing to treat 74% of the developed area. The applicant should discuss the anticipated schedule for receipt of its state permit.

As proposed, post-development peak runoff rates for one area of the site (identified as Study Point 1 in the DEP application) will be reduced below predevelopment levels for all storm events (2, 10, and 25-year storms). Postdevelopment rates for the other area (Study Area 2) will be reduced below predevelopment rates for the 2 and 10 year storm but will be slightly increased for 25-year storms. An infiltration basin, grassed underdrained soil filter, and roof dripline filter are proposed to treat stormwater from new development, in accordance with DEP Stormwater Best Management Practices (BMPs), and will exceed DEP's required treatment levels. Adequate erosion and sedimentation controls are proposed.

Please, see the Assistant City Engineer's comments and requests for information regarding the proposed stormwater management system.

The DEP application indicates that inspections and reports will be provided to DEP annually. The applicant should also provide copies of these reports to the Planning Department.

- Miscellaneous issues:
 - Indicate how many vehicle trip ends are generated on the existing site and will occur with the proposed addition.
 - Add north arrow on each sheet of the plans.
 - Clarify the location of existing and proposed gravel and paved areas on the plan.
 - Please note the Fire Marshall's request for designation of 2 no parking areas on revised Sheets 3 and 4.
 - The latest digital submission indicated that Sheet 4 was revised to respond to requested water and sewer information, but hard copies of the revised plan were not submitted to the Planning Department. When final revised plans are submitted, the applicant needs to make sure it is providing the required number of copies of this Sheet.
 - The Airport Director directed the applicant to notify the FAA of its plans, which it has, and is awaiting a response.