

SANFORD PLANNING BOARD MINUTES
MEETING – September 21, 2016 – 6:30 P.M.
City Hall Annex Third Floor Chambers

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

MEMBERS ABSENT: Sarah Littlefield (w/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 6:32 PM.

II. PUBLIC HEARINGS

There were no public hearing items.

III. NEW BUSINESS

There were no new business items.

IV. OLD BUSINESS

There were no old business items.

V. MINUTES – July 20, 2016

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 5-0.

VI. PLANNING DIRECTOR'S REPORT

- 1. Request to allow Gorham Sand & Gravel** more time to prepare and submit revised documents.

Planner Della Valle updated the Board on what has taken place since the last meeting with Gorham Sand & Gravel.

She said one of the conditions of approval was a 30-day time limit on revising all plans and documents to reflect what was approved by the Board and internally consistent. She explained the time it took her to review all the information and write her letter to the applicant, and by the time the applicant received the letter, 15 days had already

gone by. She is recommending the Board extend their approval to allow the applicant to submit revised materials no later than October 5.

Board member Georgius asked how many additional days they gained by extending their time; discussion followed on:

- Date for submittal deadline
- Potential changes to procedure
- Board's authority during review of submittal
- Policy discussions
- Gravel industry meeting with reps

Vice Chair McAdam made a motion to extend the submittal deadline to October 15.

Board member Connolly seconded the motion.

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

Discussion took place on:

- The status of Pepin's Bernier Road gravel pit approval
- A new gravel pit application that will be coming to the Board in the future
- Restrictions on operating a gravel pit near a residential area

2. Request for Delegated Review

- **Breary Farms**

Planner Della Valle explained the new owners of the housing complex are proposing to construct a community center as well as expanding two units to make them more readily handicap accessible.

She explained the project:

- Approximately 1,000 s.f.
- Slight addition
- Location of the building on property

Planner Della Valle told the Board the threshold for staff review is 500 s.f. but the Board can delegate staff review for larger projects.

Board member Cormier made a motion that the Planning Board delegate the Breary Farms community center to staff review.

Board member Georgius seconded the motion.

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

- **The Depot**

Planner Della Valle explained she met with Nick Gallant who is representing the Jonathon Mapes, owner of The Depot, and he is proposing to make a series of improvements.

Board member Connolly informed the Board that she is an abutter to The Depot and will let the Board determine if they would recommend she recuse herself from the discussion. The Board decided to hear the proposal before making this decision.

Planner Della Valle briefly explained the proposal:

- Showed the property location on the map
- Interior renovations (reviewed by the codes office only) to the store plus an addition of a 480 s.f. expansion to the building (requires staff level review)
- Addition of 10 new LED site lights on the property
- Continued earth-moving activity to accommodate truck movement on property
- Remove some of the scrub-type vegetation

The applicant is planning to present an amended site plan and is hoping the Board will allow staff level review for installing the site lights and the removal of scrub vegetation; the 480 s.f. expansion is already allowed under staff level review.

Planner Della Valle asked the Board to make a decision on whether or not Board member Connolly should remain to be part of the discussion. She also informed the Board about an incident that took place between her and Mr. Mapes approximately a year ago; discussion followed.

Board member Cormier made a motion that Board member Connolly recuse herself from this item.

Board member Georgius seconded the motion.

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

Planner Della Valle asked the remaining Board members if they were willing to allow the request for staff level review.

Chair Horr made a motion that the Planning Board delegate to city staff for removal of brush and the installation of lights.

Board member Cormier seconded the motion.

A vote was taken and the motion passed 4-0-1 (Board member Connolly abstained due to recusing herself from the discussion).

- **Life Flight**

Planner Della Valle stated she does not need the Board's delegated authority for staff review after all. There is a provision in the ordinance that allows an amendment to be reviewed jointly by the Planning Director and the Airport Manager if there was a site plan approval in the past.

Planner Della Valle presented an overview of the project to the Board for their information.

3. Upcoming Projects

- Waban autism center
- Abandonment of a paper street in Cider Hill subdivision
- Rubb Building Systems
- Zone change request for 1 Eagle Drive
- Marc Motors new location

Discussion took place on:

- CVS building
- iPads for Board members
- Emerson School
- Upcoming brownfields sites

VII. ADJOURN

The meeting adjourned at 7:57 P.M.