

**SANFORD PLANNING BOARD MINUTES
MEETING – October 17, 2018 – 6:30 P.M.
City Hall Annex Third Floor Chambers**

MEMBERS PRESENT: Lenny Horr, Chair
John McAdam, Vice Chair
Edward Cormier, Secretary
Sarah Lavoie (arrived late)
Jace Clarke

MEMBERS ABSENT: Dianne Connolly (w/notice)
Jennifer Georgius (w/notice)

STAFF PRESENT: Elizabeth Della Valle, AICP, Director of Planning & Development

STAFF ABSENT: Michael Casserly, Asst. City Engineer (w/notice)
Barbara Bucklin, Admin. Asst., Planning Department (w/notice)

I. CALL TO ORDER

Chair Horr called the meeting to order at 6:45 PM.

II. OPENING STATEMENT

No opening statement was made.

III. MINUTES

June 29, 2016

The Board tabled the item to the next meeting so a change could be made replacing the reference of Chair Della Valle to Planner Della Valle.

October 3, 2018

Vice Chair McAdam made a motion to accept the minutes as written.

Board member Cormier seconded the motion.

A vote was taken and the motion passed 4-0.

IV. HEARINGS and BUSINESS

- 1. Public Hearing and New Business: File #17-18-R: Sanford Christian Academy, c/o John Hastings, Trustee, Calvary Baptist Church, 68 High Street, Sanford.**

Chair Horr announced this item will remain on the table.

Planner Della Valle gave an update on the status of project.

- 2. New Business: File #02-17-S: Adam Blaikie & Associates, LLC, c/o Dana Libby, PLS, Corner Post Land Surveying, Inc., 600 Main Street, Springvale, Maine.**

Chair Horr announced this item will remain on the table.

Chair Horr stated the Board performed a site walk tonight before this meeting and the Board has a better idea of how the subdivisions (this item and item #3) will be laid out.

Planner Della Valle said she will share the draft plan and provide an update on the site walk to the members who were not able to attend the site walk.

3. **New Business: File #30-18-S: Adam Blaikie & Associates, LLC, c/o Dana Libby, PLS, Corner Post Land Surveying, Inc., 600 Main Street, Springvale, Maine.**

Chair Horr announced this item will remain on the table.

This item was discussed with Item #2.

4. **New Business: File #42-18-M: Joseph and Jill Kitko, 550 Main Street, Springvale.**

Chair Horr called for a representative to present the project.

Jill Kitko gave a brief overview of the request, which is to rebuild the front porch that is an existing nonconforming structure with the exception of relocating the stairs to the left side of the porch instead of the front.

Vice Chair McAdam confirmed the location of the project.

Chair Horr asked if the distance of the porch was the nonconformity. Planner Della Valle replied that the porch was less than the required 20' from the front setback.

Chair Horr asked if there were any other questions from the Board; there were none.

Chair Horr asked Planner Della Valle if she had anything else to add; she did not.

Chair Horr called for a motion.

Board member Cormier made a motion that the Planning Board accepts the information above (found in the Project Summary report dated October 12, 2018) as the Findings of Fact and finds that the new porch at 550 Main Street (Map K18, Lot 6) is no more nonconforming than the existing porch, meets the setback requirement in the Urban Zone to the greatest practical extent, and does not increase its nonconformity.

Chair Horr seconded the motion.

A vote was taken and the motion passed 4-0-1 (Board member Lavoie abstained because she was not here during the discussion).

5. **New Business: File #43-18-M: Marc Breault, c/o Nathan Roberge, 19 Roberts Street, Sanford.**

Chair Horr called for a representative to present the project.

Nathan Roberge, agent gave a brief overview of the project, which is to rebuild the front porch on both levels of the apartment building, which are existing nonconforming structures with the exception of enclosing the structures and adding windows.

Chair Horr asked about lighting; this was a topic of discussion at the Design Review Committee meeting held the previous week.

Chair Horr asked if the Planning Board had any questions; they did not.

Chair Horr stated this application was here for not meeting the setback requirements and went through the design review process because it is in the design review district.

Chair Horr called for a motion.

Board member Cormier made a motion that the Planning Board accept the information above (found in the Project Summary report dated October 12, 2018) and find that the proposed enclosed porch at 19 Roberts Street (Map K30, Lot 15) is no more nonconforming than what formerly existed on the site prior to its demolition, meets the setback requirement in the Urban Zone to the greatest practical extent, does not increase its nonconformity, and with the following conditions conforms with the standards associated with the Sanford Downtown Design Review District:

- Provide a rain overhang over the 5' entry door, gray in color to match the roof shingles and
- Provide 3 white, vinyl sided window boxes over the windows on the first floor.

Chair Horr seconded the motion.

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

V. OTHER BUSINESS

1. PLANNING DIRECTOR'S REPORT

- The Board missed the wildfire training that was held last night.
- Joe Doiron is asking for an amendment of the new high school site plan to add the location to put the structures under construction.

Planner Della Valle asked if this change could be reviewed at staff review level.

Board member Cormier made a motion to let this request go through staff level review.

Board member Lavoie seconded the motion.

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

- Updated the Board on the solar brownfields conference she attended.
- She is close to finishing the job description for the new Planner position.
- Asked the Board for their opinion on abutter noticing requirements for nonconforming structures. The Board agreed upon a notice requirement for immediate abutters only with a 7 business-day comment period.
- The City Council approved the ordinance change in the RD district; they did not act on part two of the child care recommendation.
- Update on Stenton Mill demolition
- Any information on the old bank at the High Street/River Street/ Washington Street intersection
- Brownfields Advisory Committee had its first meeting
- A Downtown Group is putting a proposal together to be revealed in November
- Wolves Club application update
- Old, collapsed fence on High Street side of the city parking lot
- Whether or not there were sewer and water connections at the corner of Grammar Road and Cottage Street

- Beaver Hill Estates property is for sale and where the project left off in the review process

VI. COMMUNICATIONS

There were no communications brought up at tonight's meeting.

VII. ADJOURN

The meeting adjourned at 7:50 P.M.