

SANFORD PLANNING BOARD MINUTES
MEETING – October 16, 2019 – 6:30 P.M.
City Hall Annex Third Floor Chambers

MEMBERS PRESENT: Lenny Horr, Vice Chair
Jace Clarke, Secretary
John McAdam
Dianne Connolly
Elizabeth Kilkenny

MEMBERS ABSENT: Jennifer Georgius, Chair (w/ notice)
Thomas Morgan (w/notice)

STAFF PRESENT: Elizabeth Della Valle, AICP, Director of Planning & Development
Joseph Scala, Planner
Michael Casserly, Asst. City Engineer
Barbara Bucklin, Admin. Asst., Planning Department

STAFF ABSENT: None

I. CALL TO ORDER

Vice Chair Horr called the meeting to order at 6:31 PM

II. OPENING STATEMENT

Vice Chair Horr overviewed meeting procedures and agenda.

III. MINUTES – October 2, 2019

The minutes were not available for approval.

IV. HEARINGS and BUSINESS

1. Public Hearing and New Business: File #999-19-T(8): Proposed changes to Site Plan Submission Requirements regarding

- Chapter 280: Zoning, §280-16-6
- Planning Board Bylaws

Planning Director Della Valle summarized the proposed amendments.

Vice Chair Horr opened the public hearing.

Vice Chair Horr asked if anyone was there to comment in favor of or opposed; there was no one.

Vice Chair Horr closed the public hearing and opened discussion with the Planning Board.

Vice Chair made of motion of recommendation to forward to city council for approval.

Secretary Clarke seconded the motion.

Motion passed 5-0 (Chair Georgius and Member Morgan absent).

2. Public Hearing and New Business: File #999-19-T(7): Proposed changes to Chapter 280: Zoning regarding:

- Sanford Downtown Design Review District Map
- Springvale Village Design Review District Map
- Design Standards

Planning Director Della Valle summarized the proposed changes.

Vice Chair Horr opened the public hearing

Vice Chair Horr asked if anyone was there to comment in favor of or opposed; there was no one.

Vice Chair Horr closed the public hearing and opened discussion with the Planning Board.

Connolly asked about the downtown core for Design Review.

Planning Director Della Valle answered this question.

McAdam asked if properties were notified of changes.

Planning Director Della Valle answered this question.

Vice Chair Horr made a motion of recommendation to forward to city council for approval.

KilKenny seconded the motion.

Motion passed 5-0 (Chair Georgius and Member Morgan absent).

3. Old Business: File #34-19-S: Patterson Companies, LLC, c/o Dana Libby, P.E., Corner Post Land Surveying, Inc., 600 Main Street, Springvale is requesting inventory and analysis review for a proposed 6-lot residential subdivision, known as Fletcher Farm 1, which is owned by the applicant and located on Jagger Mill Road in Sanford. This is a resubmittal of the inventory and analysis review due to missing the 6-month deadline to submit a preliminary subdivision submittal. The review of a proposed 10-lot residential subdivision, known as Fletcher Farm 2, has been separated from this

application to be reviewed as a stand-alone application. (Tax Map R15, Lot 79 [Portion of], Residential Development Zone). **This is a continuation of the discussion had at the October 2, 2019 meeting.**

Member Connolly recused herself for this item on the agenda.

Planning Director Della Valle summarized a memo from Chair Georgius and summarized a meeting with Assistant School Superintendent in regards to school bus stops for Fletcher Farms.

The following was discussed:

- Ideal bus stop location
- Sidewalks for pedestrian movement
- Open space recreation requirements
- Frontage and Access Issues
- Shoreland concerns
- Turnaround on private way
- Storm water drainage and maintenance

Mark Patterson from Patterson Construction asked what the standards are for a bus stop from the City of Sanford and addressed concerns the Planning Board had.

Planner Della Valle answered this question and suggested contacting the school department for this information.

Mike Casserly asked the applicant to review the engineering memos for Fletcher Farm I.

Vice Chair Horr recommended to complete the inventory analysis review for Fletcher Farm I. The Planning Board concurred that the proposal was ready to proceed to preliminary subdivision.

4. Old Business: File #37-19-S: Adam Blaikie & Associates, LLC, c/o Dana Libby, P.E., Corner Post Land Surveying, Inc., 600 Main Street, Springvale is requesting inventory and analysis review for a proposed 10-lot residential subdivision, known as Fletcher Farm 2, which is owned by the applicant and located on Spencer Hill Road in Sanford. This is a resubmittal of the inventory and analysis review due to missing the 6-month deadline to submit a preliminary subdivision submittal (Tax Map R15, Lot 80A, Residential Development Zone). This is a continuation of the discussion had at the October 2, 2019 meeting and was combined with item 3 on the agenda.

5. Old Business: File #03-19-R: R. Pepin & Sons Inc., c/o Matthew Pepin, P.O. Box 729, Sanford is requesting major site plan approval for a 5-year mineral extraction permit at its current site on property leased by the applicant and located at 245 Old Mill Road in Sanford (Tax Map R11, Lots 4, 5, 7A, 10C and 10A; Rural Residential Zone). (The public hearing was held and closed and the item was tabled at the August 7, 2019 meeting.)

Vice Chair Horr noted that this item will remain on the table.

I. OTHER BUSINESS

1. PLANNING DIRECTOR'S REPORT

- Design Review Committee Appointment for Evelyn Libby to expire 12/31/2020.
Secretary Clarke Motioned to appoint Evelyn Libby to the Design Review Committee
Member Connolly seconded the motion to appoint
Motion passed 5-0 (Chair Georgius & Morgan Absent)
- Subdivision ordinance for new ordinance work
- Home occupations update – zoning subcommittee did not like the modification and indicated they wanted language in there that made it clear that clients coming to the home is not desired.
 - Full time equivalent – move it to one employee
 - Reduce number of clients to no more than two at any time
 - Requirement for an annual license
 - Remove references to home businesses

II. COMMUNICATIONS

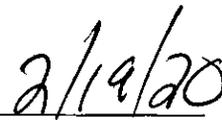
There were no communications

III. ADJOURN

Vice Chair Horr motioned to adjourn at 8:20 PM
Member Connolly seconded the motion
Motion passed 5-0 (Chair Georgius and Morgan absent)



Jade Clarke
Secretary, Planning Board



Date