

**SANFORD PLANNING BOARD MINUTES
MEETING – December 5, 2018 – 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: None

STAFF PRESENT: Elizabeth Della Valle, AICP, Director of Planning & Development
Michael Casserly, Asst. City Engineer (arrived at 6:45 PM)
Barbara Bucklin, Admin. Asst., Planning Department

STAFF ABSENT: None

I. CALL TO ORDER

Chair Horr called the meeting to order at 6:31 PM. A moment of silence was held in honor of the passing of former President George H.W. Bush.

II. OPENING STATEMENT

Chair Horr overviewed meeting procedures.

III. MINUTES

The minutes were not ready for approval.

IV. HEARINGS and BUSINESS

- 1. New Business: File #48-18-C: John Palmitessa, President, JP Construction Inc., 70 Westview Drive, Sanford, Maine.**

Chair Horr called for a representative to present the project.

Planner Della Valle stated the applicant is requesting a reduction in curb cut separation. She also said Mike Casserly, Assistant City Engineer supported the reduction with two conditions.

John Palmitessa, JP Construction, explained the reason he was requesting the reduction.

Planner Della Valle read staff member Casserly's memo into the record.

The Board had no questions for the applicant or staff.

Chair Horr called for a motion.

Board member Cormier made a motion that the Planning Board accept the information above (in project summary report dated November 29, 2018) and find that the

application file #48-18-C to waive the 50' minimum distance between curb cuts specified in §280-14-5.3.3.3.1 meets the circumstances described in §§280-14-5.3.3.3.2.3 and 280-14-5.3.3.3.3 and grant approval of the requested waiver with the following conditions:

1. The Assistant City Engineer shall inspect the driveway concurrent with its construction to verify the approved separation.
2. Discontinuation of the existing driveway.

Board member Connolly seconded the motion.

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

2. New Business: File #49-18-M: Brian Bailey, 87 Huff Road, Lyman, Maine.

Chair Horr announced the file number was incorrect – the file number should be 49-18-M (reflected above), not 49-18-R.

Chair Horr called for a representative to present the project.

Planner Della Valle overviewed the applicant's request then presented the Design Review Committee's recommendation.

Planner Della Valle informed the Board that Board member Connolly had a question regarding the ownership of the retaining wall. Board member Connolly explained that her concern was whether or not the wall could sustain the earthwork that will be done for this project. Staff member Casserly stated that although there are cracks, the wall appears to be in good shape.

Brian Bailey, owner of 21 Bodwell Street described where he was requesting to put the house entrances.

Vice Chair McAdam asked if this was going to be a rental; Mr. Bailey replied it was going to be a rental.

Board member Connolly thanked the applicant for providing the photo of the plank from the building because it was interesting to see.

Chair Horr called for a motion.

Board member Cormier made a motion that the Planning Board accept the information above (in project summary report dated November 29, 2018) as Findings of Fact and find that the proposal to replace an existing roof overhang over a basement entry with a deck and removal of egress stairs for an attic that was previously used as living space at 21 Bodwell Street (Map J30 Lot 29) is no more nonconforming than what currently exists on the site, meets the setback requirement in the Urban Zone to the greatest practical extent, and does not increase its nonconformity. The Planning Board also endorses the following recommendations of the Design Review Committee:

1. Ensure that the light from all exterior lighting is contained on the property.
2. Try to move the overhang and sconces on the door that will be replaced to the new door on side of the building facing Bodwell or use elsewhere on the building.
3. Patch in the concrete where the stairs are removed and work with Public Works to secure a permit for this work.
4. Use warm tone LED lights on all exterior lighting.

Vice Chair McAdam seconded the motion.

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

3. Old Business: File #07-18-R: R. Pepin & Sons, Inc., c/o Matt Pepin, P.O. Box 729, Sanford, Maine.

The applicant requested to postpone the discussion to a later date.

Planner Della Valle explained to the Board why the applicant wanted to discuss his proposal to the Board. She then reviewed what the approval was for.

V. OTHER BUSINESS

1. PLANNING DIRECTOR'S REPORT

- Walmart submitted a request for an amendment to their parking lot striping plan. Planner Della Valle is requesting the Board delegate staff review for this request.

Vice Chair McAdam made a motion to delegate this review to staff level review.

Chair Horr seconded the motion.

A vote was taken and the motion passed 5-0-1. (Board member Connolly abstained because she used to work at Walmart.)

- CN Brown is proposing to remove the car wash building and push the parking spaces back where the car wash building was located. Planner Della Valle is requesting the Board delegate staff review for this request.

Vice Chair McAdam made a motion to delegate this review to staff level review.

Board member Cormier seconded the motion.

A vote was taken and the motion passed 5-0-1. (Board member Connolly abstained because she used to work for CN Brown.)

- Sanford Safe Storage (on Cottage Street) is requesting to modify their recently approved landscape plan. Planner Della Valle explained the outcome of her meeting with the applicant and requested this item not be reviewed at staff level but come back before the Board for their approval.

Board member Connolly remembered mentioning the buffering during the original review.

The Board was in consensus that this request be presented to the Board.

- The 2019 Planning Board meeting calendar – the Board discussed whether or not to hold a second meeting in January. At this time, the Board voted to only hold one meeting in January and that Planner Della Valle would send the Board an email by January 4th to determine if a second meeting in January is necessary.
 - By-laws
 - Attendance for the Planning Board Holiday get-together

All reports referenced in the minutes can be found in the project files in the Planning Department.

- Two members' terms are up at the end of the month – Board members Cormier and Georgius. Board member Cormier will not be reapplying but will stay on until a replacement is sworn in. Board member Georgius will be reapplying.
- Board member Lavoie has resigned, effective immediately.
- The Board has to appoint a new member to the marijuana task force since this position was filled by Board member Lavoie. Vice Chair McAdam has volunteered to fill this position.
- Board member Cormier said he has enjoyed his time on the Board and thanked the Board and staff members for their work.
- Planner Della Valle informed the Board she has one person who has shown interest in joining the Board.
- Advertisement for the Planner's position has been posted
- Board member Connolly asked Planner Della Valle if she had contacted York Hospital regarding their approval
- Board member Clarke asked if the new high school sign conforms to the sign ordinance.
- Will be reviewing the sign ordinance with other staff and an amendment to the ordinance may be forthcoming
- Status on food sovereignty

VI. COMMUNICATIONS

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

VII. ADJOURN

The meeting adjourned at 7:32 P.M.