

**SANFORD PLANNING BOARD MINUTES**  
**MEETING May 16, 2012 – 7:00 P.M.**  
**Town Hall Annex Third Floor Chambers**

**MEMBERS PRESENT:** Kelly Tarbox, Chair  
Joseph Herlihy  
John McAdam  
David Mongeau, Secretary (Arrived at 7:16 P.M.)  
Robert Hardison  
Matthew Treadwell

**MEMBERS ABSENT:** Lela Harrison, Vice Chair (w/notice)

**STAFF PRESENT:** James Q. Gulnac, AICP, Planning & Development Director

**STAFF ABSENT:** Charles Andreson, P.E., AICP, Town Engineer (w/notice)  
Michael Casserly, P.E., Assistant Engineer (w/notice)  
Barbara Bucklin, Administrative Assistant (w/notice)

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**I. CALL TO ORDER**

Chair Tarbox called the meeting to order at 7:00 P.M.

**II. PUBLIC HEARINGS**

1. **File #04-12-RU: Little World Daycare, c/o Tina Albano**, 11 Shawmut Avenue, Sanford, Maine.

Chair Tarbox called for a representative to present the project.

Tina Albano, applicant, gave a brief presentation of her proposal. She would like to increase the number of children in daycare from eight (8) up to (12). She said she has put up a new fence for additional outdoor play area for the increase in children, and she explained why there would be no more than one vehicle at a time for drop-off.

Chair Tarbox asked if there were any questions from staff or board members; there were none.

Chair Tarbox asked if anyone present wished to speak in favor of this application; there was no one.

Chair Tarbox asked if anyone present wished to speak against this application; again, there was no one.

Chair Tarbox closed the public hearing.

**III. OLD BUSINESS**

There were no old business items for approval.

**IV. NEW BUSINESS**

1. **File #04-12-RU: Little World Daycare, c/o Tina Albano**, 11 Shawmut Avenue, Sanford, Maine.

Staff member Gulnac asked the Board if they felt this item needed to be further discussed in a formal work session and then updated the Board on the discussions had during the Site Plan Review Committee meeting held earlier in the day.

Staff member Gulnac said Charles Andreson, town engineer gave a report stating he had no issues with the application. Mr. Gulnac recommended adding that the proposed parking arrangement is adequate and safe; the state fire marshal has the authority of reviewing this application because the local fire marshal does not review daycares. Chair Tarbox asked if the town has received the state fire marshal's review. Mr. Gulnac replied she has both state licensing and state fire marshal approval – both reviews are separate.

Mr. Gulnac said the town engineer determined there was no increase in traffic so there will be no impact fee.

Chair Tarbox asked if there was any further information the Board needed regarding parking. Mr. Gulnac said that Shirley Sheesley, Codes Enforcement Officer wanted to make sure the Board knew that there may occasionally be a need to park on the street during drop-off and pick-up times. Discussion took place on whether or not to add a statement regarding parking as a finding of facts or a condition of approval item.

Board member McAdam confirmed that since approximately five children are neighbors and are walked to and from daycare, traffic really wouldn't be an issue. Discussion took place.

Chair Tarbox asked if Board members had any other questions; no one did.

Chair Tarbox called for a motion.

Board member McAdam made a motion to accept the major site plan/conditional use approval to expand the daycare to serve up to twelve (12) children, and the Planning Board finds the following conditions have been met: the parking is adequate and the state daycare licensing and fire marshal approvals have been received.

Board member Treadwell seconded the motion.

A vote was taken, and the motion passed 5-0. (Board member Mongeau was not in attendance for the vote.)

**V. APPROVAL OF MINUTES – December 7, 2011; January 4, 2012; March 7, 2012; March 21, 2012; and May 2, 2012**

Chair Tarbox called for approval of the minutes.

Staff member Gulnac asked Chair Tarbox if this could be tabled until Board member Mongeau arrived and if the Board could continue on in the discussion of the application.

The Board agreed with Mr. Gulnac's suggestion.

Once the Planning Director briefly explained the information given them at tonight's meeting, the minutes were reviewed.

Chair Tarbox asked if everyone received the revised March 7, 2012 minutes correcting the vote on File #21-11-W; they did. She then asked if anyone remembered if Board member Mongeau was present for the vote of the by-laws at the May 2, 2012 meeting; it was determined that he was not so the vote will need to change to reflect this in the May 2, 2012 minutes.

Discussion took place on whether to vote on all sets of minutes at once or individually; it was decided to vote on each set individually.

December 7, 2011

Chair Tarbox called for a motion.

Board member Hardison made a motion to accept the minutes as written.

Chair Tarbox seconded the motion.

A vote was taken, and the motion passed 2-0. (All members present at time of vote were either not members of the Board or absent at the December 7 meeting.)

January 4, 2012

Chair Tarbox called for a motion.

Board member Treadwell said he was not on the Board at this time. The member that should be stated as in attendance for this meeting should be Matt Perkins.

Chair Tarbox called for a motion to approve as amended removing Matt Treadwell as a member in attendance.

Board member Hardison made a motion to accept the minutes as amended.

Board member Herlihy seconded the motion.

A vote was taken, and the motion passed 3-0.

March 7, 2012

Chair Tarbox called for a motion to accept the minutes as amended.

Board member Mongeau made a motion to accept the minutes as amended.

Board member McAdam seconded the motion.

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

March 21, 2012

Chair Tarbox called for a motion.

Board member McAdam made a motion to accept the minutes as written.

Board member Mongeau seconded the motion.

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

May 2, 2012

Chair Tarbox called for a motion to approve the minutes as amended.

Board member Treadwell made a motion to accept the minutes as amended.

Chair Tarbox seconded the motion.

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

**VI. PLANNING DIRECTOR'S REPORT**

There was no report.

**VII. ADJOURN**

The meeting adjourned at 7:18 PM.

Staff member Gulnac explained the handouts the Board received tonight:

- Yellow folder was prepared by tonight's applicant – he wanted the Board to see the nice job she did preparing the application.
- The other packet was from Spectrum Health and the application was scheduled for May 30. He thought handing out paper copies would help the Board in their review. Mr. Gulnac also asked the engineers for better explanation for the request for forty (40) parking spaces, and explained why.