

SANFORD PLANNING BOARD MINUTES
MEETING September 7, 2011 – 7:30 P.M.
Town Hall Annex Third Floor Chambers

MEMBERS PRESENT: Kelly Tarbox, Chair
Robert Hardison, Vice Chair
Stephen Catalano, Jr.
Lela Harrison

MEMBERS ABSENT: Joseph Herlihy (w/notice)
David Mongeau, Secretary (w/notice)
Matthew Perkins (w/out notice)

STAFF PRESENT: James Q. Gulnac, AICP, Planning & Development Director
Charles Andreson, P.E., AICP, Town Engineer
Jamie Cole, CEO
Kevin Sprague, Planning Consultant

STAFF ABSENT: Michael Casserly, P.E., Assistant Engineer (w/notice)
Barbara Bucklin, Administrative Assistant (w/notice)

I. CALL TO ORDER

Chair Tarbox called the meeting to order at 7:30 P.M. After the work session, Chair Tarbox recalled the meeting to order at 9:40 P.M.

II. PUBLIC HEARINGS

1. File #11-11-RU: Heather Torno, d/b/a Northern Explosion Dance, 6 Pearl Street, Sanford.

Chair Tarbox called for a representative to present the project.

James Gulnac, Director of Planning & Community Development informed the Board that he had waived a lot of the submittal requirements for this application. He then said that this project was reviewed at the Site Plan Review Committee earlier in the day and the comments/recommendations made during this meeting could be discussed during the work session following the meeting.

Heather Torno, applicant, gave the history of her business that led up to her request for expansion. She is requesting to build a 6,000 s.f. building divided into four different dance studios, a lobby area, storage areas, and costume rooms. She also described what would be included in the construction (i.e. closed circuit video for parent viewing, floor types, etc.) She said that she would also like to expand her program to offer more genres of dance and hopes to draw people from other surrounding areas and would like to stay on a main highway for easy access. She said that she was looking to purchase 10 acres with 250 feet of road frontage from Just Land, LLC.

Chris Roux, applicant, said they were looking to set the building back away from the road and have a more of a residential look to accommodate the area. He also said that MDOT doesn't believe the current traffic pattern will be affected and have already given the applicants a preliminary approval using old State Route 4 as a possible entrance to the business. Mr. Roux also said they are asking for a parking waiver and explained why.

Chair Tarbox asked Mr. Gulnac if he had anything to add; he did not.

Chair Tarbox asked if any of the Board members had any questions or comments for the applicants; they did not.

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

Chair Tarbox asked if anyone present wanted to speak in opposition of the application; again, there was no one.

Chair Tarbox closed the public hearing and moved the project to work session.

After the work session discussion, the Board decided to give the application preliminary approval.

Chair Tarbox called for a motion.

Vice Chair Hardison made a motion that the Planning Board grant preliminary approval with final approval subject to the satisfaction of the town engineer.

Board member Catalano, Jr. seconded the motion.

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

2. **File #12-11-S: Ronald Bougie, c/o Brad Lodge**, Middle Branch Surveyors, P.O Box 618, Alfred, Maine.

Chair Tarbox called for a representative to present the project.

Staff member Gulnac said he presented the applicant with some options because this was an approved subdivision. The option that was chosen was an amendment to an approved subdivision to downsize the original subdivision known as Ethan's Way.

Brad Lodge, representing the applicant, gave a brief background of the original request. He said the co-owners want to part ways and thought the best way to handle the original request was to downsize the subdivision by going from five (5) lots and a town-proposed road to three (3) lots with a private way. Mr. Bougie would own two (2) of the new lots and Mr. Plante would own one (1) of the new lots.

Chair Tarbox asked Mr. Lodge if he had a chance to review Charles Andreson's, town engineer, memo and if he had any conflict with the items listed in the memo. Mr. Lodge replied that he had reviewed the memo and they are in agreement with most of the referenced items.

Chair Tarbox asked if staff members had any comments; they did not.

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

Chair Tarbox asked if anyone present wished to speak in opposition of the application.

Connie Garber, an abutter, said it was difficult to speak for or against the application because she did not know much about the application and was hoping to learn more during the work session, but she wanted to voice a couple of concerns. When she reviewed the file in the

planning office she noticed one of the revised lots was small and strangely shaped. She wondered if there were going to be any restrictions of where the building could be placed on the lot. She also noted that there were a lot of the wetlands located on another lot and she wanted to know if there were going to be any location restrictions on this lot as well.

Chair Tarbox asked staff member Gulnac if he wanted to reply to these concerns or if he wanted the applicant to address them.

Staff member Gulnac said that there are already setback provisions listed in the zoning ordinance and that is what's followed. However, there has been building envelopes put on the plan by the Planning Board to address environmental issues, but typically as long as setbacks are followed for the particular zone nothing else is applied. He then explained some items that were discussed in the initial review such as a buffer to the cemetery and wetland concerns.

Ms. Garber asked what the setback is for the rural residential zone. Mr. Lodge stated it was forty (40) feet from the road and twenty-five (25) feet from the side. Mr. Gulnac added that there could be additional restrictions due to wetlands; discussion took place.

Chair Tarbox asked if there were any other questions or comments from the audience; there were none.

Chair Tarbox closed the public hearing and asked if the Board wanted to take action now or move the item to work session and then asked Charles Andreson, town engineer, if his concerns outlined in his report could be satisfied. Mr. Andreson said the plan is in good shape and said it went through an extensive review during the initial review as a major project. He then went over some of his discussions with Mr. Lodge regarding his concerns; discussion took place.

Chair Tarbox asked Mr. Andreson if there were any conditions of approval he would need should the Board take action on the project now instead of going to work session. Mr. Andreson listed the following he would include as conditions:

- Need to submit letter updating site evaluations of the test pit information for septic systems
- Pre-construction meeting prior to the construction of the private way to make sure the applicant complies with the inspection requirements for a private way
- Understand no occupancy permits would be issued for any lots until the private way was constructed and the stormwater improvements made in conjunction with the plan as submitted; if the applicant wants to occupy a premise before the completion of the drainage or roadway, a letter of credit or bond would need to be supplied to guarantee the completion of this work.

Staff member Gulnac offered a proposed motion for the Board if they felt they were ready for vote.

Board member Catalano, Jr. made a motion that the Planning Board find that the applicant has agreed to the conditions outlined in the engineer's review letter dated 9/2/11 (see attached) for File #12-11-S, as an amendment to Ethan's Way major subdivision and will provide requested information prior to the engineer/planner review of the mylar subject to the standard conditions on an approval and as outlined by Mr. Andreson and no certificates of occupancy will be issued until the private way was built and constructed per designed.

Board member Harrison seconded the motion.

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

3. **File #999-09-T(3): The Planning Director is requesting** that the Planning Board review and approve a reorganization of the Land Use Codes of the Town of Sanford's Code. The land use section currently consists of Chapter 265, Floodplain Management; Chapter 270, Shoreland Zoning; Chapter 275, Subdivision; and Chapter 280, Zoning. The reorganization would revise the subdivision and zoning chapters and create a chapter entitled Site Plan with a suggested number of 272.

Chair Tarbox stated this was a continuation of the August 17, 2011 meeting and the Board may take action if they are satisfied with the information provided.

Chair Tarbox asked staff member Gulnac if he wanted to add anything.

Staff member Gulnac stated that the ordinance revision was posted on the town's website and, as of today, he had received no comments regarding the reorganization. Mr. Gulnac asked the Board to authorize the recommendation to the town council for their review and consideration of this change with the understanding there are still editorial changes that need to be made. Discussion took place.

Chair Tarbox asked if there were any audience members who wanted to speak in favor or opposition to the ordinance reorganization; there was no one.

Chair Tarbox closed the public hearing.

Chair Tarbox asked if the Board members felt comfortable with the information presented to forward the item to town council for their review.

Vice Chair Hardison stated that the town council applied some conditions to this ordinance change, one of them being to bring in some developers and engineers to get their comments on this proposed change and Vice Chair Hardison asked staff member Gulnac if he thought posting the change on the town's website met this requirement. Mr. Gulnac replied technically it did, but more realistically it did not; discussion took place.

Vice Chair Hardison said the purpose of the ordinance change was to streamline the application process and the only way to find out if this rewrite covers this is to hear firsthand from the people that use the system (developers, contractors, etc.) before recommending the item to the town council.

Mr. Gulnac recommended that no motion be made right now and move the item to work session for further discussion, and move it to vote if the Board feels comfortable doing so after the work session.

Chair Tarbox tabled the item to work session discussion following tonight's meeting.

III. NEW BUSINESS

There were no new business items.

IV. OLD BUSINESS

1. **File #18-10-W: Sanford Property Holdings, LLC, c/o Alton Palmer P.E., Gorrill-Palmer Consulting Engineers, Inc., PO Box 1237, 15 Shaker Road, Gray.**

Chair Tarbox called for a representative to present the project.

James Gulnac, Director of Planning & Community Development, said that this project is a contract zone and during the approval process the applicant had discussed pole signage only and no specific discussion about building signage. When trying to apply for a sign permit, the applicant was informed that they exceeded the existing guidelines in the zoning ordinance and there was no specific language in the contract to allow the excess signage.

The contract zoning coordinating committee met and discussed the issue; it was determined that there are provisions in the contract to allow the Planning Board to make minor adjustments to the site plan without the project going through the process as an amendment to a major site plan.

Mr. Gulnac said that Wes Thames, developer for the project was present to answer any questions. Mr. Thames provided each member with a color rendering plan of the proposed change. Mr. Gulnac then introduced Mr. Thames.

Mr. Thames apologized to the Board for not addressing the building signage during the initial approval process. He said it was a complete oversight on his group's part and was no fault of the planning department. Mr. Thames went on to explain the requested change.

Chair Tarbox asked Jamie Cole, Assistant Code Enforcement Officer, if he had any comments to add.

Jamie Cole said Shirley Sheesley, Chief CEO had reviewed the applicant's request before going on vacation. In Ms. Sheesley's memo, the numbers are off just a bit due to confusion on some of the signage request. Mr. Cole then went on to explain the numbers in Ms. Sheesley's memo. After tonight's presentation by Mr. Thames, Mr. Cole agreed with Mr. Thames on the number of signs being requested.

Chair Tarbox wanted to clarify exactly which signs counted towards signage area. Mr. Cole stated a directional sign that just states ENTER (for example) does not count towards a business' signage allowance, but if the same ENTER sign has a business logo or something similar it does count towards that business' allowance.

Mr. Cole asked the Board to clarify the square footage being approved tonight to prevent confusion in the future. Mr. Gulnac said that the approval will reference the proposed plan as amended. It was agreed to that McDonald's will have 175 total sq. ft., the carwash will have 40 total sq. ft., Li'l Mart will have 215 sq. ft., and SIS bank will have 40 total sq. ft. of allowable building signage.

Chair Tarbox asked if everyone was ok with the amounts being proposed.

Vice Chair Hardison said that the issue of backlit signs needs to be addressed. Chair Tarbox asked Mr. Cole if there was any reference in the ordinance about backlit signage. Mr. Cole said there is no reference in the actual town code ordinance, but it is addressed in the design guidelines that the town adopted. Mr. Cole said as he understands it, it is recommended not to use backlit signage but not necessarily something that has to be followed. Mr. Gulnac said the design guidelines also reference certain geographical areas, and the location of Route 4/109 is not within this area.

Chair Tarbox asked if there were any other questions from Board members; there were not.

Chair Tarbox called for a motion.

Vice Chair Hardison made a motion that the Planning Board confirm the finding of facts (see attached) and approve the proposed signage detail as shown on the 8/22/11 plan amended

with the square footage discussed this evening as a minor change to the existing site plan; it is noted that there are no specific requirements that would eliminate backlighting as an option at this site.

Board member Catalano, Jr. seconded the motion.

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

Vice Chair Hardison recommended that the developer take the marked up plan and make it a formal document because it is now a document of reference for the code enforcement office.

V. APPROVAL OF MINUTES – July 20, 2011 and August 17, 2011

There were no minutes to approve.

VI. PLANNING DIRECTOR'S REPORT

There was no Planning Director's report.

VII. ADJOURN

The meeting adjourned at 8:27 P.M. A work session meeting followed. After the vote for public hearing item #1, the meeting adjourned at 9:41 P.M.

Attachment to September 7, 2011 Minutes

*Finding of Facts for Public Hearing Item #1
File #11-11-RU: Heather Torno, d/b/a Northern Explosion Dance*

- There were no finding of facts referenced in the approval.

*Finding of Facts for Public Hearing Item #2
File #12-11-S: Amendment to Ethan's Way*

See attached sheet.

*Finding of Facts for Public Hearing Item #3
File #999-09-T(3): Ordinance Reorganization*

No action was taken on this item tonight.

There are no New Business Items

*Finding of Facts for Old Business Item #1
File #18-10-W: Amendment to Approved Contract Zone*

- The request by the developer to revise the approved site plan File #18-10-W has been determined to be a minor change to the approved site plan and as such does not require an amendment to the contract agreement but review and approval by the Planning Board.
- The Planning Board considered the matter in a workshop session on August 17, 2011 and agreed that it was a minor change but requested specific details for the signage.
- The applicant has provided the requested information as detailed during testimony provided at this meeting.

Town of Sanford, Maine
Engineering Department
917 Main Street, Sanford, Maine

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Public Works Director / Town Engineer
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Michael Casserly P.E.
Assistant Town Engineer
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Memo To: James Q. Guinac, Planning

From: Charles J. Andreson, P.E., AICP
Director of Public Works / Town Engineer



Date: September 2, 2011

RE: Ethan's Way Amendment – Minor Subdivision and Private Way
File No.: 12-11-S

The Applicant is proposing to amend a 2008 subdivision, Ethan's Way. The amendment would reduce the number of new lots from five to three, shorten the length of the proposed roadway and make the proposed road a private street (it was originally proposed to be a town road). The reduced scope of the project eliminates the need for a MDEP storm water permit. The application for amendment is apparently relying on data submitted with the original subdivision in 2008, for example soil test data for septic systems, but is not clear in addressing that.

The plans are thorough and subject to the following comments the Planning Board may be comfortable in acting on the application:

1. The Applicant should confirm that the soil test data meets the State requirements for on site sub-surface sewage disposal.
2. The maintenance agreement for the private way is a one page agreement requiring participation of the future lot owners, but it will require them to work cooperatively. Resolving differences of opinion on matters of maintenance and cost sharing could be cumbersome. The original approval required a formal Home Owners' Association.
3. There are no clearing limits shown on the plans for any of the lots. The 25 foot buffer along the cemetery property line is to be maintained in its natural state, and the mapped wetland areas are not to be filled or obstructed.
4. The Code Enforcement Office should confirm that there are no flood plains within the subdivision.
5. No supporting data is provided regarding well water supply. If relying on the 2008 submittal this should be stated.
6. Storm water management is adequate, and phosphorous is attenuated via overland flow through vegetated areas. Calculations are not required.
7. The Applicant shall submit a digital transfer on the Town's horizontal and vertical datum as specified in the Board's policy (copy attached).
8. The Applicant shall have the construction of the private way inspected and certified by a professional engineer, consistent with the Town's requirements (copy attached). This must be monitored during construction and certified prior to the issuance of any Certificates of Occupancy for properties within the subdivision.

Att: Minor Subdivision Check Lists
Electronic Submittal Requirements per Planning Board Policy
Inspection Requirements for Private Ways

EC: Shirley Sheesley
Mike Casserly

**CHECKLIST FOR FINAL MINOR SUBDIVISIONS
CHAPTERS 275-18
TOWN OF SANFORD ENGINEERING DEPARTMENT**

§ 275-18 Submissions.

		Review Comments
A	The final plan application shall consist of the following items:	
(1)	A fully executed and signed copy of the application for final major subdivision review (provided by the Town).	per Planning Dept.
(2)	A location map drawn at a size adequate to show the relationship of the proposed subdivision to the adjacent properties and to allow the Board to locate the subdivision within the municipality. The location map shall show:	OK
(a)	Existing subdivisions in the proximity of the proposed subdivision.	OK
(b)	Locations and names of existing and proposed streets.	OK
(c)	Boundaries and designations of zoning districts.	OK
(d)	An outline of the proposed subdivision and any remaining portion of the owner's property if the final plan submitted covers only a portion of the owner's entire contiguous holding.	OK
(3)	The required application and development review fees.	Per Planning Dept.
(4)	A complete list of abutters and the owners of any parcel abutting an abutter if it is located within 250 feet of the subject parcel, together with their mailing addresses.	Per Planning Dept. – List included
(5)	The final subdivision plan and supporting documentation consisting of 15 copies of one or more maps or drawings drawn to a scale of not more than 50 feet to the inch and 15 copies of supporting documentation bound in a single report. Plans for subdivisions containing more than 100 acres may be drawn at a scale of not more than 100 feet to the inch provided that all necessary detail can easily be read. Plans shall be no larger than 24 by 36 inches in size and shall have a margin of two inches outside of the border lines on the left side for binding and a one-inch margin outside the border along the remaining sides. Space shall be provided for endorsement by the Board. In addition, one copy of the plan(s) reduced to a size of 11 by 17 inches shall be provided.	Scale is 1"= 60', but it worked.
B	Prior to the meeting at which action on the plan is anticipated to be taken, the applicant shall submit two reproducible, stable-based transparencies of the subdivision plan, one to be recorded at the Registry of Deeds, the other to be filed at the municipal office. The reproducible transparencies shall be embossed and printed with the seal of the individual responsible for preparation of the plan.	Per Planning Dept.
C	The subdivision plan and supporting documentation shall include at least the following information:	
(1)	Proposed name of the subdivision or identifying title, the name of the municipality, and the Assessor's map and lot numbers.	OK
(2)	The names and addresses of the record owner, applicant, and individual or company who or which prepared the plan and adjoining property owners.	OK
(3)	The date the plan was prepared, North point, and graphic map scale.	OK
(4)	The zoning district in which the proposed subdivision is located and the location of any zoning boundaries affecting the subdivision.	OK
(5)	Certification of right, title, or interest in the property.	OK
(6)	A copy of the most recently recorded deed for the parcel and a copy of all deed restrictions, easements, rights-of-way, or other encumbrances currently affecting the property.	OK
(7)	A copy of any deed restrictions intended to cover all or part of the lots or	Maintenance Agreement for private way

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	dwelling in the subdivision.	
(8)	A standard boundary survey of the parcel, giving complete descriptive data by bearings and distances, made and certified by a registered land surveyor. The corners of the parcel shall be located on the ground and marked by monuments. The plan shall indicate the type of monument found or to be set at each lot corner.	OK
(9)	The number of acres within the proposed subdivision, location of property lines, existing buildings, vegetative cover type, and other essential existing physical features. The location of any trees larger than 24 inches in diameter at breast height shall be shown on the plan. On wooded sites, the plan shall indicate the area where clearing for lawns and structures shall be permitted and/or any restrictions to be placed on clearing existing vegetation.	OK Clearing limits not shown eg no limits.
(10)	The location of all rivers, streams and brooks within or adjacent to the proposed subdivision. If any portion of the proposed subdivision is located in the direct watershed of a great pond, the application shall indicate which great pond.	OK
(11)	If any portion of the subdivision is in a flood-prone area, the boundaries of any flood hazard areas and the one-hundred-year flood elevation, as depicted on the municipality's Flood Insurance Rate Map, shall be delineated on the plan.	None shown. Code Enforcement comments?
(12)	Areas within or adjacent to the proposed subdivision which have been identified as high or moderate value wildlife habitat by the Maine Department of Inland Fisheries and Wildlife or within the Comprehensive Plan. If any portion of the subdivision is located within an area designated as a critical natural area by the Comprehensive Plan or the Maine Natural Areas Program, the plan shall indicate appropriate measures for the preservation of the values which qualify the site for such designation.	N/A
(13)	Contour lines at the interval specified by the Town Engineer showing elevations in relation to mean sea level.	OK
(14)	The location and size of existing and proposed sewers, water mains, culverts, and drainageways on or adjacent to the property to be subdivided.	OK
(15)	The location, names, and present widths of existing streets and highways and existing and proposed easements, building lines, parks and other open spaces on or adjacent to the subdivision. The plan shall contain sufficient data to allow the location, bearing and length of every street line, lot line, and boundary line to be readily determined and be reproduced upon the ground. These lines shall be tied to reference points previously established. In order to facilitate the addition of the subdivision into the municipal property records, this information shall also be submitted on a computer disc in a format compatible with the Assessor's records.	OK
(16)	An indication of the type of sewage disposal to be used in the subdivision.	On site sub-surface disposal systems.
(a)	When sewage disposal is to be accomplished by connection to the public sewer, a written statement from the Sanford Sewerage District, stating that the District has the capacity to collect and treat the wastewater, shall be provided.	N/A
(b)	When sewage disposal is to be accomplished by subsurface wastewater disposal systems, test pit analyses, prepared by a licensed site evaluator, shall be provided. A test pit log and a map at the same scale as the subdivision plan showing the location of all test pits dug on the site shall be submitted.	No test pit analysis submitted. They should re-submit the 2008 information if that is there intent. Any code changes since then should be clarified.
(17)	An indication of the type of water supply system(s) to be used in the subdivision.	Individual wells.
(a)	When water is to be supplied by public water supply, a written statement from the Sanford Water District shall be submitted indicating that there is adequate supply and pressure for the subdivision and that the District approves the plans for extensions where necessary. Where the District's supply line is to be extended, a written statement from the Fire Chief stating approval of the location of fire hydrants, if any, and a written statement from the District approving the design of the extension shall be	N/A

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	submitted.	
(b)	When water is to be supplied by private wells, evidence of adequate groundwater supply and quality shall be submitted by a well driller or a hydrogeologist familiar with the area.	If relying on the 2008 data it should so state.
(18)	The width and location of any streets, public improvements or open space shown upon the Official Map and the Comprehensive Plan, if any, within the subdivision.	None shown.
(19)	The location of any open space to be preserved and a description of proposed improvements and its management.	OK. 25 foot buffer and drainage ways.
(20)	All parcels of land proposed to be dedicated to public use and the conditions of such dedication. Written offers to convey title to the municipality of all public open spaces shown on the plan, and copies of agreements or other documents showing the manner in which open spaces to be retained by the applicant or lot owners are to be maintained, shall be submitted. If open space or other land is to be offered to the municipality, written evidence that the Town Council is satisfied with the legal sufficiency of the written offer to convey title shall be included.	N/A
(21)	The location and method of disposal for land clearing and construction debris.	None to be done on site.
D	The Board may require additional information, including but not limited to the following, to be submitted where it finds it necessary in order to determine whether the criteria of 30-A M.R.S.A. § 4404 are met:	
(1)	A high-intensity soil survey by a certified soil scientist. Wetland areas shall be identified on the survey, regardless of size.	Not recommended
(2)	A hydrogeologic assessment prepared by a certified geologist or registered professional engineer experienced in hydrogeology.	Not recommended. Rely on the 2008 submittal.
(a)	The Board may require a hydrogeologic assessment when the subdivision is not served by public sewer and:	Not recommended.
[1]	Any part of the subdivision is located over a mapped sand and gravel aquifer;	
[2]	The subdivision has an average density of more than one dwelling unit per 100,000 square feet; or	
[3]	In other cases where site considerations or development design indicates greater potential of adverse impacts on groundwater quality, such as extensive areas of shallow to bedrock soils, cluster developments in which the average density is less than one dwelling unit per 100,000 square feet but the density of the developed portion is in excess of one dwelling unit per 80,000 square feet, or the use of shared or common subsurface wastewater disposal systems.	
(b)	The hydrogeologic assessment shall be conducted in accordance with the provisions of § 275-42A(1).	
(3)	An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours. Trip generation rates used shall be taken from Trip Generation Manual, 1997 Edition, published by the Institute of Transportation Engineers. Trip generation rates from other sources may be used if the applicant demonstrates that these sources better reflect local conditions.	N/A
(4)	A traffic impact analysis. The Board may require an analysis for projects involving 40 or more parking spaces or projected to generate more than 400 vehicle trips per day based upon the ITE Trip Generation Manual. The traffic impact analysis shall be prepared by a registered professional engineer with experience in traffic engineering. The analysis shall indicate the expected average daily vehicular trips, peak hour volumes, access conditions at the site, distribution of traffic, types of vehicles expected, effect upon the level of service of the street giving access to the site and neighboring streets which may be affected, and recommended improvements to maintain the desired level of service on the affected streets.	N/A
(5)	A stormwater management plan prepared by a registered professional engineer in accordance with "Stormwater Management for Maine: Best Management Practices," published by the Maine Department of	Submitted with 2008 application.

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	Environmental Protection (1995).	
(6)	An erosion and sedimentation control plan prepared in accordance with "Maine Erosion and Sedimentation Control Handbook for Construction: Best Management Practices," published by the Cumberland County Soil and Water Conservation District and the Maine Department of Environmental Protection, March 1991, and approved by the York County Soil and Water Conservation District.	OK
(7)	A phosphorus control plan if the proposed subdivision is in the direct watershed of a great pond.	OK
(a)	For subdivisions that require a stormwater permit from the Maine Department of Environmental Protection (DEP) pursuant to 38 M.R.S.A. § 420-D, a copy of the DEP application with all supporting materials and the permit shall be submitted.	N/A
(b)	For subdivisions that do not require a DEP stormwater permit and therefore qualify for the simplified review procedure as described in § 280-47A(2), the plan, if required, shall indicate the location and dimensions of vegetative buffer strips or other provisions to control phosphorous export.	OK
	MISCELLANEOUS	
	Timber Liquidation Harvesting	N/A
	Impact on Adjoining Municipality	N/A
	AUTOCAD SUBMITTAL (Per Planning Board Policy)	Required.

Recommended language for Site Plan Ordinances in order to ensure the capture of survey data on 'datum.'

Digital transfer of any subdivision plan data shall be delivered on the Town's chosen Horizontal Datum: Maine State Plane Coordinate System: Maine West Zone FIPS Zone 1802, North American Datum 1983; Units: US Survey Feet.

The preferable vertical datum is North American Vertical Datum 1988 (NAVD88). However, if only National Geodetic Vertical Datum 1929 (NGVD29) is possible, this is permissible. The choice of vertical datum must be indicated on the digital submission. The Ellipsoid is GRS 80 (Geodetic Reference System 1980).

Data shall have survey-grade positional accuracy. Data could be developed using either Real Time Kinematic (RTK) GPS, survey-grade Static GPS data collection or traditional methods of occupying known, high-precision surveyed monuments. The datum, survey methods, and type of survey equipment used shall be identified.

Thomas Burns
GIS Mapping & Analysis

PRE-CONSTRUCTION MEETING ITEMS

PROJECT NAME:

File No.

Date:

Time:

Pre-construction Meeting Items.

Notice to the Town (Public Works Director):

- Prior to recording the approved plan, and at least 5 days prior to initiating construction of improvements
 - the Subdivider or builder shall notify the Public Works Director in writing of the time when construction will start, and shall provide a schedule of the anticipated construction activities with estimated start and completion dates for each.
 - Deposit an inspection fee in the amount of 5% of the estimated costs or the improvements, or the estimated cost of inspection by the Town Engineer, or the estimated cost of inspection by an engineer hired by the Director of Public Works.

Prior to Commencement of Construction:

- Deposit all other fees due to the Town (e.g. Compliance Fees and others required by the Zoning and Subdivision Ordinances).
- Deliver the Performance Guarantee (Cash, Letter of Credit, etc.) in acceptable form including project schedule and cash flow to the Town.
- Meet with the Town Engineer, Public Works Director, and other Town Staff designated by the Town to review the construction and inspection programs as well as the administrative procedures through the final completion of the project. The Subdivider shall provide for the off site disposal of trees, stumps, and construction debris. The Subdivider shall provide for the appropriate horizontal and vertical control to be established and maintained for the duration of the project. The Subdivider shall provide for the staking of center lines, side lines, and offsets prior to the commencement of work, and for the periodic re-establishment of stakes as the project may require, or as requested by the Town.

Inspection requirements and administrative procedures:

- **Private Streets:**

The construction of the private street(s), storm water management system, and any associated infrastructure shall be inspected under the direction of a registered professional engineer retained by the Subdivider. At a minimum the inspection program shall document acceptable conditions at the following stages:

 1. Placement of the Erosion and Sediment Control measures prior to any other construction activities.
 2. Upon completion of clearing and grubbing
 3. Upon completion of the excavation of the roadway
 4. During the installation of drainage improvements and structures
 5. Upon installation of the road sub-base
 6. Prior to the installation of any paving or other improvements

PRE-CONSTRUCTION MEETING ITEMS

PROJECT NAME:

File No.

Date:

Time:

7. During the paving of the road
8. Upon completion of the improvements
9. Following loaming and seeding and clean up

The Inspecting Engineer shall verify that all improvements have been installed in substantial conformance with the line and grade specified in the approved plans.

The Inspecting Engineer shall view all conduits, pipe, culvert, and below grade improvements prior to back filling.

The Inspecting Engineer shall document proper compaction of all back filled trenches outside of the roadway (92%) and of the road base and trenches within the road base (95%).

The Engineer shall confirm that aggregates for back fill and road bed meet the gradation specified by the Town of Sanford, or if not specified, the MDOT Standard Specifications for Highways and Bridges.

At the close of the construction season inspection the Engineer shall report to the Public Works Director on Storm Water and Erosion Control measures, and any problems observed

The Engineer shall report deficiencies and variations from the plans to the Public Works Director, Town Engineer, Planning Director, Planning Board and the Subdivider and Builder (The Public Works Director in conjunction with other staff shall take any steps necessary to assure compliance with the approved plans).

Final Completion of Private Street and Issuance of Occupancy Permits:

- Upon completion of street construction and associated infrastructure the Engineer shall submit written certification to the Public Works Director, the Town Engineer and the Code Enforcement Officer that the street and associated infrastructure meets or exceeds the design and construction requirements of the Subdivision Ordinance of the Town of Sanford, and complies with the project plans as approved by the Town of Sanford.
- Certificates of Occupancy for lots serviced by the Private Way ***shall not*** be issued by the Code Enforcement Officer until certification of Final Completion is received from the Engineer.

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- **Public Streets**

The construction of the public street(s), storm water management system, and any associated infrastructure shall be inspected under the direction of the Town Engineer. At a minimum the inspection program shall document acceptable conditions at the following stages:

1. Placement of the Erosion and Sediment Control measures prior to any other construction activities.
2. Upon completion of clearing and grubbing
3. Upon completion of the excavation of the roadway
4. During the installation of drainage improvements and structures
5. Upon installation of the road sub-base
6. Prior to the installation of any paving or other improvements
7. During the paving of the road
8. Upon completion of the improvements
9. Following loaming and seeding and clean up

The Town Engineer shall verify that all improvements are installed in substantial conformance with the line and grade specified in the approved plans.

The Town Engineer shall view all conduits, pipe, culvert, and below grade improvements prior to back filling. The Subdivider shall notify the Town Engineer at the appropriate stages of construction to aid in the scheduling of these inspection activities.

The Town Engineer shall verify proper compaction of all back filled trenches outside of the roadway (92%) and of the road base and trenches within the road base (95%). Compaction methods shall conform to the MDOT Standard Specifications for Highways and Bridges. The Subdivider shall provide for the measurement of in-place density by acceptable test laboratory or field testing, and shall deliver these results to the Town Engineer.

The Town Engineer shall confirm that aggregates for back fill and road bed meet the gradation specified on the approved plans, by the Town of Sanford, or if not specified, the MDOT Standard Specifications for Highways and Bridges. The Subdivider shall supply the results of gradation tests to the Town Engineer.

At the close of the construction season inspection the Town Engineer shall report to the Public Works Director on Storm Water and Erosion Control measures, and any problems observed.

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The Town Engineer shall report deficiencies and variations from the plans to the Public Works Director, Planning Director, Planning Board and the Subdivider and Builder. The Public Works Director in conjunction with other staff shall take any steps necessary to assure compliance with the approved plans.

Changes and Modifications:

The Owner and Engineer may request the approval of minor modifications from the Town Engineer (in writing with a copy to the Planning Director) due to unforeseen field conditions. If approved, the Subdivider shall provide a revised plan to the Town Planner for him to endorse

Major modifications as determined by the Planning Director must be approved by the Planning Board.

Paving:

The Subdivider shall cause the road to be paved in accordance with the approved plans and specifications for the project. With the approval of the Town Engineer pavement base coat shall be placed. The finished wearing course of pavement shall not be applied until approved by the Town Engineer, and in no case shall the Town Engineer approve the placement of final paving until the base coat has been in place through at least on winter.

Placement of All Monuments

Prior to sale of any lot the Subdivider shall provide a letter to the Planning Director confirming that all monuments have been installed per the approved plans.

Final Completion and Acceptance:

When all street construction activities are completed, the Subdivider may request the Town to accept the street as a public street. In so doing the Subdivider shall comply with all existing rules and regulations governing the Street Acceptance process. At a minimum the Subdivider shall provide the Town with 6 copies of As-Built plans of the road, and a Warrantee Deed to the Right of Way and public improvements therein. Upon review by Town Staff, Review and reporting by the Town Engineer, and the Planning Board, the Municipal Officers will consider action on the request. The Subdivider, or his approved designee, shall be responsible for all maintenance activities for the street(s) pending acceptance by the Town.

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