

SANFORD PLANNING BOARD MINUTES
MEETING – October 2, 2019 – 6:30 P.M.
City Hall Annex Third Floor Chambers

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

MEMBERS ABSENT: None

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

STAFF ABSENT: Joseph Scala, Planner (w/notice)

I. CALL TO ORDER

Chair Georgius called the meeting to order at 6:30 PM.

II. OPENING STATEMENT

Chair Georgius overviewed meeting procedures.

III. MINUTES – September 18, 2019 and June 13, 2019

September 18, 2019

Board member McAdam made a motion to approve the minutes as written. Board member Connolly seconded the motion. A vote was taken and the motion passed 6-0-1 (Chair Georgius abstained because she was not at the meeting).

June 13, 2019

These minutes were not ready for approval.

IV. HEARINGS and BUSINESS

1. File #999-19-T(6): Proposed changes to Chapter 280: Zoning regarding

- Definitions
- Sign Standards
- Design Standards

Chair Georgius opened the public hearing.

Beth Della Valle, Planning & Development Director overviewed the amendments being proposed tonight.

No one present wished to speak in favor of, against, or make general comments on the proposal.

Chair Georgius closed the public hearing.

There were no questions or comments from Board members.

Board member McAdam made a motion to recommend approval and forward this item to the City Council. Board member Kilkenny seconded the motion. A vote was taken and the motion passed 7-0.

2. File #999-19-T(5): Proposed changes to Chapter 280: Zoning regarding:

- Definitions
- Home Occupations

Planner Della Valle explained why this amendment was being proposed.

Chair Georgius opened the public hearing.

Cassandra Provencher, 21 Palace Drive presented the following:

- General background on herself
- Her time in the beauty industry
- How she came about needing to have another employee

No one present wished to speak in favor of, against, or make general comments on the proposal.

Board member Clarke was happy with the new language.

Board member McAdam asked how many additional employees could work for an owner-occupied business.

Board member McAdam made a motion to recommend approval and forward this item to the City Council. Board member Connolly seconded the motion. A vote was taken and the motion passed 7-0.

3. File #34-19-S: Patterson Companies, LLC, c/o Dana Libby, PLS, Corner Post Land Surveying, Inc., 600 Main Street, Springvale, Maine.

(This item was discussed with Item #4.)

Board member Connolly recused herself from the discussion and vote on this item and item #4.

Chair Georgius called for a representative to present the project.

Planner Della Valle said she had laid out an outline of the past few meetings and identified two issues that have arisen since the memo went out:

- Access point on Spencer Hill Road
- Follow-up on conversation from last meeting regarding access point on Jagger Mill Road – driveway versus private way

Dana Libby, representing the applicant went over each item in his response letter dated September 25, 2019.

Planner Della Valle recommended the Board go over the 8 items in her report, dated September 27, 2019, individually and make comments on each one.

- Future development of back lot: Cannot recommend applicant develop proposal with this in mind at this time.

- Cohesive neighborhood: Cannot recommend applicant develop proposal in this design.
- Access points: Vice Chair Horr asked if the cost of doing a subsurface study would be more than the cost of moving the pole.

Board member McAdam asked if this recommendation of the concept plan could change during the review of the subdivision if the applicant runs into obstacles that prevent them from building per the concept plan.

Vice Chair Horr asked if it was cheaper to move the pole or if it was cheaper to bore holes for stormwater.

Discussion took place on whether or not the applicant should move the pole.

The Board was in consensus that the applicant will not move the pole at this time, will move access point to lower location and potentially laid out so it can line up with driveway across the street. They also requested a note be placed on the plan about the relocation of the pole with the development of the remaining back lot.

The Board took a break at 7:25 P.M. and reconvened at 7:27 P.M.

- Driveway access: Proposed shared driveway does not meet the definition of driveway. If the applicant wants to keep the proposed configuration, the applicant will need build it to public road standards, not private way.

Mr. Libby asked if the Planning Board can grant a waiver from the pavement requirement. If a waiver from the pavement requirement cannot be granted, the applicant will create a private way built to access 3 lots and an additional lot will have a driveway on Jagger Mill Road.

Vice Chair Horr asked if there would be an issue of getting an additional curb cut on Jagger Mill Road

If a new configuration is needed, a shared driveway would be used for lots 1 and 2; and a shared driveway constructed to private way standards for lots 3, 4, and 5.

- Sidewalks: The applicant is currently proposing a wood chip trail to the rear of the properties along Spencer Hill Road. The Board cannot make it a requirement to provide sidewalks on Spencer Hill or Jagger Mill Roads but they can require pedestrian access for mobility within the subdivision. If the Planning Board requires a sidewalk, the applicant will propose a paved sidewalk on the ditch side of the lots because the applicant needs to handle water run-off from Spencer Hill Road.

Staff member Casserly told the Board that if the applicant is proposing to handle the water run-off it will no longer be one of his concerns regarding the project.

Discussion took place on the best location to place pedestrian access within the subdivision.

In general, the Board preferred the walkway along the ditch proposal.

- Open space: The applicant is proposing a licensed open space area at the rear of Fletcher Farm 1. Per ordinance requirements, the applicant needs to provide a certain percentage of open space based upon the acreage proposed. The applicant will need to run the calculations to make sure the amount of open space is appropriate. The applicant is also proposing open space on Fletcher Farm 2; the same process applies for this project as well.

In general, the Board was satisfied with the open space being proposed.

- Landscaping: The applicant is proposing one tree per lot on Fletcher Farm 2; no landscaping is proposed on Fletcher Farm 1.

In general, the Board was comfortable with discussing the landscaping at the preliminary review.

- Trash collection: The proposal is to address this issue as part of the design of legal documents associated with the access points off of Jagger Mill Road.

The Board asked the applicant to address trash collection for the shared driveway along Jagger Mill Road along with the private access road.

Staff member Casserly said if one of the access points is a private way, the city cannot do trash pick-up for residents on private ways.

- Administrative: The projects are owned by two different entities but the remaining open space for the two projects are proposed to be combined. The applicant will need to have appropriate legal documentation stating the separate owners are agreeing this can happen.

Board member Kilkenny asked the applicant to make sure there is ample space at the intersection of the two roads for kids to wait for the bus.

Board member Kilkenny made a motion to table the applications.

Board member Morgan seconded the motion.

A vote was taken and the motion passed 7-0.

4. **File # 37-19-S: Adam Blaikie & Associates, LLC, c/o Dana Libby, PLS, Corner Post Land Surveying, Inc., 600 Main Street, Springvale, Maine.**

This item was discussed with item #3.

5. **File #03-19-R: R. Pepin & Sons Inc., c/o Matthew Pepin, P.O. Box 729, Sanford, Maine.**

This item will remain on the table.

V. OTHER BUSINESS

1. PLANNING DIRECTOR'S REPORT

Planner Della Valle went over the following:

- Next gravel pit meeting date: November 25

