



**Planning & Development**  
**208 Sanford Road, Wells, Maine 04090**  
Phone: (207) 646-5187, Fax: (207) 646-7046  
Website: [www.wellstown.org](http://www.wellstown.org)

<i>Michael G. Livingston, Town Engineer/Planner</i>	<a href="mailto:mlivingston@wellstown.org">mlivingston@wellstown.org</a>
<i>Shannon M. L. Belanger, Assistant Planner</i>	<a href="mailto:sbelanger@wellstown.org">sbelanger@wellstown.org</a>

### **Site Plan Application Memo**

Date: January 12, 2018  
To: Staff Review Committee  
From: Planning Office  
Re: Shops at Post and Stewart – Map 129, Lot 3

#### **Project Description:**

Richard Robertson and Marisa Caputo have submitted a site plan application to obtain approval for a 1,983 SF Business Retail use on the 1<sup>st</sup> floor of the existing 3-story building. A dwelling unit to be located on the 2<sup>nd</sup> floor of the existing building. The parcel is located off of 1384 Post Road and is identified as Tax Map 129, Lot 3. The parcel is 17,807 SF in area and is served by public water and public sewer.

#### **§ 145-74. Review and approval process.**

#### **C. Staff Review Committee process. The SRC to received the site plan application on 7/18/17**

- (1) The membership of the Staff Review Committee shall include the Road Commissioner, the Fire Chief, the Police Chief, the Code Enforcement Officer, Town Engineer (if any) and Director of Planning and Development or their designees. The Director of Planning and Development is the Chair of the Committee and shall designate the Vice Chair.
- (2) If there are site plan approval applications to review, the Staff Review Committee shall meet at least two times a month. The meeting schedule shall be established by the Director of Planning and Development by the first day of December for the following calendar year. The agenda for each Staff Review Committee meeting shall be posted in the Town Hall at least seven days prior to the meeting. Scheduled meetings may be rescheduled if the Committee members or their designees are unable to attend to a time agreed to by all applicants on the agenda for the meeting.
- (3) An applicant shall be notified of any Staff Committee meetings at which the applicant's plan will be reviewed and shall have the right to attend any Staff Review Committee meetings at which the plan may be reviewed. **Applicant emailed agenda on 7/12/17**
- (4) A new application, revised application or proposed amendment to an approved plan shall be submitted to the Office of Planning and Development at least 10 days prior to the meeting at which it will be considered. The application shall be accompanied by a site plan and the required fee. **Application submitted 6/23/17, SRC received the application on 7/18/17**
- (5) Upon the receipt of an application for site plan approval along with certification that the abutters have been sent or delivered notices of the site plan approval application by the applicant, the Code Enforcement Officer shall review the application and the site plan to determine if the

proposed use meets the requirements of Articles V, VI and VII. **Abutters mailed notice of use determination and of 7/18/17 SRC meeting on 7/7/17. V, VI, VII review pending**

- (a) If the application does or does not meet the requirements of Articles V, VI and VII, the Code Enforcement Officer shall notify the applicant in writing.
  - (b) If the application does meet the requirements of Articles V, VI and VII, the Director of Planning and Development shall place the application on the next meeting agenda of the Staff Review Committee and shall provide the Planning Board with a brief description of the application at its next meeting. At the meeting the Staff Review Committee shall determine if the application is complete. If it is not complete the applicant shall be notified in writing of the information needed to complete the application.
- (6) Upon determining that the application is complete, the Committee shall review the site plan and either approve the application and sign the site plan, approve the application with conditions and sign the site plan or deny the application. **To be determined**
  - (7) The Staff Review Committee may only approve an application by a unanimous vote, and its decision shall be based on the criteria found in § 145-75, and it shall inform the applicant in writing within seven days of its decision stating its reasons. The Committee shall prepare detailed, written findings of fact, based on the evidence presented, and its conclusions and basis thereof. **To be determined**
  - (8) The Staff Review Committee shall take action on a complete application within 35 days of its receipt by the Staff Review Committee or within a period of time mutually agreed to by the applicant and the Staff Review Committee. Failure to take action within 35 days or within the mutually agreed to time period shall constitute an automatic denial of the plan. **To be determined**

#### **Recommendations and conclusions:**

1. The Staff Review Committee should consider the following:
  - a. Workshop the application for compliance with Articles V, VI, VII, completeness (145-77) and compliance (145-75):
    - i. Minor plan markups and note changes recommended
    - ii. Water and Sewer District capacity letters provided
    - iii. Proposed building entry to be restricted to 180 SF in size unless a larger square footage is calculated for lot coverage
    - iv. A 15' wide landscaped buffer is required along Route One. Two shade trees a min. in 6' in height are recommended along Route One. One 6' tall shade tree is recommended along Stewart Street as well. SRC to review landscaped buffer and determine if it is sufficient.
    - v. This commercial parcel abuts commercial property to the south and residential to the west. An existing 6" tall stockade fence is identified along the entire southerly and westerly boundaries. This satisfies screening requirements for abutters. SRC to review the screening for abutters and determine if it is sufficient.
    - vi. Plan to label gravel/pavement areas and grass areas
    - vii. Any above or below ground fuel tanks on the property?
    - viii. Plan does not depict or address Fire Department requested access to the back of the building
  - b. The SRC could find the application complete

- c. The SRC should consider continuing the workshop to the 2/6/18 meeting to allow the applicant to address the final plan markups and address fire access recommendations