



Planning & Development
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Site Plan Application Memo

Date: January 5, 2018

To: Planning Board

From: Planning Office

Re: Public Safety Facility – Tax Map 135, Lots 45-EXE, 46-EXE, 48-EXE, 49-EXE and 50-EXE

Project Description:

Steve Bushey of Stantec Consulting has submitted a Site Plan Application on behalf of the Town of Wells for the proposed Public Safety Building for the new Police and Fire Station located at the intersection of Route 1 and Route 109 and corner of Harbor Road, Main Street, and Central Ave. The application proposes to demolish the existing structures on the properties and construct a new 40,000 SF Municipal Facility use building and associated parking. The parcel to be served by public sewer and public water. The development shall be located on 2.14 acres of land and to consist of various parcels of land which include Tax Map 135, Lots 45-EXE, 46-EXE, 48-EXE, 49-EXE and 50-EXE

§ 145-74. Review and approval process.

D. Planning Board review process.

- (1) If there are site plan approval applications to review, the Planning Board shall meet at least two times a month and its meeting agenda shall be posted in the Town Hall at least seven days prior to the meeting. Applications and other supporting submittals shall be filed by the applicant in the Office of Planning and Development at least 10 days before the meeting. Additional materials received from an applicant less than 10 days before a meeting will be held by the Office of Planning and Development staff until the meeting and will be distributed when the application is discussed. Such late submittals may only be considered at the discretion of the Planning Board. The Board shall only consider accepting late submittals upon finding that the content is nontechnical, brief and may be easily reviewed in a short time period, and any parties to the proceeding will have adequate time to review and respond to the submittals. **Application submitted on 12/22/17. Planning Board scheduled to receive the application on 1/8/18**
- (2) Applications for site plan approval are to be filed with the Office of Planning and Development. The application shall be accompanied by a site plan and the required fee along with a certification that the applicant has sent or delivered notices to the abutters of the filing of the site plan approval application. If the abutters have been notified by the Code Enforcement Officer of a preapplication for the same project within the last 60 days pursuant to Subsection **A(1)(b)[1]**, the applicant shall be exempted from notifying the

abutters of the site plan application filing. Within seven days of receipt of the application by the Office of Planning and Development, the Code Enforcement Officer shall determine if the proposed use meets the requirements of Articles V, VI and VII. If it does not, the Code Enforcement Officer shall notify the applicant in writing. If it does, the application shall be reviewed for completeness by the Planning Board's agent or placed on a Planning Board agenda for the Planning Board to review for completeness. The applicant may request, in writing, that the Board waive submission of the requirements of § 145-77. The Board may waive any of the submission requirements listed in § 145-77 if it determines that they would not be applicable or are not necessary to determine that the standards of § 145-75 have been or will be met. **Abutters mailed notice of application on 12/29/17**

- (3) It is the responsibility of the Planning Board, or its agent if so designated, to determine if the application is complete. If it is the responsibility of the Board to determine whether the application is complete it must be done within 21 days of receipt of the application by the Board. If it is the responsibility of the Board's agent to determine whether the application is complete it must be done within 14 days of receipt of the application by the Office of Planning and Development. The time period for determining completeness may be extended by mutual consent of the applicant and the Planning Board or its agent. If the application is complete it shall be placed on an agenda for presentation to the Board at a public hearing. If the application is not complete, the applicant shall be notified, in writing, of the additional information needed to complete the application. If the additional information or a written request for an extension is not submitted within 60 days of the notification, the application shall be considered to be withdrawn. If the Planning Board's agent has determined that the application is not complete and the applicant believes it is complete, the applicant may request in writing for the application to be placed on the agenda for the next Planning Board meeting and have the Planning Board review the application for completeness. **To be determined**
- (4) Upon determining that a complete application has been submitted, the Office of Planning and Development shall notify the Staff Review Committee members of the application and request their comments on the application in writing. **To be determined**
- (5) Within 35 days of determining that the application is complete the Planning Board shall hold a public hearing on the application. **To be determined**
 - (a) In scheduling public hearings under this section, the Planning Board shall publish notice of the hearing at least 10 days in advance in a newspaper of general circulation in the area. The applicant shall be responsible for paying the cost of such notices.
 - (b) The Planning Board shall notify, by certified mail, the applicant and all abutters of the lot involved, including owners of lots on the opposite side of the street, at least 10 days in advance of the hearing, of the nature of the application and of the time and place of the public hearing.
 - (c) The lot owners shall be considered to be those against whom taxes are assessed. In the case of condominiums, the condominium association, not each unit owner, shall be notified. Failure of any lot owner to receive a notice of public hearing shall not necessitate another hearing or invalidate any action by the Planning Board.
 - (d) At any hearing, a person may be represented by his agent or attorney. Hearings shall not be continued to other times except for good cause.
 - (e) The applicant's case shall be heard first. To maintain orderly procedure, each side shall proceed without interruption. Questions shall be asked through the Chair. All persons at the hearing shall abide by the order of the Chairman.
- (6) Within 35 days of the public hearing or a period of time agreed to by the applicant and the Planning Board, the Planning Board shall reach a decision based on the criteria found in § 145-75 and shall inform the applicant in writing within seven days of its decision stating its reasons. The Board shall prepare detailed, written findings of fact and conclusions, based on the evidence presented at the public hearing and evidence presented by the applicant and evidence presented by Town staff. **To be determined**

Recommendations and conclusions:

1. Planning Board to consider receiving the site plan application
2. Applicant to give presentation
3. Planning Board to consider the following:
 - a. Various notes to be added and plan markups to be addressed (plan purpose, use, dimensional requirements, served by public water and sewer, building height provisions, setbacks, setback reduction provision, abutter corrections, dumpster requirements, sidewalk development area requirements, etc)
 - b. Landscape buffers and screening to be determined after the public hearing
 - c. Parking space requirements to be determined. CEO recommendation is pending
 - d. Parking space dimension reduction proposed for employee parking
 - e. Handicap parking requirements to be addressed
 - f. Building elevation plan is needed, depicting heights and sloped rooves
 - g. Stormwater analysis needs to be provided to the Town for review
 - h. Traffic Information needs to be provided to the Town for review. Planning Board must determine if a third party review is to be required
 - i. Sight distances to be provided
4. Planning Board to consider appointing the Town Engineer as the completeness agent for a public hearing to be scheduled once found complete.