



Planning & Development
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Site Plan Amendment Application Memo

Date: January 11, 2019
To: Planning Board
From: Planning Office
Re: Fire Department Substation – Map 40, Lot 9-EXE

Project Description:

Darrin Stairs of Stantec Consulting has submitted a Site Plan Amendment Application on behalf of the Town of Wells for the proposed Fire Department Substation to be located on North Berwick Road the east of the existing Town Public Works Facility. The application proposes to construct a new 4,950 SF building and associated parking (Municipal Facility use). The Facility to be served by on-site septic and an on-site well. The parcel is 68.59 acres and is identified as Tax Map 40, Lot 9-EXE. The parcel is located within the Rural, Resource Protection and 250' Shoreland Overlay Districts. No new development is proposed within the RP or Shoreland Overlay zones of the parcel. The existing Municipal Facility uses, Mineral Extraction use and cemetery of the parcel to remain unchanged with the exception of a 1,000 gallon propane tank added behind the Public Works building, a 200 SF Storage Container added to the east of the Public Works Garage and as-built condition of 950 SF Fuel Station.

§ 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. **Amendment Application submitted on 12/18/18. A site walk for the Pre-Application was held on 12/8/18.**

- (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 1/4/19**
- (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. **Public Hearing to 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. **SRC to comment on the application on 1/23/19**
- (5) Within 35 days of determining that the application is complete the Planning Board shall hold a public hearing on the application. **Public Hearing 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 discuss the following review comments:
 - a. Plan revisions and note additions/ changes recommended
 - b. Plan scaling issues to be addressed. Planning Board to consider granting a waiver to permit a smaller plan scale for sheet C-3.0 which is 1" = 50 feet.
 - c. Lot coverage to be calculated and noted
 - d. Septic system corrections and clarifications needed
 - e. Determinations to be made after the public hearing regarding:
 - i. Residential abutter screening
 - ii. 15' wide landscape buffer requirements along Route 9, Log Cabin Road (no changes proposed along Swamp John Road – existing Mineral extraction buffer exists).
 - f. Parking space stripping and landscaping not completed as required as part of the prior site plan approval to be addressed
 - g. Planning Board to consider the CEO parking recommendation and consider finding the 13 spaces required and 16 spaces proposed sufficient for the Fire Substation proposal.
 - h. Above ground utilities are proposed. Underground utilities are recommended.
 - i. Stormwater Management Plan has been reviewed by the Town Planner, see memo.
 - j. Planning Board to determine if Traffic Data is to be required for the proposed Municipal Facility expansion.
 - k. MDOT entrance permit is required prior to the Planning Board granted site plan approval.
2. If the items above are suitably addressed the Planning Board could consider finding the application complete, or appoint the Town Planner as the completeness agent, for purposes of scheduling a public hearing for 1/28/2019.