



TOWN OF WELLS, MAINE STAFF REVIEW COMMITTEE

Meeting Minutes
Tuesday April 16, 2019, 9:00 A.M.
Wells Town Hall
208 Sanford Road, Wells

The meeting was called to order by Town Planner Mike Livingston. Members present: Interim Public Works Director Carol Murray, Public Works Department Representative Paula Green, Police Lt. Gerry Congdon, Code Enforcement Officer Jodine Adams, Planning Assistant Shannon Belanger representing the Fire Department, Meeting Recorder Cinni Davidson.

MINUTES

January 23, 2019

MOTION

Motion by Ms. Murray, seconded by Ms. Green, to approve the minutes as written. **PASSED** unanimously.

February 5, 2019

Tabled to the next meeting.

DEVELOPMENT REVIEW & WORKSHOP

- I. 1690 HOUSE BAKESHOP & CAFÉ** – Grace Olson, owner/applicant. Site Plan Amendment to reconfigure parking to accommodate additional gravel/paved parking spaces, depict existing conditions and located a dumpster are on the property. The property is located off of 1690 Post Road and is within the General Business District. Tax Map 135, Lot 10. **Receive Site Plan Amendment Application, workshop completeness and compliance, consider for possible approval**

Owner/applicant Grace Olson presented her plan to reconfigure the parking lot. The original approval includes some seasonal grass parking in the back field (November –April). Paving that area would make it available for parking year round.

MOTION

Motion by Ms. Murray, seconded by Ms. Green, to receive the site plan amendment application. **PASSED** unanimously.

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2 An abutter's letter described the property as a "bed and breakfast". Ms. Olson rents the whole
3 house, not individual rooms. Grading and paving the parking lot should help with the drainage
4 issue. An abutter was present and requested a fence at the back property line. The side fence
5 should be extended when the parking area is enlarged. The business hours are 7 AM-3 PM so
6 headlights at night are not a problem. Landscaping and screening were discussed. Mr. Livingston
7 recommended a 15' no cut zone at the back in addition to the existing tree line.

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9 **MOTION**

10 Motion by Ms. Murray, seconded by Ms. Adams, to find that the existing vegetated screening on
11 the north property line is sufficient. **PASSED** unanimously.

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13 **MOTION**

14 Motion by Ms. Murray, seconded by Ms. Adams, to find that the existing vegetation on the west
15 lot line is sufficient for the residential abutters. **PASSED** unanimously.

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17 **MOTION**

18 Motion by Ms. Adams, seconded by Ms. Murray, to add a special condition to the Findings of
19 Fact that the tree line in the open space is a no cut zone. **PASSED** unanimously.

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21 **MOTION**

22 Motion by Ms. Adams, seconded by Ms. Murray, to find that the proposed 6' solid fence will
23 satisfy the screening requirement for the abutters on the southerly lot line. **PASSED**
24 unanimously.

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26 **MOTION**

27 Motion by Ms. Adams, seconded by Ms. Murray, to find that an updated boundary survey is not
28 necessary since no building additions or new structures are proposed. **PASSED** unanimously.

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30 **MOTION**

31 Motion by Ms. Adams, seconded by Ms. Murray, to waive the requirement for updated capacity
32 letters from WSD and KKWWD since no changes in use are proposed. **PASSED** unanimously.

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34 **MOTION**

35 Motion by Ms. Adams, seconded by Ms. Murray, to find the application complete. **PASSED**
36 unanimously.

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38 **MOTION**

39 Motion by Ms. Adams, seconded by Ms. Murray, to find the application compliant. **PASSED**
40 unanimously.

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42 **MOTION**

43 Motion by Ms. Adams, seconded by Ms. Murray, to approve the amended Findings of Fact &
44 Decisions and site plan, to sign the plans after the meeting and to authorize the Town Planner to
45 sign the amended Findings. **PASSED** unanimously.

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47 A condition on the plan requires the new fencing to be installed as the parking lot work is done,
48 or by June 1.

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ADJOURN

MOTION

Motion by Ms. Adams, seconded by Ms. Green, to adjourn. **PASSED** unanimously.

RESPECTFULLY SUBMITTED:

Cinndi Davidson, Meeting Recorder

ACCEPTED BY:

Michael G. Livingston, PE, Town Engineer/Planner

DRAFT