



**Planning & Development**  
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### **Site Plan Application Memo**

Date: February 8, 2022

To: Planning Board

From: Planning Office

Re: R&L Properties Contractor Business – Map 147, Lot 13

### **Project Description:**

Lew Chamberlain of ATTAR Engineering Inc has submitted a site plan application on behalf of the owner/applicant, R&L Properties, LLC. The Site Plan Application is for a new 8,000 SF one-story building for Business Contractor use and a two-story building consisting of 1,920 SF Business Contractor use on the 1<sup>st</sup> floor and a two-family dwelling on the 2<sup>nd</sup> floor. A total of 12 business contractor units are proposed between the two buildings. The property to be served by public water (KKWWD) and public sewer (WSD). The property is located within the General Business District and is off of 2229 Post Road. Tax Map 147, Lot 13.

### **§ 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 1/18/22. Planning Board scheduled to receive the application on 2/14/22**
- (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 1/27/22**

- (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. Planning Board to consider the following:
  - a. Architectural drawings must be reviewed and details provided to address requirements of 145-26G(3)
    - i. Windows will need window pains
    - ii. All garage doors to appear like barn/carriage house doors
    - iii. Roof slope on smaller building is too low (5/12 vs 7/12 required)
    - iv. Siding materials to be noted
  - b. Signage on the property shall not be internally illuminated
  - c. Roue One and Laudholm Farm Road 15' wide landscaped buffer to be reviewed and determined after public hearing
  - d. Screening for residential abutter to the east to be reviewed and determined after the public hearing. 6' tall solid fencing would satisfy the screening requirements.
  - e. One parking space to be relocated as it doesn't meet the aisle width requirements of 26'
  - f. Stormwater Management Plan to be reviewed by Town Engineer
  - g. Are light poles proposed? Exterior mounted building lights are proposed. Light locations to be depicted on the plan.
  - h. Clearing in Laudholm Farm Road ROW is noted to be necessary to achieve required site distances. Clearing area to be identified and notes on maintenance addressed on the plan. Input from Public Works may be necessary.
  - i. The proposed buildings are within feet of the Route One, Laudholm Farm Road and lot line setbacks. It is recommended that prior to the issuance of a building permit, proposed foundations are survey located and staked to confirm setbacks shall be met.
  - j. Applicant to confirm generators, HVAC units, etc are not to be located near lot lines.
  - k. Will the contractor units and dwelling units be owned by R&L Properties and leased/rented; or will the units be owned individually as part of a Condominium Association?
  - l. Plan to address refuse disposal.
  - m. Will contractors be permitted to store any equipment or materials outside of the buildings? If so, these areas must be identified on the plan and applicable screening to be considered.
  - n. Plan to note that all explosive materials shall be stored in compliance with NFPA standards. Is a propane storage tank proposed?
  - o. A letter from the KKWWD is pending.
  - p. WSD letter provided.
  - q. Utility location corrections needed and information to be provided.
  - r. Planning Board to determine if any traffic data is necessary. No estimate traffic generation provided.
3. Planning Board to continue the workshop for 30 days.