



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

<i>Michael G. Livingston, Town Engineer/Planner</i>	mlivingston@wellstown.org
<i>Shannon L.M. Belanger, Assistant Planner</i>	sbelanger@wellstown.org

Site Plan Pre-Application Memo

Date: March 2, 2022
To: Planning Board
From: Planning Office
Re: U.S. Site Solutions – Tax Map 40, Lot 3-13

Project Description:

Austin Fagan of BH2M has submitted a site plan pre-application on behalf of the property owner/applicant U.S. Site Solutions/ Steve Koeninger. The Site Plan Pre-Application is for a new 5,000 SF building with associated 1,400 SF materials storage area and parking for a Business Contractor use. The 2.61 acre parcel is located off Willie Hill Road and is located within the Light Industrial District. The parcel shall be served by private on-site well and on-site septic system. The property is part of the Berwick Road Subdivision, lot 13. The property is identified as Tax Map 40, Lot 3-13.

§ 145-70. Applicability.

All uses identified as permitted with site plan approval in Article V shall be subject to the requirements of this article in the following situations:

- A. A new use is proposed on a lot; **YES - a 5,000 SF building plus 1,400 SF material storage area is proposed for Business Contractor use**
- B. Resumption of a use on a property which has been discontinued for more than five years is proposed (See §145-12D regarding nonconforming uses.); or
- C. An existing use proposes to expand its gross floor area and/or land area.

§ 145-71. Reviewing authority. [Amended 4-19-1997]

- A. The reviewing authority for uses or structures requiring site plan review under Article V shall be determined by the Reviewing Authority Chart. **Editor's Note: The Reviewing Authority Chart is included at the end of this chapter. [Amended 4-18-1998] The proposal requires Planning Board approval**
- B. If a particular reviewing authority is set forth in sections of the Wells Municipal Code other than Subsection A of this section for a particular use, structure or procedure that conflicts with the above chart, such other sections of the Code will control with respect to the proper review authority.

§ 145-72. Applications. [Amended 4-26-1996]

Appropriate application forms shall be available from the Office of Planning and Development. All applications shall be filed with the Office of Planning and Development, and the application fee shall be paid to the Town of Wells.

§ 145-73. Fees.

- A. An application fee as established by the Board of Selectmen, following notice and a public hearing, shall be paid at the time an application is filed. Upon the submission of the Site Plan Application the fee shall be paid.
- B. The applicant shall reimburse the Town for all expenses incurred for notifying abutters of the proposed site plan and advertising of any public hearing regarding the site plan. Upon the submission of the Site Plan Application additional escrow shall be provided.
- C. The Town staff or Planning Board may employ the services of technical experts to assist it in reviewing applications and in determining appropriate conditions of approval. The applicant shall be informed of the intended use of such services and their approximate cost. A deposit equal to the estimated cost shall be paid to the Town prior to the employment of any such technical experts. The total cost of any such review shall be paid by the applicant prior to the signing of any approved plans. If the entire deposit is not expended, the remaining balance shall be returned to the applicant.
[Amended 4-26-1996; 11-7-2000] To be determined

§ 145-74. Review and approval processes.

A. Preapplication. [Amended 4-14-2000]

(1) Prior to submitting an application, the applicant shall submit to the Office of Planning and Development a preapplication form, sketch plan of the subject property showing existing and proposed buildings, parking areas, lot boundaries, adjacent streets, entrances to the property, water bodies, any other significant features, a list of names and addresses of abutters to the proposed project, and a set of Size 10 envelopes addressed to the abutters, affixed with first class postage. The addresses of these abutters shall be obtained from the Town of Wells Tax Assessor's records. Within seven days of receipt of a preapplication by the Office of Planning and Development, the Code Enforcement Officer shall:

(a) Determine the level of review to be required under § 14-71 and whether or not the proposed use is a permitted use on the subject lot. CEO determined the use is permitted on 2/22/22

(b) If the proposed use is a permitted use on the subject lot:

[1] Send or deliver a notice to the applicant and the abutters of such determinations by first class mail. Abutters mailed notice of use determination on 2/23/22

[2] Certify that said notices have been sent or delivered.

[3] If the reviewing authority pursuant to § 145-71 is the Code Enforcement Officer, indicate to the applicant the information the applicant needs to submit as part of the application.

[4] If the reviewing authority pursuant to § 145-71 is the Staff Review Committee or the Planning Board, place the applicant on the next available agenda for a preapplication meeting, if a preapplication meeting is requested by

the applicant. **Planning Board review is required. Planning Board review to begin on 3/7/22**

(c) If the proposed use is not a permitted use on the subject lot, send a notice to the applicant of such determination by first class mail and certify that said notice has been sent.

(2) The abutters' notification sent pursuant to Subsection **A(1)(b)[1]** above shall include a copy of the preapplication form and an explanation of the purpose of the notification. If the reviewing authority is the Staff Review Committee or the Planning Board and a preapplication meeting with the Committee or Board is requested by the applicant, the preapplication meeting date shall also be included in the notification, and said notification shall be sent or delivered by first class mail at least 10 days before the meeting. **Abutters mailed notice of use determination on 2/23/22. Planning Board meeting on 3/7/22.**

(3) The Staff Review Committee or the Planning Board at its preapplication meeting with the applicant shall indicate the information which the applicant will be required to submit as part of the application and may schedule an on-site inspection of the property. The Committee or 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. **To be determined**

(4) If the applicant does not request a preapplication meeting with the Staff Review Committee or the Planning Board the applicant is encouraged to meet with the Director of Planning and Development to discuss the project and the information the applicant will be expected to submit as part of the application.

Recommendations and conclusions:

1. The Planning Board should receive the site plan pre-application and schedule a site walk of the property.
2. The Planning Office offers the following initial review comments:
 - a. The property is part of the Berwick Road Subdivision.
 - i. Lot 13 was approved with a specific driveway location.
 - ii. The double driveway entrance proposed does not match the subdivision approval.
 - iii. Neither driveway entrance proposed matches the approved entrance location.
 - iv. A subdivision amendment would be required to revise the driveway location.
 - v. Lot 13 must comply with the recommendations of the Wildlife Survey performed by Woodlot Alternatives.
 - b. Existing storage containers, vehicles and equipment being stored on the property must be removed. Owner to work with the Code Enforcement Office.
 - c. No live/work unit is proposed. Plan to address this.
 - d. Handicap parking space requires an 8' wide accessible aisle. This would reduce the provided parking to 14.
 - e. Landscaped buffer along Willie Hill Road to be reviewed after the public hearing. The site plan must depict existing vegetation and/or

proposed vegetation that will meet the planting requirement of every 30 feet on center.

- f. Stormwater Management and Erosion Control plans to be provided and reviewed.
- g. Septic system design to be provided. The proposed septic is close to wetlands, suitable soil requirements may be difficult.
- h. Total amount of wetland fill requires a Tier I MDEP permit
- i. Lot coverage 42,000 SF is very close to 43,560 SF which would require a MDEP stormwater permit. Off-site impervious area is included in the MDEP thresholds.
- j. Culvert under Willie Hill Road to be replaced. The culvert should be directed easterly, away from the development area.
- k. All stormwater must be converted to a sheet flow condition prior to being released to the Quiland lot. Roof runoff from the building and from the pavement areas to be evaluated.