



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 M. L. Belanger, Assistant Planner</i>	sbelanger@wellstown.org

Minor Subdivision Amendment Application Memo

Date: March 2, 2022

To: Planning Board

From: Planning Office

Re: 1810 Post Road Condominium – Forest Village North Subdivision Amendment - Map 139, Lot 16-A

Project Description:

Northern Survey Engineering, LLC has submitted a minor subdivision amendment application on behalf of the applicant, Luxe Enterprises, LLC, for land owned by 1810 Post Road LLC. The property is located off 1810 Post Road and is within the Residential Commercial and General Business Districts. The lot is .70 acres in size and is identified as a separate “commercial lot” on the Forest Village North subdivision plan. The lot has deed rights to access the property via Sylvain Way. The amendment application seeks approval to create a two-unit Condominium on the .70 acre parcel; one unit to consist of the existing commercial business and the second unit to consist of a new single family dwelling unit. The property is served by public sewer and public water and is identified as Tax Map 139, Lot 16-A.

§ **202-7. Final plan for minor subdivision.**

B. Procedure.

(1) Within six months after the on-site inspection by the Board, the subdivider shall submit an application for approval of a final plan at least 10 days prior to a scheduled meeting of the Board. Failure to do so shall require resubmission of the sketch plan to the Board. The final plan shall approximate the layout shown on the sketch plan, plus any recommendations made by the Board. **[Amended 7-11-1996] Planning Board held a site walk on 11/6/21**

(2) All applications for final plan approval for a minor subdivision shall be accompanied by an application fee in the amount established by the Board of Selectmen, following notice and a public hearing, and payable by check to the municipality. **[Amended 7-9-2002; 4-16-2004] Application fee and escrow provided**

(3) When the application is received by the Planning Board, it shall give the applicant a dated receipt acknowledging that it has received the application. **Planning Board received the application on 11/1/21**

(4) Within 20 days of the Board meeting at which the application is received, the Board shall notify by certified mail all owners of abutting property and the Town Clerk and Planning Board of any municipality that abuts or includes any portion of the proposed subdivision that an application for subdivision approval has been submitted. The notice shall include the location of the proposed subdivision and a general description of the proposed development. The notice shall be mailed no less than seven days prior to the Board commencing review of the plan. **[Amended 7-9-2002]**
Abutters mailed notification of the application on 10/20/21

(5) The subdivider, or his duly authorized representative, shall attend the meeting of the Board to discuss the final plan. **YES**

(6) Upon determination that a complete application has been submitted for review, the Board shall issue a dated receipt to the subdivider. **[Amended 3-24-1997]** **Application received on 11/1/21**

(7) The Board shall hold a public hearing within 30 days of determining that a complete application has been received and shall publish notice of the date, time and place of the hearing in a newspaper of general circulation in the municipality at least two times, the date of the first publication to be at least seven days prior to the hearing. **Public Hearing held on 12/6/21**

(8) Within 30 days of a public hearing or within another time limit as may be otherwise mutually agreed to by the Board and the subdivider, the Board shall make findings of fact on the application and approve, approve with conditions or deny the final plan. The Board shall specify in writing its findings of facts and reasons for any conditions or denial. **To be determined**

C. Submissions:

(1) The subdivision plan for a minor subdivision shall consist of a reproducible, stable-based transparent original and three copies of one or more maps or drawings drawn to a scale of not more than 100 feet to the inch. Plans for subdivisions containing more than 100 acres may be drawn at a scale of not more than 200 feet to the inch, provided all necessary detail can easily be read. Plans shall be no larger than 24 inches by 36 inches in size and shall have a margin of two inches outside of the border lines on the left side for binding and a one-inch margin outside the border along the remaining sides. Space shall be provided for endorsement by the Board. Twelve bound copies of all information accompanying the plan and plans not larger than 11 inches by 17 inches shall be submitted.

Recommendations and conclusions:

1. The Board to workshop the completeness review comments:
 - a. Revised Condominium documents were provided. Town Engineer reviewed revisions and found them to be satisfactory.
 - b. The property is subject to separate site plan approval for the commercial building. Approval was granted by the Staff Review Committee on 2/8/22.
 - c. Recommended plan markups and notes have been addressed (sign is required to be relocated)
3. If the items above are found to be suitably address the Planning Board to consider finding the application compliant and vote to approve and sign the Findings of Fact & Decisions and the site plan.