



Planning & Development
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Minor Subdivision Amendment Application Memo

Date: May 6, 2022
To: Planning Board
From: Planning Office
Re: Topsail Way Subdivision - Map 43, Lot 10

Project Description:

Attar Engineering has submitted a Subdivision Amendment Application on behalf of the owner, Seal Harbor, LLC, for the property located off of 17 Bayley Road. The owner proposes eliminate the patio areas and construct a deck/stairs and enlarged driveways for units 1 and 2. No change to the total number of dwellings in the subdivision which to remain as 4 single family dwelling units on a 2.02 acre parcel of land (Multifamily Development per 145-48). The parcel to be served by public sewer and public water. The parcel is located within the General Business and Residential A Districts. Tax Map 43, Lot 10.

§ 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] Site Walk to be determined

(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. **PB to consider receiving the amendment application on 5/9/22**

(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 notice of amendment application on 4/28/22

(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]** **PB to consider receiving the amendment application on 5/9/22**

(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. **To be determined**

(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 Planning Board to consider the following:
 - a. Receive the Subdivision Amendment Application
 - b. Determine if a site walk is to be scheduled.
 - c. If a site walk is not needed, the Board to workshop initial review comments:
 - i. Proposed lot coverage to be noted
 - ii. Units 1 and 2 to be depicted based on as-built conditions
 - iii. Has the fire hydrant been constructed and tested yet?
 - iv. 3/2/22 Sebago letter to be provided.
 - v. Are any changes to units 3 and 4 proposed?
 - vi. Will the additions to unit 1 be multi-story and impact the tree to be preserved?
 - vii. After completeness, or public hearing if one is scheduled, the Planning Board to review the 25' wide landscape buffer requirements

- d. Planning Board to discuss if a public hearing is to be scheduled once the application is complete.
- e. If yes, the Planning Office to be appointed completeness agent. If no, the workshop to be continued for 30 days.