



Planning & Development
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Site Plan Pre-Application Memo

Date: November 8, 2022
To: Planning Board
From: Planning Office
Re: 35 Littlefield Road Bank – Tax Map 117, Lot 31

Project Description:

Bill Walsh of Walsh Engineering has submitted a site plan pre-application on behalf of the owner, Richard Moody & Sons Construction Company. The Site Plan Pre-Application is for a 2,448 SF Bank with drive-thru, ATM and associated parking. The parcel is 1.84 acres. The existing single family dwelling on the lot to be eliminated. A separate application for a subdivision is also proposed and to consist of 4 single family dwelling units (Multifamily Development). The parcel is located off 35 Littlefield Road and Route One and is within the General Business District. Tax Map 117, Lot 31.

§ 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 2,448 SF Bank use is proposed**
- 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 Planning Board review is required and the use is permitted in the General Business District on 11/4/22**

(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 on 11/4/22**

[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 meeting is on 11/14/22**

(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 on 11/4/22. Planning Board meeting is on 11/14/22**

(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. **Site walk 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 consider the following:
 - a. Receive the site plan pre-application
 - b. Schedule a site walk of the property.
 - c. Review the following initial review comments:
 - i. Total lot area and lot coverage is based on the 1.84 parcel. Lot coverage is considered everything that is not vegetated, not impervious.
 - ii. Route One and Littlefield Road 15' wide landscaped buffer requirements to be determined after a public hearing. Route One needs a minimum of two shade trees.
 - iii. Proposed curb cuts onto Littlefield Road to be reviewed. Sight distances to be provided. Distance to Route One intersection to be reviewed, approximately 185 feet depicted.
 - iv. Traffic data to be determined. Analysis being prepared, estimation of 60 to 70 peak hour trips.
 - v. Business and residential sign locations to be depicted
 - vi. What exterior lighting locations are proposed
 - vii. Water and sewer district capacity letters will be required.
 - viii. Separate plans are required for the subdivision and site plan. Subdivision plan to include subdivision notes, conditions of approval, et. Site Plan to include site plan notes, conditions of approval, etc.
 - ix. Bank to be one-story? Plan to note.

- x. Drive-thru staking to be depicted on the plan.
- xi. Stormwater to be detained, treated and connected to existing system in Route One.