



Planning & Development
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Subdivision Pre-Application Memo

Date: November 8, 2022

To: Planning Board

From: Planning Office

Re: 35 Littlefield Road Subdivision– Tax Map 117, Lot 31

Project Description:

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

§ 202-6. Preapplication.

A. Procedure:

- (1) Applicant presentation and submission of sketch plans. **Planning Board to consider receiving the pre-application on 11/14/22**
- (2) Question and answer period. Board makes specific suggestions to be incorporated by the applicant into subsequent submissions. **To be determined**
- (3) Scheduling of on-site inspection. **To be determined**

B. Submission. The preapplication sketch plan shall show, in simple sketch form, the proposed layout of streets, lots and other features in relation to existing conditions. The sketch plan, which may be a freehand penciled sketch, should be supplemented with general information to describe or outline the existing conditions of the site and the proposed development. It is recommended that the sketch plan be superimposed on or accompanied by a copy of the Assessor's map(s) on which the land is located. The sketch plan shall be accompanied by a copy of a portion of the USGS topographic map of the area showing the outline of the proposed subdivision, unless the proposed subdivision is less than 10 acres in size. The sketch plan shall also be accompanied by a list of names and addresses of abutters to the proposed project and certification that notices describing the proposed project have been sent or delivered by the applicant to the abutters. The addresses of these abutters shall be obtained from the Town of Wells Tax Assessor's records, and the notice and certification form shall be supplied by the Office of Planning and Development. **[Amended 3-24-1997] Provided**

- C. Contour interval and on-site inspection. Within 30 days, the Board shall hold an on-site inspection of the property and determine and inform the applicant in writing of the required contour interval on the preliminary plan, or final plan in the case of a minor subdivision. However no on-site inspections shall be held during the months of January, February or March or when the ground is covered with snow. **To be determined**
- D. Rights not vested. The submittal or review of the preapplication sketch plan shall not be considered the initiation of the review process for the purposes of bringing the plan under the protection of 1 M.R.S.A. § 302.

Recommendations and conclusions:

1. The Planning Board should consider the following:
 - a. Receive the subdivision pre-application
 - b. Schedule a site walk of the property
 - c. Consider the following initial review comments:
 - i. 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.
 - ii. Total lot area and lot coverage is based on the 1.84 parcel. Lot coverage is considered everything that is not vegetated, not impervious.
 - iii. Multifamily Development setback and buffer requirements to be determined after a public hearing.
 - iv. 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.
 - v. Traffic data to be determined.
 - vi. Water and sewer district capacity letters will be required.
 - vii. Fire protection to be considered, existing Route One fire hydrant.
 - viii. Two potential stormwater treatment areas depicted. Two existing catch basins in Route 1 and Route 9B.
 - ix. Is the development to be a Condominium?
 - x. Roadway serving the dwelling units to be determined by the Planning Board with input from Public Works and Fire Department.
 1. Gravel base and paved width to be determined.
 2. Suitable turnaround to be determined