



Planning & Development
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Site Plan Amendment Application Memo

Date: May 26, 2023

To: Staff Review Committee

From: Planning Office

Re: Marina Cleaning Services – Site Plan Amendment - Map 135, Lot 1

Michael Demmons, agent, has submitted a site plan amendment application for the property owned by Legacy Partners of Wells, LLC for the applicant, Marina DeMarco. The site plan amendment seeks approval for a 1,160 SF Business Retail space/ 18 seat Standard Restaurant use and a 2,040 SF Business Office/ Contractor/ Service Business use on the 1st floor. The 2nd floor to remain 1 dwelling unit. The amendment also seeks approval to add additional gravel parking on the property and locate a 10' x 20' accessory storage shed for the Business Office/ Contractor/ Service use. The property is located within the General Business and 75' Shoreland Overlay Districts. The property is served by public sewer and public water. The property is located off 1574 Post Road and has frontage along Brooks Lane as well. The property is identified as Tax Map 135, Lot 1.

§ 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, business retail/ 18 seat standard restaurant, office, service and contractor business uses are proposed.**
- B. Resumption of a use which has been discontinued for at least two years is proposed; 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 amendment sought requires Staff Review Committee 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. **Applicant submitted an application fee and escrow**
- 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.
- 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]

§ 145-74. Review and approval process.

- G. Amendment to approved site plans.
 - (2) Upon receipt of an application to amend a previously approved site plan, the Code Enforcement Officer shall follow the procedure for reviewing a site plan review preapplication as set forth in Subsection A. Notice of the filing of an application to amend an approved site plan shall follow the notice procedure for the filing of a preapplication for site plan review as set forth in Subsection A.
 - (3) The procedure for reviewing applications to amend a previously approved site plan shall follow the procedure for reviewing a site plan review application as set forth in this section unless the reviewing authority determines that the amendment is of such an inconsequential nature that the full site plan review procedure is not necessary. For applications to amend a previously approved site plan, the reviewing authority may combine the preapplication and application steps and may waive the requirement for a public hearing.
 - (4) Field changes to approved site plans. **[Added 4-18-1998] Not applicable at this time**
- H. The Planning Board may require that a performance bond or other suitable financial guaranties be posted by the applicant. The form and amount of this bond of financial guaranty must be acceptable to the Town Manager. **Not applicable**
- I. Technical assistance. The Code Enforcement Officer, the Staff Review Committee or the Planning Board may, at its discretion, forward a copy of the application, the plans and all supporting documentation to any appropriate technical expert for review. The review may include traffic impact, roadway and parking area design and construction, stormwater management and erosion and sedimentation control, as well as any other concerns of the reviewing authority. The applicant shall pay for the employment of any such experts. (See § 175-73C.) **Not applicable**
- 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 **Plan provided**, a list of names and addresses of abutters to the proposed project **Provided**, and a set of Size 10 envelopes addressed to the abutters **Provided**, 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. **On 4/26/23 the Code Officer determined the use to be permitted**
 - (b) If the proposed use is a permitted use on the subject lot: **Abutter notification mailed 4/28/23**
 - [1] Send or deliver a notice to the applicant and the abutters of such determinations by first class mail. **YES**

- [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. **Not applicable**
 - [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. **Staff Review Committee to consider receiving the site plan amendment application on 5/9/23**
- (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. **YES** 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 **YES**, and said notification shall be sent or delivered by first class mail at least 10 days before the meeting. **Abutter notification mailed on 4/28/23**
 - (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.
 - (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 Conclusion:

- 1. The Staff Review Committee to consider the following:
 - a. Workshop completeness:
 - i. Minor Site Plan revisions are recommended.
 - ii. Proposed parking spaces in the access easement area have not been counted toward the parking requirement.
 - iii. Total required parking is 22 spaces, and 24 spaces are proposed?
 - iv. A 10' x 20' shed is proposed as an accessory use to the Marina Cleaning service business. The shed location will require a surveyor to stake it and certify that it meets setbacks.
 - v. All building construction shall be reviewed for compliance with the commercial building design standards of 145-26G(3).
 - vi. Lot coverage is proposed to increase from 52.9% to 62.5%
 - vii. SRC to consider determining if the Route 1, Route 109 and Brook Lane landscaped buffers that exist and that are proposed are suitable.
 - viii. Sight distances are to be noted on the plan. No changes to curb cuts proposed.
 - ix. Any debris or vehicles from Brown's automotive service center encroaching onto Lot 1 (except for within the access easement area) must be removed from Lot 1 prior to the issuance of the 2nd business occupancy permit on Lot 2, due to the fact that all 22 parking spaces shown are required for the uses on Lot 1.
 - b. If the items above are suitably addressed the SRC to consider finding the application complete.

- c. If the items above are suitably addressed the SRC to consider finding the application compliant.
- d. If compliant the SRC to consider approving and signing the site plan and Findings of Fact & Decisions.