



Planning & Development

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Site Plan Amendment Application Memo

Date: August 4, 2023

To: Planning Board

From: Planning Office

Re: Anchor Inn – Site Plan Amendment Application - Map 27, Lot 4

Geoff Aleva of Civil Consultants has submitted a site plan amendment application on behalf of the property owner, Four Twenty Four Post Road, LLC/ Ryan Amin, for the property located off of 424 Post Road identified as Tax Map 27, Lot 4 which is a condominium unit on the 58 acre parcel of land that Map 27, Lot 4 (Meadowledge RV Park) also is a condominium unit of. The Anchor Inn is located within the General Business District and its unit area is approximately 128,578 SF. The purpose of the site plan amendment is to eliminate the 16 "cottage" motel units and construct a new 3-story, 51 unit, Hotel/Motel building and to expand parking. The existing motel units (54 total) in buildings A, B, D, and E to remain. The office/dwelling unit to remain as well as the pool and pool building. The property is a Lodging Facility to consist of a total of 105 motel units. The property is served by public sewer and public water.

§ 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;
- 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. **YES – new building area proposed**

§ 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 amendments sought 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. **Applicant provided 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. **Procedure for site plan pre-application and application shall be followed. ***
 - (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 10/5/22 the Code Officer determined the uses are permitted.**
 - (b) If the proposed use is a permitted use on the subject lot: **Abutter notification mailed 10/6/22**
 - [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. **Planning Board received site plan amendment application on 10/17/22**
- (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. **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 10/6/22; meeting was on 10/17/22**
 - (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. **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 Conclusion:

1. The Planning Board conducted a site walk of the property in October 2022. The site walk memo is attached.
2. The Planning Office offers the following completeness review comments (see plan markups and Article V, VI, VII and completeness checklists for complete listing of all items that need to be addressed):
 - a. Boundary lines versus Limited Common Element lines to be clarified
 - b. Lot area versus Limited Common Element areas to be specified
 - c. Partial boundary survey provided. The Planning Board to consider if a waiver of a full boundary plan is to be considered and to accept the partial survey as suitable.
 - d. An abutter to the east side of Route 1 are missing
 - e. Route 1 sight distances to be depicted on the plan and speed limit of Route 1 noted.
 - f. Letter from the KKW Water District to be provided. The new hotel building requires a sprinkler system. What is the sprinkler system status of the other buildings on the Motel LCE property?
 - g. Plan must note the property to be served by public sewer and public water.
 - h. Existing sign location to be labelled on the plan.
 - i. Proposed utility/power connections to be depicted
 - j. Proposed stormwater system/analysis provided and preliminary review comments prepared by Town Engineer. See memo dated 8/4/23.
 - k. Landscaping plan provided.

- i. Route One buffer determinations to be made after the public hearing
 - ii. 25' wide landscaped buffer requirements adjacent to lot lines to be determined after the public hearing.
 - l. Existing and proposed propane/fuel tanks to be depicted above and below ground with tank sizes
 - m. Density calculation to be detailed on the plan (all dwellings on the 58 acre parcel must be accounted for plus all motel units when calculating density). Is there a manager's dwelling unit in the Lodging Office building?
 - n. The original site plan approval included the installation of a sidewalk along Route 1. The sidewalk does not exist and is in violation of prior approval. Is a sidewalk proposed or does the applicant seek approval to eliminate it?
 - o. Lodging Office hours and staffing to be detailed. Hotel/Motel season and length of stay restrictions to be noted on the plan.
 - p. Floor plans to confirm maximum room area of no more than 470 SF. A table defining unit areas, deck/porch areas and number of bedrooms needed for existing and proposed motel units.
 - q. Property is subject to MDEP Site Location Permit. Application submitted, approval is pending.
 - r. Hotel/Motel performance standard requirements in 145-52I to be noted on the site plan.
 - s. Existing lot coverage for Hotel/Motel LCE to be noted
 - t. Existing street frontage to be noted
 - u. 1 handicap accessible parking space is missing. 5 are required.
 - v. Snow storage areas to be defined.
 - w. Standard signage note, noise and light and glare notes to be added to L1.
 - x. Does the Planning Board required additional traffic information?
- 3. The Planning Board to continue the workshop for 60 days to allow the applicant time to address the site plan markups, notes and information needed.