



**Planning & Development**  
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### **Site Plan Application Memo**

Date: September 14, 2023  
To: Staff Review Committee  
From: Planning Office  
Re: 12 Vera Lane – Map 117, Lot 51

### **Project Description:**

Bud Angst of Woodhull Maine has submitted a site plan application for the property owned by Jason & Lee Talevi located at 12 Vera Lane. The site plan application seeks approval to convert an existing one family dwelling into a two-family dwelling (Units A1a and A1b) and Standard Restaurant use (unit A2). One existing one-family dwelling (Unit 2) and a two-family dwelling (Unit 3A and 3B) along the easterly boundary of the property to remain unchanged. A total of 5 dwelling units means the property is considered a Multifamily Development per 145-48. A 1,196 SF building is proposed to become Business Office/ Contractor/ Service/ Personal Service/ Retail/ Wholesale use. Two existing garages on the property are accessory use to the dwelling units only. Three existing sheds on the property are also accessory use to the dwelling units only. Paved and gravel parking is proposed. The Standard Restaurant proposes 532 SF of building space with 2,078 SF deck/patio space outdoors. The Standard Restaurant to have a total of 33 seats (combination indoor/outdoor seats). The property is 6.45 acres in area. The property is served by public sewer and public water. Units 3A and 3B are served by on-site septic system. The property falls within the General Business and 250' Shoreland Overlay Districts. Tax Map 117, Lot 53.

### **§ 145-74. Review and approval process.**

Staff Review Committee process.

- (1) The membership of the Staff Review Committee shall include the Road Commissioner, the Fire Chief, the Police Chief, the Code Enforcement Officer, Town Engineer (if any) and Director of Planning and Development or their designees. The Director of Planning and Development is the Chair of the Committee and shall designate the Vice Chair. **SRC meeting held on 8/15/23 and 9/6/23**
- (2) If there are site plan approval applications to review, the Staff Review Committee shall meet at least two times a month. The meeting schedule shall be established by the Director of Planning and Development by the first day of December for the following calendar year. The agenda for each Staff Review Committee meeting shall be posted in the Town Hall at least seven days prior to the meeting. Scheduled meetings may be rescheduled if the Committee members or their designees are unable to attend to a time agreed to by all applicants on the agenda for the meeting. **SRC meeting held on 8/15/23 and 9/6/23**
- (3) An applicant shall be notified of any Staff Committee meetings at which the applicant's plan will be reviewed and shall have the right to attend any Staff Review Committee meetings at which the plan may be reviewed. **Applicant notified of SRC Agenda on 8/8/23**

(4) A new application, revised application or proposed amendment to an approved plan shall be submitted to the Office of Planning and Development at least 10 days prior to the meeting at which it will be considered. The application shall be accompanied by a site plan and the required fee.

**Application and fee provided in time for the 8/15/23 meeting.**

(5) Upon the receipt of an application for site plan approval along with certification that the abutters have been sent or delivered notices of the site plan approval application by the applicant, the Code Enforcement Officer shall review the application and the site plan to determine if the proposed use meets the requirements of Articles V, VI and VII. **Abutters mailed notice of application on 8/7/23**

(a) If the application does or does not meet the requirements of Articles V, VI and VII, the Code Enforcement Officer shall notify the applicant in writing.

(b) If the application does meet the requirements of Articles V, VI and VII, the Director of Planning and Development shall place the application on the next meeting agenda of the Staff Review Committee and shall provide the Planning Board with a brief description of the application at its next meeting. At the meeting the Staff Review Committee shall determine if the application is complete. If it is not complete the applicant shall be notified in writing of the information needed to complete the application. **Article V, VI, VII and completeness checklists prepared. Items require revision or more information. SRC to discuss on 8/15/23, 9/6 and 9/19**

(6) Upon determining that the application is complete, the Committee shall review the site plan and either approve the application and sign the site plan, approve the application with conditions and sign the site plan or deny the application. **To be determined**

(7) The Staff Review Committee may only approve an application by a unanimous vote, and its decision shall be based on the criteria found in § 145-75, and it shall inform the applicant in writing within seven days of its decision stating its reasons. The Committee shall prepare detailed, written findings of fact, based on the evidence presented, and its conclusions and basis thereof. **To be determined**

(8) The Staff Review Committee shall take action on a complete application within 35 days of its receipt by the Staff Review Committee or within a period of time mutually agreed to by the applicant and the Staff Review Committee. Failure to take action within 35 days or within the mutually agreed to time period shall constitute an automatic denial of the plan. **To be determined**

**Recommendations and conclusions:**

1. SRC to consider the following:
  - a. Minor plan notes and labels recommended.
  - b. Landscape buffers and screening to be determined:
    - i. A 15 foot wide landscaped buffer is required along Route 1. The plan proposes two shade trees along Route 1. SRC to review and determine if suitable on 9/19/23.
  - c. The Multifamily Development standards noted on the plan. 35% minimum open space provided.
2. SRC to consider finding the application complete.
3. SRC to consider finding the application compliant.
4. SRC to consider approving and signing the plan and Findings of Fact & Decisions.