



Planning & Development
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Site Plan Application Memo

Date: February 13, 2026

To: Staff Review Committee

From: Planning Office

Re: Harborside Condominium – Map 122, Lot 38

Project Description:

Harborside Condominium Association has submitted a site plan application for Harborside Condominium, formerly known as Harbor Side Motor Inn and The Brise D'ete. The property is a grandfathered Lodging Facility and has consisted of 20 motel units, in one two-story building and 1 single family dwelling unit in a 3-story building (unit 21). The property converted to condominium form of ownership in January 1986. After the condominium association was created various changes occurred on the property without site plan approval: 10 parking spaces were added, parking space restriping has occurred, a dumpster has been located on the property and unit 21 was enlarged. The property is approximately _____ SF in area and falls within the Beach Business and 250' Shoreland Overlay District. The property is located at 353 Mile Road and is identified as Tax Map 122, Lot 38.

§ 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 10/28/25**
- (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 10/28/25**
- (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 10/21/25**

(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 10/28/25 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 on 10/14/25**

(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.

(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. Staff Review Committee to workshop the following review comments:
 - a. Plan revisions provided.
 1. Lot area based on land area to the high water line to be confirmed?
 2. As discussed at the 1/6/26 SRC meeting:
 - a. Note 9 to state when light posts are replaced, they will be located on lot 38, not on abutting lot 26.
 - b. Note 12 to eliminate dumpster and state refuse shall be managed by individual trash cans. Dumpster to be removed no later than July 1, 2026.
 - c. Note 16, to state parking space and directional arrows to be re-stripped no later than July 1, 2026.
 3. Deck/porch areas for motel units appear to be approximately 60 SF, not 120 SF.
 4. Setbacks from all lot lines with dimensions to be addressed
 5. Deed references to be added onto the plan. Drainage Easement to Town Book and Page needed.
 6. Typos and label markups to be addressed.
 7. Building dimensions to be noted (57' x 81'?)
 8. Distance to nearest fire hydrants to be noted.

- b. Landscape buffers and screening to be determined:
 - 1. 5 evergreen trees exist along Lot 37 and 37
 - 2. 3 shrubs and grass exist along Webhannet Drive
 - 3. Grass and 1 shrub exist along lot 39.
- c. Visual screening for residential abutter along lot line of lot 34 does not exist. Property is grandfathered as non-conforming, SRC to make determination.
- d. SRC to consider finding the application complete or wait for plan revisions to be provided.

2. The applicant's Lodging License renewal may be contingent on this site plan approval. Recommend granting an extension for 30 days.