

Town of Wells, Maine
Article X , 145-77 Data Requirements (Completeness Review)
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Project Name/District: Holiday House/ General Business District- Tax Map 105, Lot 4

Date of Review: 10/17/25; 3/5/26

Prepared By: Office of Planning & Development

Company Name: Town of Wells

Article X
Site Plan Approval

§ 145-77. Data Requirements [Amended 4-26-1996]		Application Meet Requirements				
		Yes	No	NA	Waiver	Comments
Any application presented for approval shall include the following information if applicable:						
A.	A site plan drawn at a scale not smaller than one inch equals 40 feet and is on a plan 24 inches by 36 inches in size with a one-inch minimum border which shall contain the following information: [Amended 6-12-2012]	Y				Scale is 1" = 40 feet.
	(1) The name and address of the applicant plus the name of the proposed development.	Y				Applicant name and address noted. Business name and address noted.
	(2) Total floor area, ground coverage and location of each proposed building, structure or addition.	Y				Existing lot coverage table detailed on sheet L1. Lot area is 181,372 SF (4.1637 acres). 63,079 SF of lot coverage exists or 34.8%. Maximum allowed lot coverage of the GB zone is 65%. Noted. Proposed lot coverage is noted to be 40% to account for parking space widening and aisle widening. See note 13.
	(3) Perimeter survey of the parcel, made and certified by a registered land surveyor licensed in Maine, relating to reference points, showing true or magnetic North, graphic scale, corners of parcel, date of survey and total acreage. The requirement for a certified boundary survey may be waived by the reviewing authority if the proposed construction is located a distance equal to the required setback plus 10 feet from any lot line.	Y				An Updated Boundary Survey/ Existing Conditions Plan prepared by Andrew Piccirillo, PLS # 2566 of Civil Consultants dated 12/6/24 and revised 3/6/25 provided. Grid north noted, plan scale is 1" = 40 feet, total acreage of 4.1637 acres noted.

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(4)	All existing and proposed setback dimensions.	Y				<p>General Business District dimensional requirements noted. Minor edits recommended.</p> <p>Lodging Facility requirements include a 40' setback/buffer from Route One and Old County Rd for one-story motel buildings; a 60' setback/buffer from Route One and Old County Road for two-story buildings. A 25' wide buffer is also required adjacent to all lot lines. See note 26 on sheet L2.</p> <p>Dumpster is identified within the setback. Documentation provided to demonstrate it has existed in its current location since the 1980s prior to the requirement for dumpsters to meet setbacks.</p>
(5)	The size, location, direction and intensity of illumination of all major outdoor lighting apparatus and signs.	Y				<p>Existing light poles identified on the site plan. Sign lighting identified.</p> <p>See note 8 regarding signage. The sign shall be relocated on the property, out of the Route One ROW, no later than 9/1/26.</p> <p>See note 9 for lighting requirements. No changes to lighting proposed.</p>
(6)	The type, size and location of all incineration devices.			NA		No such devices exist nor are proposed.
(7)	The type, size and location of all machinery likely to generate appreciable noise at the lot lines.			NA		No such machinery identified or proposed.

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(8)	The location, type and size of all existing and proposed catch basins, storm drainage facilities, wetlands, streams and watercourses and all utilities, both above and below ground.	Y				No wetlands identified. Existing utility poles identified along Route One and Old County Road. Poles along the northerly lot line identified. Plan note 19 references a utility easement recorded at YCRD 3216/297.
(9)	All existing contours and proposed finished grade elevations of the portions of the site which will be altered and the system of drainage proposed to be constructed. Contour intervals shall be specified by the reviewing authority. This requirement may be waived by the reviewing authority if no additional lot coverage is proposed or the proposed lot coverage is less than 30% and has an area of less than 15,000 square feet.				W	Existing contours not identified. Planning Board granted a waiver on 10/20/25 and did not require property contours to be identified on the plan.

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(10)	<p>The location, type and size of all curbs, sidewalks, driveways, fences, retaining walls and parking space areas and the layouts thereof, together with the dimensions.</p>	Y			<p>The existing roadways within the facility were not constructed 20' wide as one continuous looped roadway for two-way traffic. Existing conditions show roadway widths as narrow as 10' for two-way traffic and two dead ends were created (one near C-10 and one near C-11). The Planning Board determined the roadway widths in the facility are grandfathered but they are to be maintained with an evenly graded surface.</p> <p>46' wide pavement was required in front of the motel buildings on the 1985 site plan. This would accommodate a 26' wide two-way travel aisle and 18.5' parking space depths. Existing conditions show spaces are 18' in depth and some have only a 13' wide travel aisle. Additional pavement to widen the parking area aisles is recommended and permitted per note 11d.</p> <p>Parking space stripping and ADA parking space stripping and signage is required to be completed no later than 9/1/26.</p> <p>Gravel spaces between cottage units are not 9' by 18.5' in dimension. The 1985 site plan did not depict parking spaces on pavement/gravel adjacent to cottage units but noted the parking spaces would be adjacent to each cottage. From review of aerial imagery units utilized grass parking and over time installed gravel. Note 11f permits some housekeeping cottage units to widen their parking spaces to 9' wide.</p>
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					<p>All parking is 90 degree. Spaces at the motel buildings shall be 9' x 18.5' in dimension but travel aisles are only 20-26' wide. Plan note 11d permits the aisle to be widened to 26'.</p> <p>Spaces at cottage units shall be maintained at the dimensions drawn on the site plan, no less. Spaces at units C2, C4, C5, C23 and C17 may be widened to 9'. Travel aisles serving the cottage units shall be maintained with evenly graded surface at the width drawn on the plan.</p> <p>The property has 63 sleeping rooms on the property. $63 \times 1.5 = 95$ spaces required under current ordinances.</p> <p>Prior ordinances at the time of this properties construction/expansion were 1 per sleeping room or 63 spaces. Parking requirements were not defined on the 1985 plan other than to state "parking spaces adjacent to each cottage."</p> <p><u>The property provides 53 parking spaces. See plan note 11b.</u></p> <p>3 handicap accessible parking spaces are required based on the 53 spaces provided on the property. 2 ADA compliant spaces shall be maintained on the pavement adjacent to the motel buildings. Stripping, ADA aisle and signage shall be installed and maintained no later than 9/1/26.</p> <p>1 ADA sign to be used as needed or temporarily at a cottage unit.</p>
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(11)	All landscaped areas, fencing and size and type of plant material upon the premises.	Y*				<p>The site plan amendment/ existing conditions plan identifies vegetation throughout the property. Many areas have vegetation in excess of what was delineated on the 1985 plan.</p> <p>A 15 foot wide landscaped buffer is required along Route 1 and Old County Road. Plan notes existing vegetation within buffers to remain and shall be maintained. Buffers consist of existing shade trees. <u>Planning Board to consider finding the 15' wide buffer suitable along Route One and Old County Road.</u></p> <p>This property abuts residential abutters (Map 105, Lot 1, 1A, 4A, 4B, and 4D. Map 104, Lots 54, 55, 56 and 57. Map 105, Lot 4C and 6 have residential and commercial uses. Map 105, Lots 2 and 3 are commercial uses. Visual screening for abutting lots consists of existing vegetation/ wooded areas, planted shrubs and evergreen trees and 6' tall fencing along lots 2 and 3. Vegetation and fencing has existed for many years. <u>Planning Board to determine if the changes (after the fact approval of changes that have occurred over the years) are suitably screened by existing conditions.</u></p> <p>On 2/9/25 the Planning Board voted to allow the pedestrian path within the buffer of Old County Road and to allow the abutter encroachment from Lot 4B to remain in the hotel buffer.</p>

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(12)	All existing or proposed rights-of-way, easements and other legal restrictions which may affect the premises in question.	Y				Sheet L1 notes a variety of easements that affect the premises. Easements were created without site plan amendment approval and have not been reviewed by the Town. Pool easement and associated agreement referenced in plan note 16 provided. Utility easement and associated agreement referenced in plan note 17 provided. Settlement Agreement between Holiday House and Colonial Estates referenced in plan note 18 provided.
(13)	The locations, names and widths of all existing and proposed streets abutting the premises.	Y				Route One and Old County Road identified. Widths noted.
(14)	The lot lines of all lots abutting the proposed development, including those lots across the street, together with the names on file in the Town offices as of the date of the application.	Y				All abutters are identified.
(15)	An appropriate place for the signature(s) of the reviewing authority.	Y				Planning Board signature block provided.
B.	Documentation of right, title or interest in the proposed site.	Y				Declaration Book 3872, Page 208 provided. Written authorization or agent form from Holiday House to Civil Consultants provided.
C.	An on-site soils investigation report by a Maine Department of Human Services licensed site evaluator (unless the site is to be served by public sewer). The report shall identify the types of soil, location of test pits and proposed location and design for the subsurface disposal system.			NA		
D.	The amount and type of any raw, finished or waste materials to be stored outside of roofed buildings, including their physical and chemical properties, if appropriate.	Y				Dumpster with fence enclosure identified on the plan.

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E.	If the proposed use will be connected to the Wells Sanitary District's sewer system, a letter from the Sanitary District stating that adequate line and plant capacity to dispose of the generated sewage will be available.			NA		Property served by WSD. No change in use proposed. <u>Planning Board to consider finding a capacity letter is not necessary.</u>
F.	If the proposed use will be connected to the Kennebunk, Kennebunkport and Wells Water District water system, a letter from the Water District stating that adequate line and supply capacity to serve the proposed use will be available.			NA		Property served by KKWWD. No change in use proposed. <u>Planning Board to consider finding a capacity letter is not necessary.</u>
G.	Traffic data. Only the Planning Board may require that a site plan application include a traffic engineering study should the project be considered one of substantial magnitude along any of the Town's state highways where fast-moving traffic occurs (i.e., Route Nos. 1, 109, 9, 9-A and 9-B). Should a traffic study be requested by the Planning Board, the following data shall be included:			NA		Traffic information is not necessary. No increase or change in use proposed.
(1)	The estimated peak-hour traffic to be generated by the proposal.					
(2)	Existing traffic counts and volumes on surrounding roads.					
(3)	Traffic accident data covering a recent three-year period.					
(4)	The capacity of surrounding roads, municipal facilities, parking and any improvements which may be necessary on such roads and facilities to accommodate anticipated traffic generation.					
(5)	The need for traffic signals and signs or other directional markers to regulate anticipated traffic.					
H.	A soil erosion and sedimentation control plan, prepared in accordance with the Maine Erosion and Sedimentation Control Handbook for Construction: Best Management Practices, published by the Maine Department of Environmental Protection and the Cumberland County Soil and Water Conservation District, 1991. [Amended 4-27-2007]	Y				Best management practices for soil erosion and sedimentation control are a standard condition of approval.

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I.	A stormwater management plan, prepared by a registered professional engineer in accordance with the most recent edition of Stormwater Management For Maine: BMPS Technical Design Manual, published by the Maine Department of Environmental Protection, 2006. Another methodology may be used if the applicant can demonstrate it is equally or more applicable to the site. A drainage analysis may be waived by the Planning Board upon request of the applicant and submittal of a letter from a registered professional engineer stating that there will be no adverse impacts to adjacent or downstream properties. [Added 4-27-2007]			NA		Development on the property has existed for many years. Changes proposed do not require an updated stormwater management plan.
J.	Any other information or data the reviewing authority determines is necessary to demonstrate compliance with the standards of § 145-75. [Added 4-27-2007]					
	Chapter 201, Article IV. Sidewalk Development.			NA		