



Planning & Development
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Site Plan Amendment Application Memo

Date: March 18, 2026

To: Planning Board

From: Planning Office

Re: 526 Post Road – Map 27, Lot 10-EXE (to become Lot 10).

Project Description:

Werner Gilliam of Walsh Engineering has submitted a site plan amendment application on behalf of the owner, The Grace Group, LLC. The application seeks approval to divide the existing school onto a 1.32 acre lot from the 8.15 acre parcel. The existing school use shall remain on a 1.32 acre parcel with 31 parking spaces. The school use has an accessory shed and playground. The building is 6,205 SF in gross floor area. The property is located at 526 Post Road and is served by public sewer and public water. Tax Map 27, Lot 10-EXE. (to become Lot 10).

§ 145-74. Review and approval process.

D. Planning Board review process.

- (1) If there are site plan approval applications to review, the Planning Board shall meet at least two times a month and its meeting agenda shall be posted in the Town Hall at least seven days prior to the meeting. Applications and other supporting submittals shall be filed by the applicant in the Office of Planning and Development at least 10 days before the meeting. Additional materials received from an applicant less than 10 days before a meeting will be held by the Office of Planning and Development staff until the meeting and will be distributed when the application is discussed. Such late submittals may only be considered at the discretion of the Planning Board. The Board shall only consider accepting late submittals upon finding that the content is nontechnical, brief and may be easily reviewed in a short time period, and any parties to the proceeding will have adequate time to review and respond to the submittals. **Application submitted on 1/13/26. Planning Board received the application on 1/26/26**
- (2) Applications for site plan approval are to be filed with the Office of Planning and Development. The application shall be accompanied by a site plan and the required fee along with a certification that the applicant has sent or delivered notices to the abutters of the filing of the site plan approval application. If the abutters have been notified by the Code Enforcement Officer of a preapplication for the same project within the last 60 days pursuant to Subsection **A(1)(b)[1]**, the applicant shall be exempted from notifying the abutters of the site plan application filing. Within seven days of receipt of the application by the Office of Planning and Development, the Code Enforcement Officer shall determine if the proposed use meets the

requirements of Articles **V**, **VI** and **VII**. If it does not, the Code Enforcement Officer shall notify the applicant in writing. If it does, the application shall be reviewed for completeness by the Planning Board's agent or placed on a Planning Board agenda for the Planning Board to review for completeness. The applicant may request, in writing, that the Board waive submission of the requirements of § **145-77**. The 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. **Abutters mailed notice of application on 1/15/26**

- (3) It is the responsibility of the Planning Board, or its agent if so designated, to determine if the application is complete. If it is the responsibility of the Board to determine whether the application is complete it must be done within 21 days of receipt of the application by the Board. If it is the responsibility of the Board's agent to determine whether the application is complete it must be done within 14 days of receipt of the application by the Office of Planning and Development. The time period for determining completeness may be extended by mutual consent of the applicant and the Planning Board or its agent. If the application is complete it shall be placed on an agenda for presentation to the Board at a public hearing. If the application is not complete, the applicant shall be notified, in writing, of the additional information needed to complete the application. If the additional information or a written request for an extension is not submitted within 60 days of the notification, the application shall be considered to be withdrawn. If the Planning Board's agent has determined that the application is not complete and the applicant believes it is complete, the applicant may request in writing for the application to be placed on the agenda for the next Planning Board meeting and have the Planning Board review the application for completeness. **To be determined**
- (4) Upon determining that a complete application has been submitted, the Office of Planning and Development shall notify the Staff Review Committee members of the application and request their comments on the application in writing. **To be determined**
- (5) Within 35 days of determining that the application is complete the Planning Board shall hold a public hearing on the application. **To be determined**
 - (a) In scheduling public hearings under this section, the Planning Board shall publish notice of the hearing at least 10 days in advance in a newspaper of general circulation in the area. The applicant shall be responsible for paying the cost of such notices.
 - (b) The Planning Board shall notify, by certified mail, the applicant and all abutters of the lot involved, including owners of lots on the opposite side of the street, at least 10 days in advance of the hearing, of the nature of the application and of the time and place of the public hearing. **To be determined**
 - (c) The lot owners shall be considered to be those against whom taxes are assessed. In the case of condominiums, the condominium association, not each unit owner, shall be notified. Failure of any lot owner to receive a notice of public hearing shall not necessitate another hearing or invalidate any action by the Planning Board.
 - (d) At any hearing, a person may be represented by his agent or attorney. Hearings shall not be continued to other times except for good cause.
 - (e) The applicant's case shall be heard first. To maintain orderly procedure, each side shall proceed without interruption. Questions shall be asked through the Chair. All persons at the hearing shall abide by the order of the Chairman.
- (6) Within 35 days of the public hearing or a period of time agreed to by the applicant and the Planning Board, the Planning Board shall reach a decision based on the criteria found in § **145-75** and shall inform the applicant in writing within seven days of its decision stating its reasons. The Board shall prepare detailed, written findings of fact and conclusions, based on the evidence presented at the public hearing and evidence presented by the applicant and evidence presented by Town staff. **To be determined**

Recommendations and conclusions:

1. The Planning Board to consider the following:
 - a. Workshop and comment on the following Article V, VI and draft completeness review comments:
 - i. Landscaping/ screening to be determined after public hearing is held.
 - ii. Stormwater:
 1. Town Engineer to review stormwater analysis and design.
 2. Proposed contours and grading are identified on the site plan sheets. Proposed grading and drainage system design provided. To be reviewed.
 3. Stormwater Report provided.
 - iii. Updated boundary plan provided. Markups recommended.
 - iv. Easement proposed to grant access for Lot 10 to use Arundel Lane for vehicular, pedestrian, utility and stormwater? Metes and bounds provided. Legal document draft not provided.
 - v. Utilities plans provided. To be reviewed.
 - vi. Traffic Assessment dated 2/9/26 provided.
 1. The school use with 7 classrooms for elementary school/junior high students or 50 or less high school students trip generation is 159 daily trips (34 students x 4.69 trips/student = 159 daily trips.)
 2. Condominium units require 6 trips per day, per unit according to 202-12G(2)(b). $11 \times 6 = 66$ trips.
 3. Total daily trips to use the Arundel Lane right of way that is proposed is 225 daily trips. ($66 + 159 = 225$ daily trips). 225 daily trips would require at least two street connections, which the developments do not propose. Daily traffic counts must not exceed 199 trips in order to use only one street connection per 202-12G(2).
 4. The applicant has requested a waiver of 202-12G(2) for the subdivision application filed for abutting proposed lot 10-1 to allow 66 daily trips on Lot 10-1 and 159 daily trips on Lot 10 (school lot).
 5. Planning Board to determine if a waiver to be considered. If a waiver is denied, the applicant could consider:
 - a. Reducing the number of students from 34 to 28. (132 daily trips). ($132 + 66 = 198$ daily trips).
 - b. Seeking approval for 6,205 SF of Business Office, Contractor, Service, Personal Service, Wholesale and Retail, provided the total trip per day count is less than 133 trips ($66 + 133 = 199$ trips).
 6. A redesign of the traffic flow with a one-way restriction has been recommended to minimize stacking in to Arundel Lane and Route 1.

- b. Planning Board to appoint the Planning Office completeness agent so a public hearing can be scheduled once complete or continue the workshop.