



Planning & Development
208 Sanford Road, Wells, Maine 04090
Phone: (207) 646-5187, Fax: (207) 646-7046
Website: www.wellstown.org

<i>Michael G. Livingston, Town Engineer/Planner</i>	mlivingston@wellstown.org
<i>Shannon L.M. Belanger, Assistant Planner</i>	sbelanger@wellstown.org

Major Subdivision Preliminary Application Memo

Date: March 20, 2026

To: Planning Board

From: Planning Office

Re: Arundel Lane Subdivision - Map 27, Lot 10- EXE to become 10-EXE and 10-1

Project Description:

Walsh Engineering has submitted a Preliminary Subdivision Application on behalf of the owner The Grace Group, LLC for a major subdivision consisting of 11 single family dwelling units on 6.30 acres of land as a Multifamily Development on a Lot to be identified as 10-1. The existing school use to remain on a 1.32 acre lot. A 50' wide private street to be named Arundel Lane is proposed as access and street frontage for the subdivision lot. The development shall be served by public sewer and public water. The subdivision is located within the General Business, Rural and 75' Shoreland Overlay Districts. Tax Map 27, Lot 10-EXE to become Lots 10-EXE and 10-1.

§ 202-8. Preliminary plan for major subdivision.

A. Procedure. [Amended 5-16-1996; 7-11-1996; 7-9-2002; 4-16-2004; 11-5-2024]

- (1) Within six months after the on-site inspection by the Board, the subdivider shall submit an application for approval of a preliminary plan at least 10 days prior to a scheduled meeting of the Board. Failure to do so shall require resubmission of the sketch plan to the Board. The preliminary plan shall approximate the layout shown on the sketch plan, plus any recommendations made by the Board. **Preliminary Subdivision Application received 1/13/26. Planning Board received the application on 1/26/26.**
- (2) All applications for preliminary plan approval for a major subdivision shall be accompanied by an application fee in the amount established by the Board of Selectmen following notice and a public hearing. In addition, the applicant shall pay a fee of \$25 per lot or dwelling unit, to be deposited in a special account designated for that subdivision application, to be used by the Planning Board for abutter notices and hiring independent consulting services to review the application. If the balance in this special account shall be drawn down by 75%, the Board shall notify the applicant and require that an additional \$10 per lot or dwelling unit be deposited by the applicant. The Board shall continue to notify the applicant and require that an additional \$10 per lot or dwelling unit be deposited as necessary whenever the balance of the account is drawn down by 75% of the original deposit. Any balance in the account remaining after a final decision on the subdivision application by the Board shall be returned to the applicant.] **Application fee and escrow provided.**

- (3) If a subdivider is in default of a previously approved subdivision or site plan in the Town of Wells, the Planning Board may refuse to review an application. The Planning Board shall conduct a review of any such defaults, determine the default(s) and may suspend the application's review until the defaults are resolved. **No defaults known.**
- (4) Notices describing the proposed project and scheduled meeting date with the Planning Board shall be mailed by the Planning Office to the abutters via regular mail at least 10 days prior to a scheduled meeting of the Board. The addresses of these abutters shall be obtained from the Town of Wells Tax Assessor's records. In the case of an abutting condominium, the condominium association shall be notified, not the individual unit owners. The applicant shall provide the Planning Office with cash escrow funds to pay for the cost of said notices. **Abutters mailed notice of the preliminary application on 1/16/25. PB meeting was on 1/26/26.**
- (5) If a subdivision abuts or includes a portion of land of another municipality, the Planning Office, within 10 days prior to the Board meeting at which the application is to be received, shall notify by regular mail the Town Clerk and Planning Board of that municipality. The Planning Office shall also notify by regular mail a public drinking water supplier if a subdivision is within its source water protection area. The notice shall include the location of the proposed subdivision and a general description of the proposed development and date, time and location of the hearing. **Not abutting or within another municipality**
- (6) The subdivider, or his duly authorized representative, shall attend the meeting of the Board in person to discuss the preliminary plan. **Yes**
- (7) The application shall be received by the Planning Board at the scheduled meeting. **Planning Board received the application on 1/26/26**
- (8) If the subdivision is located in more than one municipality, the Board shall have a joint meeting with the Planning Board of the adjacent municipality to discuss the plan. **Not abutting or within another municipality**
- (9) Within 30 days of receipt of a preliminary plan application form and fee, the Board shall notify the applicant in writing whether or not the application is complete and what, if any, additional submissions are required for a complete application. A request for any extension shall be submitted in writing by the applicant to the Board if additional time is needed for the applicant to address completeness. If the Planning Board agrees the request is reasonable, an extension period shall be mutually agreed to by the Board and the subdivider. Failure of the applicant to provide the required submissions to be deemed complete may result in the denial of the application. **To be determined**
- (10) Within 30 days of determining a complete application has been submitted, the Board shall hold a public hearing on the preliminary plan application. The Planning Office shall publish notice of the date, time and place of the hearing in a newspaper of general circulation in the municipality at least two times, the date of the first publication to be at least seven days prior to the hearing and the notice of the hearing shall be posted in at least three prominent places at least seven days prior to the hearing. The Planning Office shall notify, by certified mail, the applicant, all abutters, and the Town Clerk and Planning Board of any abutting municipality, if the development abuts or falls within another municipality. The Planning Office shall also notify by regular mail a public drinking water supplier if a subdivision is within its source water protection area. Abutter notices shall include the date, time, and place of the hearing as well as the project description. The applicant shall provide the Planning Office with cash escrow funds to pay for the cost of advertising and postal notification of the public hearing. **To be determined**
- (11) The Board shall, within 30 days of a public hearing or within another time limit as may be otherwise mutually agreed to by the Board and the subdivider, make findings of fact on the application and approve, approve with conditions or deny the preliminary plan. The Board shall specify in writing its findings of fact and reasons for any conditions or denial.

- (12) When granting approval to a preliminary plan, the Board shall state the conditions of such approval, if any, with respect to: **To be determined**
- (a) The specific changes which it will required in the final plan;
 - (b) The character and extent of the required improvements for which waivers may have been requested and which in the Board's opinion may be waived without jeopardy to the public health, safety and general welfare; and
 - (c) The amount of all performance guaranties which it will require as prerequisite to the approval of the final plan.
- (13) Approval of a preliminary plan shall not constitute approval of the final plan or intent to approve the final plan, but rather it shall be deemed an expression of approval of the design of the preliminary plan as a guide to the preparation of the final plan. The final plan shall be submitted for approval of the Board upon fulfillment of the requirements of these regulations and the conditions of preliminary approval, if any. Prior to the approval of the final plan, the Board may require additional changes as a result of the further study of the subdivision or as a result of new information received. **To be determined**

B. Submissions.

- (1) Location map. The preliminary plan shall be accompanied by a location map adequate to show the relationship of the proposed subdivision to the adjacent properties and to allow the Board to locate the subdivision within the municipality. The location map shall show:
- (a) Existing subdivisions adjacent to the proposed subdivision.
 - (b) Locations and names of existing and proposed streets.
 - (c) Boundaries and designations of zoning districts.
 - (d) An outline of the proposed subdivision and any remaining portion of the owner's property if the preliminary plan submitted covers only a portion of the owner's entire contiguous holding.
- (2) Preliminary plan. The preliminary plan shall be submitted in three copies of one or more maps or drawings which may be printed or reproduced on paper, with all dimensions shown in feet or decimals of a foot. The preliminary plan shall be drawn to a scale of not more than 100 feet to the inch. Plans shall be no larger than 24 inches by 36 inches in size and shall have a margin of two inches outside the border lines on the left side for binding and one inch margin outside the border along the remaining sides. A signature block shall be provided for endorsement by the Board located in the lower left corner of the plan. In addition, the applicant shall submit to the Office of Planning and Development 12 copies of the plan(s) reduced to a size of 11 inches by 17 inches and all accompanying information assembled into a booklet no less than 10 days prior to the meeting. A digital version (PDF) of the submittal materials and the plan(s) shall also be provided. The following information shall either be shown on the preliminary plan or accompany the application for preliminary approval: **To be determined**

Recommendations and conclusions:

1. The Planning Board to consider the following:
 1. Review the following initial review comments for Article V, VII and draft completeness (applicant to address plan markups):
 - i. Grading and erosion control plans provided. To be reviewed.
 - ii. Stormwater design and analysis provided. To be reviewed.
 - iii. Easements to be depicted on the plan.

- iv. Plan notes that a condominium to manage land; private street/ ROW agreements/ covenants. Draft condominium documents to be provided with the final subdivision submission.
- v. 15' wide setback/ no-cut buffer to be detailed on the plan. Landscaping sheet provided. Planning Board to make buffer determinations after a public hearing.
- vi. The subdivision abuts a residential lot in the rural district (Map 113, Lot 18). Plan identifies existing vegetation to be maintained to satisfy the visual screen. Planning Board to review and determine if suitable after a public hearing is determined.
- vii. No accessory dwelling units to be proposed or allowed in the subdivision.
- viii. Monumentation to be determined with the final plan submission.
- ix. IF&W letter has been provided.
- x. Traffic:
 1. The school use on Lot 10, 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 on Lot 10-1 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).

-
2. The Planning Board to consider continuing the workshop for 30 days or appoint the Planning Office as the completeness agent so a public hearing could be scheduled once complete or continue the workshop.