

**APPROVED**

**TOWN OF WELLS, MAINE  
STAFF REVIEW COMMITTEE**

Meeting Minutes  
Tuesday, June 14, 2016, 9:00 A.M.  
Wells Town Hall  
208 Sanford Road, Wells

The meeting was called to order by Town Engineer/Planner Mike Livingston. Members present: Highway Department Commissioner Terry Oliver, Police Chief Jo-Ann Putnam, Fire Department Captain Jeff Nawfel, Assistant Code Enforcement Officer Jim Genereux, Meeting Recorder Cinddi Davidson.

**MINUTES**

May 10, 2016

**MOTION**

Motion by Mr. Genereux, seconded by Mr. Oliver, to accept the minutes as submitted. **PASSED** 4-0-1 with Cpt. Nawfel abstaining.

**DEVELOPMENT REVIEW AND WORKSHOPS**

- I. **CHOICE FURNITURE OF MAINE** – Harborside Hospitality, LLC, owner; Choice Furniture of Maine, LLC, applicant. Site Plan Amendment Application to change the use of the existing building from Standard Restaurant to Business Retail; to add outdoor retail display areas; and to reconfigure landscaping and parking based on current site conditions. Parcel is located off of 2128 Post Road and is within the General Business District. Tax Map 147, Lot 2 **Workshop completeness, compliance and Findings of Fact & Decisions for possible approval**

Applicant William Martin was present.

**MOTION**

Motion by Chief Putnam, seconded by Mr. Genereux, to receive the site plan amendment application. **PASSED** unanimously.

The application is for a change of use, and the applicant wishes to have an outdoor display area. The required 15' landscaped buffer was discussed. A note was drafted calling for the area to be reclaimed, seeded and maintained with grass and flowering plants. There is a limit of 4 pieces of furniture on display on an 80 sq. ft. area.

1 **MOTION**

2 Motion by Chief Putnam, seconded by Mr. Oliver, to approve the proposed note for the 15'  
3 buffer. **PASSED** unanimously.

4 Screening for the residential abutter was considered.

5  
6 **MOTION**

7 Motion by Mr. Oliver, seconded by Chief Putnam, to find that the screening is adequate.

8 **PASSED** unanimously.

9  
10 Some parking spaces shared with Capt'n Hooks need to be restriped. Mr. Martin said there are  
11 some holes in the parking lot that need to be patched.

12  
13 **MOTION**

14 Motion by Mr. Oliver, seconded by Mr. Genereux, to require the restriping to be completed by  
15 October 15, 2016. **PASSED** unanimously.

16  
17 Captain Nawfel asked about protection for the propane tank at the back corner. Either bollards or  
18 Jersey barriers are required. This requirement will be added to the Findings of Facts.

19  
20 **MOTION**

21 Motion by Mr. Oliver, seconded by Chief Putnam, to waive the requirement for a boundary  
22 survey. **PASSED** unanimously.

23  
24 **MOTION**

25 Motion by Mr. Genereux, seconded by Mr. Oliver, to find the application complete. **PASSED**  
26 unanimously.

27  
28 **MOTION**

29 Motion by Mr. Oliver, seconded by Mr. Genereux, to find the application compliant. **PASSED**  
30 unanimously.

31  
32 **MOTION**

33 Motion by Mr. Oliver, seconded by Mr. Genereux, to approve the Findings of Facts & Decisions  
34 with the conditions that the propane tank will be protected and the parking lot will be restriped  
35 by October 15, to approve the plan, to have the Chairman sign the Findings and sign the plans at  
36 the end of the meeting. Mr. Martin asked about removing the wooden fence in the rear parking  
37 area. All the required parking is in front. Mr. Livingston said the fence could be removed from  
38 the site plan since it isn't required. Mr. Oliver amended the motion, seconded by Cpt. Nawfel, to  
39 add a note to the Findings that the fence is not required and the owner can leave it or remove it.  
40 The amended motion **PASSED** unanimously.

41  
42 **II. SHAWS DISTRIBUTION WAREHOUSE**– Shaws Realty LLC, owner; David Briggs,  
43 applicant; Owen Haskell, agent. Site Plan Amendment for after the fact approval of  
44 added pavement for truck parking near the southwest corner of the existing building. The  
45 parcel is located off of 205 Spencer Drive and is within the Light Industrial District. Tax  
46 Map 50, Lot 27B. **Receive Site Plan Amendment Application, Workshop Article V,**  
47 **VI, VII and draft completeness**

1 Brian Toomey and Albert Fucaloro represented the applicant.

2  
3 **MOTION**

4 Motion by Mr. Oliver, seconded by Mr. Genereux, to receive the site plan amendment  
5 application. **PASSED** unanimously.

6  
7 The applicant would like to pave an existing gravel area that is used for truck parking.

8  
9 **MOTION**

10 Motion by Mr. Oliver, seconded by Mr. Genereux, to find that the 15' vegetated buffer along  
11 Spencer Drive is adequate. **PASSED** unanimously.

12  
13 **MOTION**

14 Motion by Mr. Oliver, seconded by Cpt. Nawfel, to find that screening for the residential  
15 abutters is adequate. **PASSED** unanimously.

16  
17 The compact size parking spaces are acceptable since they are employee spaces, not public  
18 parking. "Employee only" signage is recommended. There are enough handicap parking spaces,  
19 but they need signage and painting on the pavement.

20  
21 **MOTION**

22 Motion by Mr. Oliver, seconded by Mr. Genereux, to find that 25 employee parking spaces are  
23 adequate. **PASSED** unanimously.

24  
25 The Code Office needs to make a determination on parking for the truck terminal because there  
26 is no designated parking standard. The loading bay areas and snow storage areas need to be  
27 labeled on the plan. Spencer Drive is a private road.

28  
29 **MOTION**

30 Motion by Mr. Oliver, seconded by Chief Putnam, to waive the requirement for showing sight  
31 distances on Spencer Drive. **PASSED** unanimously.

32  
33 **MOTION**

34 Motion by Mr. Genereux, seconded by Mr. Oliver, to allow a scale smaller than 1"=40'.  
35 **PASSED** unanimously.

36  
37 **MOTION**

38 Motion by Mr. Genereux, seconded by Mr. Oliver, to require showing the dumpster location on  
39 the plan. It must be screened and meet setback requirements. **PASSED** unanimously.  
40 In the past, pallets have been stacked outside. There is a note that the fire exits cannot be  
41 blocked. There are no Knox boxes on the gates or building. The building is open 24/7.

42  
43 **MOTION**

44 Motion by Mr. Oliver, seconded by Mr. Genereux, to find that letters from KKWWD and WSD  
45 are not required. **PASSED** unanimously.

1 **MOTION**

2 Motion by Mr. Genereux, seconded by Mr. Oliver, to find the application complete. **PASSED**  
3 unanimously.

4  
5 **MOTION**

6 Motion by Mr. Oliver, seconded by Mr. Genereux, to continue the workshop for 30 days.  
7 **PASSED** unanimously.

8  
9 The freezer section is being closed and the grocery section will be expanded. A compactor may  
10 be added inside. The Code Office will determine if a building permit is needed.

11  
12 **III. HANNAFORD** – Hannaford Bros. Co. LLC, owner/ applicant; Stantec Consulting  
13 Services, agent. Site Plan Amendment Application to create an outdoor Clink unit and  
14 move the existing bus stop to another location on the site. The property is located off of  
15 107 Wells Plaza and is within the General Business and 250' Shoreland Overlay District.  
16 Tax Map 121, Lot 20A. **Receive Site Plan Amendment Application, Workshop**  
17 **Article V, VI, VII and draft completeness**

18  
19 Bill McKenney of Hannaford was present. The check for the application fee is being prepared.  
20 The Committee decided the application can be workshopped today since it isn't ready for  
21 approval.

22  
23 **MOTION**

24 Motion by Chief Putnam, seconded by Cpt. Nawfel, to receive the site plan amendment  
25 application. **PASSED** unanimously.

26  
27 The purpose of this application is to move the Clynk unit out of the store and relocate the bus  
28 stop to the Mile Road entrance. Chief Putnam recommended combining the bus stop and trolley  
29 stop.

30  
31 The Clynk unit will be moved to the back of the parking lot, with lighting provided by the  
32 parking lot lights. Parking in the grass field is usually limited to summer overflow parking. The  
33 lights at the bus stop will be the existing site light. The standard note about no glare lighting will  
34 be on the plan. Chief Putnam will have the night patrol officer check the adequacy of the lighting  
35 in the bus stop area.

36  
37 There was a question about Clynk and whether it is an accessory to Hannaford or a separate  
38 business. Mr. McKenney said they consider it a separate business. A building permit is needed  
39 since the Clynk unit is a structure.

40  
41 Chief Putnam said the Police Department can enforce handicap parking; they need a letter from  
42 the property owner to enforce no parking in the fire lane.

43  
44 **MOTION**

45 Motion by Mr. Oliver, seconded by Mr. Genereux, to continue the workshop to the next meeting.  
46 **PASSED** unanimously.

1 **IV. WIRE ROAD SUBDIVISION** - Highpine Properties, LLC, owner/applicant. Attar  
2 Engineering, Inc. agent. Final Subdivision Application for a major subdivision consisting  
3 of 40 lots/ single family dwelling units on 100 acres of land (Residential Cluster  
4 Development) with private roadways and infrastructure. The parcel is located off of Wire  
5 Road and is within the Rural District. Tax Map 75, Lot 1. **Comment on Final**  
6 **Subdivision Application for the Planning Board**  
7

8 Lew Chamberlain of Attar Engineering represented the applicant. The SRC will review the final  
9 subdivision application and comment for the Planning Board.  
10

11 Chief Putnam recommended eliminating the cul-de-sac to create a straight road to the fire pond;  
12 plowing and snow storage would be easier. The fire pond will also serve for stormwater runoff.  
13 Mr. Chamberlain asked if they could use temporary markers during construction and install the  
14 permanent bounds after the houses and driveways are completed. Mr. Livingston said the note  
15 can specify temporary corners with permanent monumentation prior to occupancy.  
16

17 There is a 50' ROW to the 500 acre back parcel; Mr. Chamberlain said the owner might build a  
18 road later. There will be individual wells and a common septic system with one pump station.  
19 Mr. Genereux asked if there will be individual or community mailboxes. Mr. Chamberlain will  
20 discuss it with the developer.  
21

22 **V. HUBBARD FARM SUBDIVISION (FKA HOLLIS SUBDIVISION) –**  
23 IPAGuillemette Living Trust & Nelson and Barbara Welch, owners; Sebago Real Estate  
24 Investment LLC, applicant; Corner Post Land Surveying Inc, engineer. Minor  
25 Subdivision Application for a 4 lot/dwelling unit minor subdivision on 9.22 acres of land  
26 (8.39 acres Guillemette + .83 acres Welch) off of Crediford Road/ Sanford Road. The  
27 parcel is located in the Rural District and is identified as Tax Map 49, Lot 11. **Comment**  
28 **on the Minor Subdivision Application for the Planning Board**  
29

30 The applicant was not present. Mr. Livingston discussed the subdivision application which the  
31 Planning Board is considering. This is a 4 lot minor subdivision at Crediford Road/Sanford  
32 Road. There will be 4 driveways off Crediford Road. DOT permits are needed since 9A is a  
33 State road. The major issue is the parking across from the convenience store. The  
34 recommendation is to put up No Parking signs and plant vegetation. Eventually one of the  
35 driveways will be in that location which will deter parking by store patrons.  
36

37 **VI. WELLS TOWN HALL –** Town of Wells, owner/applicant. Site Plan Amendment to  
38 permit the Farmers Market (retail use) to be located in the front or rear parking lot and to  
39 construct a handicap accessible ramp to the General Office entrance. The property is  
40 located off of 208 Sanford Road and is within the General Business and Residential  
41 Commercial District. Tax Map 134, Lot 24.exe. **Receive Site Plan Amendment,**  
42 **Workshop Articles V, VI, VII and draft completeness, compliance and Findings of**  
43 **Fact & Decisions for possible approval**  
44

45 Town Manager Jon Carter was present.  
46  
47  
48

1 **MOTION**

2 Motion by Mr. Genereux, seconded by Mr. Oliver, to receive the site plan amendment.

3 **PASSED** unanimously.

4  
5 This amendment allows the construction of a handicap ramp for the general office entrance and  
6 the relocation of the farmers' market to the rear parking lot.

7  
8 **MOTION**

9 Motion by Mr. Oliver, seconded by Mr. Genereux, to find that there is sufficient screening for  
10 the residential abutters. **PASSED** unanimously.

11 **MOTION**

12 Motion by Mr. Oliver, seconded by Mr. Genereux, to find that the Route 109 landscaped buffer  
13 is sufficient. **PASSED** unanimously.

14  
15 **MOTION**

16 Motion by Chief Putnam, seconded by Mr. Genereux, to waive the requirement for a new  
17 boundary survey. **PASSED** unanimously.

18  
19 The parking lot will be restriped Friday night to match the site plan.

20  
21 **MOTION**

22 Motion by Mr. Oliver, seconded by Mr. Genereux, to find that letters from the Water and Sewer  
23 Districts are not necessary. **PASSED** unanimously.

24  
25 **MOTION**

26 Motion by Mr. Oliver, seconded by Mr. Genereux, to find that a revised stormwater management  
27 plan is not necessary. **PASSED** unanimously.

28  
29 **MOTION**

30 Motion by Mr. Oliver, seconded by Mr. Genereux, to find the application complete. **PASSED**  
31 unanimously.

32  
33 **MOTION**

34 Motion by Mr. Oliver, seconded by Mr. Genereux, to find the application compliant. **PASSED**  
35 unanimously.

36  
37 **MOTION**

38 Motion by Mr. Oliver, seconded by Mr. Genereux, to approve the Findings of Facts & Decisions,  
39 to approve the plan and sign the Findings and plans at the end of the meeting. **PASSED**  
40 unanimously.

41  
42 **VII. DRAKES ISLAND PARKING LOT - Town of Wells, owner/applicant. Site Plan**  
43 **Application to construct up to a 10' x 10' bathroom addition adjacent to the existing**  
44 **restroom facility (Municipal Facility). The property is located off of 1 Island Beach Road**  
45 **and is within the Resource Protection and 250' Shoreland Overlay District. Tax Map 137,**  
46 **Lot 1.exe. Receive Site Plan Amendment, Workshop Articles V, VI, VII and draft**  
47 **completeness, compliance and Findings of Fact & Decisions for possible approval**  
48

1 Town Manager Jon Carter was present.

2  
3 **MOTION**

4 Motion by Mr. Oliver, seconded by Cpt. Nawfel, to receive the site plan amendment application.  
5 **PASSED** unanimously.

6  
7 A proposed 10' x 10' facility with showers will be added to the bathroom at the Drakes Island  
8 parking lot. The MDEP PBR has been approved. The Police Department has the key to the  
9 parking lot and the lot is closed at 9-10 PM.

10  
11  
12 **MOTION**

13 Motion by Cpt. Nawfel, seconded by Mr. Oliver, to find that the existing screening for the  
14 residential abutters is sufficient. **PASSED** unanimously.

15  
16 **MOTION**

17 Motion by Chief Putnam, seconded by Cpt. Nawfel, to find that the existing vegetated  
18 landscaped buffer will remain and no additional planting is required. **PASSED** unanimously.

19  
20 **MOTION**

21 Motion by Mr. Oliver, seconded by Mr. Genereux, to continue the workshop to the next meeting.  
22 **PASSED** unanimously.

23  
24 **ADJOURN**

25  
26 **MOTION**

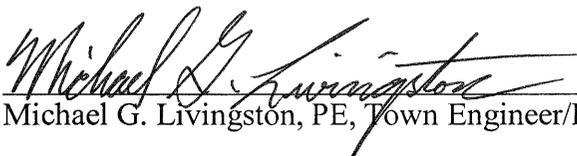
27 Motion by Mr. Oliver, seconded by Mr. Genereux, to adjourn and sign plans and Findings.  
28 **PASSED** unanimously.

29  
30 RESPECTFULLY SUBMITTED:

31  
32 

33  
34 Cinni Davidson, Meeting Recorder

35  
36 ACCEPTED BY:

37  
38 

39  
40 Michael G. Livingston, PE, Town Engineer/Planner