



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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

Meeting Minutes
Wednesday, May 31, 2023, 9:00 AM
Town Hall Meeting Room, Second Floor
208 Sanford Road, Wells

The meeting was called to order by Assistant Planner Shannon Belanger.

Members present: David Sevigny representing the Public Works Dept., Jodine Adams, CEO, Jim Genereux representing the Fire Department, and Police Chief Jo-Ann Putnam.

MINUTES

April 25, 2023

Tabled to the next meeting. There was not a quorum of the members who were present.

May 9, 2023

MOTION

Motion by Jo-Ann, seconded by Jim, to accept the minutes as written. Passed unanimously.

DEVELOPMENT REVIEW & WORKSHOP

- I. **MARINA CLEANING SERVICES** – Marina DeMarco, owner; Michael Demmons, applicant; Dow Hill Architects & Design, agent. Site Plan Amendment Application to convert first floor of existing structure to 2,040 SF Business Retail use and 1,160 SF Business Office/Service/ Contractor use. No change to the dwelling unit on the 2nd floor. Additional parking spaces proposed. The property is located off 1574 Post Road and is within the General Business and 75’ Shoreland Overlay District. Tax Map 135, Lot 1. **Workshop draft completeness and compliance for possible approval**

Marina DeMarco and Michael Demmons were present.

Shannon distributed the revised site plan addressing the plan review comments outlined in the memo. 22 total parking spaces are proposed. 22 spaces are required for the uses proposed on the property. A 10’ x 20’ shed is proposed. This shed will require staking and certification by a land surveyor that setbacks are met. The shed and any building related improvements must be reviewed by the Code Office prior to building permit for compliance with the commercial building design standards. Mike Livingston, Town Engineer reviewed the proposed parking and

1 found stormwater considerations to be suitably addressed based on the contours, grass
2 landscaped buffer and distance from the Depot Brook.

3
4 Any debris or vehicles from the Browns Auto Repair garage must be removed from the property
5 prior to a 2nd business occupancy so that all required parking spaces are available. Marina and
6 Michael explained they have been talking with Mr. Brown and they are working to resolve this
7 now.

8
9 **MOTION**

10 Motion by Jodine, seconded by Jo-Ann, to find the Route 1, Route 109 and Brook Lane
11 landscape buffers suitable as proposed based on existing vegetation and prior conditions of
12 approval. Passed unanimously.

13
14 **MOTION**

15 Motion by Jodine, seconded by Jim, to find the application complete. Passed unanimously.

16
17 **MOTION**

18 Motion by Jodine, seconded by Jim, to find the application compliant. Passed unanimously.

19
20
21 Items A-N of the Findings of Fact & Decisions and the special conditions of approval were
22 reviewed.

23
24 **MOTION**

25 Motion by Jodine, seconded by Jim, to approve the Findings and site plan and sign them at the
26 end of the meeting. Passed unanimously.

27
28 Marina and Michael asked about the inspection process. Jodine instructed them to contact the
29 Code Enforcement Office.

30
31 Marina and Michael asked if there are any plans for sidewalk improvements to better connect
32 Route 109 and Route 1. They hope to generate foot traffic from students and are concerned about
33 crosswalks, sidewalks and ways to improve pedestrian safety.

34
35 Michael asked if the wheel stops for parking spaces are required. Shannon said as long as the
36 parking spaces are stripped delineation of the parking spaces with wheel stops is not necessary.

37
38 **ADJOURN**

39
40 **MOTION**

41 Motion by Jodine, seconded by Jo-Ann, to adjourn and sign plans and Findings. Passed
42 unanimously.

43
44
45 ACCEPTED BY:

46 
47 _____
48 Shannon Belanger, Assistant Planner

SRC Min 05-31-23