SACO CITY COUNCIL MEETING
MONDAY JULY 1, 2019 – 6:30 PM
CITY HALL AUDITORIUM

I. CALL TO ORDER
II. RECOGNITION OF MEMBERS PRESENT
III. PLEDGE OF ALLEGIANCE
IV. GENERAL
V. PUBLIC COMMENT
VI. CONSENT AGENDA
   A. Approve Minutes from June 3 and June 17, 2019
   B. Confirm Mayor’s Appointment from Associate Member to Regular Member on the Historic Preservation Commission – Diana Huot
   C. Certification of Election Results – Budget Validation Referendum Election
   D. Massage Therapist License Application: Shunying Lan

VII. AGENDA
   A. (Public Hearing/Final Reading) Charter Amendment: Ordinances in General, Posting and Publishing
   B. (Public Hearing/Final Reading) Charter Amendment: Borrowing for Permanent Improvements, Posting and Publishing
   C. (Public Hearing) Renewal Application for a Special Entertainment Permit – Sea Salt Lobster Restaurant
   D. (First Reading) Cascade Contract Zone: Subdivision Amendment

VIII. ADMINISTRATIVE UPDATE
IX. COUNCIL DISCUSSION AND COMMENT
X. EXECUTIVE SESSION
   “Be it Ordered that the City Council enter into executive session, pursuant to [M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405(6)]:
   (C) Parks and Recreation Potential Real Estate
   (C) Discussion of Real Estate Matter Regarding Pre-K (tentative)

XI. REPORT FROM EXECUTIVE SESSION
   Language for this will be provided during Executive Session

XII. ADJOURNMENT

Hearing Assistance Devices are available at the back of the Auditorium.
If you are interested in addressing the Mayor and Council in the public comment session, please add your name to the roster at the back of the room.
CONSENT AGENDA ITEM: B  
July 1, 2019

MEETING ITEM COMMENTARY

AGENDA ITEM: Confirm Mayor’s Appointment from Associate Member to Regular Member on the Historic Preservation Commission – Diana Huot

COUNCIL RESOURCE: Councilor Roger Gay

STAFF RESOURCE: Emily Cole-Prescott, City Planner

BACKGROUND: The Historic Preservation Commission shall be comprised of up to five regular members and five associate members to be appointed by the Mayor and approved by the City Council for three-year, staggered terms. Each Commission member shall be a resident of the City, serve without compensation, and shall meet the qualifications outlined in §230-413(c) of the Zoning Ordinance.

Mayor Lovell recommends that Diana Huot (Ward 7), who is currently an associate member, be appointed as a regular member to fulfill Jay St. John’s unexpired terms, which expire on June 30, 2020. Diana Huot has served on the Commission since December 2017.

RECOMMENDATION: The Mayor recommends confirmation of the appointment of Diana Huot from an Associate to Regular Member on the HPC.

SUGGESTED MOTION: “Be it Ordered that the City Council confirm the Mayor’s appointment of Diana Huot from an associate to regular member on the Historic Preservation Commission, to fulfill Jay St. John’s unexpired term, to expire on June 30, 2020, and thank Ms. Huot for her continued service.”

“I move to approve the Order.”
MEETING ITEM COMMENTARY

AGENDA ITEM: Certification of Election Results – Budget Validation Referendum Election

STAFF RESOURCE: Michele L. Hughes, City Clerk

COUNCIL RESOURCE: Councilor Nathan Johnston

BACKGROUND: On June 11, 2019 a Budget Validation Referendum Election was held. The election results are being submitted to Council for Certification as required by Section 7.03 b. of the Charter of the City of Saco.

EXHIBITS: Election results

RECOMMENDATION: Staff recommends approval.

SUGGESTED MOTION: “Be it Ordered that the City Council hereby approve the results of the June 11, 2019 Budget Validation Referendum Election as presented”.

“I move to approve the Order”.
CITY OF SACO, MAINE
BUDGET VALIDATION REFERENDUM ELECTION
JUNE 11, 2019

Article #1
Do you favor approving the Saco Municipal School Administrative Unit budget for the upcoming school year adopted at the latest Saco Municipal School Administrative Unit budget meeting?

<table>
<thead>
<tr>
<th></th>
<th>Ward 1</th>
<th>Ward 2</th>
<th>Ward 3</th>
<th>Ward 4</th>
<th>Ward 5</th>
<th>Ward 6</th>
<th>Ward 7</th>
<th>Gr. Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>50</td>
<td>47</td>
<td>34</td>
<td>82</td>
<td>68</td>
<td>61</td>
<td>47</td>
<td>389</td>
</tr>
<tr>
<td>No</td>
<td>38</td>
<td>29</td>
<td>17</td>
<td>51</td>
<td>33</td>
<td>22</td>
<td>14</td>
<td>204</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Gr. Total</td>
<td>88</td>
<td>76</td>
<td>51</td>
<td>133</td>
<td>101</td>
<td>83</td>
<td>61</td>
<td>593</td>
</tr>
</tbody>
</table>

TO: Municipal Clerk of the City of Saco, State of Maine

In the name of the State of Maine and pursuant to 20-A M.R.S. §1486(2) you are hereby directed to display this Notice of Amounts Approved at Budget Meeting at the polling place within the municipality to assist the voters of Saco’s Municipal School Administrative Unit (MSAU) in voting at the budget validation referendum to be held on June 11, 2019 for the purpose of determining if the Saco’s MSAU budget for the 2019-2020 fiscal year that was adopted by the Saco City Council on May 13, 2019 should be approved.

<table>
<thead>
<tr>
<th>Cost Center Summary Budget Category</th>
<th>Amount Recommended by School Board</th>
<th>Amount Approved by City Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Instruction</td>
<td>$24,157,748.00</td>
<td>$23,878,516.00</td>
</tr>
<tr>
<td>Special Education</td>
<td>$8,240,956.00</td>
<td>$8,026,725.00</td>
</tr>
<tr>
<td>Career and Technical Education</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Instruction</td>
<td>$215,623.00</td>
<td>$78,123.00</td>
</tr>
<tr>
<td>Student and Staff Support</td>
<td>$2,536,374.00</td>
<td>$2,380,355.00</td>
</tr>
<tr>
<td>System Administration</td>
<td>$766,480.00</td>
<td>$620,067.00</td>
</tr>
<tr>
<td>School Administration</td>
<td>$1,377,743.00</td>
<td>$1,225,288.00</td>
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<tr>
<td>Transportation and Buses</td>
<td>$2,044,787.00</td>
<td>$1,888,884.00</td>
</tr>
<tr>
<td>Facilities Maintenance</td>
<td>$2,198,152.00</td>
<td>$2,049,776.00</td>
</tr>
<tr>
<td>Debt Service and Other Commitments</td>
<td>$315,650.00</td>
<td>$315,650.00</td>
</tr>
<tr>
<td>All Other Expenditures</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Summary of Total Authorized General Fund Expenditures:</td>
<td>$41,853,513.00</td>
<td>$40,463,384.00</td>
</tr>
</tbody>
</table>

The amount approved at the Saco City Council meeting includes locally raised funds that exceed the maximum state and local spending target pursuant to 20-A M.R.S. §15671-A(5).

Article #2
Do you wish to continue the budget validation referendum process in the Saco Municipal School Administrative Unit for an additional three (3) years?

<table>
<thead>
<tr>
<th></th>
<th>Ward 1</th>
<th>Ward 2</th>
<th>Ward 3</th>
<th>Ward 4</th>
<th>Ward 5</th>
<th>Ward 6</th>
<th>Ward 7</th>
<th>Gr. Total</th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td>69</td>
<td>44</td>
<td>36</td>
<td>97</td>
<td>69</td>
<td>59</td>
<td>46</td>
<td>420</td>
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<tr>
<td>No</td>
<td>19</td>
<td>32</td>
<td>15</td>
<td>36</td>
<td>32</td>
<td>24</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Gr. Total</td>
<td>88</td>
<td>76</td>
<td>51</td>
<td>133</td>
<td>101</td>
<td>83</td>
<td>61</td>
<td>593</td>
</tr>
</tbody>
</table>

A “Yes” vote will require the Saco Municipal School Administrative Unit to continue to conduct a referendum to validate its annual school budget for the next three years.

A “No” vote will discontinue the budget validation referendum for at least three years and provide instead that the annual school budget will be adopted by vote of the City Council as required under state law.

<table>
<thead>
<tr>
<th>Reg’d Voters:</th>
<th>WARD 1</th>
<th>WARD 2</th>
<th>WARD 3</th>
<th>WARD 4</th>
<th>WARD 5</th>
<th>WARD 6</th>
<th>WARD 7</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,108</td>
<td>2,121</td>
<td>2,160</td>
<td>2,572</td>
<td>2,080</td>
<td>2,146</td>
<td>2,106</td>
<td>15,293</td>
<td></td>
</tr>
<tr>
<td>Voter Turnout:</td>
<td>88</td>
<td>76</td>
<td>51</td>
<td>133</td>
<td>101</td>
<td>83</td>
<td>61</td>
<td>593</td>
</tr>
<tr>
<td>Percentage:</td>
<td>4.17</td>
<td>3.58</td>
<td>2.36</td>
<td>5.17</td>
<td>4.86</td>
<td>3.87</td>
<td>2.90</td>
<td>3.88</td>
</tr>
</tbody>
</table>
MEETING ITEM COMMENTARY

AGENDA ITEM: Massage Therapist License Application: Shunying Lan

STAFF RESOURCE: Michele L. Hughes, City Clerk

COUNCIL RESOURCE: Councilor Nathan Johnston

BACKGROUND: Shunying Lan who is located at Saco Massage, 150 Main Street has applied for a Massage Therapist License.

The applicant has paid all applicable permit fees and has provided a copy of her Certificate of Graduation in compliance with Chapter 138, Sub-section §138-9 Basic proficiency. She has applied for a State of Maine Massage Therapist license which is currently pending.

EXHIBITS:

1. Massage Therapist License Application
2. Certificate of Graduation

RECOMMENDATION: Staff Recommends Approval

SUGGESTED MOTION: “Be it Ordered that the City Council grant Shunying Lan a Massage Therapist License in accordance with the Codes of the City of Saco, Chapter 138, pending approval of State of Maine Massage Therapist licensing.”

“I move to approve the Order”. 
CONSENT AGENDA ITEM: D
July 1, 2019
Exhibit Item: 1

CITY OF SACO
MASSAGE THERAPIST / ESTABLISHMENT LICENSE
APPLICATION

The undersigned hereby applies to the City pursuant to Chapter 138 of the Code of Ordinances for a (check one):

- Massage Establishment License $100.00
- Massage Therapist License $60.00
- Combined Establishment / Therapist License $125.00

Name of applicant: Shun Ping Lan
Applicant's date of birth: ____________
Home Address: 771 Forest Ave, Biddeford, ME 04005
Mailing address: 771 Forest Ave, Biddeford, ME 04005
Driver's License # & State: ____________
Business address: 771 Forest Ave, Biddeford, ME 04005
Home Telephone: 207-494-8739
Business Telephone: ____________________

If applicant is a corporation, names and home addresses of all officers, directors, shareholders and managers:

______________________________

______________________________

______________________________

This application, together with the appropriate fee, must be completed and submitted to the Clerk's office. An applicant for a Massage Therapist License or Combined Establishment/Therapist License must also submit satisfactory evidence of basic proficiency as required by Section 138-9. The applicant, by signing this application, certifies that neither the applicant nor any person named in the application has, within the five years preceding the date of application, had any criminal conviction for any violation of Title 17-A, Maine Revised Statutes Annotated, Chapter 35.

Warning
Any false statement made on this application shall be cause for denial or revocation of a license and may subject the applicant to criminal prosecution!

Date: 6/25/2019
Signature of Applicant: Shun Ping Lan

I, ________________________________ (City Clerk or Deputy City Clerk) hereby certify that the above application was submitted in proper form on ____________ , 20__ and the license applied for was (granted or denied) by the City Council on ____________ , 20__.

ATTEST: ____________________________
Certificate of Graduation

This is to certify that

SHUNYING LAN

has successfully completed 825 hours of
Advanced Massage Therapy program
On June 14, 2019.

85806050
BPPE School Code

Official Signature
MEETING ITEM COMMENTARY

AGENDA ITEM: (Public Hearing/Final Reading) Charter Amendment #1 – 2.09 Ordinances in General, Posting and Publishing

COUNCIL RESOURCE: Councilor Micah Smart

STAFF RESOURCE: Kevin Sutherland, City Administrator

BACKGROUND: The City Council endeavors to make a few amendments to the Charter. As described in MRSA, Title 30A, Chapter 111, Section 2104, the process for making amendments to the Charter requires a Public Hearing before a vote by Council. Additionally, if approved by the Council, the item would be voted in referendum by the public in November.

This particular change is meant to add posting of proposed ordinance amendments or new ordinances to the city website and at City Hall for public hearings and the adoption of any ordinance as a requirement. In addition, it also saves money on advertising costs by publishing a summary of the proposed ordinance for the public hearing versus the full ordinance and striking the requirement that the ordinance be published again after its adoption.

EXHIBITS: 1. Saco City Charter Amendment #1

Reading through the exhibit, (Strikethrough represents language to be deleted, while underline represents new language.) Only Sections and subsections of the Charter that have a change are shown in the exhibit. The amendment is not meant to remove or change any other aspect of the Charter. Any changes suggested in other amendments are not shown in this amendment.

SUGGESTED MOTION

“I move to open the public hearing for the document titled, ‘Saco City Charter Amendment #1: 2.09 Ordinances in General, Posting and Publishing, dated June 17, 2019.’”

“I move to close the public hearing”

“The City of Saco hereby ordains and approves the final reading of, ‘Saco City Charter Amendment #1: 2.09 Ordinances in General, Posting and Publishing, dated June 17, 2019.’”
Ordinances in General, Posting and Publishing, dated June 17, 2019 and further Order that the Amendment be placed on the November 5, 2019 ballot. This amendment if approved by the voters, would have an effective date of January 1, 2020.”

Note: If the amendment is summarized on the ballot, the full text will be provided to the voter in a separate handout.

Saco City Charter Amendment #1:
2.09 Ordinances in General, Posting and Publishing, dated June 17, 2019

Charter Amendment #1 – Shall the municipality approve the charter amendment reprinted (summarized) below.

(Strike-through represents language to be deleted, while underline represents new language.)

2.09 Ordinances in General

a. Form. Every proposed ordinance shall be introduced in writing and in the form proposed for final adoption. No ordinance shall contain more than one (1) subject, which shall be clearly stated in its title. The enacting clause shall be "The City of Saco hereby ordains......"

b. Procedure. A proposed ordinance shall be placed on the agenda by the Mayor or any City Councilor at any regular or special meeting of the City Council. Upon introduction of any ordinance, the City Clerk shall distribute a copy to the Mayor, to each City Councilor and to the City Administrator. The Clerk shall file a reasonable number of copies in the office of the City Clerk and such other public places as the City Council may designate. A public hearing shall be held on the proposed ordinance. Prior to public hearing, the Clerk shall post publish the entire ordinance and shall publish a brief summary along with notice of the public hearing, together with a notice setting out the time and place for a public hearing thereon, and for its consideration by the City Council. The public hearing shall follow the publication and the posting by at least seven (7) days, and may be held separately or in connection with a regular or special City Council meeting. All persons interested shall have a reasonable opportunity to be heard. After the hearing, the City Council shall hold a second reading, no less than seven (7) days and no more than thirty (30) days, following the date of the public hearing, at which time the City Council may adopt the ordinance, with or without amendment, or reject it. As soon as practicable after the adoption of any ordinance, the Clerk shall publish and posted the approved ordinance again, together with a notice of its adoption.

c. Effective Date. Except as otherwise provided in this Charter, every adopted ordinance shall become effective at the expiration of thirty (30) days after adoption or any later date specified therein.

d. “Publish” Defined. As used in this Section, the term "Publish" means to print at least once in one or more newspapers of general circulation in the City:

1. The date, time and place for of the public hearing on a proposed ordinance and for its consideration by the City Council, or as applicable the date of adoption and effective date of an ordinance:
2. The ordinance or a brief summary of the ordinance thereof if the text, exclusive of title headings, contains more than one thousand words; and

3. The place where copies of it have a full version of the proposed ordinance has been filed, and the time when they are available for public inspection.

e. “Post” Defined. As used in this section, the term “post” shall mean to place a full version of the proposed ordinance or the adopted ordinance in a public place at City Hall and on the City’s website.
MEETING ITEM COMMENTARY

AGENDA ITEM: (Public Hearing/Final Reading) Charter Amendment #2 – 6.15 Borrowing for Permanent Improvements, Posting and Publishing

COUNCIL RESOURCE: Councilor Nathan Johnston

STAFF RESOURCE: Kevin Sutherland, City Administrator

BACKGROUND: The City Council endeavors to make a few amendments to the Charter. As described in MRSA, Title 30A, Chapter 111, Section 2104, the process for making amendments to the Charter requires a Public Hearing before a vote by Council. Additionally, if approved by the Council, the item would be voted in referendum by the public in November.

This particular change is meant to clarify where full versions of the bond order shall be posted. In addition, it also saves money on advertising costs by publishing a summary of the bond order rather than a full version in a daily newspaper having a general circulation in the City of Saco at least 2 weeks before the final action of the City Council, and approval of five members of the City Council.

EXHIBITS: 1. Saco City Charter Amendment #2

Reading through the exhibit, (Strikethrough represents language to be deleted, while underline represents new language.) Only Sections and subsections of the Charter that have a change are shown in the exhibit. The amendment is not meant to remove or change any other aspect of the Charter. Any changes suggested in other amendments are not shown in this amendment.

SUGGESTED MOTION “I move to open the public hearing for the document titled, ‘Saco City Charter Amendment #2: 6.15 Borrowing for Permanent Improvements, Posting and Publishing, dated June 17, 2019.’”

“I move to close the public hearing”

“The City Council hereby ordains and approves the final reading of ”Saco City Charter Amendment #2: 6.15 Borrowing Permanent Improvements, Posting and Publishing, dated June 17, 2019″ and further Order that the Amendment be placed on the November 5, 2019 ballot. This amendment if approved by the voters, would have an effective date of January 1, 2020.

Note: If the amendment is summarized on the ballot, the full text will be provided to the voter in a separate handout.
Saco City Charter Amendment #2:
6.15 Borrowing for Permanent Improvements, Posting and Publishing,
dated June 17, 2019

Charter Amendment #2 – Shall the municipality approve the charter amendment reprinted (summarized) below.”

(Strike through represents language to be deleted, while underline represents new language.)

Section 6.15 Borrowing for Permanent Improvements.

Money may be borrowed, within the limits fixed by the constitution and statutes of the State now or hereafter applying to said City of Saco, by the issue and sale of bonds or notes pledged on the credit of the City. The proceeds to be used for the acquisition of land, the construction, reconstruction, major alterations extraordinary repairs, and equipment of buildings and other permanent public improvements, the purchase of machinery and equipment. No order providing for the issue of bonds shall be passed without public notice given by posting notice of the same in two public places in the City of Saco, a full version of the Order at a public place in City Hall and on the City’s website, and by publishing a brief summary of the Order publishing said notice in a daily newspaper having a general circulation in the City of Saco at least two weeks before the final action of the City Council, and the approval of five members of the City Council. The City Council may refund bonds, notes and certificates of indebtedness previously issued.
MEETING ITEM COMMENTARY

AGENDA ITEM: (Public Hearing) Renewal Application for a Special Entertainment Permit – Sea Salt Lobster Restaurant

STAFF RESOURCE: Michele L. Hughes, City Clerk

COUNCIL RESOURCE: Councilor William Doyle

BACKGROUND: Sea Salt Products LLC d/b/a Sea Salt Lobster Restaurant has applied for a renewal Special Entertainment Permit. The permit will be concurrent with the establishment’s liquor license.

The applicant has paid all applicable permit fees and the clerk has properly advertised the public hearing in accordance with the Saco City Code, Chapter 93 - Entertainment §93-2.

EXHIBITS: Special Entertainment Permit

RECOMMENDATION: Staff recommends approval.

SUGGESTED MOTION: “I move to open the Public Hearing.”

“I move to close the Public Hearing and be it ordered that the City Council grant the renewal application submitted by Sea Salt Products LLC d/b/a Sea Salt Lobster Restaurant for a Special Entertainment permit to be concurrent with the establishment’s current liquor license”.

“I move to approve the Order.”
PERMIT TO BE DISPLAYED

MUNICIPALITY: Saco
COUNTY: York, Maine

Fee Paid: $800.00
Advertising: $40.00
Date Paid: 5-30-2019

Special Entertainment Permit

This permit is hereby granted upon condition that the licensed premises do not violate the above statute or any ordinance, rules or regulations promulgated pursuant thereto.

<table>
<thead>
<tr>
<th>Licensee’s Name:</th>
<th>Ian Miller</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name:</td>
<td>Sea Salt lobster Restaurant</td>
</tr>
<tr>
<td>Location of Premises:</td>
<td>660 Main St Saco ME 04072</td>
</tr>
<tr>
<td>P.O. Box Address:</td>
<td></td>
</tr>
<tr>
<td>Municipality:</td>
<td>Saco</td>
</tr>
<tr>
<td>Description of Premises:</td>
<td>Restaurant</td>
</tr>
<tr>
<td>Facilities Required:</td>
<td></td>
</tr>
<tr>
<td>Hours Permit is Effective:</td>
<td>11 am to 10 pm</td>
</tr>
<tr>
<td>Type(s) of music, dancing, entertainment permitted:</td>
<td>Live music</td>
</tr>
</tbody>
</table>

This permit expires: June 30, 2020, unless revoked by the Municipal Officials.

Dated at the City of Saco this: day of: , 20...

Mayor

Certified True Copy: 

Municipal Clerk: 

Council members of the City of Saco
AGENDA ITEM: D  
July 1, 2019

MEETING ITEM COMMENTARY

AGENDA ITEM: (First Reading) Cascade Contract Zone: Subdivision Amendment

COUNCIL RESOURCE: Councilor William Doyle

STAFF RESOURCE: Emily Cole-Prescott, City Planner  
Kevin Sutherland, City Administrator

BACKGROUND: Based on an opinion from City Attorney Murphy, the City Council has requested review of all subdivision amendments in the Park North and Cascade Contract Zones.

Recently, the Planning Board conditionally approved the re-subdivision of 4 Cascade Road to create one additional lot. The applicant, Amari Holdings, has also submitted a site plan application for construction of a 6,000-sq. ft. structure for 3,000 sq. ft. of business use and 3,000 sq. ft. of medical office space. The applicant is pending further review by the Planning Board of the site plan application until the Council has issued its decision on this subdivision amendment, which is considered the ninth amendment to the overall Park North and Cascades Subdivision Plan. The exhibits include items that reference all subdivision amendments and are included for the Council’s reference.

EXHIBITS:
1. Memo from Emily Cole-Prescott to City Council dated May 30, 2019 with attachments
2. Link to Memo from Kevin Sutherland dated November 8, 2018 (see page 44)

RECOMMENDATION: Staff recommends approval of this amendment to the Cascade Contract Zone, as conditionally approved under subdivision review by the Planning Board.

SUGGESTED MOTIONS: “I move to approve the first reading of this subdivision amendment to the Cascade Contract Zone, and to schedule a public hearing for this item on July 15, 2019.”
TO: Mayor Lovell and City Council

FROM: Emily Cole Prescott, City Planner

DATE: May 30, 2019

RE: Ninth Amendment – Park North Subdivision

At their meeting on April 30, 2019, the Planning Board approved the re-subdivision for 4 Cascade Road, which created one additional lot in the Park North Subdivision. Because the initial subdivision plan is incorporated by reference in the contract zone and this will revise that referenced plan, the Planning Board conditioned final subdivision approval on the Council’s review and approval of the plan. The applicant has submitted a site plan review application to construct a 6,000 square ft. mixed use (3,000 square ft. medical office & 3,000 square ft. business office space) on the new lot. Because the site plan includes the division of the land into two lots, the Planning Board cannot issue a decision on the site plan application until the re-subdivision has been approved by the City Council.

This revision is the ninth amendment to the subdivision plan, and is presented tonight along with follow-up information about the eight amendments to the subdivision plan which were discussed with the Council in workshop on November 13, 2018.

Enclosed please find the minutes of the Planning Board’s April 30, 2019 meeting, where the final subdivision plan was approved. Also included is the plan review memo for final subdivision review.

I look forward to answering any questions.
Approved Minutes
Planning Board
Tuesday, April 30, 2019
6:00 PM Special Meeting
City Hall Conference Room (First Floor)

Present for the Board: Chair Neil Schuster; Vice Chair Don Girouard; Matt Provencal; Joyce Leary Clark; Jeff Brochu; Peter Scontras; Alyssa Bouthot
Also Present: Roger Gay, City Council Liaison; Joe Laverriere, City Engineer; Emily Cole Prescott, City Planner

Note: Regular meeting is audio recorded. These audio records will be posted on the City’s website and available for public review within one week of the meeting.

1. Call to Order: Chair Shuster called the regular meeting to order at 6:05 PM.
2. Minutes of April 16, 2019 Meeting: Jeff Brochu asked that the spelling of Bill Cormier’s name be revised. Jeff Brochu made a motion to approve the meeting minutes with this amendment. Joyce Leary Clark seconded the motion, and it carried unanimously.
3. New Business, Tabled Items & Public Hearings:
   a. 4 Cascade Road (Map 62 Lot 1-4): Final Subdivision Plan Review – Re-subdivision to create one lot
      • Applicant: Amari Holdings LLC
      • Zone: Cascade Contract Zone & MU-3
      
      Bill Thompson of BH2M and Nate Libby of Amari Holdings were present to discuss this application.
      Overview: Emily Cole-Prescott introduced the final subdivision application, indicating that a condition of preliminary approval to provide financial capacity documentation upon final plan review had not been done. Additionally, the need to have the final subdivision reviewed by the City Council for the subdivision amendment because it is part of the contract zone, should be done before the site plan review application. Options include looking at the site plan review application to review what has been received thus far with the applicant, pending action until the Council has reviewed the subdivision plan amendment that is incorporated by reference in the contract zone.

Discussion, Waiver Requests & Application Completeness:
   • Financial Capacity: Don Girouard moved that the Planning Board waive section 1.1.10 for financial and technical capacity on the basis that it is not necessary for the creation of one lot. Jeff Brochu seconded the motion, and it carried, with Peter Scontras opposed.

Application Completeness: Alyssa Bouthot moved to find the application for final subdivision review to create one additional lot for Map 62 Lot 1-4 complete. The motion carried, 5-2, with Jeff Brochu and Peter Scontras opposed.
Traffic and Proposed Conditions of Approval: The Board reviewed a proposed condition of approval, which requires the Park North/Cascades Traffic Movement Permit (TMP) approval before a Certificate of Occuancy is issued. Jeff Brochu moved to delete condition #14 from the proposed list of conditions of approval. There was no second so the motion failed.

There was discussion about the sun-set Traffic Movement Permit for Park North and the Cascades. E. Cole-Prescott indicated that the Traffic Movement Permit has been filed. There was question as to whether certificates of occupancy will be withheld until the TMP is approved, and E. Cole-Prescott stated that she has been told that Certificates of Occupancy cannot be issued by the Code Enforcement Department until the TMP is approved. Joe Laverriere, City Engineer, answered some questions about the TMP application. The Board had a discussion about and asked questions about the TMP.

Public Hearing: Don Girouard moved to open the public hearing. Jeff Brochu seconded the motion, and it carried unanimously.

- Roger Gay, City Council Liaison, spoke.
- Kevin Roche spoke in favor of the application, and expressed concerns about the Park North/Cascade Contract Zone, TMP, and other enforcement matters relative to that area.

Jeff Brochu moved to close the public hearing. Matt Provencal seconded the motion, and it carried unanimously.

Action: Jeff Brochu moved to approve the final subdivision plan for creation of one additional lot per the findings of fact and conditions of approval dated April 30, 2019. Matt Provencal seconded the motion, and it carried, 6-1, with Peter Scontras opposed.

b. 4 Cascade Road (Map 62 Lot 1-4): Site Plan & Design Review Application – 6,000 sq. ft. commercial structure and associated site improvements
   - Applicant: Amari Holdings LLC
   - Zone: Cascade Contract Zone & MU-3
   - Bill Thompson of BH2M and Nate Libby of Amari Holdings were present to discuss this application.

Don Girouard moved to table the site plan review application consideration to a future meeting. Alyssa Bouthot seconded the motion, and it carried unanimously.

c. 19 Mill Brook Road (Map 45 Lot 19-3-9): Site Plan Review – 60,000 square feet industrial facility in two phases with associated site improvements
   - Applicant: Nikel Holdings
   - Zone: I-3
   - Craig Burgess, Sebago Technics, was present to discuss this application.

Overview: Emily Cole-Prescott introduced the application, indicating that the owner has applied for site plan review to bring Precision Manufacturing to the Mill Brook Business Park. The first phase will consist of 40,000 square feet, and the second phase is proposed at 20,000 square feet. The application includes associated site improvements.

Application Completeness: Jeff Brochu moved to find the application for site plan review for 19 Mill Brook Road complete. Joyce Leary Clark seconded the motion, and it carried unanimously.
Craig Burgess presented the plan, and answered the Board’s questions about the proposal. The business is primarily C&C milling, with low intensity and low water usage.

**Public Hearing:** Jeff Brochu moved to open the public hearing. Joyce Leary Clark seconded the motion, and it carried unanimously.

- Roger Gay, City Council Liaison, asked about the number of employees.
- Kevin Roche asked about sewer capacity.

Craig Burgess responded that there will be no more than 70 employees on each shift, and there will be two shifts. Craig Burgess noted that there is significantly low water usage for this business, and coordination has occurred with the Water Resource Recovery Director Howard Carter.

Jeff Brochu moved to close the public hearing. Peter Scontras seconded the motion, and it carried unanimously.

**Action:** Joyce Leary Clark moved to approve the site plan application for 19 Mill Brook Road, in the Mill Brook Business Park, per the findings of fact and the conditions of approval, both dated April 30, 2019.

Updates & Other Discussion: The Board asked that additional detail be provided about the TMP application in Park North/Cascades.

Adjournment: Without objection, the meeting adjourned at 8:15 PM.
TO: Planning Board
CC: Walter Pelkey, BH2M & Nate Libby, Amari Holdings
FROM: Emily Cole-Prescott, City Planner
DATE: April 25, 2019
RE: Amari Site: Subdivision Amendment Request (Map 62 Lot 1-4) – Final Subdivision Review to create one additional lot

Overview: As the Board is aware, Walter Pelkey and Nate Libby have been working on a site plan review application for a proposed 6,000 square ft. structure and associated site improvements on Lot C5-2. The site plan review application included an amended subdivision plan showing Lot C5-2 divided into two parcels. This divided parcel line was also shown on the site plans submitted for the Board’s review.

This site is also subject to a Site Location of Development Permit, which is administered by the DEP. The applicant will be required to record this amendment and obtain approval from the DEP.

The Board reviewed and approved the preliminary plan application on April 2, 2019, issuing several conditions of approval. The applicant is required to obtain the City Council’s approval before the lot may be legally divided, and before the City releases the mylars to be filed on the York County Registry.

Application Completeness: The applicant has either submitted, or responded to, the submission requirements outlined in the Subdivision Regulations. As indicated before, the Board may see some of these submission requirements fulfilled by the site plan review application. If the Board agrees with Staff that the application for final plan review is complete, a suggested motion is: “I move to find the application for final subdivision review to create one additional lot for Map 62 Lot 1-4 complete.”

Public Hearing: The Board should receive public comments on this final subdivision application. A suggested motion is: “I move to open the public hearing.” After public comment is received, a suggested motion is: “I move to close the public hearing.”

Departmental Reviews: Department reviews had primarily occurred during the preliminary plan review. However, the City Engineer was sent the revised plans for further comment. Please see the City Engineer’s memo dated April 24, 2019.

Discussion: The Board will review many of the items for site plan review which is also on this evening’s meeting agenda.

To review this application, the Board should consider the following standards found in the Subdivision Regulations:

1.1.1 Pollution. The proposed subdivision will not result in undue water or air pollution. In making this determination, it shall at least consider:
A. The elevation of the land above sea level and its relation to the flood plains;
B. The nature of soils and subsoils and their ability to adequately support waste disposal;
C. The slope of the land and its effect on effluents;
D. The availability of streams for disposal of effluents; and
E. The applicable state and local health and water resource rules and regulations;

1.1.2 Sufficient water. The proposed subdivision has sufficient water available for the reasonably foreseeable needs of the subdivision;

1.1.3 Municipal water supply. The proposed subdivision will not cause an unreasonable burden on an existing water supply, if one is to be used;

1.1.4 Erosion. The proposed subdivision will not cause unreasonable soil erosion or a reduction in the land’s capacity to hold water so that a dangerous or unhealthy condition results;

1.1.5 Traffic. The proposed subdivision will not cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed;

1.1.6 Sewage disposal. The proposed subdivision will provide for adequate sewage waste disposal and will not cause an unreasonable burden on municipal services if they are utilized;

1.1.7 Municipal solid waste disposal. The proposed subdivision will not cause an unreasonable burden on the municipality’s ability to dispose of solid waste, if municipal services are to be utilized;

1.1.8 Aesthetic, cultural and natural values. The proposed subdivision will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline;

1.1.9 Conformity with local ordinances and plans. The proposed subdivision conforms with a duly adopted subdivision regulation or ordinances, comprehensive plan, development plan or land use plan, if any. In making this determination, the municipal reviewing authority may interpret these ordinances and plans;

1.1.10 Financial and technical capacity. The subdivider has adequate financial and technical capacity to meet the standards of this section;

1.1.11 Surface waters; outstanding river segments. Whenever situated entirely or partially within the watershed of any pond or lake or within 250 feet of any wetland, great pond or river as defined in Title 38, Chapter 3, subchapter I, article 2-B, the proposed subdivision will not adversely affect the quality of that body of water or unreasonably affect the shoreline of that body of water.

A. When lots in a subdivision have frontage on an outstanding river segment, the proposed subdivision plan must require principal structures to have a combined lot shore frontage and setback from the normal high-water mark of 500 feet.

1) To avoid circumventing the intent of this provision, whenever a proposed subdivision adjoins a shoreland strip narrower than 250 feet which is not lotted, the proposed subdivision shall be reviewed as if lot lines extended to the shore.

2) The frontage and setback provisions of this paragraph do not apply either within areas zoned as general development or its equivalent under shoreland zoning, Title 38, chapter 3, subchapter I, article 2-B, or within areas designated by ordinance as densely developed. The determination of which areas are densely developed must be based on a finding that existing development met the definitional requirements of section 4401, subsection 1, on September 23, 1983;
1.1.12 Groundwater. The proposed subdivision will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of groundwater;

1.1.13 Flood areas. Based on the Federal Emergency Management Agency’s Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, and information presented by the applicant whether the subdivision is in a flood-prone area. If the subdivision, or any part of it, is in such an area, the subdivider shall determine the 100-year flood elevation and flood hazard boundaries within the subdivision. The proposed subdivision plan must include a condition of plan approval requiring that principal structures in the subdivision will be constructed with their lowest floor, including basement, at least one foot above the 100-year flood elevation;

1.1.14 Freshwater wetlands. All freshwater wetlands within the proposed subdivision have been identified on any maps submitted as part of the application, regardless of the size of the wetlands. Any mapping of freshwater wetlands may be done with the help of the local soil and water conservation district;

1.1.15 River, stream or brook. Any river, stream or brook within or abutting the proposed subdivision has been identified on any maps submitted as part of the application. For purposes of this section, “river, stream or brook” has the same meaning as in Title 38, section 480-B, subsection 9;

1.1.16 Storm water. The proposed subdivision will provide for adequate stormwater management;

1.1.17 Spaghetti-lots prohibited. If any lots in the proposed subdivision have shore frontage on a river, stream, or brook, great pond or coastal wetland as these features are defined in Title 38, section 480-B, none of the lots created within the subdivision have a lot depth to shore frontage ratio greater than 5 to 1;

1.1.18 Lake phosphorus concentration. The long-term cumulative effects of the proposed subdivision will not unreasonably increase a great pond’s phosphorus concentration during the construction phase and life of the proposed subdivision; and

1.1.19 Impact on adjoining municipality. For any proposed subdivision that crosses municipal boundaries, the proposed subdivision will not cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision is located.

Conclusion & Suggested Motion: If the Board agrees with the drafted Findings of Fact and Conditions of Approval, a suggested motion is: “I move to approve the final subdivision plan for Map 64 Lot 1-4 for the creation of one additional lot per the enclosed findings of fact and conditions of approval dated April 30, 2019.”

Saco Planning Board
Findings of Fact
Re-Subdivision: Amari Holdings
Final Plan Review
Map 62 Lot 1-4
April 30, 2019

1. The applicant and owner is Amari Holdings, LLC, with a mailing address of 5 Stone Pony Circle, Saco, ME 04072.
2. The agent for the project is Walter Pelkey, of BH2M Engineering, with a mailing address of 28 State Street, Gorham, ME 04038.
3. The proposal is to further divide one lot into two lots (thereby creating one lot) in the Park North/Cascades Subdivision. The applicant proposes a re-subdivision plan to create one additional lot from what is termed “Lot C5-2” on the proposed plan.

4. The proposed lot will be 42,779 square feet. The property is located within parcel one of the Cascade Contract Zone, which requires the following for property development:
   a. Minimum Lot Size: 7,500 square feet
   b. Minimum Street Frontage: 50 feet
   c. Minimum Front Yard: 50 feet (for front yard facing Route 1)
   d. Minimum Side Yard: 10 feet (for lots not abutting residential/conservation)
   e. Minimum Rear Yard: 10 feet (for lots not abutting residential/conservation)
   f. Maximum Building Height: 60 feet
   g. Maximum Building Coverage: 50%

The property is to be subdivided for future development of a 6,000 square ft. commercial structure and associated site improvements. The applicant has proposed a site plan review application for the commercial building.

5. The owner has presented right, title and interest in the property with deed filed on the York County Registry, Book 17473 Page 864. The property is known as 4 Cascade Road, and can be identified as Map 62 Lot 1-4.

6. Although the purpose of this proposal is to only create one lot, the parcel was part of an originally approved subdivision plan and therefore requires preliminary subdivision plan review per section 7.1 of the Subdivision Regulations, which outlines the requirements for revisions to approved plans.


8. Traffic generated by this lot will be primarily determined by the use and site plan review proposal. Since the Department has already received documentation and peer review on the amount of traffic proposed with the new uses and newly proposed structure, this information has been included in the preliminary subdivision review application. The traffic analysis indicated that the proposed uses and square footage on site will generate 134 daily trips, with 15 to 16 trips during peak hours. This project is part of the Park North/Cascades subdivision and Cascade Contract Zone. Elliott Chamberlain, developer of Park North, has filed an updated Traffic Movement Permit with the Maine DOT which will include this property.

9. Connectivity/Pedestrian Needs: Any future development on lot C-5 will include sidewalk development as part of the development plan.

10. Sewer: The site will be served by the City’s sewer system, and the current lot is already served by the City’s sewer.

11. Public Water: The site is currently served by Maine Water, and the applicant has provided a capacity letter dated April 4, 2019.

12. Stormwater Management: The site is part of the larger Park North/Cascades Subdivision, which included provisions for stormwater. The Public Works Department monitors the amount of stormwater and infrastructure as part of each plan review, to ensure that the stormwater facilities are appropriately sized for new development as it is added to the site.

13. The submissions detailed above are sufficient to make a determination on the completeness of submissions, and compliance with the City of Saco Subdivisions and Zoning Ordinances, of the final subdivision plan.
The Planning Board has considered the following criteria from the Subdivision Regulations, and before granting approval for the final plan has determined that:

1.1.1  **Pollution.** The proposed subdivision will not result in undue water or air pollution. In making this determination, it shall at least consider:
   A. The elevation of the land above sea level and its relation to the flood plains;
   B. The nature of soils and subsoils and their ability to adequately support waste disposal;
   C. The slope of the land and its effect on effluents;
   D. The availability of streams for disposal of effluents; and
   E. The applicable state and local health and water resource rules and regulations;

1.1.2  **Sufficient water.** The proposed re-subdivision has sufficient water available for the reasonably foreseeable needs of the subdivision; No concerns have been reported.

1.1.3  **Municipal water supply.** The proposed subdivision will not cause an unreasonable burden on an existing water supply, if one is to be used; The existing lot is currently served by Maine Water. However, the applicant has requested a capacity letter from Maine Water.

1.1.4  **Erosion.** The proposed subdivision will not cause unreasonable soil erosion or a reduction in the land’s capacity to hold water so that a dangerous or unhealthy condition results;

1.1.5  **Traffic.** The proposed subdivision will not cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed; Material submitted with the site plan review application and added to the record for this application review indicate 134 daily vehicle trips, which does not require a traffic impact analysis.

1.1.6  **Sewage disposal.** The proposed subdivision will provide for adequate sewage waste disposal and will not cause an unreasonable burden on municipal services if they are utilized; The current site is served by the City’s sewer system, and the proposal is for this new lot to also be served by the existing sewer system.

1.1.7  **Municipal solid waste disposal.** The proposed subdivision will not cause an unreasonable burden on the municipality’s ability to dispose of solid waste, if municipal services are to be utilized;

1.1.8  **Aesthetic, cultural and natural values.** The proposed subdivision will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline;

1.1.9  **Conformity with local ordinances and plans.** The proposed subdivision conforms with a duly adopted subdivision regulation or ordinances, comprehensive plan, development plan or land use plan, if any. In making this determination, the municipal reviewing authority may interpret these ordinances and plans;

1.1.10 **Financial and technical capacity.** The subdivider has adequate financial and technical capacity to meet the standards of this section; The subdivider has completed other such projects, most recently the gym facility on 4 Cascade Road, next to the proposed location of this property. However, a waiver is requested of this standard only for preliminary plan review, indicating that the financial capacity documentation will be submitted upon final plan review.

1.1.11 **Surface waters; outstanding river segments.** Whenever situated entirely or partially within the watershed of any pond or lake or within 250 feet of any wetland, great pond or river as defined in Title 38, Chapter 3, subchapter I, article 2-B, the proposed subdivision will not adversely affect the quality of that body of water or unreasonably affect the shoreline of that body of water.
   A. When lots in a subdivision have frontage on an outstanding river segment, the proposed subdivision plan must require principal structures to have a combined lot shore frontage and setback from the normal high-water mark of 500 feet.
   1) To avoid circumventing the intent of this provision, whenever a proposed subdivision adjoins a shoreland strip narrower than 250 feet which is not
lotted, the proposed subdivision shall be reviewed as if lot lines extended to the shore.

2) The frontage and setback provisions of this paragraph do not apply either within areas zoned as general development or its equivalent under shoreland zoning, Title 38, chapter 3, subchapter I, article 2-B, or within areas designated by ordinance as densely developed. The determination of which areas are densely developed must be based on a finding that existing development met the definitional requirements of section 4401, subsection 1, on September 23, 1983;

1.1.12 Groundwater. The proposed subdivision will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of groundwater;

1.1.13 Flood areas. Based on the Federal Emergency Management Agency’s Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, and information presented by the applicant whether the subdivision is in a flood-prone area. If the subdivision, or any part of it, is in such an area, the subdivider shall determine the 100-year flood elevation and flood hazard boundaries within the subdivision. The proposed subdivision plan must include a condition of plan approval requiring that principal structures in the subdivision will be constructed with their lowest floor, including basement, at least one foot above the 100-year flood elevation;

1.1.14 Freshwater wetlands. All freshwater wetlands within the proposed subdivision have been identified on any maps submitted as part of the application, regardless of the size of the wetlands. Any mapping of freshwater wetlands may be done with the help of the local soil and water conservation district; A soil map of the site has been provided.

1.1.15 River, stream or brook. Any river, stream or brook within or abutting the proposed subdivision has been identified on any maps submitted as part of the application. For purposes of this section, “river, stream or brook” has the same meaning as in Title 38, section 480-B, subsection 9;

1.1.16 Storm water. The proposed subdivision will provide for adequate stormwater management; This division is part of a larger, previously-approved subdivision, Park North/Cascades. Stormwater facilities have been adequately sized and constructed to handle the additional stormwater impact from this one lot division. Further, more detailed review of the stormwater management will be done upon site plan review.

1.1.17 Spaghetti-lots prohibited. If any lots in the proposed subdivision have shore frontage on a river, stream, or brook, great pond or coastal wetland as these features are defined in Title 38, section 480-B, none of the lots created within the subdivision have a lot depth to shore frontage ratio greater than 5 to 1;

1.1.18 Lake phosphorous concentration. The long-term cumulative effects of the proposed subdivision will not unreasonably increase a great pond’s phosphorous concentration during the construction phase and life of the proposed subdivision; and

1.1.19 Impact on adjoining municipality. For any proposed subdivision that crosses municipal boundaries, the proposed subdivision will not cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision is located.
1. All details will conform to City of Saco standards, including but not limited to the City of Saco Zoning Ordinance and Subdivision Regulations.

2. Approval of the final plan is conditioned upon compliance by the applicant with any and all oral commitments regarding the project which were specifically made by the applicant to the Board in the course of its deliberations.

3. This approval is governed by the action taken by the Saco Planning Board for the final subdivision plan application.

4. No deviations from the approved plans are permitted without prior approval from the Planning Board for major changes, and from the City Planner for minor changes. The determination of major or minor shall be made by the City Planner.

5. The applicant shall adhere to all outstanding comments from City Staff or consultants utilized by the City during review of the project. Remaining City Engineering and any outstanding staff comments shall be addressed by the applicant to the satisfaction of City Staff before the pre-construction meeting is scheduled.

6. A Letter of Credit, acceptable to the City of Saco, shall be established for 150% of the construction cost of all required improvements, including but not limited to the following: utility installation; landscaping; paving; work within ROW; road construction, drainage, loam & seed; and sediment & erosion control. To establish the amount of the Letter of Credit, the applicant shall provide the City with itemized, per unit cost estimates, and a construction schedule, at least one week before any anticipated site work. This Letter of Credit shall be maintained for a period not less than three months beyond the anticipated completion of the project.

7. Prior to work commencing, the applicant shall establish a construction inspection account equal to 3% of the base cost of the Letter of Credit.

8. No work shall commence until two mylar sets and three paper sets of the final plans have been received by the Planning & Development Department, signed by the Planning Board and recorded at the York County Registry of Deeds. Proof of recording shall be submitted to the Planning & Development Department.

9. Prior to any construction activities, the applicant and contractor shall meet with the City Engineer and City Planner to review plans, inspection schedules and erosion control practices.

10. All plans and specifications shall be provided on disk in an AutoCAD format. The final plan shall be submitted in digital format as a single composite electronic file. The plan may be submitted on a disc, via e-mail, or other format acceptable to the City Planner, and shall be compatible with commonly used CAD and/or GIS software. See Section 6.2.6 of the Subdivision Regulations for further detail.

11. As-built plans shall be submitted before the final release of the Letter of Credit.

12. Stumps generated on site will be ground and either used on site for erosion control or will be hauled off-site. Stumps shall not be buried within areas shown as right-of-way on the final plan.

13. No filling or alteration of wetlands on individual lots shall be done without the appropriate state or local approvals.
14. No Certificate of Occupancy may be issued without approval of the Traffic Movement Permit for Park North and the Cascades, which has been filed by Elliott Chamberlain of Park North Development LLC.

15. The Board also references condition #13 of the fifth amended subdivision plan, approved by the Board on March 4, 2014 and incorporates this condition into this approval, which states: “Connectivity for motor vehicles and pedestrians between this development and abutting parcels is a priority for the Board and the City. Accordingly, the applicant and future tenants or buyers of lots within the Cascades and Park North subdivisions are required, where deemed applicable by the Board, to provide as an element of site plan review an engineered proposal with the goal of establishing a paved connection between parcels. An easement or easements that may be necessary to allow for connections between parcels shall be provided by the applicant(s).”

16. All previous conditions of approval for the Park North and Cascades Subdivisions and subsequent amendments are not altered with this approval. Where there appears to be conflicting conditions, the more strict condition of approval shall apply.

17. The applicant will file with and obtain approval for an amendment to the existing Site Location of Development permit.

18. The applicant will add the applicable Tax Map and Lot numbers to all of the parcels, and shall confirm the numbering with City Staff.

19. The applicant is required to obtain City Council’s review of the subdivision amendment, per the terms of the Contract Zone. The Planning & Development Department will not release mylars for filing on the York Country Registry until such time that the subdivision has been reviewed and approved by the Saco City Council.