

Planning and Development

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Minutes

Planning Board

Tuesday, July 9, 2019

5:30 PM Special Meeting

City Hall Auditorium (Second Floor)

Present for the Board: Chair Neil Schuster; Vice Chair Don Girouard; Peter Scontras; Matt Provencal; Joyce Leary Clark; Alyssa Bouthot; Jeff Brochu

Also Present: 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.

1. Call to Order: Chair Neil Schuster called the meeting to order at 5:33 PM.
2. Minutes of Previous Meetings: The Board reviewed draft minutes of the May 14th, May 21st and July 2nd Planning Board meetings:
 - a. Minutes of May 14, 2019: Jeff Brochu stated that Nathan Johnston spoke during the public hearing, so this should be noted on page 2.
 - b. Minutes of May 21, 2019: No revisions.
 - c. Minutes of July 2, 2019: Jeff Brochu asked that his name be added to "present for the Board."

Peter Scontras moved to approve the minutes of the May 14, 2019, May 21, 2019 and July 2, 2019 meetings with the noted amendments. Matt Provencal seconded the motion, and it carried unanimously.

3. New Business, Tabled Items & Public Hearings:
 - a. Application Review & Public Hearing: Map 42 Lot 1-2: Final Subdivision Review – Re-subdivision to create two additional lots
 - Applicant: City of Saco
 - Zone: B-8 & I-1

Joe Laverriere, City Engineer and Pat Fox, Public Works Director, were present for discussion.

Overview: Emily Cole-Prescott presented an overview of the application: Applicant, City of Saco, requests final subdivision review to divide three additional lots from map 42 lot 1-2. The existing lot was part of the previously approved Saco-Sweetser subdivision. This proposal includes a right-of-way from the existing Spring Hill Road to map 42 lot 1-2. The proposal is to construct an approximate 1,400' dead-end road built to City street standards to provide access to lot one, and proposed lots 2, 3, and 4. This plan is accompanied by a site plan review/design review application for the development of lot one (approximately 15 acres) to serve as the new Public Works facility.

The Board approved the preliminary plan on June 18, 2019, granting the following waivers:

- Section 10.11.5.9: Dead Ends
- Section 10.15.2: Underground Utilities

- Section 11.9.1: Vertical Granite Curb
- Sections 11.11 and 11.17: Sidewalks and Esplanades

Application Completeness: Vice Chair Girouard moved to find the application for final subdivision review for Map 42 Lot 1-2 complete. Jeff Brochu seconded the motion, and it carried unanimously.

Public Hearing: Peter Scontras moved to open the public hearing. Alyssa Bouthot seconded the motion, and it carried unanimously. No member of the public chose to speak about the application. **Peter Scontras moved to close the public hearing. Alyssa Bouthot seconded the motion, and it carried unanimously.**

Discussion: Jeff Brochu noted concerns about the small lot size and building size to be retained by the City of Saco for the public works facility. Joe Laverriere replied that the Public Works Department has considered the size of the site. Lot 4 will be retained by the City until further notice. Vice Chair Girouard indicated that there should be consideration from the City Council and others on the marketing and sale of these other lots relative to the City's needs.

The Board discussed proposed condition #7, noting that the TMP can be conditioned before issuance of Certificate of Occupancy rather than before start of construction.

Action: Joyce Leary Clark moved to approve the application for final subdivision review for Map 42 Lot 1-2 with the edit of the condition of approval #7 and per the findings of fact and conditions of approval. Alyssa Bouthot seconded the motion, and it carried, 6-0-1, with Jeff Brochu abstaining from the vote.

- b. Application Review & Public Hearing: Map 42 Lot 1-2: Site Plan & Design Review – New Public Works Facility, accessory structures and associated site improvements
 - Applicant: City of Saco
 - Zone: B-8 & I-1

Joe Laverriere, City Engineer and Pat Fox, Public Works Director, were present for discussion.

Overview: Emily Cole-Prescott introduced the application: Applicant, City of Saco, requests the Board's review of site plan and design review for the construction of a new Public Works facility and associated site improvements on Map 42 Lot 1-2. The proposal consists of an approximate 27,000 square feet structure, 6,900 square feet of storage, 6,900 square ft. salt shed, and 1,152 square feet transportation building. The site is to be served by 192 parking spaces and will include a fuel island with 10,000-gallon diesel and 10,000-gallon gasoline above-ground storage tanks.

Application Completeness: The application was found complete at the June 18th Planning Board meeting.

Design Review: The Board had discussed and reviewed architectural and elevation plans at the June 18th meeting. Joe Laverriere provided a brief overview of the design.

Public Hearing: Vice Chair Girouard moved to open the public hearing. Jeff Brochu seconded the motion, and it carried unanimously. No member of the public chose to speak about the

application. **Vice Chair Girouard moved to close the public hearing. Jeff Brochu seconded the motion, and it carried unanimously.**

Discussion: Jeff Brochu asked about provisions for snow plowing, and Joe Laverriere and Pat Fox responded that snow is currently hauled off site at the existing public works facility. Pat Fox explained that the transfer station is the permitted snow dump.

E. Cole-Prescott noted that it would be appropriate to modify condition #13 to indicate that the TMP be issued prior to the issuance of a Certificate of Occupancy.

Action: **Jeff Brochu moved to approve the site plan and design review for Map 42 Lot 1-2, for the construction of the new Public Works facility and associated site improvements, per the findings of fact and conditions of approval dated July 9, 2019. Vice Chair Girouard seconded the motion, and it carried unanimously.**

- c. Application Review & Public Hearing: 769 Portland Road (Map 44 Lot 7): Site Plan Amendment – Building Addition & Parking Expansion
 - Applicant: Fuss & O’Neill, Inc.
 - Zone: B-2B

Rick Lundborn, Fuss & O’Neill, was present for discussion.

Overview: Applicant, Fuss & O’Neill requests review of a site plan amendment and accompanying design review for two additions (560- sq. ft. and 3,210-sq. ft.) over existing impervious area and a parking expansion to accommodate 100 vehicles. The Board has previously approved site plans for Patriot Subaru in 2002 and 2012. One of the reasons for the requested parking lot expansion is to appropriately park cars toward the side and rear of the site, rather than in the front of the site.

Waiver Requests: The Board reviewed the following waiver requests:

- Section 230-1104(9): Landscaping Plan – **Joyce Leary Clark moved to waive section 230-1104(9), landscape plan. Alyssa Bouthot seconded the motion, and it carried unanimously.**
- Section 230-1104(15): Traffic – There was discussion about this waiver request. Vice Chair Girouard made a statement that the Board has concerns as to whether this addition will cause significant traffic concerns and potential traffic impacts. Rick Lundborn agreed to submit trip generation information based on the latest ITE manual. This information will be peer reviewed by the City’s traffic engineer. **Vice Chair Girouard moved to waive section 230-1104(15) to not require a traffic study for this application. Alyssa Bouthot seconded the motion, and it carried, 5-2, with Peter Scontras and Jeff Brochu voting in opposition.**

Application Completeness: With the approved waivers and discussion about traffic, the Board moved to make a finding on application completeness. **Vice Chair Girouard moved to find the application for site plan and design review amendment for 769 Portland Road, Patriot Subaru, complete. Alyssa Bouthot seconded the motion, and it carried unanimously.**

Applicant’s Presentation: Rick Lundborn presented the application and answered the Board’s questions. Jeff Brochu encouraged the applicant to speak with their client about using the grant funding available for stormwater improvements in the Goosefare Brook Watershed. Matt Provencal

agreed with the comments from the City's lighting peer reviewer, and Rick Lundborn responded that the wattage has been lowered based on those comments.

Peter Scontras left the meeting at 6:38 PM.

Public Hearing: Jeff Brochu moved to open the public hearing. Joyce Leary Clark seconded the motion, and it carried unanimously. No member of the public chose to speak about the application. **Jeff Brochu moved to close the public hearing. Joyce Leary Clark seconded the motion, and it carried unanimously.**

Action: Vice Chair Girouard moved to amend condition of approval #21 to add “and Planning Board comments” so condition #21 will state: “*The applicant will respond to any remaining City Staff comments and Planning Board comments to the satisfaction of City Staff.*” Joyce Leary Clark seconded the motion, and it carried unanimously.

Vice Chair Girouard moved to approve the site plan and design review amendment for 769 Portland Road, Map 44 lot 7, per the findings of fact and amended conditions of approval, both dated July 9, 2019. Alyssa Bouthot seconded the motion, and it carried unanimously.

4. Old Business: None.
5. Updates from City Planner/Planning & Development Department: No new items to report.
6. Other Discussion: None.
7. Adjournment: Without objection, the meeting adjourned at 7:00 PM.