

Planning and Development

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Minutes
Planning Board
Tuesday, September 17, 2019
City Hall Conference Room (First Floor)
6:00 PM – Regular Meeting

Present for Board: Chair Neil Schuster, Peter Scontras, Joyce Leary Clark, Matt Provencal, Jeff Brochu, Alyssa Bouthot

Also present: Emily Cole-Prescott, City Planner; Isabelle Oechsle, Program Coordinator

Absent: Vice Chair Don Girouard (excused)

1. Call to Order: Chair Neil Schuster called the meeting to order at 6:12 PM.
2. Review Minutes of Previous Meetings:
 - a. August 6, 2019: **Jeff Brochu moved to approve the August 6, 2019 minutes. Joyce Leary Clark seconded, and the motion carried unanimously.**
 - b. September 3, 2019: Joyce Leary Clark suggested a revision of “habitable space must be at least 6’8” on pages 7 and 8. **Joyce Leary Clark moved to approve the revised September 3, 2019 minutes. Jeff Brochu seconded, and the motion carried unanimously.**
3. New Business, Tabled Items & Public Hearings –
 - a. Continued Application Review & Public Hearing: 4 Cascade Road (Map 62 Lot 1-4): Site Plan & Design Review – 6,000 square ft. commercial structure with associated site improvements
 - Applicant: Amari Holdings LLC
 - Zone: MU-3 & Cascade Contract Zone

Overview: Applicant Nate Libby and BH2M have been working on a site plan & design review application for a proposed 6,000 square ft. single-story commercial structure and associated site improvements. The Board reviewed this application on February 19, 2019, providing feedback to the applicant about submissions received to date. The Board did not consider it a complete application at that time. The applicant has since received approval for final subdivision review to split one lot, where the 6,000 sq. ft. commercial structure is planned. Because the plan is incorporated by reference into the contract zone, the applicant also received Council’s approval of the subdivision amendment, on August 12th. The applicant has since responded to comments from peer reviews and City Staff reviews on the site plan and design review application

Application Completeness: **Peter Scontras moved to find the application for site plan and design review complete. Jeff Brochu seconded, and the motion carried unanimously.**

Applicant Overview: *Bill Thompson, BH2M, and Nate Libby, Amari Holdings, were present for this discussion.* On behalf of the applicant, Mr. Thompson responded to comments and concerns from the City Planner, City Engineer, and landscape peer reviewer.

Public Hearing: **Peter Scontras moved to open the public hearing. Jeff Brochu seconded the motion, and the motion carried unanimously.**

No member of the public chose to speak about the application.

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

Conclusion: Joyce Leary Clark moved to approve the site plan and design review for 4 Cascade Road as amended, for construction of a 6,000 square ft. commercial structure with associated site improvements, per the findings of fact and conditions of approval dated September 17, 2019. Jeff Brochu seconded the motion, and it carried unanimously.

4. Old Business

a. Planning & Development Department: Process Updates

Revised application forms on the City's website to be much clearer and more transparent about the planning process.

5. Other Discussion: None.

6. Adjournment: Adjourned at 6:40 PM.