

Planning and Development

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Minutes
Planning Board
Tuesday, January 21, 2020
City Hall Conference Room

Present: Joyce Leary Clark, Don Girouard, Matt Provencal, Jeff Brochu

Excused: Alyssa Bouthot; Peter Scontras

Also Present: Emily Cole-Prescott, City Planner; Isabelle Oechsle, Program Coordinator; Joe Laverriere, City Engineer; Dave Pendleton, Deputy Fire Chief; Nathan Johnston, Council Liaison; Members of the ZOR Steering Committee

Workshop – 5PM:

- Zoning Ordinance Revision

Regular Meeting – 6PM:

1. Call to Order: Acting Chair Don Girouard called the meeting to order at 6:08 PM.
2. Minutes of Previous Meeting: *Review tabled to next meeting, when minutes will be available.*
3. Nomination & Election of Officers: **Joyce Leary Clark nominated Don Girouard as Chair. Matt Provencal seconded. The vote to nominate/elect Don Girouard as Chair carried unanimously. Joyce Leary Clark nominated Alyssa Bouthot as Vice Chair. Jeff Brochu seconded. The vote to nominate/elect Alyssa Bouthot as Vice Chair carried unanimously.**
4. New Business, Tabled Items & Public Hearings:
 - a. 23 Mill Brook Road (Map 45 Lot 19-3-8): Site Plan & Site Location of Development Amendment – Application Review & Public Hearing – Two-story addition, parking, and associated site improvements
 - Applicant: Maine Molecular Quality Controls, Inc.
 - Zone: B-6

Overview: Emily Cole-Prescott provided overview of this application, which will expand the existing building and revised parking along with additional associated site improvements. She provided a revised memo with two updated findings of fact and one updated condition of approval.

Application Completeness: **Matt Provencal moved to find the amendment application complete per the revised findings of fact and conditions of approval as revised tonight. Joyce Leary Clark seconded, and the motion carried unanimously.**

Mark Johnson, SMRT, and Joan Jensen, Maine Molecular Quality Controls, Inc., were present for this discussion.

Applicant's Presentation: Mark Johnson, SMRT, provided overview of this site plan amendment. Applicant responded to questions from the Board regarding traffic, lighting, bike racks, transformer location.

Public Hearing: **Jeff Brochu moved to open the public hearing for 23 Mill Brook Road. Joyce Leary Clark seconded, and the motion carried unanimously.** *The following member of the public chose to speak: Kelley Archer.* **Jeff Brochu moved to close the public hearing. Joyce Leary Clark seconded, and the motion carried unanimously.**

Discussion: Discussion between Board members occurred regarding the future of NRPA permits and wetland impacts in the Mill Brook Business Park.

Action: **Jeff Brochu moved to approve the site plan amendment and site location of development amendment per the amended findings of fact and conditions of approval dated January 21, 2020, to include that finding of fact, #8, the DEP L-number, be filled in by staff once issued by the DEP. Joyce Leary Clark seconded, and the motion carried unanimously.**

5. Old Business

a. 60 Bay View: Verifications of the Draft Findings of Fact

Don Girouard recused himself from this item.

Emily Cole-Prescott provided overview of why she added this item to the agenda. The Board discussed the draft Findings of Fact and made revisions. **Joyce Leary Clark moved to approve the findings of fact [for 60 Bay View Road] as amended this evening. Jeff Brochu seconded, and the motion carried unanimously.**

b. Chapter 81 Review – 351 North Street

The Board discussed their role in lieu of the citizen referendum question on sale of the Public Works site. The Board discussed the availability of future land for possible public works facility expansion. E. Cole-Prescott advised that the Board review only the question before it tonight, relative to the Chapter 81 review of the 351 North Street property and not the two lots near the public works facility, as the two lots near the public works facility site will also trigger a separate Chapter 81 review per current ordinances. **Pursuant to Chapter 81 of the City's ordinances, and after review of the provided documentation, Jeff Brochu moved to forward the attached report to the City Council noting a positive recommendation to sell 351 North Street to include an added item #9 in the draft report: "The Planning Board recommends Council consider retaining the subdivided parcels adjacent to the new Public Works facility for future Public Works expansion."** Joyce Leary Clark seconded. Discussion ensued among Board members. **The motion passed unanimously.**

6. Adjournment: 8:29 PM.