

## Minutes

### Planning Board Meeting

Tuesday, November 29, 2016

Members Present: Neil Schuster, Chairperson; Mike O'Toole, Don Girouard, Peter Scontras, Rene Ittenbach, Vangel Cotsis, and Bob Hamblen, City Planner. Absent: Marty Devlin

#### **1. Minutes of October 4, October 18, and November 15, 2016**

**Rene** pointed out a typo on page 2 of the Oct.18 minutes (English should be English). **Peter** pointed out pg.4 of the Oct. 4 minutes where he was the one who spoke "this is the first of these types of projects".

**Rene: I move to accept the minutes of Oct. 4, Oct 18 with the minor changes, as well as accept Nov. 15, 2016 minutes, seconded by Peter. Motion passes 5-0 (Vangel was not present when vote was made)**

#### **2. Public Hearing: proposed amendments to the approved site plan for an expansion of the KOA campground at 814 Portland Road. Applicant is Sun Saco RV, LLC. Tax Map 59, Lots 7 and 11. Zoned B-6, I-1 and contract zone.**

**Hamblen:** This item was not taken up during the Nov. 15 meeting. The applicant is under seasonal constraints to move the proposed amendments forward.

The site plan approved by the Board on Jan. 19, 2016 for the KOA campground off Spring Hill Road is back for amendment: relocation of proposed recreation courts, expansion of the stormwater detention ponds, and routing electric and cable utility lines via a narrow corridor owned by the applicant to Rte. One.

Given the proximity to the abutting property to the north, staff has erred on the side of caution in bringing this to the Board for its review and action. If, with the Nov. 1 submission date, notices for a staff-level review had gone out to abutters and a neighbor had responded with concerns on Nov. 14, for instance – abutters are given a 14 day opportunity to respond to notices -- then the Board would have ended up seeing this application at a December meeting, rather than on Nov. 15, as staff would have shifted from a staff-level review of relatively minor amendments to a PB review due to abutter interest. So, review has been intended for the PB since meeting with the applicant's representatives and determining a timely schedule. We have not heard from abutters to date.

Site plan approval was granted in January for a significant expansion – 73 new sites, 2,600 l.f. of interior roadway, a bathhouse, recreation area and utilities -- of the existing KOA campground off Spring Hill Road: a 29.6 acre parcel adjacent to Rte. One. The project included a Maine Stormwater Permit, and an NRPA Tier One permit for wetlands alterations, the latter handled by the DEP. A traffic study was done, and a wetlands delineation submitted and reviewed by the City – all good.

Board members will recall, too, that the applicant initiated a contract zone application in order to modify a few existing requirements found in Sec. 703 of the Ordinance, specific to campgrounds:

1. A Campground as proposed by the Applicant shall be allowed to operate as a permitted use on the Subject Property. *Recall that the subject property straddles the boundary between B-6 and I-1 zones.*
2. No new campsites shall be created within 30 feet (*ordinarily, 100 feet*) of the exterior lot lines of a campground when abutting business or industrial zoning districts and not within 30 feet of the exterior lot line when abutting residential zoning districts.
3. All camping units or structures shall be located at least 200 feet from any residence not owned or used by the campground owners.
4. No new campsite shall be created within 75 feet of the upland edge of a stream.
5. Each area proposed for a tent site or parking space for a travel trailer, pickup camper, motorized camper, or tent trailer must contain at least 2,000 square feet (*ordinarily, 2,500 s.f.*) with no dimension less than 30 feet.
6. One (1) parking space for passenger vehicles (*ordinarily 2 spaces for each RV site*) shall be provided for each recreational vehicle (RV) and tenting site. The parking spaces shall be within the boundary of the Subject Property. No parking space may block walkways or interfere with traffic flow within the campground.

Rick Bacon and Troy McDonald of Northeast Civil Solutions are project engineers.

**Troy McDonald, Northeast Civil Solutions:** As Bob noted, they are proposing minor revisions to meet the needs of both the owner and the utility companies such as, utility details and locations; driveway angles and stormwater infrastructure. The relocation of the proposed recreation courts, the enlargement of the stormwater detention ponds, and the use of the corridor through the US Route 1 for electric and cable.

**Peter:** Is the pond in line with the setbacks? **Bob:** Yes. **Peter:** Can road be built over power lines that are in the ground? **Bob:** Yes, they are outside the traveled way. **Mike:** He brought up the last page of the plan being mislabeled. It should read Portland Road/Rte. One.

**Troy:** That is actually CMP's schematic. It will be corrected.

**Vangel:** Pointed out that in Bob's FOF gives the breakdown of the 24, 500 s.f. cabins, but in his memorandum, it does not. **Bob:** duly noted.

**Mike: I move to open the public hearing, seconded by Rene. Motion passes 6-0**

**No comments from the public**

**Mike: I move to close the public hearing, seconded by Rene. Motion passes 6-0**

**Rene: "I move that the Board grant approval for the amendments proposed to the site plan and for the Maine Stormwater Permit application submitted by Sun Saco RV, LLC based on the Findings of Fact and Conditions of Approval dated Nov. 29, 2016.", seconded by Don. Motion passes 6-0.**

Meeting adjourned at 5:30pm

**Respectfully submitted by, Maggie Edwards, Board Secretary**