



CITY OF SACO, MAINE

Planning
Saco City Hall
300 Main Street
Saco, Maine 04072-1538

Robert Hamblen, City Planner
Telephone: (207) 282-3487
Email: BHamblen@sacomaine.org
Facebook: [/sacomaine](https://www.facebook.com/sacomaine)
Twitter: [@sacomaine](https://twitter.com/sacomaine)

City of Saco Meeting Minutes

Event: Saco Planning Board Meeting
Date: January 3, 2017
Location: City Hall Conference Room
Time: 5:00 p.m.

NOTES:

No new business will be taken up after 9:00 p.m.

No business shall be conducted by the Board after 10 p.m.

Attendance Record

✓ = Present / A = Absent / E = Excused

Members	Present
Costis, Vangel - Member	✓
Devlin, Marty - Member	✓
Girouard, Donald – Vice Chair	✓
Ittenbach, Rene - Member,	✓
Schuster, Neil – Chair	✓
Scontras, Peter – Member	✓
O’Toole, Michael – Member	✓
Staff	
Hamblen, Bob - Planning Director	✓
Laverriere, Joe – City Engineer	✓
Edwards, Maggie – A.A. Planning	A
Mann, William – Economic Dev. Dir.	✓
Other:	

NOTE: Full Workshop and Meeting will be audio recorded. These audio records will be posted on the City’s website and available for public review within one week of the meeting.

Workshop Items Discussed – No Minutes Taken

- Item: Pre-meeting Discussion of Meeting Minutes Process
Presenter: City Administrator, Kevin Sutherland
References/Attachments: Sample Minutes Template
Action Taken: Next Meeting Set: (Insert the Date & Purpose)_____

- Item: Review of a proposed expansion of the Foss Road Recreation Complex. Applicant is City of Saco
Presenter: City Administrator, Parks and Recreation Director Joseph Hirsch

References/Attachments: Tax Map 96, Lot 6. Zoned R-1d.

Action Taken: No action necessary.

Regular Meeting

1. Item: Election of Planning Board Chairman and Vice-Chairman:

Chairperson and Vice Chairperson shall be elected by the Board.

Presenter: Planning Board Chair, Neil Schuster

References/Attachments: per Section 4-34.C(6) of Saco City Code

Action Taken:

Motion: By: Peter Scontras 2nd: By: Rene Ittenbach

Suggested Motion: **“I move to appoint Neil Schuster as Chairman and**

Don Girouard as Vice Chairman.

Vote: (Will list Affirmative or Declined) followed by: Unanimous or Number (with last name(s) of members voting in the minority) Example: Affirmative 4-2, Member X, Member Y).

5-0-2 (Girouard, Schuster)

2. Item: Minutes of Dec. 6 and 20, 2016.

Presenter: Planning Board Chair, Neil Schuster

References/Attachments: None

Action Taken: None, as no minutes were provided.

3. Item: Public Hearing: request for acceptance of a portion of Trailside Circle, in the Ross Ridge subdivision, as a City street. Applicant is Chamberlain Properties, LLC.

Presenter: Elliott Chamberlain

References/Attachments: See Meeting Packet

Action Taken:

Motion: By: Rene Ittenbach 2nd: By: Marty Devlin

“I move to forward a positive recommendation the Saco City Council for the acceptance of a portion of Trailside Circle, in the Ross Ridge subdivision, as a City street.”

Vote: (Will list Affirmative or Declined) followed by: Unanimous or Number (with last name(s) of members voting in the minority) Example: Affirmative 4-2, Member X, Member Y).

Voted, 7-0.

4. **Item: Public Hearing:** site plan review of a proposed Health and Fitness Club off Cascade Road. Applicant is Amari Holdings, Inc. Tax map 62, Lot 1-2. Zoned MU-3 and contract zone. Presenter: William Thompson, project manager, BH2M on behalf of applicant Amari Holdings, Inc.

References/Attachments: See Meeting Packet

Action Taken: Tabled.

1.) Motion: By: Don Girouard 2nd: By: Mike O'Toole

Suggested Motion: **"I move that the Board waive, for the purposes of discussion, submission item 1104-1.4, recognizing that DEP permits are required and have yet to be submitted."**

Vote: (Will list Affirmative or Declined) followed by: Unanimous or Number (with last name(s) of members voting in the minority) Example: Affirmative 4-2, Member X, Member Y).

7-0.

2.) Motion: By: Don Girouard 2nd: By: Rene Ittenbach

Suggested Motion: **"I move to find the application for site plan review to be complete."**

Vote: (Will list Affirmative or Declined) followed by: Unanimous or Number (with last name(s) of members voting in the minority) Example: Affirmative 4-2, Member X, Member Y).

7-0.

Vote: (Will list Affirmative or Declined) followed by: Unanimous or Number (with last name(s) of members voting in the minority) Example: Affirmative 4-2, Member X, Member Y).

3.) Motion: By: Don Girouard 2nd: By: Mike O'Toole

Suggested Motion: **"I move to find the application for design review complete."**

Vote: (Will list Affirmative or Declined) followed by: Unanimous or Number (with last name(s) of members voting in the minority) Example: Affirmative 4-2, Member X, Member Y).

7-0.

4.) Motion: By: Peter Scontras 2nd: By: Rene Ittenbach

Suggested Motion: **“I move that the Board table this application pending responses to the issues discussed.”**

Vote: (Will list Affirmative or Declined) followed by: Unanimous or Number (with last name(s) of members voting in the minority) Example: Affirmative 4-2, Member X, Member Y).

7-0.

5. Item: Public Hearing: request for review of the Open Space and Recreational Facilities impact fee required of Chinburg Builders as part of the Mill Building 4 subdivision review.

Presenter:

References/Attachments: See Meeting Packet

Action Taken: Postponed, no action taken.

6. Item: Public Hearing: site plan review of proposed 25,000 s.f. and 10,000 s.f. buildings at 71 Industrial Park Road. Applicant is LAW Property Management, LLC. Tax Map 71, Lot 1-2. Zoned I-1.

Presenter: Louis Waterhouse, also Jayson Haskell, P.E., DM Roma Consulting Engineers.

References/Attachments: See Meeting Packet

Action Taken: Site plan approval.

5.) Motion: By: Don Girouard 2nd: By: Marty Devlin

Suggested Motion: “I move that the Board waive Sec. 1104-1.18 in that the project is of such a nature as to make the information unnecessary.”

Vote: (Will list Affirmative or Declined) followed by: Unanimous or Number (with last name(s) of members voting in the minority) Example: Affirmative 4-2, Member X, Member Y).

7-0.

6.) Motion: By: Don Girouard 2nd: By: Peter Scontras

Suggested Motion: **“I move to find the application for site plan review submitted on behalf of LAW Property Management, LLC to be complete.”**

Vote: (Will list Affirmative or Declined) followed by: Unanimous or Number (with last name(s) of members voting in the minority) Example: Affirmative 4-2, Member X, Member Y).

7-0.

7.) Motion: By: Don Girouard 2nd: By: Peter Scontras

Suggested Motion: **“I move to find the application for design review submitted on behalf of LAW Property Management, LLC to be complete.”**

Vote: (Will list Affirmative or Declined) followed by: Unanimous or Number (with last name(s) of members voting in the minority) Example: Affirmative 4-2, Member X, Member Y).

7-0.

8.) Motion By: Rene Ittenbach 2nd By: Vangel Cotsis

Move that the Board grant approval under the provisions of the Saco Zoning Ordinance, Article 11, Site Plan Review, for the application and plans submitted by LAW Property Management, LLC , and for the Maine Stormwater Law based on the Conditions of Approval and Findings of Fact dated January 3, 2017, to also include a reference to Joe Laverriere’s review comments of 12/16/16, and acceptance of the wetland delineation being reviewed by Normandeau Associates on behalf of the City. So voted, 7-0.

Meeting adjourned at approximately 8:05 p.m.

Submitted by,

Bob Hamblen, City Planner