



**Planning**  
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Minutes  
Planning Board  
April 17, 2018  
City Hall Conference Room

### Attendance Record

✓ = Present / A = Absent / E = Excused

#### Board Members:

- |                              |                  |
|------------------------------|------------------|
| ✓ Neil Schuster, Chair       |                  |
| ✓ Don Girouard               | A Vangel Cotsis  |
| ✓ Alyssa Bouthot             | ✓ Marty Devlin   |
| E Rene Ittenbach, Vice Chair | ✓ Peter Scontras |

#### Staff Members:

- ✓ Joseph Laverriere, City Engineer
- ✓ David Pendleton, Deputy Fire Chief
- ✓ Bob Hamblen, City Planner

**NOTE: Meeting is 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 5:00 p.m.

Sketch plan review of a proposed Professional Office use at 485 Main Street, to include site plan review and contract zone amendments. Applicant is Jacob Roskelley. Tax Map 33, Lot 7. Zoned B-2d and contract zone.

#### Regular Meeting 5:30 p.m.

1. Minutes of March 20, 2018 – Peter noted the awkward wording of a sentence, p. 6, paragraph 1 of blasting ordinance discussion. Hamblen will address. **Motion by Peter to accept the minutes as amended, seconded by Marty and so voted, 4-0.**
2. Old Business: site plan review of the proposed conversion of an existing two-family dwelling to a multi-family dwelling at 68-70 Storer Street. Applicants are Drazenko and Danijela Rakovic. Tax Map 38, Lot 38. Zoned B-3. Item was tabled at the March 20, 2018 meeting.

Hamblen: As members know, the applicant has been heard twice during recent meetings, on March 6 and again on March 20. A site walk was held March 21, and Rene was kind enough to take notes and type them up; they are attached. The applicant has responded with written and graphic submittals to the determinations reached by Board members during the site visit. All conversion work is proposed for the interior of the structure – there is no expansion of the building proposed. The parcel is adequate at 0.24 acre, or 10,454 s.f., to support the total of four units proposed, as 1,500 s.f. per unit is required for a multi-family dwelling in the B-3 zone.

The Board voted at the March 6 to waive a number of submission items, as referenced in item 14 in the draft Findings of Fact. The Board expressly did not waive the requirement for submission items re: landscaping and lighting, to which the applicant has now responded.

**Marty: I move to open the public hearing, seconded by Peter, and so voted, 4-0.** Nathan Johnston: I like the draft Conditions of Approval, have met with the applicant, and thank the Board for doing a good job. **Marty: I move to close the public hearing, seconded by Alyssa, and so voted, 4-0.**

Hamblen: the draft Conditions of Approval have borrowed liberally from the notes reflecting the discussion at the site walk, and now address landscaping to both the front and rear of the building, the driveways, exterior lighting, and the front porch/stairway. Much of what was discussed is also reflected in the follow-up submittal from the applicant.

**Peter: I move to approve the application for site plan review submitted by applicants Drazenko and Danijela Rakovic for the proposed conversion of a two-family dwelling to a multi-family dwelling at 68-70 Storer Street, based on the application materials submitted and on the Findings of Fact and Conditions of Approval dated April 17, 2018, seconded by Marty, and so voted, 4-0.**

3. Public Hearing: site plan review of a proposed conversion of an existing two-family dwelling to a three unit multi-family dwelling at 1 Bradley Street.

Hamblen: applicant Coastal Hospitality, Inc., seeks to convert an existing two-family dwelling to a three unit, which triggers site plan review. All conversion work is proposed for the interior of the structure – there is no expansion of the building proposed. The parcel is adequate at 0.28 acre, or 12,197 s.f., to support the total of three units proposed, as outlined by CEO Richard Lambert in his comments.

The applicant has requested that the Board consider waiving the following submission items:

- 1104-1.            2(e) zoning classification  
                       9. landscape plan  
                       10. boundary survey  
                       18. lighting plan

Staff would not disagree with the request.

**Marty: I move that the Board waive submission items 1104-1.2(e) zoning classification, 9. landscape plan, 10. boundary survey and 18. lighting plan, as the scale and nature of the project is of such limited size and of such a nature as to make the information unnecessary, seconded by Peter, and so voted, 4-0.**

**Marty: I move that the Board find the application for site plan review to be complete, seconded by Alyssa, and so voted, 4-0.**

Russ Thibeault: the property is being sold and will be cleaned up. Larry Patoine dba Coastal Hospitality, Inc.: we may vary the size of the apartments on the second floor, but the first floor will be a single unit. Plan to gut the building.

Hamblen: the driveway entrance is shown as 40 feet in width along Spring Street. Sec. 230-709.A(3) limits the width of two-way driveways to 15-25 feet for multi-family dwellings ranging from 3-20 dwelling units. Reducing the width to 22 feet would allow an 18' strip to be vegetated immediately adjacent to the sidewalk, and a screen of vegetation provided between parked vehicles and the public way, as required by Sec. 230-708.9.

**Alyssa: I move to open the public hearing, seconded by Marty, and so voted, 4-0. No comments.**  
**Marty: I move to close the public hearing, seconded by Alyssa, and so voted, 4-0.**

**Marty: I move to approve the application for site plan review submitted by applicant Coastal Hospitality, Inc., for the proposed conversion of a two-family dwelling to a three-family dwelling at 1 Bradley Street, based on the application materials submitted and on the Findings of Fact and Conditions of Approval dated April 17, 2018, seconded by Peter, with the added condition that a three foot wide landscaped buffer be added between the parking spaces shown on the plan, and the street, and so voted, 4-0.**

4. Public Hearing: site plan amendment to the Amari health and fitness club at the corner of Portland and Cascade roads. Applicant is Amari Holdings, Inc. Tax Map 62, Lot 1-2. Zoned MU-3 and contract zone.

Nate Libby representing Amari Holdings, LLC and Walter Pelkey, BH2M were present.

Hamblen: The Board approved this site plan at its meeting of March 15, 2017. Picard Excavating got under way in the fall. The building is up, the parking lot is paved. Recently, after hearing a couple of comments on the building's exterior, staff visited the site, and snapped photos of the mechanical system that has been installed adjacent to the southerly/Cascade Road wall. As members might recall, the project required design review. As part of the 3/14 approval, the Board made a finding based on the criteria for design found in Sec. 230-729 of the Ordinance. Neither the site plan nor the submitted building elevations included the HVAC system that now sits on a concrete pad on the building's south side.

An e-mailed response from the applicant, when asked "Why there?" was "That is the only spot it could be installed and I planned on installing a fence around the unit." Staff has asked that the dimensions of the unit be reported. Fences higher than six feet in height require a permit from the Code Office in Saco.

Neil: we talked about the appearance of the building from the start. This seems like a case of "install now, and ask forgiveness later." The HVAC system should be moved. Nate: this was a design/build approach, so there were no plans from the start. Alyssa: can it be moved? Nate: there are 4' x 3' intakes near the ground. Some of the ductwork has been assembled, there might be a week left of work. Walter: the main unit on the

ground is six feet four inches high. The ductwork on the wall is fifteen feet high. Neil: a 15 foot stockade fence won't do it for me. The burden is on the applicant to resolve the issue.

**Peter: I move that the Board deny the site plan amendment submitted by Amari Holdings, LLC based on the plan and supporting materials submitted, and on the Findings of Fact and Conditions of Approval dated March 14, 2017, which remain the same, and ask that the applicant propose an alternative to what has been submitted, seconded by Marty, and so voted, 4-0.**

5. THIS ITEM POSTPONED AT APPLICANT'S REQUEST Public Hearing: site plan review of a proposed ecology education school at 184 Simpson Road. Applicant is John Mahoney, P.E., Ransom Consulting, Inc., on behalf of Ecology Education, Inc. Tax Map 121, Lot 6. Zoned C-1 and contract zone.
6. Public Hearing: site plan review of a proposed place of public assembly at 115-121 Loudon Road. Applicant is Beth Austin dba River Wind Farms. Tax Map 106, Lots 10 and 10-1. Zoned C-1 and contract zone.

Hamblen: applicant Beth Austin dba River Winds Farm LLC is following up on an amendment to the contract zone, approved by the City Council on 9/5/17, that allows a "Place of Public Assembly" to be established on the property at 115-121 Loudon Road.

A brief summary of approvals that have preceded this application:

- The Board granted site plan approval on June 5, 2012 for a 19,440 s.f. indoor riding arena with a gravel parking area for 10 vehicles on the property at 121 Loudon Road.
- A contract zone was approved by the City Council on July 20, 2015 that addressed two primary considerations:
  - The side setback of 49 feet from the arena to the northeasterly property line had heretofore prohibited commercial use of the structure, per Section 701-1 of the Zoning Ordinance. The contract zone states that the setback "...shall be regarded as a conforming side yard setback upon approval of this Agreement."
  - An "educational horseback riding program" shall be allowed to be established and operate on the subject property.
- The Board granted approval of a site plan amendment on Sept. 18, 2015, following up on the contract zone approval from two months earlier.

With the CZ amendment from 2017, Ms. Austin is now allowed to establish a venue for public gatherings that will utilize an existing building, referred to as a garage or "old barn," and labeled "Area A" on the plan. The building is 40' x 70', and has a reported capacity of 176 occupants per the architectural drawings submitted. On occasion, a 40' x 200' tent would also be utilized for events, as shown on the plan.

The amendments now proposed would formalize expanded parking, and the use of the building in Area A, and the tent. The 2012 application and approval remain valid, and much of the information remains the same. The LLC is represented by Beth Austin. At this meeting, Elicia Townsend, who will be involved with staging events and Pete Gowdy, an employee of River Winds Farm were present.

After discussion, the Board agreed that the following submission items would be required:

- 1104-1.6 – stormwater management plan
- 1104-1.7 -- topography – existing and proposed
- 1104-1.14 – erosion and sedimentation control plan
- 1104-1.9 -- landscape plan – photos of vegetation along property and Loudon Rd
- 1104-1.17 – stormwater quality management plan

The Board agreed that the following submission items may be waived:

- 1104-1.8 – utility plan
- 1104-1.10 – standard boundary survey
- 1104-1.15 – traffic impact analysis
- 1104-1.16 – hydrogeologic assessment
- 1104-1.18 – lighting plan

No action was taken on submission requirements; Hamblen will work with the applicant and project engineer toward a complete application for next meeting. The materials submitted to date have addressed a number of items:

- There is regrading proposed in Area A shown on the plan.
- While spaces are delineated on the plan, it is the applicant's intent that parking attendants will be available during events that will guide attendees to parking spots; the graveled areas will not be striped. As noted on the plan, there is room for 122 spaces on the property. No on-street parking will be allowed. It is reported that there have been close to 100 attendees on site for past events, over a 2-3 hour period.
- No changes are proposed to exterior lighting – events will be primarily during the day.
- Operating hours are proposed as between 10 a.m. and 10 p.m.
- See staff comments from Deputy Chief Pendleton, and CEO Dick Lambert. It is reported that the State Fire Marshal's office has been contacted. Building plans have been submitted from an architect re: any necessary work regarding access/egress, and life safety issues.
- Sanitary needs will be met with porta-potties for the present, while a fully plumbed facility is contemplated for the future.
- Food and alcohol would be served. See submitted "License for the Sale of Liquor," a catering permit from the Maine Department of Health and Human Services, and a Victualer's License from the City.

**Marty: I move that the Board table the application for site plan review submitted by applicant Beth Austin dba River Winds Farm LLC based on the Findings of Fact and Conditions of Approval dated April 17, 2018, seconded by Peter, and so voted, 4-0.**

7. Public Hearing: review of a proposed demolition and reconstruction at 4 Dune Avenue. Applicant is Girouard Home Services, LLC, representing property owner Julie Merrill. Tax Map 11, Lot 91. Zoned B-5 and Saco River Overlay.

Hamblen: owner Julie Merrill proposes to demolish a single-family dwelling dating back to the 1940s and replace it with a new structure that would be less nonconforming as to setbacks, while remaining nonconforming.

Section 230-504.B(1) allows a non-conforming structure to be replaced "...provided that such reconstruction or replacement is in compliance with all dimensional requirements of this chapter to the greatest extent practical as determined by the Planning Board ..."

The owners' residence is on a 5,728 s.f. (nonconforming) lot in the R-1c and Coastal Development Overlay District. The structure is nonconforming as to side and rear setbacks. They propose to demolish the house and relocate the new structure, on a new foundation, such that the house would be more conforming as to the easterly side setback (and slightly more nonconforming to the westerly side), and fully conforming as to the rear setback – but still nonconforming. Overall, an improvement, and the structure replacement is the clear advantage of the project. Dick Lambert notes no concerns in his comments. The project is also subject to a permit from the DEP (Permit By Rule is pending). A local designer and contractor, Don Girouard dba Girouard Home Services, LLC is the project manager and will be representing the applicant.

The property is served by public water and sewer. Other issues the Board may consider:

- the size of the lot -- 0.13 acre, or 5,728 s.f.
- the slope of the land – flat.
- potential for soil erosion -- standard BMPs will be required, including silt fence or alternative, and soil stabilization measures employed during construction.
- location of other structures on and abutting the property – the abutting properties to both east and west would experience very minor changes, as in about 1.7 feet more distance between the structure at 6 Dune Avenue and the proposed new dwelling. Proposed differences are measured in inches on the westerly side. Abutters have been notified, and we've heard no concerns expressed about this.
- type and amount of vegetation to be removed – see draft conditions of approval.

Don Girouard: the building would remain at 1,204 s.f., which exceeds the 20% lot coverage threshold in the shoreland zone, but is grandfathered and a Permit by Rule has been granted by the DEP. An existing stockade fence would remain to the rear, or northerly side of the house. A couple of trees will have to be removed, and the owner wants to maintain or enhance screening, or at least 2 trees will be replanted on each side of the new house.

**Marty: I move to open the public hearing, seconded by Alyssa, and so voted, 4-0. No comments.  
Marty: I move to close the public hearing, seconded by Alyssa, and so voted, 4-0.**

**Marty: I move to approve the request from applicant Girouard Home Services, LLC on behalf of owner Julie Merrill, to remove the existing structure, and to relocate the footprint of the proposed structure at 4 Dune Avenue as proposed, subject to the Conditions of Approval and Findings of Fact dated April 17, 2018, seconded by Alyssa, and so voted, 4-0.**

Meeting was adjourned at 8:15 p.m.

Respectfully submitted by,

Bob Hamblen, City Planner