



Town of Hampden
Planning Board Meeting
Wednesday July 11, 2018, 7:00 pm
Council Chambers

Minutes

In Attendance:

Planning Board

Gene Weldon, Chairman
Peter Weatherbee
Kelley Wiltbank
Jennifer Austin
Tom Dorrity

Staff

Karen Cullen, AICP, Town Planner

Public

Shelly Lizotte, Ames Associates
Ken White, FA Peabody
Peter White, FA Peabody
Brent Dubois
Rachel Beckwith

The meeting was called to order at 7:01 pm.

1. Administrative: Minutes of June 13, 2018. **Motion** by Member Weatherbee to approve the minutes as submitted; second by Member Austin; carried 4/0/1 (Member Wiltbank was not in attendance at that meeting).
2. Old Business: None.
3. New Business:
 - a. Site Plan application for F.A. Peabody to construct a new 4,500 square foot office building with parking for 28 vehicles on two parcels located at 36 and 38 Main Road North (parcels 36-0-008 & 009). This property is in the Village Commercial District. Chairman Weldon opened the public hearing at 7:02 pm.

Shelly Lizotte, representative for the applicant, presented the site plan:

- They are building on two lots, one which has a small office space and the other which had a house that has been demolished.
- The building will be 4,500 square feet and will house the fa Peabody business, which is currently located on the northern end of route 1a near the town line with Bangor.
- The parking was designed based on one space per 200 square feet of office space instead of the required one space per 250 square feet, and in addition extra spaces were included to handle anticipated needs when training sessions are held in the conference room of the building and staff from other area offices attend.
- Most of the parking is behind the building, and the parking lot has a raised bed landscaped island.
- ME DOT has approved the entrance permit in the location and as shown on this site plan.
- There is a fence and plantings along the southern boundary to satisfy the buffer requirements.
- There is also a fence for the first (eastern) 80 feet or so and plantings on the north boundary.

- Stormwater was originally planned to sheet flow off the property but due to concerns about the abutting property being adversely impacted the system was designed with a berm, swale, and level spreader, with discharge in the same area as it had been previously.
- The architectural style of the building meets the criteria required in the zoning ordinance.

Abutter comments and questions:

- Rachel Beckwith, abutter to the north (42 Main Rd. N.) questioned whether the trees between her house and the new building would remain, and wanted to know what the construction schedule was.
 - The applicant responded that the trees will remain in the area about 80 feet into the site (i.e. the eastern most 80'), and construction should begin this summer and be completed in 4 to 6 months.
- Brent Dubois, abutter to the south (34 Main Rd. N.) is concerned about the traffic impact particularly at peak times of the day.
 - The applicant said there will only be 11 employees at the site so the traffic impact in the morning, between 7:00 and 7:30, will be minimal; likewise at the end of the day when they leave (4:00 to 4:30).
- Brent Dubois questioned the location of the fence and discussed the possibility of moving it to be further from his house (which is close to the property line). He is also concerned about the height of the fence and wondered if people standing in the parking lot would be able to see over the fence and into the windows of his house.
 - The applicant said the proposed fence is 6' tall and she has not looked at the elevation of his windows to determine if that would be an issue.
 - The Board encouraged the applicant to consider accommodating the abutter with a taller fence or taller plantings to shield the abutter's house; the applicant agreed.
 - Planner Cullen noted that if the fence is taller, it might be considered a structure and need to comply with setback requirements, and the applicant needs to look into that and if there is a problem with meeting those requirements than taller plantings should be used along with the (6') fence.

Key points from Planning Board discussion were:

- This area is zoned for mixed use and is transitioning from residential, need to be sensitive to abutting residents' concerns and needs.
- Stormwater drainage is a key concern in this area.
- There will be lighting in the parking lot, all fixtures (including on building) will be downcast and they will be turned on timers so they will turn on about half an hour before opening and off about half an hour after closing; office hours are 7:30 to 4:30.
- The current office houses 8 employees and this new one will house 11, with the potential to expand to 16.
- Clarification that most parking is behind the building and some is on the south side; none in the front (Main Road North side).
- The crosswalk across Main Road North will be installed at the end of the current water main work and will be located such that it does not interfere with this driveway, on the south side of Cottage Street.
- The fence on the south side of the property is currently located pretty much on the property line, but can be moved into the site if necessary.
- The applicant expects the conference room to be used for meetings that would bring additional people on-site about once a month.
- The signs will be designed to total a maximum of 30 square feet in accordance with the zoning ordinance, the intention was not to exceed the standards.

Chairman Weldon closed the public hearing at 7:27 pm.

Planner Cullen gave a summary of her report, noting the application is in compliance with the submission requirements and the review standards of the ordinance. She noted this application is being processed under the “old” zoning as the recently revised ordinance is not in effect until July 18th.

Motion by Member Weatherbee to grant site plan approval in accordance with the draft Board Order and subject to the two conditions contained in that Order; second by Member Wiltbank; carried 5/0/0 by roll call vote.

b. Planning Board Bylaws: Motion by Chairman Weldon to remove this item from the table; second by Member Weatherbee; carried 5/0/0.

- No changes to Article 1
- No comments on the change to Article 2
- No comments on the change to Article 3; Planner Cullen noted the language is already in the Town Charter and duplication is not recommended.
- The Board requested that we add an appendix to track amendments to the bylaws.
- Discussion on Article 4:
 - The Board agrees with the proposed changes to delete the secretary since the staff performs those functions, and the addition of a vice-chair to automatically serve as chair in the absence of the chair.
 - Instead of deleting the language in 4B regarding the secretarial duties, change it so it is staff responsibility (item 1) and change item 3 to just say that once minutes are approved they are posted online.
- Discussion on Article 5:
 - Suggested the language in 5B track whatever the Town Council does, and change the 24 hour to 48 hour notice and delete the last sentence about non-voting meetings.
 - A couple of minor changes were made to 5E.
- Discussion on Article 6:
 - Delete 6A since it's covered in 5E.
 - Move 5E to 6A.
 - Revert the language in 6C to the previous draft, with a minor revision.
- Discussion on Article 7:
 - Minor modifications to 7A, 7B, and 7E.
 - Keep language regarding retention of all materials used by the Board in their decision making for applications; follow the state's disposition laws regarding for how long.
 - Add language regarding the cost of transcripts, that people requesting them to pay the cost of having them done.
- The Board decided to add language regarding committees, to add a section to Article 3 to authorize the Board to create standing, special, or ad-hoc committees as needed.
- Planner Cullen will make these changes and send to the Town Attorney for review prior to the next meeting (August 8).

4. Staff Report:

- a. Planner Cullen noted that the town center planning project will have the first workshop later this month, staff was working on getting the venue set so we could nail down the date and time.
- b. Planner Cullen noted the next Planning Board meeting will have the FW Webb site plan application for a warehouse/wholesale business in the business park, and another site plan application for a dog daycare facility, also in the business park.

5. Planning Board comments: None.

Motion by Member Wiltbank to adjourn the meeting at 7:55.