



Town of Hampden  
Planning Board  
**Wednesday, September 14, 2022, 7:00 pm**  
**Municipal Building Council Chambers**  
**Minutes**

In Attendance:

Planning Board

Richard Tinsman, Chair  
Benjamin Dunham  
Amanda Day  
Kelley Wiltbank  
Gene Weldon

Staff

Clifton J. Iler, Town Planner  
Wanda Libbey, Admin Asst.  
Paula Scott, Town Manager  
Ryan Carey, CEO

Public

Brandie Michaud  
Kristy Porter  
Sean Thies

Chair Tinsman called the meeting to order at 7:00 p.m. and verified that all attendees in-person and virtual could hear and see each other.

1. Administrative:

- a. Minutes – August 10, 2022, Regular Meeting

**Motion** by Member Weldon to approve the minutes of August 10, 2022, Regular Meeting as amended, seconded by Member Wiltbank; motion carried 5/0/0 by roll call.

2. Old Business: None

3. New Business

- a. 37 Main Rd N – Public hearing for a Conditional Use permit for a proposed accessory apartment located at 37 Main Rd N (Tax Map/Lot: 36-0-051-1). This parcel is located in the Town Center district.

Chair Tinsman went over the rules for public hearings, confirmed with Planner Iler that the required public hearing posting had been met, and then opened the public hearing at 7:03 p.m.

Town Planner Iler presented the application as the applicant was not present at the meeting.

- Building meets the dimensional standards in the Town Center district.
- The applicant will reside in the single-family dwelling on the property.
- There will be a dedicated parking space for the accessory apartment.
- The accessory apartment meets the design requirements of Section 4.25.
- Project meets the approval standards of Section 4.2.

Interested Parties Questions/Concerns/Opposition:

Kristie Palmer of 45 Main Road North asked for confirmation on which property it would be located on as the applicant owns two properties that abut each other. Planner Iler confirmed that it would be above the 37 Main Road North garage.

Chair Tinsman closed the public hearing at 7:07 p.m.

Member Weldon asked if this would require an occupancy permit and if a Conditional Use Permit is granted will it follow the owner or property? Code Enforcement Officer Carey replied that it will require an occupancy permit and it would follow the owner, not the property.

**Motion** by Member Weldon to move agenda item 3.A to the end of the meeting to allow for the applicant time to join the meeting; seconded by Member Wiltbank; the motion carried 5/0/0 by roll call vote.

- b. Alsid Hampden, LLC – Public hearing for a major site plan review for a proposed two-phase project of warehouse and office buildings located on Webb Drive in the Hampden Business and Commerce Park (Tax Map/Lot: 10-B-036 & 10-B-037). This property is located in the Industrial Park district.

Chair Tinsman went over the rules for public hearings, confirmed with Planner Iler that the required public hearing posting had been met, and then opened the public hearing at 7:09 p.m.

A representative for the applicant, Sean Thies presented opening statements:

- Two phase projects on Lots 36 and 37 in the Business and Commerce Park.
- Phase One is a 40,000 SF building of which 1,500 SF of office space and 38,500 SF warehouse with loading docks and maneuvering area.
- There will be an employee parking area to the west of the building.
- Phase Two is located on the southern part of the lots that are currently proposed as a 15,000 SF warehouse building.
- Phase Two building layout has yet to be determined as there is no proposed tenant at this time.
- Both buildings will be served by all utilities.
- SLODA amendment has been submitted to Maine DEP to amend permit for the Business Park.

Town Planner Iler presented his report on the application:

- Peer review was conducted by Woodard & Curran for compliance with General Engineering and Stormwater Management requirements.
- The project meets the submission requirements and approval standards for a Major Site Plan review.
- Applicant requested a waiver of building elevations and floor plans as required by Section 4.1.5, Submission requirements, and the Hampden Business and Commerce Park Covenants, Conditions, and Restrictions.
- Contents within the warehouse facility were deemed adequate by the Deputy Fire Chief.

- A copy of the SLODA Amendment submitted to the Maine Department of Environmental Protection (DEP) that includes the post-construction stormwater management requirements.

Interested Parties Questions/Concerns/Opposition: None

Planning Board Questions: None

Chair Tinsman closed the public hearing at 7:17 p.m.

Chair Tinsman asked if the floor plan and elevations will be required by the Business Park Covenants. Town Planner Iler explained that the Business Park Covenants do not require the submission of floor plans and building elevations due to an amendment made in 2018. The Town's Zoning Ordinance does require floor plans to be submitted with the application, yet a waiver omitting them for this application would not adversely affect the site development.

**Motion** by Member Weldon to approve the Major Site Plan, based on findings and information presented, for the construction of warehouse and office buildings located on Webb Dr. in the Hampden Business and Commerce Park, (Tax Map/Lot: 10-B-036 & 10-B-037), with a waiver to §4.1.5.1.8 – Floor plan, showing the basic layout of various spaces on each floor (retail space, manufacturing space, warehouse space, etc.); seconded by Member Wiltbank; the motion carried 5/0/0 by roll call vote.

3. a. 37 Main Rd N -Continuation of a Conditional Use permit for a proposed accessory apartment located at 37 Main Rd N (Tax Map/Lot: 36-0-051-1). This parcel is located in the Town Center district.

Town Planner Iler explained that Administrative Assistant, Wanda Libbey, stepped out of the meeting just before the board made the motion to revisit after item 3.B. She called and emailed the applicant to see if he could join the meeting in person or virtually and received no response.

**Motion** by Member Wiltbank to table until next regular meeting of the Planning Board meeting; seconded by Member Dunham; the motion carried 5/0/0 by roll call vote.

4. Town Planner Report

Town Planner Iler reminded Board members that a workshop will be on Wednesday, September 20, 2022, at 6:30 p.m. in Council Chambers.

Planner Iler invited those present to the final Comprehensive Plan Workshop on Thursday, September 15, 2022, at 7 p.m. in Town Council Chambers.

5. Planning Board Comment

Chair Tinsman spoke of his attendance at a previous Town Council meeting and how much he enjoyed listening to questions and comments concerning a range of topics. Chair Tinsman recommends having a Planning Board member in attendance at Council meetings in the future relating to the ordinances the Planning Board is responsible for.

Member Weldon suggested that it would be a good idea to have a Councilor at Planning Board workshops concerning ordinances.

6. Adjournment

**Motion** by Member Weldon moved to adjourn the meeting at 7:42 p.m., seconded by Member Dunham; motion carried by roll call vote 5/0/0 in favor.

Respectfully submitted by Wanda Libbey,  
Administrative Asst.