Westbrook, Maine
PLANNING & CODE ENFORCEMENT

Planning & Code Enforcement
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WESTBROOK PLANNING BOARD
TUESDAY, JULY 7, 2020, 7:00 P.M.
TELECONFERENCE

Zoom Link: https://zoom.us/j/567210213

Dial-in Number (audio only): 1-646-558-8656 **Webinar ID**: 567-210-213

AGENDA

1. **Call to Order**

2. ~~**Approval of Minutes**~~

NEW BUSINESS

3. **Item withdrawn at the applicant's request** ~~**2019. 32 – Site Plan – 267 Conant Street – MGM Builder, Inc:** The applicant is proposing to construct a +/- 10,080 square foot commercial complex and shared parking area. Tax Map: 031 Lot: 033 Zone: City Center District, Rural District~~

REGULAR BUISNESS

4. **Item withdrawn at the applicant's request** ~~**2020.20 – Site Plan Amendment, Shoreland Overlay Zone – 5 Bradley Dr – Abbott Diagnostics – Public Hearing:** The applicant is proposing a +/- 46,200 sf expansion to an existing building for manufacturing use and associated site improvements, improved access drive and an expanded 416-space parking area. Tax Map 005B Lot 034 Zone: Manufacturing District, Shoreland Overlay Zone – General Development; Resource Protection~~

WORKSHOP

5. **2020.22 – Site Plan – 5 Karen Drive – 5 Karen Drive Associates, LLC:** The applicant is proposing an 18,000 sf expansion to an existing building located in the Glassworld Business Park. Tax Map: 002 Lot: 052 Zone: Industrial Park District

6. **2020.23 – Site Plan – 65 Spiller Drive – Christopher Holdings, LLC:** The applicant is proposing a new 6,000 sf commercial building to be divided into two 3,000 square foot units for a light manufacturing and service business use on an existing vacant lot. Tax Map: 004 Lot: 302 Zone: Manufacturing District.

7. **2020.24 – Subdivision, Site Plan - Brook Street Apartments – 171 Brook St - The Lefevres, LLC**: The applicant is proposing a lot split and 9-duplexes, totaling 18-units, on an existing vacant lot. Tax Map: 019 Lot: 029 Zone: Residential Growth Area 2

Deliberation of agenda items, including workshops, that have not been commenced by the Planning Board as of 10:00p.m. may be rescheduled to the next regularly scheduled meeting.

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DATE: July 2, 2020

TO: Planning Board
FROM: Jennie P. Franceschi, City Planner & Rebecca Spitella, Asst. City Planner
Cc: Plan Review Team

RE: July 7, 2020 Planning Board Meeting

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1. **2020.22 – Site Plan – 5 Karen Drive – 5 Karen Drive Associates, LLC:**

2. **2020.23 – Site Plan – 65 Spiller Drive – Christopher Holdings, LLC:**

3. **2020.24 – Brook Street Apartments – The Lefevres, LLC**

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1. 2020.22 – Site Plan – 5 Karen Drive – 5 Karen Drive Associates, LLC -18,000 sf Expansion

WORKSHOP

Tax Map: 002 Lot: 052
Zone: Industrial Park District

Project Description:
The applicant is proposing an 18,000 sf expansion and associated site improvements to an existing commercial building located in the County Road Business Park.

In review of the application it was noted that the parcel lines depicted on City Tax Map and GIS differs from the boundary survey that was provided by the applicant. The parcel lines provided by the applicant are reflective of the 4th amendment to the County Road Subdivision Plan, approved July 13, 2010. City map data will be updated as part of the review of this application.

Project History:
July 6, 2010 – Neighborhood Meeting
July 7, 2020 – Planning Board Workshop

Staff Comments:

General
1. Noticing fees due - $6.45
2. Building uses need to be clarified as part of final submission. Uses should be stated on plan as a permitted/conditional use within IPD zone.
3. State maximum number of employees per shift with parking standard as plan note to demonstrate conformance with Ordinance.
4. Show space and bulk standards on site plan (existing & proposed)
5. Need signed Planning Board application
6. ABS letters for water and sewer required

7. General cleanup of plan – plan is difficult to read. Provide clearer differentiation of the parcel line vs easement lines.

Traffic/Site Circulation/Parking

8. Site needs to provide accessible parking in compliance with ADA standards
9. Provide documentation turning radius can be achieved into Unit #1 loading bay
10. What is the anticipated increase in traffic generated by expansion.
11. Extend pedestrian walkway along frontage of building expansion.
12. What is the intent of door on southerly side of building? Is this emergency egress for employees or intended for daily use? Will need pedestrian connection either to access drive (emergency egress only) or westerly alongside of building to connect with walkway to parking area.

Utility

13. Extend sprinkler service into building expansion
14. Stortz connection needs to be upgraded to 5" (plan shows 4")
15. Extend fire alarm into building expansion. Fire alarm needs to be separated for each unit and have an addressable system
16. Show lateral on utility plan. No more than one service per building is permitted
17. Need confirmation existing sewer service is sized appropriately for building expansion

Stormwater

18. Clarity needed on current SLODA permit – does building expansion require an amendment?
19. Unclear on the placement and functionality of the rain garden/filter bed. Provide stormwater BMP detail with final submission. Would suggest subsurface treatment.
20. During recent BMP inspections, an illicit discharge was noted from the 36" cross culvert located on the northerly side of the building into the Long Creed Watershed. There appears to be some connection into the stormdrain from the 5 Karen property that needs to be addressed as part of this approval.
21. Contact Long Creek Watershed Management District to change permit. Provide documentation with final application
22. Clarity on grading/retaining walls in loading bay area – Need for northerly retaining wall? Grade appears to be in line with existing conditions.

Misc.

23. Firewall required separating Unit 1 from existing building
24. Consistency in language – Narrative refers to Glassworld Business Park, plan set states County Road Business Park
25. Clarity needed - Narrative states 3-overhead doors for unit 1 and two overhead doors for unit 2, plan does not appear to depict this. Narrative states there are 4-overhead doors on easterly side of building but does not identify where the 5th overhead door is located
26. Final application should include separated Site Layout and Grading, Drainage & Utility plans

Required with Final Submission

27. City GIS does not appear to be up to date with current boundary lines. 4th Amended Subdivision Plan (dated 11-15-2004 and approved 7-13/2010) recorded but not on file. Provide stamped boundary survey with final application.
28. Landscaping plan with final submission
29. Provide photometric plan to ensure adequate lighting for all parking areas and the access way. Cut Sheets required on any additional lighting proposed. All lighting should be down casting with cutoff to eliminate spill over
30. Signage – provide inventory of all signage on site. Include square footage of all building mounted and pylon signs
31. Review final plan submission requirements to ensure complete application upon submission.

32. Provide building elevations with final application. Elevations must show a minimum of two loading bays as required with 14k sf expansion in Industrial Zone

Board Action:

1. Provide feedback to applicant
2. Schedule a public hearing (upon receipt of a final application)
3. Staff can provide a virtual site walk during the meeting to show the Board the location.

4. **2020.23 – Site Plan – 65 Spiller Drive – Christopher Holdings, LLC – 6,000 sf Commercial Building**

WORKSHOP

Tax Map: 004 Lot: 302
Zone: Manufacturing District

Project Description:

The applicant is proposing a new 6,000 sf commercial building to be divided into two 3,000 square foot units for a light manufacturing and service business use on an existing vacant lot. On May 18, 2020, City Council approved the sale of Lot 2 of the Westbrook Heights Business Park to Glass Solutions, who is proposing to occupy one of the two commercial spaces. The other unit is a service business that provides cat grooming services to clients either on-site or at the customers home. All utilities are stubbed into the site as part of the original business park construction as well as a joint stormwater system for the park.

Project History:
July 6, 2010 – Neighborhood Meeting
July 7, 2020 – Planning Board Workshop

Staff Comments:
1. Noticing Fees Due: $41.25
2. Provide employee counts for each business
3. Expand site plan to show entire site rather than a blow of the area to be developed
4. Provide a stamped boundary survey
5. Building uses need to be clarified and stated on the plan that is in conformance with allowed uses within Manufacturing zone.
6. Provide detail on dumpster enclosure. Staff recommends a chain link, black privacy slats
7. State parking required and proposed as plan note to demonstrate conformance with Ordinance
8. Where it is an egress location, provide pedestrian path along westerly side of the building in both directions to connect to the northerly and southerly walkways
9. Provide building elevations & proposed signage with final submission
10. Provide a photometric plan with final submission
11. Show north arrow on site plan
12. Sewer – cleanout required at 45-degree angle
13. Remove O-W separator and CB details from plans as they are not included with the project
14. Provide detail on protection for storm drain with final plan submission. Recommend use of Agri Drain (or comparable) bar guard
15. Provide stormwater analysis at constriction points to ensure inlet areas are sized appropriately and water does not overflow causing flooding on Spiller Drive.
16. Concern noted of potential erosion located downslope of the easterly parking area. Additional BMPs may be required based on infield inspections depending on the conditions of the slope post construction.
17. Show snow storage on final plan
18. Remove vacant detail blocks and consolidate detail sheets
19. Concern noted for feasibility of truck turnaround for dumpster and loading bay access. If turnaround is not possible in the area to the rear of the building, consider a need for a hammerhead to assist
20. Curb landscape/walkway around building for protection.
21. Pedestrian circulation - Staff recommends shifting the 4-plantings located at the easterly corner of the building toward the flowering perennial bed to allow for a walkway along the front of the building to serve the 8-easterly parking spaces. Additionally, provide walkway along the side of the southerly parking space to connect to the stairway to serve the window manufacturing business.

Board Action:

1. Provide feedback to applicant
2. Schedule a public hearing (upon receipt of a final application)
3. Staff can provide a virtual site walk during the meeting to show the Board the location.

4. **2020.24 – Subdivision, Site Plan - Brook Street Apartments – 171 Brook St - The Lefevres, LLC**:

WORKSHOP

Tax Map: 019 Lot: 029
Zone: Residential Growth Area 2

Project Description:
The applicant is proposing the construction of 9 duplex buildings (18 Dwelling Units) on a portion of the property that is known as Wormell Farm.

Project History:
June 25, 2020 – Neighborhood Meeting
July 7, 2020 – Planning Board Workshop

Staff Comments:
1. Noticing Fees Due - $174.45
2. Neighborhood Meeting is scheduled for June 25th ; Please provide documentation (attendance and minutes) to Planning Office
3. Standard boundary survey shows lots as merged. Documentation needed to demonstrate that the two parcels are separate parcel and have not been merged into single ownership. Legal review of parent parcel's division is required.
4. Provide stamped boundary survey of the lot split with final application
5. Open Space requirement – 5,400 sf – Provide an open space plan with final submission. Plan will need to be presented to the Recreation and Conservation Commission for recommendation prior to the public hearing with the Planning Board.
6. Recreation area is currently located within the flood zone which proposed uses would need to be reviewed.
7. High Value Habitat shown on Beginning with Habitat map – Provide letter from IF&W reviewing layout and verifying development does not impede into High Value habitat areas.
8. Driveway will need to be named for E-911 purposes. Provide 3 potential names to Linda Gain in the PACE office to verify with Public Safety.
9. Provide a landscaping plan with final submission (Applicant is working with Peter Burke)
10. Landscape Architect is required to be on team for design of subdivisions of >5 units or lots.
11. Provide ABS letter from PWD
12. Provide nitrate study to demonstrate requirement of 10 ml at westerly property line and 75-foot setback from Minnow Brook
13. HHE-200 forms required with final submission
14. Private fire hydrant internal to the project required
15. Provide a turning template (Staff to send)
16. Photometric plan required with final submission
17. Sidewalks - Staff suggests the construction of a sidewalk beginning at the project driveway and continuing westerly along the frontage of the abutting three properties (map/lots 059-039, 059-040 and 058-017) to total approximately a third of the distance from the project site to Brook Street where there is existing infrastructure.
18. Provide raised sidewalk internal to the development – plan shows at-grade pedestrian path
19. Clarity needed on number of bedrooms will the units be providing.

Board Action:
1. Provide feedback to applicant
2. Schedule a public hearing (upon receipt of a final application)
3. Related to a Site walk, Staff can:

a. Provide a virtual street view site walk during the meeting to show the Board the location, or
b. Have the applicant conduct a video tour of the property and provide to Staff to email to all the Board members and post to the Website for the public as part of the next submission packet, or
c. Schedule an on-site tour “virtually” similar to the Bridge St Project.