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Phone (207) 582-4200

Debby Willis, Chairperson  
Angelia Christopher, Administrative Assistant

**PLANNING BOARD  
MEETING MINUTES  
Tuesday December 12, 2023 @ 6:00 PM  
City Council Chambers**

- 1. Call the Meeting to Order-** Chair Willis called the meeting to order a 6pm.
- 2. Roll Call-** Planning Board members- Chair Debby Willis, Zachary Hanley, Lisa St. Hilaire, Adam Lemire, Shawn Dolley, and Pam Mitchel. Cathy Galgano and Jacob Waltman were unable to attend. Others present- Jim Coffin- Coffin Engineering, Rachel Sugarman- applicants, Stella Richard- abutter, Kris McNeill- Code Enforcement Officer, Angelia Christopher- Planning and Development Assistant.
- 3. Review of the November 14, 2023, minutes-** Lisa St. Hilaire moved to accept the minutes from November 14, 23 with a small correction. Seconded by Adam Lemire. No further discussion. All in favor.
- 4. Public Hearing:** Island Properties, LLC -is proposing three new buildings and laydown area to support Smokey's Greater Shows on Lot #27 (Map 002 Lot 020-27) in the Libby Hill Business Park. Jim Coffin- Coffin Engineering will serve as agent for this application as the applicant is out of state at this time. Mr. Coffin presented information about the application and explained what the project will entail. The applicant is asking for a waiver, in regard to parking. By ordinance requirements, the project should have 34 parking spaces. This business is a maintenance facility, with no customers on site, and will not need that many spaces.

This project will enable the business to store and maintain equipment in one area, which will be much more efficient. Smokey's Greater Shows provides carnival midways to fairs across the state. There is an existing pond, which is set up to cleanse and detain storm water, but it is not big enough for this project. Jim Coffin explains that the pond will be expanded to fit the needs for this project and DEP will follow up as needed. There will also be a retaining wall, with an 8' high, 536' long fence, installed on the south side of the property to help shield the residential properties from this project. Stella Richard, abutting property owner, was present at this meeting, and is concerned about lights and noise being generated from the business. Because of the topography of lot 27, with the retaining wall, and fencing, this project will sit much higher than her home, so lights will not be an issue. The lights that will be used on the proposed buildings will be wall packs, with cast down lighting. Lights will be installed above the bay doors, and there will be none on the back and sides of the building. Most of the work done at this business will be done in the winter months, when equipment is not being used, and will be done inside. The hours of operation will most likely be 8am-5pm, 6 days a week. Mr. Coffin assured Ms. Richard that if any issues arise to contact him. The buildings will be made of steel, with no windows. There will

be bathrooms in each building. One building will have a section that is dedicated to painting the equipment. The lot has been designed to allow tractor trailers and equipment to maneuver around the lot.

Chair Willis asks if there is any board member that cannot hear this application in an unbiased manner. No. Did City staff retain any outside services to assist with this application? No.

Chair Willis opened a public hearing at 6:22pm. Stella Richard- abutting property owner, asks if the lights on the building will be on all the time. Mr. Coffin stated that he would look into having the lights set with timers or sensors. She also asked if this project would meet the required setbacks and screening. The plans show that setbacks are met, and the retaining wall/fence will satisfy screening requirements. Chair Willis asked if there was any public input at City Hall. There was not. Chair Willis closed the public hearing at 6:25pm.

The board began their review of the application after determining that it was complete.

### **6.3.1 Waiver of Submission Requirements**

The CEO or Planning Board may, for good cause shown and only upon the written request of an applicant specifically stating the reasons therefor, waive any of the application requirements set forth in Sections 6.3.2, 6.3.3 and 6.3.4 provided such waiver will not unduly restrict the review process. The CEO or Planning Board may condition such a waiver on the applicant's compliance with alternative requirements. Good cause may include the CEO or Planning Board's finding that particular submissions are inapplicable, unnecessary, or inappropriate for a complete review. Notwithstanding the waiver of a submission requirement, the CEO or Planning Board may, at any later point in the review process, rescind such waiver if it appears that the submission previously waived is necessary for an adequate review. A request for a submission previously waived shall not affect the pending status of an application. - *A parking waiver letter is included with the submission The LUO requires that warehouses provide one space per 1,000 sf of building. In this situation there would be 35 parking spaces required, which does not make sense as the operation only has a maximum of 25 employees on site. Therefore, we are asking for a waiver in regard to the number of parking spaces required.*

**Pam Mitchel moved to grant the waiver and allow 25 parking spaces as opposed to 34. Shawn Dolley seconded the motion. No further discussion. Unanimously approved.**

### **The Board went through Review Criteria and relevant performance standards-**

#### **6.3.2.7.2 The proposed development activity for which approval is requested including:**

1. The estimated demand for water supply and sewage disposal together with the proposed location and provisions for water supply and wastewater disposal including evidence of soil suitability if on-site sewage disposal is proposed; *A letter has been sent to Zach Lovely of the Gardiner Water District asking if the Gardiner Water District has sufficient water capacity for the proposed project.*
2. The direction of proposed surface water drainage across the site and from the site together with the proposed location of all stormwater facilities and evidence of their adequacy; *The surface water is directed towards the existing wet pond (630) to the east. Ditches help convert the runoff into the pond while staying out of the existing wetlands. Lot 27 has an allowable impervious area of 2.5 acres as shown on the Phase II Overall Plan. The total impervious area after this project has been constructed will 3.2 acres. Pond 630 will be enhanced as shown on the site plan (C-1) to provide the necessary additional storage as shown on the site plan (C-1). All lots in LHBP have been pre-designed for stormwater with wet ponds for Phase II and detention ponds for Phase I.*

3. The location, dimensions, and ground floor elevations of all proposed buildings and structures including expansions or modifications to existing buildings that change the footprint of the building; *These elements can be found on the site plan (C-1)*
4. The location, dimensions, and materials to be used in the construction of drives, parking areas, sidewalks, and similar facilities; *These elements can be found on the site plan (C-1) and detail sheets.*
5. The proposed flow of vehicular and pedestrian traffic into and through the property; *Very few lots in the LHBP allow pedestrian traffic through their site. In addition, there are not any sidewalks along any of the roads in the park. Vehicles will enter the site off from Industrial Drive and go in either direction to the proposed buildings as shown on the site plan (C-1)*
6. The location and details for any signs proposed to be install or altered; *The applicant is proposing to erect a new sign adjacent to the entrance into the site as shown on the Site Plan*
7. The location and details for any exterior lighting proposed to be installed or altered; *All exterior lighting will be wall packs (dark sky) that are attached to the building and a detail is included with this submission.*
8. Provisions for landscaping and buffering; and *The project is required to implement a partial screen along Industrial Drive and the North property line. A full screen along the east and south property lines because there are residential properties in these areas. There is a substantial tree growth only the east, west, and northern property lines, which will more than conform to LUO. We are proposing an 8' high vinyl fence along the south property line to help shield the residential abutters from the project. Landscaping has been added to some of the parking areas to enhance the buffers.*
9. Any other information necessary to demonstrate compliance with the review criteria or other standards of the Land Use Ordinance. *No other information is included at this time.*

**6.3.3.1** Building and structure drawings showing the footprint, height, front, side and rear profiles and all design features necessary to show compliance with this Ordinance; *Building elevations for the three buildings are included in the planning board submission.*

**6.3.3.2** An estimate of the peak hour and average daily traffic to be generated by the project and evidence that the additional traffic can be safely accommodated on the adjacent streets; *David Allen (MDOT) has stated that once the left-hand turn lane was installed along Enterprise Dr. that the conditions of the turning movement permit have been met and no further traffic mitigation is required with the subdivision. We have included a traffic report to show that there are 15.4 peak hour trips associated with this development.*

**6.3.3.3 Erosion and sedimentation control plan;** *The erosion and sedimentation control plan can be found on Sheet C-3.*

**6.3.3.4** A stormwater management plan demonstrating how any increased runoff from the site will be managed if the project requires a stormwater permit from the Maine Department of Environmental Protection or if the Planning Board determines that such information is necessary based on the scale of the project and the existing conditions in the vicinity of the project. *Lot 27 has an allowable impervious area of 2.5 acres per the Phase II Overall Plan. The total impervious area after this project has been constructed will be 3.2 acres. All lots in the LHBP have been pre-designed for stormwater with wet ponds for Phase II and detention ponds for Phase I*

**6.3.3.5** If the property contains an identified historic or archeological resource, the application shall include an analysis explaining how the resource was considered in the project planning and how any negative consequences of the proposed development activity on the resource will be mitigated. *A letter has been sent to Maine HPC, asking if there are any historic properties affected by the proposed project.*

**6.3.4.1** The site map(s) required in 6.3.2.7 shall be prepared and sealed by a professional engineer or architect. *This information is included with this submission.*

**6.3.4.2** Elevation drawings prepared by a professional engineer or architect showing the façade and roof of the side of all proposed structures facing the road, and the side facing the customer entrance. The drawings shall clearly illustrate the profile of the roof. All façade and roof materials shall be identified including color and texture. *This information is included with this submission.*

**6.3.4.3** Photographs or similar photo representations or drawings showing the architectural design and context of the proposed structures and adjacent properties on both sides of the road. *This information is included with this submission.*

#### **- Review Criteria**

**6.5.1.1** The application is complete, and the review fee has been paid. *The application is complete and the Site Plan Review fee of \$250.00 has been submitted.*

**6.5.1.2** The proposal conforms to all the applicable provisions of this Ordinance. *The proposal conforms to all applicable provisions of the LUO.*

**6.5.1.3** The proposed activity will not result in water pollution, erosion, or sedimentation to water bodies. *The application contains all pertinent erosion and sediment control devices needed for the project. All runoff flows south to the existing pond (630) shown on the Phase II lotting plan of the LHBP.*

**6.5.1.4** The proposal will provide for the adequate disposal of all wastewater and solid waste. *Public sewer is available for the project and all wastewater associated with the bathrooms will be sent to the sewer system under Industrial Drive. The LHBP Phase II DEP permit allows the 12 lots to discharge up to 18,000 GPD to the City's wastewater treatment facility. A letter has been sent to Doug Clark (Director) of the Gardiner Wastewater District asking if the district has sufficient capacity to serve the proposed addition. The applicant is anticipating having up to 25 employees associated with the proposed development. A dumpster enclosure is shown on the Site Plan (C-1) that will provide adequate disposal of solid waste. The LHBP Phase I DEP permit allows the 12 lots to produce up to 24 tons per year of 120 cubic yards of solid waste.*

**6.5.1.5** The proposal will not have an adverse impact upon wildlife habitat, unique natural areas, shoreline access or visual quality, scenic areas, and archeological and historic resources. *Letters have been sent to the Maine HPC and the Maine IFW. A letter has been received from the Maine Natural Areas Program indicating there are no rare botanical features documented within the project area. There w tree cutting needed on site, which cannot be done in June or July because of the bat species mating season. All wetlands have been mapped and are shown on the Topographical Survey Plan.*

**6.5.1.6** The proposal will not have an adverse impact upon waterbodies and wetlands. *Vaughn Smith Associates have provided the wetland delineation, and our surveyors located their wetland flags. This information is shown on the topographic plan included with this submission.*

**6.5.1.7** The proposal will provide for adequate storm water management. *Lot 27 has an allowable impervious area of 2.5 acres per The Phase II Overall Plan. The total impervious area after this project has been constructed will be 3.2 acres. Pond 630 will be enhanced to provide the necessary additional storage as shown on the site plan (C-1). All lots in the LHBP have been pre-designed for stormwater with wet ponds for Phase II and detention ponds for Phase I.*

**6.5.1.8** The proposal will conform to all applicable Shoreland Zoning requirements. *The project is not within Shoreland Zoning and this section is not applicable.*

**6.5.1.9** The proposal will conform to all applicable Floodplain Management requirements. *The project is not within the 100-year flood elevation per the FIRM Map and this section is not applicable.*

**6.5.1.10** The proposal will have sufficient water available to meet the needs of the development. *A letter has been sent to the Gardiner Water District asking if there is sufficient water capacity for the proposed project.*

**6.5.1.11** The proposal will not adversely affect groundwater quality or quantity. *The project will connect to public water on Industrial Drive for domestic water service and a letter has been sent to Gardiner Water District asking if there is sufficient water capacity for the proposed project. Groundwater quality and quantity will not be adversely affected with the proposed project.*

**6.5.1.12** The proposal will provide for safe and adequate vehicle and pedestrian circulation in the development. *The proposed site is being utilized for maintenance and storage with for the applicant's operation. Pedestrians will not be able to walk around on site as this is the case in almost all of the parcels within the LHBP. Tractor trailer trucks can access and negotiate the site as needed with the ability to drive into the three buildings. The site has been designed to allow 67' long tractor trailer trucks to enter off Industrial Drive and drive through the site to each building. There is more than enough area for vehicle circulation associated with the site.*

**6.5.1.13** The proposal will not result in a reduction of the quality of any municipal service due to an inability to serve the needs of the development. *John Cameron (Public Works Director) has issued a letter, verifying that he has no issues with this project.*

**6.5.1.14** The applicant has adequate financial and technical capacity to meet the provisions of this Ordinance. *E.S. Coffin Engineering & Surveying has the technical ability to complete the project. The applicant will provide a financial statement indicating that they have adequate financing to complete the project.*

## **6.5.2 Site Plan Review Criteria**

All applications for Site Plan Review shall meet the Review Criteria contained in 6.5.1 and the additional criteria contained in this section.

**6.5.2.1.** The proposal will be sensitive to the character of the site, neighborhood, and the district in which it is located including conformance to any zoning district specific design standards; *The parcel is surrounded by other commercial/industrial parcels except on the south and east sides where it abuts residential properties. There are no design standards in the PIC District.*

**6.5.2.2** The proposal will not have an adverse impact upon neighboring properties; *There are residential properties that abut the parcel on the south and east sides of the parcel. An 8' high vinyl fence will be installed along the south side of the parcel and there is at least 130' of wooded vegetation along the east side of the parcel to provide adequate buffering of the project. Dust will be controlled during construction by using water or calcium. The project will not have an adverse impact on neighboring properties.*

**6.5.2.3** The proposal contains landscaping, buffering, and screening elements which provide privacy to adjacent land uses in accordance with the appropriate performance standards; *The project is required to implement a partial screen along Industrial Drive and the north side of the parcel. A full screen along the south and east side properties lines, but as mentioned above, there is substantial tree growth along the east, west, and north property lines, which will more than conform to LUO. Landscaping has been added to some of the parking areas to provide additional screening.*

**6.5.2.4** The building site and roadway design will harmonize with the existing topography and conserve natural surroundings and vegetation to the greatest practical extent such that filling, excavation and earth moving is kept to a minimum; *The proposed driveway into the site is along Industrial Drive with buildings situated as shown on the site plan (C-1). There are a large number of wetlands on site, and they have been avoided with the proposed layout. The site has been graded to send runoff away from the buildings in a southerly direction and the cuts/fills have been minimized as much as possible with the existing topography of the parcel.*

**6.5.2.5** The proposal will reflect the natural capabilities of the site to support the development. Buildings, structures, and other features should be located in the areas of the site most suitable for development. Environmentally sensitive areas including waterbodies, steep slopes, floodplains, wetlands, significant plant and wildlife habitats, scenic areas, aquifers, and archeological and historic resources shall be preserved to the maximum extent; *The proposed buildings are situated on the most desirable location on lot #27. The development does not impact any wetlands. Vaughn Smith Associates was hired to delineate the wetlands on site, and they are depicted on the Topographic Survey. Letters have been sent to Maine HPC and IFW. A letter has been received from the Maine Natural Areas Program, indicating there are no rare botanical features documents within the project area.*

**6.5.2.6** The proposal will provide for a system of pedestrian ways within the site appropriate to the development and the surrounding area. The system will connect building entrances/exits with the parking areas and with existing sidewalks, if they exist or are planned in the vicinity of the project; *There are not any sidewalks on Industrial Drive nor along any road within LHBP. The applicant has stated that there will not be any need for any customer to come to the site. However, the general public can drive into the site, find a parking space, and enter each building, but this entire site is geared towards a maintenance and storage facility with tractor trailer trucks and other construction vehicles moving continuously around the site. It does not make sense for any pedestrian access to occur other than the sidewalks abutting the parking areas.*

**6.5.2.7** In urban and built-up areas, buildings will be placed closer to the road in conformance with setback requirements and parking areas shall be located at the side or rear of the building; *The proposed buildings are situated on site so tractor trailers can adequately maneuver to and from each building. There is parking along the south side of the building to the North. There is not any 'Rural Character' associated with LHBP as this property is used for industrial and commercial purposes. The proposed parking areas are all adjacent to buildings and there has been landscaping added near the parking areas to soften the paved areas.*

**6.5.2.8** Proposals with multiple buildings will be designed and placed to utilize common parking areas to the greatest practical extent; *There will be multiple buildings on the parcel, and all are designed so that tractor trailers can back into each building. The LUO requires that warehouses provide one space per 1,000 sf of building. In this situation there would be 35 parking spaces required, which does not make sense as the operation only has a maximum of 25 employees on site. Therefore, we are asking for a waiver in regard to the number of parking spaces required.*

**6.5.2.9** Building entrances will be oriented to the public road unless the layout or grouping of the buildings justifies another approach. *The main entrances to each building will be on the south side of the building to the north side on the parcel facing Industrial Dr. However, the other two 12,000sf buildings along the south side of the parcel must face south due to the locations of the wetlands and grades on site.*

**6.5.2.10** Exterior building walls greater than 50 feet in length which can be viewed from the public road will be designed with a combination of architectural features with a variety of building materials and shall include landscaping abutting the wall for at least 50% of the length of the wall. *There are not any building design standards in the PIC District and therefore this section is not applicable.*

**6.5.2.11** Building materials will match the character of those commonly found in the City and surrounding area including brick, wood, native stone, tinted/textured concrete block or glass products. Materials such as smooth-faced concrete block or concrete panels and steel panels will only be used as accent features. Materials shall be of low reflectance, subtle, neutral or earth tone colors. High-intensity and bright colors shall be prohibited except when used as trim or accent. Building materials for industrial or commercial buildings located within an approved industrial park or subdivision are not required to comply with this provision. *There are not any building design standards in the PIC District and therefore this section is not applicable.*

**6.5.2.12** Building entrances and points where the development intersects with the public road and sidewalk will be provided with amenities appropriate for the area such as benches, bike racks, bus stop locations and other similar landscape features. *The site is located along Industrial Dr., and the parcel is being utilized for the storage and maintenance of fair equipment. Pedestrians will not be able to walk around on site because of the nature of the operation. There are picnic tables shown along the south side of the building to the north.*

**6.5.2.13** A proposal which includes drive-through service will be designed to minimize impact on the neighborhood. Drive-through lanes will be fully screened from adjacent residential properties and communication systems will not be audible on adjacent properties.

*There are no drive-thru lanes associated with the project and this section is not applicable.*

## **General Performance Standards**

### **8.7 Exterior lighting:**

*Wall-packs are depicted on the site plan and cut sheets of these fixtures are included with this submission. All of the fixtures will be shielded so that light shines in a downward direction. Electricity will be brought overhead from a pole along Industrial Dr. to a new pole on site and then run underground to the proposed buildings.*

**8.8 Noise:** *the only significant noise generated from the operation will be during construction activities. All maintenance work will be inside the buildings and with their location on the parcel would make noise minimal at the lot lines.*

**8.11 Bufferyard& Screening Standards:** *The project is required to implement a partial screen along Industrial Drive and the northern property line. A full screen along the east and south property lines because there are residential properties in these areas. There is a substantial tree growth along the east and north property lines, which will more than conform to the LUO. We are proposing an 8' high vinyl fence along the south property line to help shield the residential abutters from the project. There will be a stand of trees left in place along Industrial Dr to comply with the partial screen standard. The parking spaces in the area have been screened to help shield headlights.*

## **Environmental Performance Standards-**

**9.1 Air Quality:** *Dust will be controlled during construction by applying calcium or water as needed.*

**9.2 Water Quality:** *Stormwater runoff will be sent into the ditching and/or catch basins as shown on the attached site plan and then into a plunge pool or sediment forebay before entering the existing we pond.*

**9.5 Solid Waste:** *A fully enclosed dumpster is shown on the site plan.*

**9.7.2 Public Sewer:** *the sewer from the site will connect into the existing sewer manhole located along the west side of Industrial Dr. A letter has been sent to Director Clark asking if there is enough capacity for this project.*

## **Special Activity Performance Standards:**

**10.24.5.7.2 Free Standing Signs:** *The applicant is proposing to erect a new sign in adjacent to the entrance along Industrial dr as shown on the Site Plan.*

There were questions about a swale on the property, and how this work will affect it. There is a berm already in place, which will keep problems from arising in the area of the swale.

Adam Lemire is concerned about exhaust from a spray booth, and how it will affect a wetland that is right behind it. The board decided to condition this, with Kris McNeill to find out what impact this could have and what can be done to prevent any potential impact.

**Pam Mitchel moves that this application meets all applicable standards of the ordinance with the conditions that a letter from Gardiner Water District be received, a letter of financial capacity is sent to the City of Gardiner, and Kris McNeill will investigate the exhaust from the spray booth and make sure that it does not impact the wetlands in a negative way. Lisa St. Hilaire seconded the motion. No further discussion. Unanimously approved. Pam Mitchel moves to approve the application with the three previously mentioned conditions. Lisa St. Hilaire seconded the motion. No further discussion. Unanimously approved.**

**Project approved.**

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**5. Public Hearing: Rachel Sugarman- Miss Sugarman's School for Extraordinary Children-** Rachel Sugarman is proposing to open a K-8 after school program at 617 Water St. Map 028 Lots 005+006D. This would be a change of use for this building, to an after-school program. Her plan is to start this project as a morning program, and gradually start providing more services and longer hours. She can work with 12 students by herself and will hire staff as her clientele increases. Ms. Sugarman explained to the board that she has worked for over 18 years in education and sees a gap in services. This program will be geared towards children, and eventually lead to working with teens. She plans on offering a summer camp for 4 weeks and would like to be fully staffed by fall of 2024 with 24-26 students. After board approval, she plans to meet with the owner of the building to work towards getting it up to fire code for a school.

Kris McNeill states that he brought this to Planning board because of parking and how to make it work for this business. As explained, this school will be moving in steps. The board asks how much of this project they will be working on/approving. Kris McNeill suggests that the whole project be reviewed/approved at this meeting. Once the school has an established clientele, there will be an afterschool program, and will also offer services on early release days. The biggest concern with this project is parking. The building has seven designated spots, one of which is ADA parking. The board reviewed how parking would work. There are seven parking spots available for this space, one of them being ADA. According to the LUO, she would need 10 spaces for a business like this. Ms. Sugarman has spoken with the owner of the building, who also owns the lot/buildings beside this one. The owner of the building has designated parking spaces immediately adjacent to the proposed business, which would bring her total parking spaces to nine and one ADA space. The board agreed that as long as these parking spaces are designated for her business, which would work.

Chair Willis opened a public hearing at 8:03 pm. There is no one at this meeting to speak for or against this project. Chair Willis asks if there was any input at City Hall. There was not. Chair Willis closed the public hearing at 8:04pm. She asked board members if they could hear this application in an unbiased manner. Yes.

The Board will start with their review.



## **6. Waivers (6.3.1)**

*No waivers were requested for this application. No structural changes will be made. Storm water will not be changed due to no exterior work being done.*

**6.5.1.1** The application is complete, and the review fee has been paid.

*The application is complete.*

**6.5.1.2** The proposal conforms to all the applicable provisions of this Ordinance. *This proposal conforms to all applicable provisions of this ordinance.*

**6.5.1.3** The proposed activity will not result in water pollution, erosion or sedimentation to water bodies.

*It will not, due to the fact that no exterior work is being proposed.*

**6.5.1.4** The proposal will provide for the adequate disposal of all wastewater and solid waste.

*The property is connected to the public sewer. Wastewater Director, Doug Clark, has verified the system can manage the increase in flow. All refuse will be disposed of in trash cans and picked up by a trash service weekly. The property use will not create more waste than a normal household.*

**6.5.1.5** The proposal will not have an adverse impact upon wildlife habitat, unique natural areas, shoreline access or visual quality, scenic areas, and archeological and historic resources.

*Due to the fact that there is not exterior work being proposed, none of the above will be impacted. The building that this project will be established in is listed as being eligible to be on the Maine Historic Register. Board members feel that Kris McNeill- Code Enforcement Officer should look into any historical or archaeological possibilities on this property. This will be added to the conditions of approval.*

**6.5.1.6** The proposal will not have an adverse impact upon waterbodies and wetlands. *Due to the fact that there is not exterior work being proposed, none of the above will be impacted.*

**6.5.1.7** The proposal will provide for adequate storm water management.

*No site alterations are being made, so storm water run off will not be affected.*

**6.5.1.8** The proposal will conform to all applicable Shoreland Zoning requirements.

*No alterations are being made that will affect shoreland zoning.*

**6.5.1.9** The proposal will conform to all applicable Floodplain Management requirements.

*No alterations are being made that will affect flood plain management requirements.*

**6.5.1.10** The proposal will have sufficient water available to meet the needs of the development.

*Review criteria call for letters from city department heads. Gardiner Water district has not submitted a letter offering their input on water capacity for this project. This will be a condition for approval.*

**6.5.1.11** The proposal will not adversely affect groundwater quality or quantity.

*This proposal will not affect groundwater quality or quantity.*

**6.5.1.12** The proposal will provide for safe and adequate vehicle and pedestrian circulation in the development.

*This proposal will utilize existing parking spaces and traffic patterns will not change. Parking spaces are directly adjacent to the pedestrian entrance. The board is concerned about cars coming in and out of this lot during pick up and drop offs. The applicant was asked to get more information about peak hour traffic, which will be reviewed by Code Enforcement. This will be added as a condition of approval.*

**6.5.1.13** The proposal will not result in a reduction of the quality of any municipal service due to an inability to serve the needs of the development.

*All city departments heads have been consulted and no municipal services will be negatively impacted.*

**6.5.1.14** The applicant has adequate financial and technical capacity to meet the provisions of this Ordinance. *The applicant has a Master of Education and 18 years of public education experience. She is a licensed foster parent. The applicant has all the training necessary to direct a childcare program. The applicant has excellent credit history and has multiple accounts in good standing at Camden National Bank. No funding is being sought at this time. Needed funds are escrowed in an account.*

When the applicant is ready to install a sign, she will work with the owners of the building as well as Kris McNeill to make sure that the sign design fits into the requirements for the LUO. After approval for this project, that applicant will apply for a childcare license. A required inspection of the facility will offer any changes that she might need to make. Ms. Sugarman plans to have an outside play area in the warmer months. She will work with Kris McNeill to meet the requirements for an outside recreation area as warm weather approaches.

**Pam Mitchel moves that this application meets all applicable standards of the ordinance, with conditions that the applicant provide information that this business will have 9 designated parking spots and one shared ADA spot, which will be shared with other tenants of the building. That the applicant provides information about peak hour traffic, that the city receives information from GWD about water capacity for this project, and that the CEO investigate historical and archaeological possibilities on the property. Adam Lemire seconded the motion. No further discussion. Unanimously approved.**

**Pam Mitchel moves to approve this application with the four previously mentioned conditions. Adam Lemire seconded the motion. No further discussion. Unanimously approved.**

**Application approved.**

6. Other Business- There are no applications for January, therefore there will not be a meeting that month.

7. Adjourn- Lisa St. Hilaire moved to adjourn at 8:38pm. Zachary Hanley seconded the motion. No further discussion. Unanimously approved.