

**PLANNING BOARD**  
**Meeting Minutes**  
**Monday May 8, 2023 @ 6:00 PM**  
**City Council Chambers**

**1.) Call the Meeting to Order-** Chair Willis called the meeting to order at 6:05pm.

**2.) Roll Call-**Board members- Shawn Dolley, Jacob Waltman, Pam Mitchel, Adam Lemire, Lisa St. Hilaire, Debby Willis. Others present for the meeting: Jim Coffin- Coffin Engineering presented the application for his client, PMP Realty, Mayor Patricia Hart, Kris McNeill- Code Enforcement, and Angelia Christopher.

**3.) Review of the December 15, 2022 meeting minutes-** After reviewing corrections, Pam Mitchel moved to approve the December 15, 2022 minutes with additions and small changes. Seconded by Lisa St. Hilaire. No further discussion. All in favor.

**4.) Public Hearing-** P&M Realty LLC, is seeking Planning Board approval to erect a 35,310sf building that will be utilized for the applicant's private vehicle collection at 24 Griffin St, City Tax Map 28 Lot 28, in the MUV (Mixed Use Village) District in Gardiner.

**Mr. Coffin gave a quick presentation about this project. There will be about 3500sf of wetlands impacted. The applicant has requested a waiver for parking. This building/business will not be regularly open to the public so they do not need a formal parking plan. There may be occasional events but any overflow of parking can be alleviated with a shuttle service. There is already a dumpster on site, so there is no need for another.**

Chair Willis asks if the board is ready to review the application.

Chair Willis explains that the applicant has standing and she asks if there are any board members that cannot hear this application in an unbiased manner. All members agree that they can. Chair Willis asks if the City had to hire any outside resources to complete this application. No. The applicant has requested a waiver for parking.

Chair Willis opens the public hearing and asks if there is anyone there to comment on this application. Mayor Hart expressed that she has met with Mr. Prescott and he does want people to visit this facility once it's complete but it will be controlled. Mr. Prescott would like this project completed in time for the Great Race, which he has been very involved in the organization. The race will be coming back to Gardiner in 2024, and the end point will be Gardiner. Mr. Prescott would like to showcase his collection as part of this event. The Great Race is a highly successful event for Gardiner, and the Mayor feels this project to should be allowed to proceed. No other comments or questions.

Chair Willis closed the public hearing.

The board discussed that there needs to be a tax map added to the application as well as a letter from Waste Water Director- Doug Clark.

**Action:** Pam Mitchel moves that the application is complete with the exception of the tax card, and a letter from Doug Clark- Wastewater Director. Lisa St. Hilaire seconded the motion. No further discussion. All members unanimously approve.

The board reviewed relevant performance standards.

**Section 8** Performance Standards that the Board reviewed-

**8.6 Essential services-** There needs to be a letter from Wastewater Director Doug Clark with his review of the project.

**8.7 Exterior Lighting.** There is a lighting plan included with the application.

**8.8 Noise-** This will not be a concern.

**8.9 Exterior Material Storage.** There is a dumpster already on site.

**8.11-Screening standards-** Mr. Coffin explained that the project will be using partial screening option #3 along Griffin St. This will include 6 understory trees and 6 shrubs per 100'.

**Section 10** Performance Standards

**Signs-**Mr. Coffin reports that there will not be a sign for this development. If they decide to post one at a later date, they will go through the permitting approval process with the Code Enforcement officer.

**Section 11-Traffic parking standards.** There are no specific standards for this use, and they will not be open to the public. There may be occasional events held there which could bring crowds. There is enough parking on this lot for approximately 80 vehicles, and there would likely be a shuttle bringing people on to the lot.

**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** This proposal conforms to all applicable provisions of this Ordinance.

**Will review at the end.**

**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 from the new building flows west to the proposed detention pond.**

**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 Maine located on Griffin St. A letter from Doug Clark (Director) of the Gardiner Sewage District is included indicating that the District has sufficient capacity to serve the proposed building.**

**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.

**The Maine Dept. of Inland Fisheries & Wildlife have provided a letter indicating that there are not any significant wildlife habitats. The dept. of Agriculture, Conservation and Forestry has included a letter indicating that there are not any rare or endangered plants on the parcel.**

6.5.1.6 The proposal will not have an adverse impact upon waterbodies and wetlands.

**Vaughn Smith Associates has verified that the water body between the American Legion and applicant's property is a drainage ditch, not a stream. There will be 3490sf of wetland impacts associated with the project.**

6.5.1.7 The proposal will provide for adequate storm water management

**A stormwater report is included indicating a decrease in flow for the 2-, 10- and 25- peak storm events.**

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 as shown on the attached 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 received from Pau Gray of the Gardiner Water District indicating that the district has sufficient water capacity for the proposed project.**

6.5.1.11 The proposal will not adversely affect groundwater quality of quantity.

**The project will connect to public water along Griffin St. for domestic and fire suppression water services. The Gardiner Water District has the capacity per Paul Gray's letter to serve the proposed development. Groundwater quality 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 building will be utilized for storage of antique vehicles with maintenance bays associated with the applicant's operation. Pedestrians will not be able to walk around on site as this is a car storage facility. Tractor Trailer trucks can access and negotiate the site as needed as the site has been designed to allow 67' long tractor trailer trucks to enter off Griffin St and drive around the north side of the proposed building and exit between the two existing buildings without multiple turning movements. 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.

**A letter has been received from Jerry Douglass (previous public works director) stating that the project will not have any negative impacts to the public works dept.**

6.5.1.14 The applicant has the 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

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 district specific design standards.

**There are residential properties along the West side of the property and some further down along the East side of Griffin St, but there aren't any residents with 300' of the proposed building. Adequate buffering is in place or will be installed along property lines adjacent to the proposed building. The entire site will be fenced in to not allow access onto the parcel unless it's through one of the gates. Commercial activities that are taking place on site today will be**

very similar to what will be taking place once the building is construction and will not be insensitive to the neighborhood.

6.5.2.2 The proposal will not have an adverse impact upon neighboring properties

**The parcel is bordered on the North and West by residential properties and to the South by the American Legion, and to the east by a commercial use. The building is primarily being used to store vehicles with some maintenance taking place inside the building on the first floor. All activities will take place inside the building so 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 west property line has a 6' high stockade fence, which complies with the buffer standards for Semi-full screen option #1 in the Land Use Ordinance. We are proposing a 6' high vinyl fence along the south property line as well. Along Griffin Street Option #3 for partial-screen options will be used consisting of 6 understory trees and 6 shrubs per 100'.**

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 two existing curb cuts on Griffin St. will continue to be utilized. The building will be two- stories along the east side and one story along the west side of the parcel. This is due to the topography of the parcel being much higher along the west side. This will help keep excavation to a minimum.**

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 building is situated on the most desirable location on the parcel. It allows the building to be viewed as a two-story building from Griffin St., But only one- story from the west dies of the parcel. There will be 3490sf of wetland impacts along the south side of the property, which does not rise to the threshold of requiring a NRPA permit from the DEP./ The Maine Dept. of Inland fisheries and wildlife have provided a letter indicating that there are not any significant wildlife habitats. The Dept. of Conservation has included a letter indicating that there are not any rare or endangered plants on the parcel.**

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 pedestrians allowed on the site unless an appointment is made. Vehicles can maneuver throughout the site with adequate parking available along the north side of the new building.**

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 building setbacks are all 25' and are shown on the site plan (C-1). The proposed building is about 33' from the Griffin St. right of way. The parking lot is on the north side of the building as shown on the plan.**

6.5.2.8 Proposals with multiple buildings will be designed and placed to utilize common parking areas to the greatest practical extent.

**There is only one proposed building and this section is not applicable.**

**6.5.2.9** Building entrances will be oriented to the public road unless the layout of grouping of the buildings justifies another approach.

**As mentioned above, the two existing curb cuts will continue to be utilized.**

**6.5.2.10** Exterior building walls great that 50' 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.

**The two existing office buildings on site have vertical blue steel wall panels with three feet of concrete foundation shown. The proposed building will be similar in regard to the wall panels, but will utilize stone over the exposed foundation to utilize a combination of architectural features. Evergreen shrubs are shown on the site plan along the south and north building sections.**

**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 be required to comply with this provision.

**The proposed building will be similar to the buildings currently on site in regard to the vertical wall panels and color. These colors are not bright or high intensity. As mentioned above stone will be placed over the exposed foundation and the roof will have the shape of a 'V' with the low point in the center of the gable end facing Griffin Street. The roof will slope towards the gable end on the west side of the building.**

**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 on Griffin Street and the building is being utilized for vehicular storage. Pedestrians will not be able to walk on or around on site as this is a storage facility.**

**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.**

**Back to 6.5.1.2**

**Action: Pam Mitchel moves that review criteria have been met with the addition of a note: The parking on the lot was reviewed, and the Board determined that there is adequate parking on the lot that can be used for events if needed. Adam Lemire seconded the motion. No Further discussion.**

**Unanimously approved.**

Chair Willis asks what the Board wants to do with this application:

**Pam Mitchel moves that the Board approve this project with the two conditions of letter from Wastewater Director, Doug Clark and that a tax map be added to the application. Adam Lemire seconded the motion There was a suggestion from Shawn Dolley, that there be set public visitation hours and a sign expressing what the building is used for. These will be up to the applicant. No further discussion.**

**Unanimously approved.**

Application passed.

**8.) Other Business-** At the next meeting, the Board will review a project at 907 Brunswick Ave for Necessary Tires Too and Oasis Refinery.

**9.) Adjourn-** Lisa St. Hilaire moved to adjourn at 8:20pm. Seconded by Jacob Waltman. No further discussion. Unanimously approved.

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