



Planning & Code Enforcement

2 York Street
Westbrook, Maine 04092
Phone: 207-854-0638
Fax: 866-559-0642

PLANNING & CODE ENFORCEMENT

WESTBROOK PLANNING BOARD TUESDAY, APRIL 6, 2021, 7:00 P.M.

Performing Arts Center
Westbrook Middle School
471 Stroudwater Street, Westbrook

Enter Building from Street side (Performing Art Center Entrance)
Masks are required to enter building as well as proper physical distancing.

AGENDA

1. Call to Order
2. Approval of Minutes

NEW BUSINESS

3. ~~2021.10 – Conditional Use – 396 Cumberland Street – Vicki Gayton – Public Hearing:~~ The applicant is proposing a medical office use to provide mental health therapeutic services within an existing building located at 396 Cumberland Street. Tax Map: 043 Lot 044 Zone: Residential Growth Area 1 Use: Medical Office **Item removed at the applicant's request**
4. **2020.30 – Site Plan / Subdivision Amendment – Mechanic Street Parking Garage & Subdivision – TDB, LLC; City of Westbrook – Public Hearing:** The applicant is proposing an amendment to the approved site and subdivision plan to include 60-residential units and a +/-7,000 sf retail use within the footprint of the parking structure. Tax Map: 032 Lot: 007A Zone: City Center District; Village Review Overlay Zone Use: Horticulture, Dwelling, Multiple Family, Retail Class 1 and Parking Facility

WORKSHOP

5. **2021.07 – Site Plan – Rocky Hill Solar Project – C2 Energy Capital:** The applicant is proposing a ground mounted solar array to offset costs associated with municipal power use. Tax Map: 020 Lot: 014 Zone: Rural District Use: Municipal Facility
6. **2021.08 - Site Plan – Sandy Hill Solar Project – C2 Energy Capital:** The applicant is proposing a ground mounted solar array to offset costs associated with municipal power use. Tax Map: 001 Lot: 003B Zone: Industrial Park District Use: Municipal Facility
7. **2021.09 – Site Plan, Subdivision – Cottages at Berkshire – HTM Partners, LLC:** The applicant is proposing 20-single family house lots and an approximately 75-unit condominium complex with access from Brook Street and Berkshire Way. Tax Map: 019 Lots: 030A, 031, 033, 034 036 & 037; Tax Map 022 Lot: 010 Tax Map 059 Lot: 042 Zone: Residential Growth Area 2 Use: Dwelling Single-Family, Dwelling Two-Family

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.



Planning & Code Enforcement

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PLANNING & CODE ENFORCEMENT

DATE: April 2, 2021

TO: Planning Board

FROM: Jennie P. Franceschi, City Planner & Rebecca Spitella, Assoc. City Planner

Cc: Plan Review Team

RE: April 6, 2021 Planning Board Meeting

-
1. **2021.10 – Conditional Use – 396 Cumberland Street – Vicki Gayton – **ITEM WITHDRAWN****
 2. **2020. 30 – Site Plan / Subdivision Amendment – Mechanic Street Parking Garage & Subdivision – TDB, LLC; City of Westbrook**
 3. **2021. 07 – Site Plan – Rocky Hill Solar Project – C2 Energy Capital – Methodist Rd**
 4. **2021. 08 - Site Plan – Sandy Hill Solar Project – C2 Energy Capital – Eleanor Ave.**
 5. **2021. 09 – Site Plan, Subdivision – Cottages at Berkshire – HTM Partners, LLC – Brook St.**
-

1. **2021.10 – Conditional Use – 396 Cumberland Street – Vicki Gayton**

PUBLIC HEARING

Tax Map: 043 Lot: 044

Zone: Residential Growth Area 1

Use: Medical Office

Project Description:

The applicant is proposing a medical office use to provide mental health therapeutic services within an existing building located at 396 Cumberland Street.

Project History:

April 6, 2021 – Public Hearing

Staff Comments:

1. Noticing fees due: \$206.48

Item withdrawn at the request of the applicant. No further action needed.

2. **2020.30 – Site Plan / Subdivision Amendment – Mechanic Street Parking Garage & Subdivision – TDB, LLC; City of Westbrook**

PUBLIC HEARING

Tax Map: 032 Lot: 007A

Zone: City Center District; Village Review Overlay Zone

Use: Horticulture, Dwelling, Multiple Family, Retail Class 1 and Municipal Parking Facility

Project Description:

The applicant is proposing an amendment to the approved site and subdivision plan to include up to 60-residential units and a +/-7,000 sf retail use within the street level footprint of the parking structure. The site plan amendment incorporates a reduction in building footprint of the parking facility which allows for additional landscaping measures and a sidewalk on the northerly side of the parking structure.

Project History

August 26, 2020 – Neighborhood Meeting

September 15, 2020 – Planning Board Workshop

September 17, 2020 – Recreation and Conservation Commission

October 7, 2020 – Village Review Overlay Committee

October 15, 2020 – Recreation and Conservation Commission

October 20, 2020 – Public Hearing

November 3, 2020 – Regular Meeting

April 6, 2021 – Site/Subdivision Amendment – Public Hearing

Staff Comments:

1. ADA Standards
 - a. Stripe ADA van and ADA spaces in traditional striping pattern for ADA spaces.
 - b. Wording of VAN spaces is mirrored please correct.
 - c. City Staff will work with applicant on arrangement and placement in final striping plan.
2. First level layout
 - a. Remove parking spaces beside electrical room to afford access to room and avoid potential conflicts where these spaces are blocked from view of on-coming traffic.
 - b. City Staff will work with applicant on arrangement and placement of spaces in final striping plan to maximize parking spaces.
 - c. Need striped access from exterior ped door by vehicle entrance, across drive aisle going up to the next level and over to parking area on southern side of structure.
 - d. Need striped ped access from last spot on southeastern end of parking spaces to follow the side of the retail space leading peds to the elevators.
 - e. Retail space Northern room area needs to be configured to provide an accessible corridor to the public elevators and closed off space for the retail.
 - f. Signage in structure for one way circulation on the first level and stop bars and signs needed to control access.
3. Remove Registry block from cover sheet and site plan sheets.
4. How will Res/Retail garbage be screened from Vertical way?
5. As part of the amendment, the structure was adjusted to be able to provide for 4 additional feet to provide a sidewalk on the Vertical Way side of the project. The compressing of the structure was achieved by reducing the parking spaces from 18.5' long to 17.5' long. The Engineering Dept reviewed this plan and conducted field research at a similar parking structure and took no issues with this proposal as submitted. This will require a waiver of the parking space length standard which is included in the motion below.
6. Add waiver statement of standard §335-13.6.B(2), parking stall depth to 17.5" on site plan.
7. Title for L00-1: Remove "sketch" from title to read 'Open Space Plan'

- An initial traffic assessment provided by Gorrill Palmer (memo dated 3/10/2021) indicates the increase in retail use on the site may trigger a Maine DOT Traffic Movement Permit (TMP). The applicant has begun the process of submitting a TMP application, however the application cannot be completed until traffic counts can be obtained, which per MDOT requirements cannot begin until after April 1, 2021. Staff finds the rights-of-way in the vicinity of the project have adequate capacity to accept the differential traffic generated through this minor retail amendment, including the Vertical Way driveway as designed. Staff is therefore recommending the Planning Board include the TMP submission and permits, if necessary, as a condition of approval, as any MDOT permits requirements likely would not alter the site design or parking layout proposed. (Most probable result of the TMP process would be for the applicant to look at traffic light timing plans and implementation of those plans into the existing traffic light system.)

Open Space:

The increase in open space square footage due to the 10-additional units is already provided for in the proposed open space plan which was previously supported by the Recreation and Conservation Commission.

Open Space Required: 18,000 sf

Open Space Provided: 18,155 sf

Village Review:

The façade alteration associated with the addition of the retail space for the WCD/Vertical Way facades are consistent with the previous recommendations provided by the VROZ committee to provide a more enhanced pedestrian experience and scaled streetscape.

Comments from FD:

- Final location of main panel, knox box locations (4 required) and areas of refuge to be reviewed/approved of by FD
- Ability to serve letters from both CMP and Water District
- Provide standpipes on every level of the parking garage
- BDA testing required by the contractor before, during and at the end of the project with reports to be forwarded to FD. If any of the test fail a full radio enhancement system required at the owner expense
- 3rd party consultant by a fire protection engineer to review the fire/sprinkler systems as part of building permit application.
- Provide exterior access to sprinkler rooms
- Exterior horn strobes installed on the building for fire alarm
- Fire alarm will be fully addressable with exterior annunciator location by FD and two other annunciators location by FD

Motion

That the Site Plan and Subdivision amendment application for TDB, LLC and the City of Westbrook, including a waiver to allow 17.5’ parking lengths within the structure, for a mixed-use development as shown on the approved plans consisting of a municipal parking facility, retail space, up to 60 residential units and a horticulture use, located adjacent to Mechanic Street and William Clarke Drive, Tax Map: 032 Lot: 007A Zone: City Center District, Village Review Overlay Zone is **(approved with conditions/ denied)** and the following findings of fact, conclusions and conditions as stated on pages 3 through 9 of this Staff Memo dated April 2, 2021 are adopted in support of that approval.

Site Plan – Finding of Fact

Standard	Finding
Utilization of the site	Existing site is fully developed as a surface parking lot. Redevelopment of the site meets the intent of the Ordinance.
Handicap Access	Site is ADA compliant with sidewalk tip downs and accessible entry points. The parking garage provides sufficient accessible

	parking spaces, including van spaces, which is in excess of the minimum standard of 8 spaces.
Appearance Assessment	The project utilizes existing curb cuts to access the site. A landscaping plan has been provided to demonstrate the utilization of vegetated areas along the perimeter to transition from the sidewalk and public rights of way. Lighting is designed to be consistent with existing infrastructure on William Clark Drive and is in consideration of planning improvements on Main Street. A sign study will be conducted prior to project commencement. All new signs to the project will require a sign permit from the Code Enforcement Office. Review by the Village Review Overlay Committee was held as part of the application process and the project is consistent with the standards of the District. Criteria 1-6 are met.
Landscape Plan	A landscape plan has been provided as part of the application demonstrating substantial revegetation along the public rights-of-way from existing conditions.
Odors	No odors known or anticipated outside of regular trash maintenance and collection. A dumpster and compost collection is located within the loading dock area for screening.
Noise	All proposed uses are consistent with the City Center District. No adverse impact is known or anticipated.
Technical and Financial Capacity	The applicant has provided a letter from Piper Sandler dated September 30, 2020 to demonstrate project viability. The applicant has retained the services of Harriman Associates which demonstrates technical capacity.
Solid Waste	Waste removal will be privately managed. Commercial waste will be stored in a dumpster located in the loading dock area which shall be screened appropriately. Residential waste will utilize a private trash rooms on each of the residential floors.
Historic, Archaeological and Botanical Resources or Unique Features	None known
Hazardous Matter	None known.
Vibrations	No adverse impact known or anticipated.
Parking & Loading Design and Site Circulation	Project includes a new parking structure that will facilitate parking for on-site commercial-residential use as well as public parking for the downtown. The site is accessed via two existing curb cuts along William Clarke Drive and Mechanic Street. The applicant has provided turning templates demonstrating adequate access for emergency vehicles as well as feasibility of delivery to the loading bay.
Adequacy of Road System	Adequate
Vehicular Access	Site ingress/egress is via two existing curb cuts along William Clarke Drive and Mechanic Street at points that have been reviewed and approved of by the City Engineer.
Pedestrian and Other Modes of Transportation	An enhanced/widened sidewalk is proposed along William Clarke Drive and Mechanic Street to accommodate pedestrian movement. Cross walk connections have been made at all points of entry to the structure along Vertical Way. Bicycle racks are proposed along the William Clarke Drive frontage of the building as part of the approved Open Space Plan.

Utility Capacity	With consideration of the Conditions of Approval, Ability to Serve letters will be provided to the City upon receipt and before site disturbance to demonstrate adequate utility capacity.
Stormwater Management, Groundwater Pollution	The proposed development is a net decrease in impervious area to the site, and includes a vegetated green roof to improve existing stormwater treatment. An MDEP Stormwater Permit is required as part of this approval.
Erosion and sedimentation Control	Adequate erosion and sedimentation control measures are shown on the plan.

Conclusions

1. The proposed site plan **will not** result in undue water or air pollution.
2. The proposed site plan **has** sufficient water available for the reasonably foreseeable needs of the site plan.
3. The proposed site plan **will not** cause an unreasonable burden on an existing water supply.
4. The proposed site plan **will not** cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results.
5. The proposed site plan **will not** cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed.
6. The proposed site plan **will** provide for adequate sewage waste disposal.
7. The proposed site plan **will not** cause an unreasonable burden on the municipality's ability to dispose of solid waste.
8. The proposed site plan **will not** have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.
9. The proposed site plan **conforms** with a duly adopted site plan regulation or ordinance, comprehensive plan, development plan, or land use plan.
10. The developer **has** adequate financial and technical capacity to meet standards of this section.
11. The proposed site plan **is not** situated entirely or partially within the watershed of any pond or lake or within 250 feet of any wetland, great pond or river as defined in Title 38, Chapter 3, subchapter I, article 2-B M.R.S.A.
12. The proposed site plan **will not** alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.
13. The proposed site **is not** situated entirely or partially within a floodplain.
14. All freshwater wetlands **have** been shown on the site plan.
15. Any river, stream, or brook within or abutting the site plan **has** been identified on any maps submitted as part of the application.
16. The proposed site plan **will** provide for adequate storm water management.
17. The proposed plan **will not** negatively impact the ability of the City to provide public safety services.

Subdivision – Finding of Fact

Standard	Finding
Pollution	Disposal of sewage will be via the public system. Sewer connection is available in the vicinity of the development. Stormwater quality will increase with the development with an increase in vegetated area from existing conditions.
Sufficient Water	Water Services are available within the Mechanic Street right-of-way. An ability to serve letter will be provided to the City upon receipt, prior to site disturbance.

Municipal Water Supply	Water Services are available within the Mechanic Street right-of-way. An ability to serve letter will be provided to the City upon receipt, prior to site disturbance.
Erosion	Adequate erosion and sedimentation control measures are shown on the plan. On-site inspections will occur during construction to ensure compliance.
Traffic	William Clarke Drive and Mechanic Street have adequate capacity to accept the traffic generated by this project.
Sewage Disposal	Disposal of sewage will be via the public system. Sewer connection is available in the vicinity of the development.
Municipal Solid Waste Disposal	All residential and commercial waste will be privately hauled
Aesthetic, Cultural and Natural Values	No applicable
Conformity with City Ordinances and Plans	Proposal is in conformance with City Ordinances & the Comprehensive Plan.
Financial and Technical Capacity	The applicant has provided a letter from Piper Sandler dated September 30, 2020 to demonstrate project viability. The applicant has retained the services of Harriman Associates which demonstrates technical capacity.
Surface Waters; Outstanding River Segments	Not applicable
Ground Water	Ground water will not be adversely impacted by the project.
Flood Areas	Not applicable
Freshwater Wetlands	No wetlands have been identified on the site.
Farmland	No farmlands have been identified on the site.
River, Stream or Brook	No river, streams or brooks are present or have been identified on the site.
Stormwater	The proposed development is a net decrease in impervious area to the site, and includes a vegetated green room to improve existing stormwater treatment. A Stormwater Permit is required as part of this approval.
Spaghetti Lots Prohibited	No lots within the proposed subdivision have shore frontage. N/A
Lake Phosphorus Concentration	The proposed subdivision is not located near or along a great pond.
Impact on Adjoining Municipality	The proposed subdivision does not cross municipal boundaries
Lands subject to Liquidation Harvesting	Not applicable.

Conclusions:

1. The proposed subdivision **will not** result in undue water or air pollution
2. The proposed subdivision **has** sufficient water available for the reasonably foreseeable needs of the subdivision
3. The proposed subdivision **will not** cause an unreasonable burden on an existing water supply
4. The proposed subdivision **will not** cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results
5. The proposed subdivision **will not** cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed.
6. The proposed subdivision **will** provide for adequate sewage waste disposal and **will not** cause an unreasonable burden on municipal services.
7. The proposed subdivision **will not** cause an unreasonable burden on the City's ability to dispose of solid waste.

8. The proposed subdivision **will not** have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.
9. The proposed subdivision **conforms** with a duly adopted subdivision regulation or Ordinance, comprehensive plan, development plan or land use plan.
10. The subdivider **has** adequate financial and technical capacity to meet the standards of this section.
11. The proposed subdivision **will not** adversely affect the quality of any pond, lake, wetland, great pond or river, or unreasonably affect the shoreline of that body of water.
12. The proposed subdivision **will not**, alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.
13. The subdivision **is not** located in a flood-prone area, as determined by the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps.
14. All freshwater wetlands within the proposed subdivision **have** been identified.
15. All farmland within the proposed subdivision **has not** been identified. – Not applicable
16. Any river, stream or brook within or abutting the proposed subdivision **has** been identified.
17. The proposed subdivision **will** provide for adequate stormwater management.
18. Lots in the proposed subdivision **do not have** shore frontage on a river, stream, brook, great pond or coastal wetland as defined in 38 M.R.S.A. Section 480-B.
19. The long-term cumulative effects of the proposed subdivision **will not** unreasonably increase a great pond's phosphorus concentration during the construction phase and life of the proposed subdivision.
20. The proposed subdivision **will not** cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision is located.
21. Timber on the parcel being subdivided **has not** been harvested in violation of rules adopted pursuant to 12 M.R.S.A. Section 8869, subsection 14.

Conditions:

1. Approval is dependent upon, and limited to, the proposals and plans contained in the application dated September 23, 2020 and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Planning Board, and any variation from such plans, proposals and supporting documents and representations are subject to review and approval by the City Planner or the Planning Board.
2. Consistent with Section 504.3, the Code Enforcement Officer shall not issue any permits until a site plan has been approved by the Planning Board and a Mylar signed by the Planning Board. *Mylars must be submitted to the City within 90 days of Planning Board approval or the approval shall be null and void.*
3. Prior to any site disturbance or building permits being issued for the project:
 - a. All Staff comments must be addressed.
 - b. Location and plan for trash removal for uses.
 - c. Copy of Recorded subdivision plan must be provided to the Planning Office.
 - d. Final utility design for Sewer and Storm to be approved by Public Services.
 - i. Review Stormwater connections/routing in WCD to east of site.
 - ii. Stormwater routing internal to structure needs to be provided in building plan set
 - e. Final electrical design/cost to be coordinated between Fire Department and CMP and provided to the Planning Office.
 - i. Internal garage lighting plan provided with photometrics prior to issuance of building permit.
 - f. A fire protection engineer review must be provided as part of the building permit plan submission.
 - i. Confirm location of sprinkler room on plan.
 - g. ABS letters from Sewer, PWD & CMP to be provided to Planning Office
 - h. Landscaping Plan – Review of finalized plan by City Arborist & Planning Staff.
 - i. All necessary State permits, including but not limited to a MDOT TMP, provided to the Planning Office and all applicable conditions met in accordance with those permits.

- j. A pre-construction meeting must be held with City Staff and the site work contractor. Contact the Planning Office to coordinate.
 - k. Provide construction management plan including staging of material and parking plan for contractors to Planning Department
 - l. Provide a copy of all required state permits to Planning Office.
 - m. Review of building elevations to be consistent with submitted documentation or testimony.
 - n. Signage study of impacted signs on public lands to determine post condition sign replacement
 - o. Internal signage and striping plan for parking structure approved of by City Staff.
 - p. The applicant shall provide the digital data as required by Section 504.5.B.12 and 13. – verification with GIS coordinator.
 - q. An inspection fee shall be made payable to the City of Westbrook for inspection of site improvements made by the Code Enforcement Officer and/or other appropriate City staff.
 - r. The applicant shall file a performance guarantee with the City of Westbrook. The amount of the guarantee shall be agreed upon in advance with the City of Westbrook and shall be of an amount to ensure completion of all on- and off-site improvements necessary to support the proposed project.
 - s. Coordinate with the E911 Coordinator on addressing of the building/units.
 - t. Best management practices shall be adhered to during all ground disturbance operations. All Street Catch basins in the vicinity of earthwork operations shall have silt sacks installed & maintained for the duration of the work.
4. Prior to commencing any work in the City Right-of-Way, the applicant must obtain a road-opening permit from the Public Services Department.
 5. Prior to the first Occupancy Permit issuance, for each use:
 - a. Verify final USPS locations and mail/package delivery parking/drop off area
 - b. Garage internal striping plan approved by City Public Services and implemented.
 - c. A site inspection of the required improvements by the City to ensure public health & safety is addressed and compliance with the approval. (This includes all paving, lighting, striping, crosswalk, signage, sidewalks, off-site associated improvements, benches etc.)
 - i. All necessary sewer testing and sign off from Wastewater Department.
 - d. All site improvements must be installed, unless a performance guarantee amount is held in the amount of the remaining improvements.
 - e. Radio testing to be conducted to ensure adequate ability of public safety to communicate into the building.
 - f. Provide documentation of agreement with Metro for removal/replacement/relocation of bus shelter - Coordinate with Metro for future of Bus Rapid Transit expansion.
 - g. Finalized trash removal plans and agreements with providers.
 - h. Provide to City Council recommendations on ordinance amendment for no parking along Vertical Way, Loading zone designation, and parking lot language adjustments due to new parking garage.
 6. Prior to release of the performance guarantee:
 - a. The site will be inspected and signed off by City Staff to assure compliance with the approved plan and as-built plan provided in City approved format for the GIS system
 7. Any work resulting in complete shutdown of either Mechanic or William Clarke Drive will require night work.
 - a. At the discretion of Police, work resulting in lane closures may require night work depending on level of impact.
 8. Fencing construction site is necessary to prevent conflict with pedestrian traffic. Provide a protected walkway around credit union and along perimeter as necessary to keep pedestrian flow available during construction as well as provide signage along William Clarke Dr to close crossings as needed.
 9. The applicant shall comply with the requirements of local and state authorities for life and safety requirements.
 10. All signage located within the public right of way to be approved by the Public Services Director or their designee for style, material, and color.

11. City to take possession of any existing City property (signs, lights, etc) that it wishes to keep prior to start of construction.
12. Safety Plan to be reviewed by Public Safety regarding signage, lighting and security internal to the parking garage.
13. Coordination with Public Services in determining the lighting fixtures/electrical design are in line with the Main Street lighting project. Lighting shown as “existing/relocation” are to be new poles of the same style as the downtown lighting project. Existing lighting along Vertical Way and Mechanic Street are considered part of the coordination area between the two projects. **Placement of lighting to reviewed and approved of prior to execution of lighting work.**
14. Coordination with METRO on bus pull out area for bus stop on William Clarke Drive.

3. 2021.07 – Site Plan – Rocky Hill Solar Project – C2 Energy Capital – Methodist Road

WORKSHOP

Tax Map: 020 Lot: 014
Zone: Rural District
Use: Municipal Facility

Project Description:

The applicant is proposing a ground mounted solar array, on the surface of a previous City Land Fill, to offset costs associated with municipal power use.

Project History

February 25, 2021 – Neighborhood Meeting
April 6, 2021 – Planning Board Workshop

Staff Comments

1. Pave 20-foot apron off Methodist
2. Possibility to provide accommodations for snowmobile access on/over the site
3. Minimum of 18-foot access road. City is in support of the gravel road past the paved apron
4. Knox box at gate
5. Provide a sign with address and contact information on fence. Coordinate with Linda Gain on site addressing.
6. Winter maintenance within the fenced area is responsibility of C2
7. Application to be reviewed at the March 16 Planning Board meeting
8. Provide boundary survey with final application
9. Final site plan to include space and bulk standards and include post construction

Board Action:

1. Provide feedback to applicant

4. **2021.08 – Site Plan – Sandy Hill Solar Project – C2 Energy Capital – Eleanor Ave. off Saco Street**

WORKSHOP

Tax Map: 001 Lot: 003B (End of Eleanor Ave)
Zone: Industrial Park District
Use: Municipal Facility

Project Description:

The applicant is proposing a ground mounted solar array, on the surface of a previous City Land Fill, to offset costs associated with municipal power use.

Project History

February 25, 2021 – Neighborhood Meeting
April 6, 2021 – Planning Board Workshop

Staff Comments

1. Provide minimum 18-foot access road (gravel ok)
2. Knox box at gate
3. Provide a sign with address and contact information on fence. Coordinate with Linda Gain on site addressing.
4. Firing range to serve as truck turnaround for emergency access
5. Address the relationship between the firing range and the solar array during the workshop.
6. Winter maintenance within the fenced area is the responsibility of C2
7. Coordination needed between City on construction schedule and firing range schedule.
8. Underground utilities required
9. Application to be reviewed at the March 16 Planning Board meeting
10. Provide boundary survey with final application
11. Final site plan to include space and bulk standards and include post construction

Board Action:

1. Provide feedback to applicant

2. 2021.09 – Site Plan, Subdivision – Cottages at Berkshire – HTM Partners, LLC – Off of Brook St and Berkshire Way

WORKSHOP

Tax Map: 019 Lots: 030A, 031, 033, 034 036 & 037; Tax Map 022 Lot: 010 Tax Map 059 Lot: 042

Zone: Residential Growth Area 2

Use: Dwelling, Single-Family & Dwelling, Two-Family

Project Description

The applicant is proposing 20-single family house lots and an approximately 75-unit condominium complex with access from Brook Street and Berkshire Way.

Project History

March 11, 2021 – Neighborhood Meeting

April 6, 2021 – Planning Board Workshop

Staff Comments

1. Open Space Requirement – 57,515 sf; Fee in lieu: \$96,386.
 - a. Single Family Lots:
 - i. Average lot size for 21 single-family lots: 25,652sf
 - ii. Total Area of single-family lots: 538,686 * 6.5% (Ordinance Requirement) = 35,015 sf
 - b. Condo Units:
 - i. 75 * 300sf (Ordinance Requirement) = 22,500
2. Verify adequate water pressure is available for hydrants. Hydrants required internal to development where structures are not located within 800-feet of an existing hydrant.
3. Provide detail on lighting with final application. Street lighting required at all intersection points. Coordination with City required for sight lighting within proposed public ROW. Provide cut sheets for lighting internal to the condo development.
4. State net residential density for condominium lot on final subdivision plan
5. Provide stamped boundary survey with final submission – provide clarity on areas of uncertain boundary lines
6. Final application should include nitrate study with plume analysis to demonstrate reduced sf home lots and communal systems. Nitrate levels of 10ml required at the property line and setback of Minnow Brook.
7. Provide net residential acreage calculations for condo parcel.
8. Intersection of new road and Brook St should be 90-degree – show sight distances on final plan set.
9. Existing structure adjacent to Brook Street shown within the setback from the proposed ROW.
10. Provide sidewalks internal to the project
11. One side of road/driveway should be posted as no parking for emergency access. Recommend the no-parking side of the road correlate with hydrant placement.
12. Provide proposed names for public streets (2) and driveway (3) for E-911 verification.
13. Per Ordinance Requirement – a multi-disciplinary team including a landscape architect is required for subdivision of 5 or more lots/units.
14. Driveway off hammerhead turnaround not permitted as designed. Driveway should come off the westerly side of the hammerhead so as to also not interfere with the turnaround location
15. Provide documentation of neighborhood meeting to Planning Office
16. Brook Street – There is substantial growth proposed on Brook Street with multiple projects. Improvements to Brook Street to safely provide vehicular and pedestrian mobility are required as part of all development. The required participation of this development will need to be finalized as part of the final application submission and review and may need to address elements relating to the following:

- a. The construction of a sidewalk to connect with the existing infrastructure on Route 302
- b. Improvements to Brook Street to upgrade road from 'unbuilt' status
- c. Participation in the intersection MPI project

Board Action:

1. Provide feedback to applicant.
2. Site walk