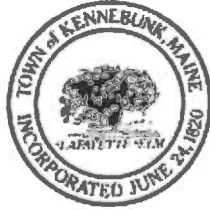


# Town of Kennebunk, Maine



## KENNEBUNK SITE PLAN REVIEW BOARD Thursday January 19, 2017 MINUTES

**MEMBERS PRESENT:** Gary *Dugas*, Chair; Matt *Fagginger-Auer*, Jeanne *Dunn*; Philip *Parker*, and Brenda *Robinson*

**MEMBERS ABSENT:** Kristi *Kenney*

**FROM THE TOWN:** Judith *Bernstein*, Town Planner  
Edward *Karytko*, Board of Selectmen Liaison

**ALSO PRESENT:** Michael *Bolduc*, Manager, Kennebunk Sewer District  
Patrick *Wiley*, PhD, Assistant Manager, Kennebunk Sewer District  
Benjamin T. *Dreyer*, P.E., Project Manager, Underwood Engineers, Inc.

### 1. Open Meeting

The Chair opened the meeting at 7:01 p.m.  
The Board members introduced themselves.

### 2. Approval of Minutes of Previous Meeting

*Dugas* asked the Board to consider the minutes of November 3, 2016, and began a page review.

*Robinson* submitted the following corrections/amendment:

- Pages 2, 3, 5, 7, and 9 thru 12, various punctuation corrections;
- Page 7, Item #3, 3<sup>rd</sup> paragraph, line 1: "brick sidewalk, for creating" should read "brick sidewalk to create;"
- Page 7, Item #3, 3<sup>rd</sup> paragraph, line 2: "the street, to delineated the pedestrian" should read "the street delineating the pedestrian;"
- Page 7, Item #3, 4<sup>th</sup> paragraph, line 3: "introduce addition" should read "introduce additional;" and
- Page 11, Item #4, 4<sup>th</sup> paragraph, line 7: "review, receipt" should read "review, Receipt."

There being no further amendments or corrections to the minutes of November 3, 2016, *Dugas* asked for a motion.

**A motion was made to accept the minutes of November 3, 2016 as amended.**

**MOVED:** *Parker*  
**SECONDED:** *Dunn*  
**DISCUSSION:** *None*  
**MODS:** *As noted*  
**VOTE:** *5 in favor, 0 opposed; the motion carried.*

*Dugas* asked the Board to consider the minutes of November 17, 2016, and began a page review.

*Robinson* submitted the following corrections/amendment:

- Pages 2 and 5, various punctuation corrections.

There being no further amendments or corrections to the minutes of November 17, 2016, *Dugas* asked for a motion.

**A motion was made to accept the minutes of November 17, 2016 as presented.**

**MOVED:** *Parker*  
**SECONDED:** *Fagginger-Auer*  
**DISCUSSION:** *Robinson recommended amending the motion to include her list of punctuation corrections*  
**MODS:** *Parker amended the motion adding "the correct punctuation as needed"*  
**SECONDED:** *Dunn*  
**VOTE:** *5 in favor, 0 opposed; the motion carried.*

*Dugas* proceeded to the next agenda item.

### **3. Site Plan Application of Kennebunk Sewer District WWTF Administration Building**

*Bernstein* reviewed the project as detailed in her memo of January 12, 2017 "Summary of Thursday, January 19, 2017, Agenda" (provided to the Board in the site plan packet). She identified the applicant, site location, and nature of the request. Packet contents of note included a review from the Town Engineer.

*Bernstein* introduced Michael *Bolduc*, Manager, Kennebunk Sewer District and Benjamin T. *Dreyer*, P.E., Project Manager, Underwood Engineers, Inc.

At 7:11 p.m. Matt *Fagginger-Auer* recused himself from the meeting due to a possible conflict of interest.

*Bernstein* advised the Board that the submitted plans are complete except for the temporary waivers identified in *Dreyer's* memo of December 16, 2016, which is detailed in Item 3c of the Site Plan Package provided to the Board. She asked the applicant for a project summary.

Benjamin T. *Dreyer*, Underwood Engineers, Inc. introduced himself and began a review of the project, including responses to the Town Engineer's and Planner's comments. His presentation contained the following information and highlights:

- Site location;
- Existing Conditions Plan, Sheet C-1;
  - Areas of demolition included;
    - ✓ The large building; and
    - ✓ All pavement and parking areas.

- Location of environmental features;
  - ✓ Mousam River;
  - ✓ Wetlands; and
  - ✓ Factory Pasture Road.

**Bernstein** asked for details regarding the site's total impervious area.

**Dreyer** provided the following facts.

Existing condition:

- Total impervious cover = 92,000 sq. ft;
- Building area cover = 45,000 sq. ft; and
- Pavement surfaces = 45,000 sq. ft.

Proposed condition:

- Total impervious cover = 54,000 sq. ft;
- Building area cover = 14,000 sq. ft; and
- Pavement surfaces = 40,000 sq. ft.

Recovered impervious area will be vegetated with grass.

No impact will occur to the wetland pond or the tidal portion of the Mousam River.

Continuing his project review, **Dreyer** provided the following information and highlights:

- Curb cuts;
- Parking area definition;
- Gate and fence;
- Kennebunk Land Trust designated parking;
- Landscaping plan;
- Storage area;
  - Repaving;
  - Building removal; and
  - Roof and siding replacement.
- Sight distance;
- Snow storage;
- Grading plan and berm;
- Water and sewer connections;
- Electrical utilities;
- Lighting plan;
  - 20 ft. pole height; and
  - Full cutoff fixtures.

**Robinson** asked for details of rear area lighting.

**Dreyer** noted that rear lighting is provided by fixtures on the building, no addition lighting is planned for the rear pavement area.

**Robinson** recommended adding rear area lighting.

Continuing his project review, **Dreyer** noted that a Permit by Rule for storm water had been submitted and approved by MEDEP.

**Parker** asked for building details.

**Dreyer** provided the following facts.

- Sidewall height = 14 ft;
- Overall height = 30 ft;
- Roof material = metal; and
- Walls = masonry knee wall and siding.

**Dugas** asked why the roof was designed with a high slope.

**Bolduc** replied that there is no second story or attic planned, but the height is required to house mechanical equipment for heating and cooling; furthermore, the garage area utilizes high lift overhead cranes.

**Bolduc** provided a brief history of the Sewer District's Water Treatment Facility upgrade plan.

**Dreyer** began a review of his responses to the Town Engineer's comments contained in his memo of January 12, 2017. His presentation included the following information and highlights.

#### Sheet C-2 Site Plan

1. *The property provides 4 parking spaces for patrons of the Kennebunk Land Trust property. Is there any walkway or signage proposed to guide the users to the trailhead?*

**Response:** Signs will be provided indentifying the 4 spaces reserved for the Land Trust.

2. *The concrete walkway near the ADA spaces may want to be widened slightly so that the access aisle is aligned with the flush curb portion of access the walkway.*

**Response:** Agree, the concrete walkway will be made wider.

3. *The area provide for snow storage on the northerly portion of the site near the open water pond. It would be desirable to define the limits of the area that the snow can be deposited and provide for a clear vegetated buffer between the snow stockpile and the resource.*

**Response:** An ample buffer of approximately 40 ft. is already in place and will remain.

**Robinson** opened a discussion regarding snow storage chemical runoff and its impact on wetlands.

**Dreyer** replied that he would clarify the buffer and delineate the limits.

Continuing his review of responses to the Town Engineer's comments, **Dreyer** provided the following information and highlights.

#### Sheet C-4 Grading & Drainage Plan

1. *A portion of the front parking area on the northerly side of the building drains toward the corner of the parking lot. Additional spot grades in that area would better define the intent of the drainage.*

**Response:** Agree.

2. *The proposed parking area in front of the KSD Storage building has an exiting "6" wide retaining wall" that appears to be being preserved. It appears there may be sufficient room to eliminate this wall and grade within the easement area and not affect the Shoreland area.*

**Response:** Disagree. The existing retaining wall provides a function and the applicant intends to maintain it.

3. *There is an existing 12" culvert beneath the access driveway into the storage building parcel. The applicant should evaluate the capacity of this culvert should be evaluated to be sure it can adequately convey the runoff from the site that will be directed toward it.*

**Response:** The following information was provided:

- Pipe hydraulic capacity = 3.6 cu. ft./sec;
- Post modification runoff = 3.4 cu. ft./sec. based on a 10 year storm; and
- Some ponding may occur on the surface area which is 140 ft. x 10 ft. at the narrowest point.

4. *There is an existing catch basin at the northerly entrance to the property along the Water Street curb line. The applicant should review this with Public Services to determine how it will be impacted by the construction work in this area.*

**Response:** No changes are planned for this area except minor elevation changes to accommodate the driveway pavement.

#### Sheet C-5 Utility Plan

1. *Is any lighting proposed on the storage building property?*

**Response:** No storage area lighting is planned.

**Bernstein** asked for a review of the landscape plan.

**Dreyer** agreed and responded to the Town Planner's comments contained in her memo of January 12, 2017 with the following remarks.

1. *Plan sheet 2 and application forms should add SZ (Shoreland Zone) to list of zones related to this site.*

**Response:** Agree.

2. *Clarification of proposed height of light poles to note maximum 25' limit.*

**Response:** A note will be added to the plan indicating that the pole height is 20 ft.

3. *Source of soil mapping should be clarified - is it based on a High Intensity Soil Survey per Article 11, Section 6.B.(3)?*

**Response:** A HISS was completed and will be documented in the plan notes.

**Bernstein** asked if the proposed propane tank in the shoreland zone setback area created any impervious surface within the 25 foot setback.

A discussion developed regarding the propane tank's location impacting the shoreland zone setback. The discussion included the following highlights:

- Initial plans called for a subsurface tank, but the final decision has not been made; and
- If the tank creates impervious area within the setback, the Board would have to act on it as a setback waiver for Shoreland Zoning.

There being no further comments regarding this issue, **Dugas** asked for motions for temporary submission waivers.

**A motion was made to grant a temporary waiver of Article 11, Section 6 A (3) (t) for the signage plan until the time of building permit.**

**MOVED:** *Dunn*

**SECONDED:** *Parker*

**DISCUSSION:** *None*

**MODS:** *None*

**VOTE:** *4 in favor, 0 opposed; the motion carried.*

**A motion was made to grant a temporary waiver of Article 11, Section 8 (5) (a) for the Water and Sewer District Certification until the time of building permit.**

**MOVED:** *Dunn*

**SECONDED:** *Parker*

**DISCUSSION:** *None*

**MODS:** None  
**VOTE:** 4 in favor, 0 opposed; the motion carried.

There being no further comments regarding temporary submission waivers, **Dugas** proceeded to address site walk schedule.

**Bernstein** requested that the paved area limits and the driveway curb cuts be flagged for the site walk. **Dreyer** agreed.

All agreed that a site walk should be planned for Monday, January 23, 2017 at 4:00 p.m.

There being no further comments regarding site walk scheduling, **Dugas** proceeded to address the public hearing schedule.

All agreed that a public hearing should be planned for Thursday, February 9, 2017 at 7:00 p.m.

**Dugas** proceeded to the next agenda item.

#### 4. Other Old/New Business

**Bernstein** identified potential future meetings as follows:

- Feb 9, 2017, Public Hearing, Sewer District building project; and
- Feb 16, 2017, Workshop to review Design Standards checklist.

#### 5. Adjournment

A motion was made to adjourn the meeting at 8:13 p.m.

**MOVED:** **Robinson**  
**SECONDED:** **Dunn**  
**DISCUSSION:** None  
**VOTE:** 4 in favor, 0 opposed; the motion carried.

Date signed: 16 February 2017

Signed by: Brenda Robinson  
**Brenda Robinson**