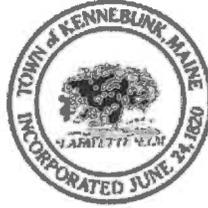


Town of Kennebunk, Maine



KENNEBUNK SITE PLAN REVIEW BOARD Thursday July 21, 2016 MINUTES

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

MEMBERS ABSENT: None

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

ALSO PRESENT: William T. *Conway*, RLA, LEED-AP, VP landscape Architecture – Sebago Technics
Abigail *Smith*, Executive Director – Animal Welfare Society
Lucinda *Schlaffer*, AIA, LEED AP – ARQ Architects
Lauren *Kohlhoff*, LEED GA, Project Manager – ARQ Architects
Sam *Parkinson*, Intern – Sebago Technics

1. Open Meeting

The Chair opened the meeting at 6:59 p.m.
The Board members introduced themselves.

2. Approval of Minutes of Previous Meeting

Dugas asked the Board to consider the minutes of March 31, 2016 and began a page review.

Dugas submitted the following amendment:

- Page 2, Item #3, 4th paragraph, line 1: "Michael F. *Vaillancourt*, Ainsworth, Thelin & Raftice, introduced" should read "Michael F. *Vaillancourt*, Esq. – Ainsworth, Thelin & Raftice, introduced".

Bernstein submitted the following amendment:

- Page 1, Item #2, 2nd paragraph, lines 1, 2, and 7: Remove underlines.

A motion was made to accept the minutes of March 31, 2016 as amended.

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

Dugas proceeded to the next agenda item.

3. Site Plan Application of Animal Welfare Society regarding 46 and 48 Holland Road

Bernstein reviewed the project as detailed in her memo of July 14, 2016 “*Summary of Thursday, July 21, 2016, Agenda*” (provided to the Board in the site plan packet). She identified the applicant, owner, site location, and nature of the request. Packet contents of note included:

- A review from the Town Engineer.

Bernstein recommended a project summary from the applicant.

William T. *Conway* – Sebago Technics, introduced himself, the project participants present, and began a review of the project. His presentation included the following information and highlights:

- The application is an amendment to a previously approved site plan;
- The site is 32.8 Acres;
- The two major plan elements are a new one-way circulation entrance driveway and a structure and parking lot expansion;
- The driveway element characteristics are:
 - Congestion alleviation and improve safety on Holland Road;
 - Vehicle trips limited on that portion of Holland Road by approximately 50%;
- The structure and parking lot expansion element characteristics are:
 - Building expansion of 3,300 square feet;
 - An access pathway from the expanded parking area to an entry courtyard with painted crosswalks;
 - Parking requirements exceeded with a surplus of one space;
 - Decorative cedar fence screening with lattice top for adjacent property privacy;
 - Landscaping on both sides of the fence;
 - Short, 20 foot high, full cut-off LED, parking area lighting of one fixture at the entrance and 4 fixtures in the parking lot; and
 - Pathway illumination provided by a bollard light.
- The following waivers were requested:
 - Providing a front view of the existing building;
 - Providing a front view of existing and proposed signs; and
 - Providing a high intensity soil survey.
- *Conway* agreed to incorporate all of *Bernstein*'s comments detailed in item 3b of her July 14, 2016 memo;
- Responding to the Town Engineer's comments detailed in item 3a of *Bernstein*'s July 14, 2016 memo, *Conway* provided the following comments:
 - COMMENT – Page 1, Sheet 3 of 10, item 1, “*The applicant may want to make it clear that this new location is the only entrance onto the campus. Whether this can be accomplished on the project sign or separate and additional directional signage is something the applicant should evaluate.*”

- ✓ **Conway** replied that he felt the plan was adequate as proposed;
 - ✓ Current signs will be removed and replaced by “**Do Not Enter**” signs;
 - ✓ **Bernstein** recommended temporary signage for an initial period of time in order for visitors to become accustomed to the new traffic pattern; and
 - ✓ **Conway** agreed.
- COMMENT – Page 1, Sheet 4 of 10, item 1, “*The access drive on the westerly drive is labeled to be 13.6 feet wide. While this appears to be matching into existing pavement additional signage signify the intended traffic pattern (ONE-WAY) should be added.*”
- ✓ **Conway** responded that the driveway is meant to be a service drive that functions as a two-way drive and proposed adding “**Service Drive Only**” signage.
- COMMENT – Page 1, Sheet 4 of 10, item 2, “*Some the trees to be saved in the island areas may limit the ability to clear snow and impact visibility. I would recommend that any vegetation within 3 feet of a parking circulation area be eliminated or selectively thinned to minimize visual obstructions.*”
- ✓ **Conway** remark that a note will be added to the plan stating that “*trees need to be set back at least three feet from any circulation area to ensure clear sight lines around corners.*”
 - ✓ **Bernstein** asked if a snow storage area had been designated.
 - ✓ **Conway** replied in the affirmative and indicated snow storage areas on the site plan map.
- COMMENT – Page 2, Sheet 5 of 10, item 1, “*The new entrance location is proposing to have drainage infrastructure that will modify and be connected to the Town owned drainage system in Holland Road...The applicant should review the hydraulics of the drain line and review the viability with the Director of Public Services.*”
- ✓ Explaining the stormwater drainage system, **Conway** noted that the drainage pipes are set at a flat elevation in order to connect the two stormwater holding areas and prevent any water from accumulating in the parking areas during a significant rain event.
 - ✓ Edward **Karytko**, Board of Selectmen Liaison, indicated that an adjacent land owner is concerned that the existing system may not be able to handle the increased water flow load and it will end up on his property.
 - ✓ **Conway** assured the Board that the drainage pattern will not be altered and the flow will actually decrease. He remarked that the water drainage situation will improve because all of the water will be intercepted sooner and diverting to 2 retention areas. As a result, the inlet should see less water than it does today.
 - ✓ **Fagginger-Auer** commented that the design appears to work as presented on paper.
 - ✓ **Dugas** asked if the retention areas have been designed to hold water produced by a 25 or 50 year storm.
 - ✓ **Conway** indicated that he did not have that specific information for this site but typically retention areas are designed for 25, 50, and 100 years storms.
 - ✓ **Parker** asked what the drain line pipe empties into.
 - ✓ **Karytko** explained that it empties into the drainage system at Mill Street and from there, onto the river.
- COMMENT – Page 2, Sheet 5 of 10, item 2, “*The drain line from the detention basin to the drainage manhole is called to be laid at a neutral slope. While this can operate under hydraulic conditions, it may be susceptible to maintenance problems.*”

- ✓ **Conway** explained that a pipe with a neutral slope may tend to get clogged with debris such as leaves and branches and may require inspections twice a year in the spring and fall.
- ✓ **Bernstein** recommended adding a note to the plan that says the pipe needs to be checked periodically.
- ✓ **Conway** agreed.

- COMMENT – Page 2, Sheet 6 of 10, item 2:
 - ✓ **Conway** noted that the comment (SPOT GRADE 145.31) is in fact a typo and will be corrected.

- COMMENT – Page 2, Sheet 10 of 10, item 1:
 - ✓ **Conway** commented that the outlet control structure will have modifications to correct the issue.

Conway introduced Lauren **Kohlhoff**, – ARQ Architects and ask her to review the building plan.

Kohlhoff introduced herself, and began a review of the building plan. Her presentation included the following information and highlights:

- Shape and function of the new addition;
- Landscaping;
- Titling comments noted by **Bernstein** have been updated; and
- Clarification of the new windows and siding on the west and south elevations of the existing building.

Robinson asked for details of the lighting plan.

Conway replied that the lighting plan is shown on sheet 3 and 4 of the site plan and provided fixture details.

Kenney asked if the applicant submitted a photometric plan.

Conway replied in the negative, adding that he did not think it was required.

Bernstein indicated that a photometric plan is a submission requirement.

Conway replied that he was not aware that it was a prerequisite and agreed to provide one.

A discussion developed regarding site lighting, highlights included the following:

- **Conway** suggested waving the photometric requirement because the site is not close to any abutting property;
- **Kenney** pointed out that the photometric is not just for adjacent property concerns, but also to insure that adequate site lighting is provided;
- **Conway** agreed; and
- **Robinson** suggested a note be added to the plan identifying lights that are not shown, especially in the building front canopy area.

Fagginger-Auer asked if any new buildings were planned in the area between the drive and the retention pond, and if so, would a possible sidewalk be needed along the new access road.

A discussion developed regarding repair and resurfacing of Holland Road and possible sidewalk installation.

Parker asked if there were any existing roads or hiking trails in the area.

Abigail **Smith** – Animal Welfare Society, provided a detailed explanation of existing road and hiking trail locations.

Kenney recommended, unless the driveway is needed for deliveries or pickups, extending the new green space to the parking lot rather than installing a driveway, and have the employees exit through the parking lot. If a driveway is desired, it needs to be at least 24 feet wide to allow vehicles to pass. **Kenney** also noted that the very long and steep roof slope allows rain water to sheet onto the sidewalk. She recommended installing very sturdy gutters to handle the flow and drain the gutters underground.

Kohlhoff replied that the existing roof does have gutters which empty into an existing retention area and agreed that the new building should have adequate gutters to handle the runoff and also drain to the retention area.

Kohlhoff commented that the drive will be used for drop off and pick up and therefore is needed.

Conway disagreed that the drive needs to be 24 feet wide because it is a one way drive and therefore 20 feet is an adequate width.

Kenney expressed concern regarding sight distance on the large curve of the perimeter drive. **Smith** commented that the reason lighting is not provided on the curve is because of the close proximity of neighboring property. She added that there are no plans to develop the area in the middle. **Robinson** commented that the curve area may attract youth gatherings due to the lack of lighting and suggested installing one single light on the curb for illumination. **Conway** agreed that it was possible because electrical service will be provided in the area for the new sign.

Dugas asked the Board members if they had any more questions. Having received no further questions or comments regarding this issue, **Dugas** asked **Bernstein** for her comments.

Bernstein noted that the Board needed to act on the requested waivers.

A motion was made to waive Article 11, Section 6 A (3) (j), providing a current front view elevation of the existing building.

MOVED: Dunn

Robinson opened a discussion regarding the need for the waiver. Highlights included:

- **Dugas** noted that a current front view elevation of the existing building was required;
- **Robinson** suggested a view of the current building and a view of the proposed building be provided;
- **Kenney** suggested a photograph of the existing building be included because the proposed view of the building front already exist in the package;
- **Conway** asked if a photograph would be acceptable to the Board; and
- All agreed that a photograph would satisfy the submission requirement.

A motion was made to waive Article 11, Section 6 A (3) (t), providing a current view of existing and proposed signs. The requirement will be provided prior to the issuance of the occupancy permit.

MOVED: Dunn

SECONDED: Robinson

DISCUSSION: None

MODS: None

VOTE: 5 in favor, 0 opposed; the motion carried.

A motion was made to waive Article 11, Section 6 B (3), providing a High Intensity Soil Survey.

MOVED: *Dunn*

***Dugas* asked the applicant if any changes to the septic system are planned.**

***Conway* replied in the negative.**

***Bernstein* asked if any wetland disturbance is anticipated.**

***Conway* replied in the negative.**

SECONDED: *Parker*

DISCUSSION: None

MODS: None

VOTE: 5 in favor, 0 opposed; the motion carried.

Having received no further comments regarding this issue and believing the submission to be complete, the Board opened a discussion regarding when a site walk should be convened.

All agreed that a second sidewalk would not be necessary.

Conway clarified that the photometric will be provided on two sheets instead of one due to the scale of the drawings.

The Board opened a discussion regarding when a public hearing should be convened.

All agreed that a public hearing should be scheduled for Thursday August 4th 2016.

Dugas proceeded to the next agenda item.

5. Other Old/New Business

Bernstein informed the Board that the Gymnasion site plan hearing will be scheduled for Thursday, August 18th, 2016.

6. Adjournment

Dugas asked for a motion to adjourn.

A motion was made to adjourn the meeting at 8:16 p.m.

MOVED: *Parker*

SECONDED: *Fagginger-Auer*

DISCUSSION: None

VOTE: 5 in favor, 0 opposed; the motion carried.

Date signed: 6 October 2016

Signed by:



Brenda Robinson