

Town of Kennebunk, Maine



KENNEBUNK SITE PLAN REVIEW BOARD Thursday August 4, 2016 MINUTES

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

MEMBERS ABSENT: Brenda *Robinson*

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
Carol *Berube*, 1 Cedar Lane, Abutter

1. Open Meeting

The Chair opened the meeting at 6:58 p.m.
The Board members introduced themselves.

2. Approval of Minutes of Previous Meeting

Dugas asked the Board to consider the minutes of July 21, 2016 and began a page review.

Dugas designated Kristi *Kenney* as a voting member for this meeting.

There being no amendments or corrections to the minutes of July 21, 2016, *Dugas* asked for a motion.

A motion was made to accept the minutes of July 21, 2016 as submitted.

MOVED: *Parker*

SECONDED: *Kenney*

DISCUSSION: None

MODS: None

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

Dugas proceeded to the next agenda item.

3. **Public Hearing on Site Plan Application/Plan Revision of Animal Welfare Society regarding 46 and 48 Holland Road**

Bernstein reviewed the project as detailed in her memo of July 29, 2016 "Summary of Thursday, August 4, 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 and Police Chief

Bernstein asked for 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:

- An illustration of the overall site;
- The proposed new site access;
- Abutter screening will consist of a 6 ft. cedar fence with landscaping on both sides;
- A new entrance sign;
- Traffic pattern;
- Visitor parking;
- Pedestrian crosswalk;
- Landscape buffer around the parking lot; and
- A Photometric plan with two added light fixtures and building mounted lighting included.

Concluding his review, **Conway** asked **Kohlhoff** for an architectural summary of the plan.

Lauren **Kohlhoff**, Project Manager – ARQ Architects, began a building design review of the project. Her presentation included the following information and highlights:

- A new building addition providing space for training, education, and administration;
- A new facility entrance; and
- Clinic expansion.

Bernstein asked if the new building material will remain the same as the existing building. **Kohlhoff** replied in the affirmative.

Dunn asked if the staff parking lot had lighting. **Kohlhoff** replied in the affirmative.

There being no further questions from the Board regarding this agenda item, **Dugas** opened the meeting to the public for comment.

Carol **Berube**, 1 Cedar Lane, Abutter, submitted the following comments:

- Questioned whether all abutters were notified; and
- Questioned if the driveway would ever be considered a public road by the Town.

Conway replied in the affirmative to the question regarding abutter notification citing the list that was included with the application.

Bernstein replied in the negative to the question regarding a public road access citing no need for a public road.

Edward **Karytko**, Board of Selectmen Liaison, submitted the following comments:

- Storm water drainage correction from the previous meeting; and
- Expressed concern regarding the lack of trees along the abutting property boundary owned by the Daggetts and asked if the existing trees on the property line would be removed.

Conway replied in the affirmative.

A discussion developed regarding storm water drainage and the impact to abutting property.

Conway explained the proposed drainage system.

Bernstein stated that the Town Engineer and the Public Works Director have both reviewed the plan and neither sees any problem with the drainage.

There being no further questions from the public regarding this agenda item, **Dugas** closed the meeting for public comment.

There being no further comments regarding this agenda item, **Dugas** proceeded to address the Findings of Fact.

**Town of Kennebunk
Site Plan Review Board**

FINDINGS OF FACT

1. Project Name: Animal Welfare Society
2. Date of Action Taken: August 4, 2016
3. Site Location: 46 and 48 Holland Road
4. Zoning District: WKVR West Kennebunk Village Residential
5. Lot Size: 42.5 acres
6. Building Size: Existing Main Building Size – 16,311 sq. ft.
Proposed Addition – 3,306 sq. ft.
7. Assessor's Map: 017 Lots: 046 & 047
8. Existing Property Owner: Animal Welfare Society, Inc.
9. Proposed Property Owner: Animal Welfare Society, Inc.
10. Applicant: Animal Welfare Society, Inc.
11. The applicant has shown legal interest in the property by deed, option or purchase and sale agreement, or other device (circle one).
12. The Kennebunk Site Plan Review Board has reviewed the above noted proposal utilizing the set of approval criteria in Article 11, Section 8 of the Kennebunk Zoning Ordinance as summarized below and determined.

Approval Criterion # 1

The plan preserves the natural landscape insofar as practical and adequately uses the natural features of the site and/or new landscaping to define, soften, and screen the impacts of development.

Criterion is: met X, not met _____, or not applicable _____ with the following conditions, waivers, and/or comments.

None

Approval Criterion # 2

For a nonresidential project, effective buffers are maintained or created between it and adjoining residential properties and residential zoning districts.

Criterion is: met X, not met _____, or not applicable _____ with the following conditions, waivers, and/or comments.

None

Approval Criterion # 3

Filling, excavation and earth moving activity is carried out in a way that keeps erosion and sedimentation to a minimum.

Criterion is: met X, not met _____, or not applicable _____ with the following conditions, waivers, and/or comments.

None

Approval Criterion # 4

Adequate provision has been made for surface drainage, so that removal of storm waters will not have an unreasonably adverse effect on neighboring properties, downstream water quality, soil erosion, or the public storm drainage system.

Criterion is: met X, not met _____, or not applicable _____ with the following conditions, waivers, and/or comments.

None

Approval Criterion # 5

Adequate provision has been made for water supply and sewage disposal.

Criterion is: met X, not met _____, or not applicable _____ with the following conditions, waivers, and/or comments.

None

Approval Criterion # 6

The site plan provides for safe access to and egress from public and private streets, with adequate parking and internal circulation.

Criterion is: met X, not met ____, or not applicable ____ with the following conditions, waivers, and/or comments.
None

Approval Criterion # 7

Vehicular access to the site will be on roads which have adequate capacity to accommodate any additional traffic generated by the development.

Criterion is: met X, not met ____, or not applicable ____ with the following conditions, waivers, and/or comments.
None

Approval Criterion # 8

The site plan provides for safe pedestrian circulation, both on-site and off-site.

Criterion is: met X, not met ____, or not applicable ____ with the following conditions, waivers, and/or comments.
None

Approval Criterion # 9

Exterior lighting does not adversely affect neighboring properties or streets.

Criterion is: met X, not met ____, or not applicable ____ with the following conditions, waivers, and/or comments.
None

Approval Criterion # 10

Electrical and telephone utility lines and components serving the site will be placed in a manner that is not hazardous or unsightly.

Criterion is: met X, not met ____, or not applicable ____ with the following conditions, waivers, and/or comments.
None

A motion was made to accept the Findings of Fact for the Animal Welfare Society project.

MOVED: Kenney

SECONDED: Dunn

DISCUSSION: None

MODS: None

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

A motion was made that “Based upon the information above, the Board approves the Site Plan for the Animal Welfare Society project.”

MOVED: Kenney
SECONDED: Dunn
DISCUSSION: None
MODS: None
VOTE: 5 in favor, 0 opposed; the motion carried.

Dugas proceeded to the next agenda item.

6. Adjournment

Dugas asked for a motion to adjourn.

A motion was made to adjourn the meeting at 7:34 p.m.

MOVED: Kenney
SECONDED: Dunn
DISCUSSION: None
VOTE: 5 in favor, 0 opposed; the motion carried.

Date signed: 20 October 2016

Signed by:



Brenda **Robinson**