

ITEM 2

Town of Kittery Planning Board Meeting September 23, 2021

ITEM 2—523 US Route 1—Preliminary Site Plan Review

Action: Accept plan as complete; continue application to a subsequent meeting; set public hearing and/or site walk; **Action:** Pursuant to §16.3.2.13 Mixed-Use, §16.8 Design and Performance Standards for Built Environment and Article V Preliminary Plan Application Review of §16.10 Development Plan Application of the Town of Kittery Land Use and Development Code, the Planning Board shall consider a preliminary site plan application from applicant GSC Enterprises, LLC and agent Haley Ward, Inc. requesting preliminary approval to construct 1,010-sf coffee shop with a drive-through with appurtenant infrastructure and landscaping on real property with an address of 523 U.S. Route 1 (Tax Map 68, Lot 26) located in the Mixed-Use (MU) Zone.

PROJECT TRACKING

REQ'D	ACTION	COMMENTS	STATUS
No	Sketch Plan	Not Pursued	N/A
YES	Site Visit	TBD	TBD
YES	Preliminary Plan Review Completeness/Acceptance	May occur on September 23, 2021	TBD
YES	Public Hearing	May be schedule for 10/14/21 or 10/28/21	TBD
YES	Preliminary Plan Approval	TBD	TBD
YES	Final Plan Review and Decision	TBD	TBD

Applicant: Prior to the signing of the approved Plan any **Conditions of Approval related to the Findings of Fact along with waivers and variances (by the BOA) must be placed on the Final Plan and, when applicable, recorded at the York County Registry of Deeds. PLACE THE MAP AND LOT NUMBER IN 1/4" HIGH LETTERS AT LOWER RIGHT BORDER OF ALL PLAN SHEETS.** As per Section 16.4.4.13 - Grading/Construction Final Plan Required. - Grading or construction of roads, grading of land or lots, or construction of buildings is prohibited until the original copy of the approved final plan endorsed has been duly recorded in the York County registry of deeds when applicable.

Project Introduction

The application before the Planning Board (“Board”) is a preliminary site plan development that seeks to construct a drive-thru coffee shop with a gross building footprint of approximately 1,010-sf. The project intends to incorporate internal road infrastructure that derives access from US Route 1 along with landscaping and stormwater best management practices.

The current site comprises of a 13.5-ac lot with approximately 1.87-ac designated as a xeric, barren surface that is intermittently used as a farm stand, accessory parking area or excess material storage space. Abutting the subject lot is a lot with a commercial business, more vacant lots and a private way, Parsons Lane. Across US Route 1 is a dwelling unit and the proposed development for a manufacturing facility located at 524 US Route 1. There appears to be wetlands, unconfirmed, within the northern section of the lot and other forested areas.

The task before the Board at this juncture is to determine if the plan materials as submitted constitute a complete application and to identify any critical issues that would require further analysis other than the standard peer review from CMA Engineers, Inc.

§16.2.2 Definitions	
Standard	Comment
Restaurant	An establishment where food or food and drink are prepared and sold for consumption on the premises by the public and includes cafes, coffee shops and similar establishments that serve food

§16.3.2.13.D(2)	
Standard	Comment
(a) Minimum lot size: [1] Lots with frontage on Route 1: 200,000-sf. [2] Lots without frontage on Route 1: 80,000-sf.	Appears to be satisfied as the lot is 13.8-ac.
(b) Minimum street frontage: On Route 1: 250-ff. [1] Other Streets: 150-ft.	Appears to be satisfied. Although it is unclear on the exact amount of frontage the lot has, as the site plan states 500-ft and Town records indicate around 458-ft. Applicant should clarify the discrepancy.
(c) Minimum front setback: 30-ft.	Appears to be satisfied.
(d) Minimum rear and side setbacks: 30-ft.	Appears to be satisfied.
(e) Maximum building height: 40-ft.	Appears to be satisfied as the building
(f) Maximum height above grade of building-mounted signs: 40-ft.	It is unclear how high the free-standing sign within the 30-ft. front yard buffer will be.
(h) Minimum setback from streams, water bodies and wetlands: in accordance with Table 16.9, § 16.3.2.17 and Appendix A, Fee Schedules.	It is unclear if there are wetlands present to the west of the development. The applicant should clarify as there appears to be wetland markers on the site plan, If it is the case wetland exist on the site, a distance call-out to all relevant structures needs to be incorporated into the site plan.
(l) Buffer to neighboring lot with an existing residence within 100 feet of the lot line: 40-ft	Appears to be satisfied.

§16.3.2.13.D(5) Location and screening of parking areas	
. All new parking areas must be located at the side of, and/or to the rear of, principal buildings. Where unique circumstances exist and it is demonstrated to the Planning Board that prohibition of parking in front of the principal building is not practicable, with the Board's approval, 10 or fewer parking spaces may be located closer to the front lot line than a principal building. All new or altered parking must be visually screened from U.S. Route 1, Lewis Road, Cutts Road, and Haley Road by extensive landscaping, earthen berms, and/or fencing (see Design Handbook for examples of acceptable screening).	It appears that the site plan generally complies with this standard. The Board may want to discuss with the applicant how to improve the screening of the parking lot with additional landscaping.

Plan Acceptance Review

§16.3.2.13.D(6) Building design standards

Standard	Comment
<p>Kittery's characteristic buildings reflect its historic seacoast past. The primary architectural styles are New England Colonial (such as Cape Cod and saltbox), Georgian, Federal, and Classical Revival. New buildings should be compatible with Kittey's characteristic styles in form, scale, material, and color. In general, buildings should be oriented to the street with the front of the building facing the street. The front or street facade must be designed as the front of the building. The front elevation must contain one or more of the following elements: (1) a front door although other provisions for access to the building may be provided, (2) windows, or (3) display cases (see Design Handbook for examples of acceptable materials and designs). Though strict imitation is not required, design techniques can be used to maintain compatibility with characteristic styles and still leave enough flexibility for architectural variety. To achieve this purpose, the following design standards apply to new and remodeled building projects:</p>	<p>It is unclear how the exterior of the building will appear as the applicant failed to submit architectural elevations. The Board may want to take the opportunity to guide the applicant on how the building should be designed so as to comply with this standard.</p>
<p>(a) Exterior building materials and details. Building materials and details strongly define a project's architectural style and overall character (see Design Handbook for examples of acceptable materials, building scale, and designs). "One-sided" schemes are prohibited; similar materials and details must be used on all sides of a building to achieve continuity and completeness of design.</p> <p>[1] Predominant exterior building materials. Predominant exterior building materials must be of good quality and characteristic of Kittey, such as horizontal wood board siding, vertical wood boards, wood shakes, brick, stone or simulated stone, glass and vinyl, or metal clapboard. Stucco, adobe, sheet metal, standard concrete block, tilt-up concrete panels, plywood or particle board are prohibited as the primary materials.</p> <p>[2] Blank walls. A wall may not extend for a length of more than 50 linear feet without an architectural feature such as a dormer, pilaster, cornice, corner, window, porch, or visually compatible door to break up the large mass of a featureless wall (see Design Handbook for examples of the appropriate treatment of walls). As an exception, walls with a clapboard facade may extend for a length of up to 100 feet without such an architectural feature.</p> <p>[3] Light industrial and boatyard uses. Such uses must comply with the above standards only along the front face and extending back 100 feet along the side walls.</p>	<p>It is unclear of the composition of the building materials to be used. The Planning Board should have the applicant elaborate on the type of materials used on the exterior wall. It appears that criterion 2 and 3 have either been satisfied or not applicable to this application.</p>
<p>b. Roofs. Roofs must meet the following standards:</p> <p>[1] Form. A building's prominent roofs must be pitched a minimum of 4:12 unless demonstrated to the Planning Board's satisfaction that this is not practicable. Acceptable roof styles are gabled, gambrel, and hipped roofs. Flat roofs, shed roofs, and roof facades (such as "stuck on" mansards) are not acceptable as primary roof forms.</p>	<p>Again, it is unclear how the application meets any of these standards, albeit criterion [3] and [4] appear not to be applicable. Planning Board should direct the applicant to submit architectural elevations and supplemental documentation illustrating compliance with the relevant standards ([1] and [2]).</p>

<p>[2] Color. Roof colors must be muted (see Design Handbook for examples).</p> <p>[3] Rooftop mechanical and electrical equipment. Rooftops must be free of clutter. The roof design must screen or camouflage rooftop protrusions to minimize the visual impact of air conditioning units, air handler units, exhaust vents, transformer boxes, and the like (see Design Handbook for examples of appropriate treatments). Interior-mounted equipment is encouraged. Whenever possible, utility equipment areas must be placed in an obscure location and screened from view.</p> <p>[4] Loading docks and overhead doors. Loading docks and overhead doors must be located on the side or rear of the building and be screened from view from public streets.</p>	
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§16.3.2.13.D(7) Landscaping standards

Standard	Comment
<p>(a) Landscape planter strip. A vegetated landscape planter strip 30 feet in depth (as measured from the edge of the property line) must be provided along the length of all developed portions of a parcel that are adjacent to a street right-of-way. The planter strip must include the following landscape elements:</p>	<p>It appears the 30-ft. landscaping buffer has been accommodated for.</p>
<p>[1] Ground cover. The entire landscape planter strip must be vegetated except for approved driveways, walkways, bikeways, and screened utility equipment.</p>	<p>The standard appears to be satisfied.</p>
<p>[2]Streetside trees. A minimum of one street tree must be planted for each 25 feet of street frontage. The trees may be spaced along the frontage or grouped or clustered to enhance the visual quality of the site (see Design Handbook for examples). The trees must be a minimum 2.5 inch caliper, and be at least 12 feet high at the time of planting. The species should be selected from the list of approved street trees in the Design Handbook. Existing large healthy trees must be preserved if practical and will count toward this requirement.</p>	<p>This standard appears to be satisfied, however, The Board may want to have a discussion on the type of trees proposed.</p>
<p>[3] Planter strip. Shrubs and flowering perennials must be planted at a minimum of 10 plants per 40 linear feet of street frontage unless existing woodlands are being retained or such planting is inconsistent with the retention of rural landscape features. The plant material should be selected from the list of approved materials in the Design Handbook. The plants must be placed within the planter strip to enhance the visual character of the site and augment natural features and vegetation (see Design Handbook for examples of appropriate treatments).</p>	<p>It appears that the site plan falls short with the number of required shrubs/perennials to be planted. Considering the lot has 458-ft of frontage along US Route 1 and a dearth of preexisting vegetation, the site plan would require a minimum of 114 shrubs or perennials. The Planning Board should inquire with the applicant on how this standard will be satisfied.</p>
<p>[4] Special Situations</p>	<p>Not applicable.</p>

<p>[a] Expansions of less than 500 square feet to existing uses are exempt from the landscaping standard of this subsection.</p>	
<p>[b] Depth of landscape planter strip. In instances where the required average depth of the landscape planter strip is legally utilized, in accordance with previous permits or approval, for parking, display, storage, building, or necessary vehicle circulation, the depth may be narrowed by the Planning Board to the minimum extent necessary to achieve the objective of the proposed project, provided that the required shrubs and perennials are planted along the street frontage to soften the appearance of the development from the public street. If providing the required landscape planter strip along with other required landscaping and required vegetated areas in and around wetlands would cause the project to exceed the required open space standards, the depth of the landscape planter strip and the front yard may be reduced by the Planning Board so that the open space standards are not exceeded, but in no case to less than 20 feet for this reason.</p>	<p>This standard is no applicable as the land within the 30-ft. buffer is currently vacant and not utilized for any purpose.</p>
<p>[c] Additions and changes in use. For additions to existing buildings and changes of residential structures to a nonresidential use, one streetside tree (see list of recommended street trees in Design Handbook) is required for every 500 square feet of additional gross floor area added or converted to nonresidential use. In instances where parking, display area, storage, building or necessary vehicle circulation exists at the time of enactment of this section, the required trees may be clustered and/or relocated away from the road as is necessary to be practicable. The preservation of existing large trees is encouraged; therefore, the Planning Board may permit the preservation of existing healthy, large, mature trees within the landscape planter strip or other developed areas of the site to be substituted for the planting of new trees.</p>	<p>It appears that the lot has a low population of existing vegetation and there currently are no qualifying site elements entity that would prompt this standard.</p>
<p>[d] Residences. Residential additions to existing single- and two-family dwellings and proposed single- and duplex-family dwellings are exempt from the landscaping standards of this subsection.</p>	<p>Not applicable.</p>
<p>(b) Buffer area. Where buffering is required, it must provide a year-round visual screen to minimize adverse impacts and screen</p>	<p>While a healthy amount of landscaping is proposed with this application, it is unclear if the selected species will provide year-round screening. The Planning Board should inquire with the</p>

<p>new development (see Design Guidelines for examples of appropriate buffers for various situations), and may consist of fencing, evergreens, retention of existing vegetation, berms, rocks, boulders, mounds or combinations thereof. Within three growing seasons, the buffer must provide a year-round screen at least eight feet in height or such lower height as determined by the Planning Board to be appropriate for the situation. Buffer areas must be maintained and kept free of all outdoor storage, debris, and rubbish. The width of the buffer area may be reduced by the Planning Board if the function of the buffer is still fulfilled</p>	<p>applicant on the reasoning of their vegetation selection and if year-round screen will be achieved.</p>
<p>© Rural landscape features. Rural landscape features such as stone walls, berms, and other agricultural structures, and tree lines or fields must be retained to the maximum extent practicable.</p>	<p>It is unclear if any rural landscaping features exist as there isn't a current conditions plan.</p>
<p>(d) Lighting. Outdoor lighting must provide the minimum illumination needed for the safe use of the site while enhancing the nighttime visual character of the site. Lighting must conform to the standards for outdoor lighting in Chapter 16.8.</p>	<p>The standard appears to be satisfied.</p>
<p>(e) Outdoor service and storage areas. Service and storage areas must be located to the side or rear of the building. Facilities for waste storage such as dumpsters must be located within an enclosure and be visually buffered by fencing, landscaping, and/or other treatments (see Design Handbook for examples of appropriate buffering).</p>	<p>The standard appears to be satisfied.</p>
<p>§16.3.2.13.D(8) Traffic and circulation standards</p>	
<p>Standard</p>	<p>Comment</p>
<p>Sidewalks and roadways must be provided within the site to internally join abutting properties that are determined by the Planning Board to be compatible. In addition, safe pedestrian route(s) must be provided to allow pedestrians to move within the site and between the principal customer entrance and the front lot line where a sidewalk exists or will be provided or where the Planning Board determines that such a route is needed for adequate pedestrian safety and movement.</p>	<p>The applicant is not proposing any sidewalks along US Route 1 or within the site. The abutting properties are either vacant or have a commercial use. Concerning safe passage for pedestrians, the applicant is providing a seating area for customers to use, however, it is unclear how they will order—from the drive-thru window or from a separate window designated for non-motorized customers?</p>
<p>§16.3.2.13.D(9) Open space standards</p>	
<p>Standard</p>	<p>Comment</p>
<p>Open space standards. Open space must be provided as a percentage of the total area of the lot, including freshwater wetlands, water bodies, streams, and setbacks. Thirty-five percent of each lot must be designated as open space. Required open space must be shown on the plan with a note dedicating it as "open space."</p>	<p>The applicant has not provided the calculations or illustrate the open space's location on the proposed site plan. The Planning Board should request this information to be provided.</p>
<p>(a) An objective of the open space standard is to encourage the integration of open space throughout the entire development and with the open space on adjoining properties in order to alter the pattern of commercial activity along Route 1. To this end, a minimum of 25% of the required open space must be located in the front 50% of the lot area closest to U.S. Route 1, or if not fronting Route 1, closest to the public street used to enter the lot. The Planning Board may modify this requirement when it is</p>	<p>The applicant has not provided this information. The Planning Board should request this information to be provided.</p>

demonstrated to the Board's satisfaction that the objective is met to the greatest practicable extent.	
(b) The open space must be located to create an attractive environment on the site, minimize environmental impacts, protect significant natural features or resources on the site, and maintain wildlife habitat. Where possible, the open space must be located to allow the creation of continuous open space networks in conjunction with existing or potential open space on adjacent properties.	The applicant has not provided this information. The Planning Board should request this information to be provided.
(c) Special situations. [1] Cases where integrating open space would require exceeding the open space standards. In cases where the topography, wetlands, and existing development on the lot dictates that more than 75% of the required open space be located outside the front portion of the lot, a percentage of the open space normally required in the front portion of the lot may be shifted to the rear portion of the lot in order to achieve the required amount of vegetated open space and not reduce the allowable developable area on the lot, provided minimum landscaping standards are satisfied. [2] Small lots. The required amount of designated open space is reduced to 20% of each lot that is less than 100,000 square feet in size.	The applicant has not provided this information. The Planning Board should request this information to be provided.

§16.8.4.5 Access control and traffic impacts	
Standard	Comment
A. Vehicular access to the development must be arranged to avoid traffic use of local residential streets.	Appears to be satisfied.
B. Where a lot has frontage on two or more streets, the access to the lot must be provided to the lot across the frontage and to the street where there is lesser potential for traffic congestion and for hazards to traffic and pedestrians.	523 US Route 1 has double frontage along Parsons Lane, which is a private right-of-way and US Route 1. Parsons Lane appears to be a dirt road with little to no improvements. The applicant is proposing to come on and off from US Route 1. The Planning Board should inquire with the applicant on their opinion of why Parsons Lane is not to be improved in order to utilize for better traffic flow.
C. The street giving access to the lot and neighboring streets which can be expected to carry traffic to and from the development must have traffic-carrying capacity and be suitably improved to accommodate the amount and types of traffic generated by the proposed use. No development may increase the volume/capacity ratio of any street above 0.8 nor reduce any intersection or link level of service to "D" or below.	The Planning Board needs a traffic impact study in order to determine if this standard is satisfied. There may be a possibility that Parsons Lane will need to be improved in order to safely accommodate the traffic increase around the lot.

D. Where necessary to safeguard against hazards to traffic and pedestrians and/or to avoid traffic congestion, provision must be made for turning lanes, traffic directional islands, frontage roads, driveways and traffic controls within public streets.	MaineDOT will review the plan and provide guidance to the applicant and Planning Board.
E. Accessways must be of a design and have sufficient capacity to avoid hazardous queuing of entering vehicles on any street.	It appears the current design would be able to safely accommodate traffic, however, more information is needed in order to determine the final layout of the vehicular circulation of the lot.
F. Where topographic and other conditions allow, provision must be made for circulation driveway connections to adjoining lots of similar existing or potential use: (1) When such driveway connection will facilitate fire protection services as approved by the Fire Chief; or (2) When such driveway will enable the public to travel between two existing or potential uses, generally open to the public, without need to travel upon a street.	Not applicable.

§16.8.4.13 Sidewalks	
Standard	Comment
Where required, sidewalks must be installed to meet minimum requirements as specified in Table 1 of this chapter	The applicant is not proposing any sidewalks in this application, nor was a waiver requested. The Planning Board should discuss the merits of sidewalks and direct the applicant accordingly

§16.8 Article VI Water Supply	
Standard	Comment
§16.8.6.1 Service Required	It appears the site will be adequately supplied by the Kittery Water District as stated in a letter dated, August 6, 2021.
§16.8 Article VII Sewage Disposal	
§16.8.7.1 Sewers	It appears the site will be adequately serviced by the Sewer Department as stated in a letter dated, August 6, 2021.
§16.8 Article VIII Surface Drainage	
§16.8.8.1 & §16.8.8.2	The applicant has filed a stormwater management report, which will be peer reviewed by CMA Engineers Inc. to determine compliance.
§16.8.9.4 Off-Street Parking	
D. When determination of the number of parking spaces required results in a requirement of a fractional space, any fraction of 1/2 or less may be disregarded, while a fraction in excess of 1/2 is counted as one parking space...	Considering there is no proposed interior customer access space, no parking is required in this aspect. However, parking for employees appears to be adequately provided and there is a parking provision for outdoor dining, pursuant to §16.8.29.1, as

<p>Restaurant: 1 parking space for each three seats. Seating is calculated by dividing the total floor area with customer access by 15</p>	<p>will be discussed. The Board should also inquire with the applicant on the proposed loading area for deliveries.</p>
<p>§16.8 Article X Signs</p>	
<p>F§16.8.10.3 <i>Sign Locations</i></p>	<p>It is unclear how tall the proposed sign will be, if it is appropriately distance from the road centerline and whether or not it will interfere with sight distances.</p>

§16.8 Article XVI Lots	
<p>§16.8.16.7 <i>Multiple frontages</i></p> <p>When lots have frontage on two or more streets, the plan and deed restrictions must indicate vehicular access to be located only on the least-traveled way.</p>	<p>The proposed development fronts two streets. Currently, the site plan calls for all traffic to use US Route 1 and completely cut-off Parsons Way. The Planning Board needs to determine if this standard is applicable by having all traffic directed onto Parsons Lane as indicated by this standard. The applicant can also apply for a waiver as well.</p>
§16.8 Article XVII Utilities	
<p>§16.8.17.2 <i>Underground installation</i></p> <p>Utilities, where feasible, are to be installed underground. The Board must require the developer to adopt a prudent avoidance approach when aboveground electrical installations are approved.</p>	<p>The standard appears to be satisfied.</p>
§16.8 Article XVIII Landscaping	
<p>§16.8.18.1 <i>General</i></p>	<p>The Planning Board may want the applicant to indicate on the site plan that the landscaping is to be maintained throughout the life of the development.</p>
§16.8 Article XXIV Exterior Lighting	
<p>§16.8.24.2.C</p> <p>Except for ornamental lighting fixtures that utilize lamps with initial lumen ratings of 8,500 lumens or less, wall-mounted building lights must include full-face shielding consisting of either a solid panel or full-face louvers. Exposed lamps, reflectors or refractors may not be visible from any part of the fixture except the bottom light-emitting surface.</p>	<p>It appears the luminary plan is consistent with this provision of this standard. Although there was no light fixture specification submitted with the application. The Planning Board should direct the applicant to provide this information so as to determine if the luminary plan will be accomplished as proposed.</p>
§16.9 Article I General	
Standard	Comment
<p>§16.9.1.3 Prevention of erosion</p>	<p>The standard appears to be satisfied.</p>
<p>§16.9.1.4 Soil suitability</p>	<p>It is unclear of the location of the various soils on the site. The drainage analysis report states that the some soils as identified by the Natural Resources Conservation Service NRCS Class-C/D soils. The Board should inquire how this will impact the stormwater flow of the site. Moreover, CMA will review for compliance.</p>
16.9 Article III Conservation of Wetlands Including Vernal Pools	
<p>§16.9.3.1.C</p> <p>Wetlands of special significance have one or more of the following characteristics:</p> <p>(1) Critically imperiled or imperiled community. The freshwater wetland contains a natural community that is "critically imperiled" as defined by the Maine Natural Areas Program.</p> <p>(2) Significant wildlife habitat. The freshwater wetland contains significant wildlife habitat as defined by 38 M.R.S. § 480-B(10).</p> <p>(3) Location near coastal wetland. The freshwater wetland is located within 250 feet of a coastal wetland.</p> <p>(4) Location near a water body. The freshwater wetland is located within 250 feet of the normal high-water line and within the same watershed of a lake or pond.</p>	<p>It is unclear if there is a wetland or not to the west of the proposed development. The applicant should confirm its existence and revise the plan to show how far the edge of the wetland is from all proposed structures.</p>

<p>(5) Aquatic vegetation, emergent marsh vegetation or open water. The freshwater wetland contains, under normal circumstances, at least 20,000 square feet of aquatic vegetation, emergent marsh vegetation or open water, unless the twenty-thousand or more square foot area is the result of an artificial pond or impoundment.</p> <p>(6) Wetlands subject to flooding. The freshwater wetland is inundated with floodwater during a one-hundred-year flood event based on flood insurance maps produced by the Federal Emergency Management Agency or other site-specific information.</p> <p>(7) Peatlands. The freshwater wetland is or contains peatlands, except that the Planning Board may determine that a previously mined peatland, or portion thereof, is not a wetland of special significance.</p> <p>(8) River, stream or brook. The freshwater wetland is located within 25 feet of a river, stream or brook.</p> <p>(9) Monetary value. An estimation can be determined based on the importance of the wetland with respect to the individual or collective functions it provides.</p> <p>(10) Vernal pools. The wetland contains a particular aquatic habitat as defined by the Maine Department of Environmental Protection (MDEP), including those mapped as significant vernal pools by MDEP.</p>	
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§16.10 Article V Preliminary Plan Application Review and Approval Process Phase	
Standard	Comment
§16.10.5.2.B(4) Standard boundary survey conducted by a surveyor licensed in the State of Maine, in the manner recommended by the State Board of Registration for Land Surveyors	A standard boundary survey of the whole property was not provided with the application only a site plan of the pertinent area. Moreover, it is unclear of the exact dimensions of the lot and the location of the property line as only the lease line is provided.
§16.10.5.2.B(8) Names and addresses of all owners of record of property abutting the development, including those across a street;	Abutters across US Route 1 and Parsons Lane need to be on the plan.
§16.10.5.2.B(10)(h) Setbacks existing and proposed	Setback from existing structures and proposed structures need to be added to the plan. Also setback distances from the purported drainage ditch to the proposed buildings as well.
§16.10.5.2.F(1)(a)-(o) Traffic Impact Analysis.	There is incomplete information within the report—see MaineDOT email It is staff’s understanding that the applicant is working on providing the missing information. The Planning Board should confirm if a complete traffic impact analysis will be provided as outlined in this standard
16.10.5.3 Planning Board acceptance review	It is the opinion of staff that the plan as presented is complete, absent the information stated hereinabove, which should be provided for the next meeting. The Planning Board may move forward with a vote if it so deems it appropriate.
16.10.5.3.B Public hearing schedule	Public hearing date should be scheduled for the October 14, 2021 or October 28, 2021 meeting. There will be a large agenda on the 14 th , so it might be more appropriate to set the public hearing for

	the 28 th . Either way there should be adequate time to receive CMA comments and notice the paper and abutters.
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Discussion and Next Steps

The major issue currently that this application has encountered is determining the appropriate the street in which the lot will use as frontage / access into the site. Moreover, there is a fair portion of information that needs to be incorporated into the site plan and additional documentation submitted for review, such as an updated traffic impact study. The Board may postpone the plan acceptance phase and continue the application unto a later date until all pertinent information is filed, or ta motion to accept the plan and schedule a public hearing site walk can be made with the expectation that the additional information as requested will be submitted in-time for review before the public hearing.

Recommended Motions

Below are recommended motions for the Board's use and consideration:

Motion to continue application

Move to continue a preliminary site plan application from applicant GSC Enterprises, LLC and agent Haley Ward, Inc. requesting preliminary approval to construct 1,010-sf coffee shop with a drive-through with appurtenant infrastructure and landscaping on real property with an address of 523 U.S. Route 1 (Tax Map 68, Lot 26) located in the Mixed-Use (MU) Zone.

Motion to accept plan as complete

Move to accept a preliminary site plan application from applicant GSC Enterprises, LLC and agent Haley Ward, Inc. requesting preliminary approval to construct 1,010-sf coffee shop with a drive-through with appurtenant infrastructure and landscaping on real property with an address of 523 U.S. Route 1 (Tax Map 68, Lot 26) located in the Mixed-Use (MU) Zone.

Motion to set site walk

Move to set a site walk on _____ to take place on real property with an address of 523 U.S. Route 1 (Tax Map 68, Lot 26) located in the Mixed-Use (MU) Zone.

Motion to set public meeting

Move to set a public hearing on _____ for a preliminary site plan application from applicant GSC Enterprises, LLC and agent Haley Ward, Inc. requesting preliminary approval to construct 1,010-sf coffee shop with a drive-through with appurtenant infrastructure and landscaping on real property with an address of 523 U.S. Route 1 (Tax Map 68, Lot 26) located in the Mixed-Use (MU) Zone.