

Town Office Renovations Project
Planning Board Findings – Responses and Action Items

Project No. 21014
April 28, 2022

Ordinance Section	Ordinance Requirement	Planning Board Findings	Applicant Response	Action
Village I District 1)f)	Max. Building Height – 35 feet	Overall maximum building height should be provided	The maximum height of the proposed building expansion does not exceed existing building height	Architectural plans will be provided to show existing building and proposed building expansion.
SPPS 1)b)i)	Any driveway or proposed street must be designed so as to provide the minimum sight distance according to the Maine Department of Transportation standards.	MDOT minimum sight distanced should be provided, along with the sight distance for the proposed driveway entrance.	The driveway is existing, there is no proposed change to the existing access, or the existing use.	Waiver request will be submitted.
SPPS 1)b)ii)	Points of access and egress must be located to avoid hazardous conflicts with existing turning movements and traffic flows.	The access and egress will not conflict with other driveways and, provided the sight distance is adequate, will not interfere with traffic flows.	The driveway is existing, there is no proposed change to the existing access, or the existing use.	Waiver request will be submitted.
SPPS 1)c)ii)	Private accessways in or out of a development must be separated by a minimum of seventy-five (75) feet where possible.	The existing/proposed driveway appears to be approximately 20’ from the nearest driveway, located north on school street.	The driveway is existing, there is no proposed change to the existing access, or the existing use.	Waiver request will be submitted.
SPPS 2)d)ix)	Parking areas must be designed and landscaped to create a pedestrian-friendly environment. A landscaped border must be created around parking lots. There must be at least one (1) island for every twenty (20) spaces. Landscaping must screen the parking area from adjacent residential uses and from the street.	Landscaping beds are shown to the south and southeast, and partial 20+’ wooded buffer is depicted to the northwest and west, but it is not clear that they will adequately screen the parking area from adjacent residential use to the south, and northwest, or from School Street.	Stockade fencing is proposed as a buffer for the new parking area and meets standard; no change is proposed for the existing parking area.	Waiver request for the existing parking area will be submitted.
SPPS 2)d)x)	Parking lots should be located to the side or rear of the building. Parking should not be located between the building and the street.	Proposed parking is located between the building and the street.	The parking lot is existing, and there is no proposed change to the existing access or use.	Waiver request will be submitted.
SPPS 2)d)xi)	Whenever the area between the street and the front of the building is used for parking or vehicle movement, a vegetated buffer strip must be established along the edge of the road right-of-way. This buffer strip must soften the appearance of the site from the road and must create defined points of access to and egress from the site.	Vegetated buffer strip should be shown on the plan.	The parking lot is existing, and there is no proposed change to the existing access or use.	Waiver request will be submitted.
SPPS 2)d)xiii)	At least one parking space shall be provided for each employee per shift.	The applicant should indicate the number of employees per shift.	There are 9 employees per shift.	N/A
SPPS 3)f)	The system shall be safely separated from vehicular traffic through landscape buffers and curbing.	The plan includes a proposed 5’ paved walkway connection to the existing paved walkway on the northeast of the site. The paved walkway is within the 10’ setback. Traffic circulation is generally indicated by travel aisle arrows and appears to be the same as for vehicular traffic.	The paved walkway within the setback is existing, and there is no proposed change to the existing access or use.	Waiver request will be submitted.
SPPS 5)b)	When a proposed development is located within the viewshed of an identified view from a public street or facility, the development must be designed to minimize the encroachment of all buildings, structures, landscaping, and other site features on the identified view.	The proposed Coombs building expansion is located within the viewshed of the Town Hall and School Street. The applicant should provide evidence that the expansion will not be visually intrusive.	The proposed development is not located within the viewshed of an identified view.	N/A
SPPS 6)f)	Wiring to light poles must be underground.	Location and type of lighting should be shown on the plan.	Proposed wall-mounted lighting is proposed on the architect’s Building Renovation plans to illuminate the buildings entrances. There are no light poles proposed at this time.	N/A
SPPS 7)f)	No free standing sign shall extend higher than twenty (20) feet above the ground.	One sign appears to be located in the parking island. It’s dimensions and type should be included in the application.	The sign in the parking island is existing and does not extend higher than 20 feet above the ground.	Waiver request will be submitted.
SPPS 8)b)	The architectural design of the building shall be consistent with the New England vernacular and shall include such features as pitched roofs, vertical rectangle windows, and the appearance of brick, stone, log, clapboard or shingle.	Existing and proposed Coombs building elevations should be provided by the applicant.	Existing and proposed building Elevation sheets from the architect’s Building Renovation plan set will be provided.	Architectural plans will be provided to show proposed building expansion.
SPPS 8)e)	In rural, uncongested areas buildings should be set back from the road so as to conform with the rural character of the area. If the parking is in front, a generous, landscaped buffer between road and parking lot is to be provided. Unused areas should be kept natural, as field, forest, wetland, etc.	Where parking is in front, a generous landscape buffer between the parking and road is to be provided.	The parking lot is existing, and there is no proposed change to the existing access or use.	Waiver request will be submitted.

SPPS 8)g)	The building height shall not exceed 40 feet.	The applicant should specify the maximum building height. Zoning only allows 35’.	The maximum height of the proposed building expansion does not exceed existing building height.	Architectural plans will be provided to show existing building and proposed building expansion.
SPPS 10)c)	All dumpsters or similar large collection receptacles for trash or other wastes must be screened by fencing or landscaping.	The site plan should show the screening proposed for the generator and fuel tanks.	The Site Plan shows a proposed stockade fence to screen the future generator and fuel tanks to provide buffer to abutters.	N/A
SPPS 12)a)	If the project is to be served by a public water supply, the applicant must secure and submit a written statement from the supplier that the proposed water supply system conforms with its design and construction standards, will not result in an undue burden on the source or distribution system, and will be installed in a manner adequate to provide needed domestic and fire protection flows.	The applicant should indicate if water supply needs will change as a result of the proposed development, with regard to domestic or fire protection flows.	The proposed development includes a 6” ductile iron sprinkler service for fire suppression purposes. The applicant will secure a written statement from the Bowdoinham Water District and Bowdoinham Fire Department, as required by the Ordinance.	Need to secure written statement approving the proposed sprinkler line. Will submit written statement to Town.
SPPS 13)a)	The development must be provided with a method of disposing of sewage which is in compliance with the State Plumbing Code and the Subsurface Wastewater Disposal Rules	The plan depicts two 1,000-gallon septic tanks to be located in the prosed parking lot, and a sewer line carrying the wastewater offsite down spring street. The applicant also provided an HHE-200 prepared in 1999 by licensed site evaluator Richard Green for the replacement of a 1,000-gallon tank and a 20’x48’ concrete chamber system located beyond the end of School Street, to serve Town Office and Town Hall. The applicant should indicate the location of the existing 1,000-gallon tank and clarify what the changes to the approved system will be. The Board may additionally want to require evidence that the system is functioning properly, due to its age.	There is no change of use to the existing system. The replacement system was approved in 2014 and installed in 2015.	N/A
SPPS 17)b)	Proposed developments which include or are adjacent to buildings or sites on the National Register of Historic Places, Maine Historic Preservation Commission or when the Comprehensive Plan has identified as being of historical significance, shall be designed in such a manner as to minimize the impacts on the historic features. When the historic features to be protected include buildings, the placement and the architectural design of new structures shall be similar to the historic structures. The Board may require the applicant to seek the advice of the Maine Historic Preservation Commission.	<p>The Town of Bowdoinham Comprehensive Plan dated April 2014 lists the Town Hall on School St and the John C. Coombs Municipal Building on School St as Historic Buildings and Structures in Bowdoinham of Local Importance (Pg 77).</p> <p>The applicant should include proposed building elevations for the area of proposed expansion. The Board may wish to require the applicant to seek the advice of the Maine Historic Preservation Commission.</p>	<p>The proposed parking facilities and walkways adjacent to these historically significant buildings have been designed in a manner to minimize the impacts on the historic features of these buildings, and care will be taken during construction to minimize all impacts as well.</p> <p>The applicant will submit existing and building Elevation sheets from the architect’s Building Renovation plan set.</p>	Architectural plans will be provided to show existing building and proposed building expansion.
SPPS 22)	The proposed development will provide for adequate disposal of solid wastes. All solid waste must be disposed of at a licensed disposal facility having adequate capacity to accept the project’s wastes.	The applicant should indicate how solid waste will be managed.	The existing buildings will continue to use the Town dumpster, no change of use or procedure proposed.	N/A
SPPS 26)g)	The biological and chemical properties of the receiving waters must not be degraded by the stormwater runoff from the development site. The use of oil and grease traps in manholes, the use of on-site vegetated waterways, and vegetated buffer strips along waterways and drainage swales, and the reduction in use of deicing salts and fertilizers may be required, especially where the development stormwater discharges into a gravel aquifer area or other water supply source, or a great pond.	The Utility Plan depicts a system of on-site catch basins that drain to a storm drain pipe in School Street. The applicant should provide evidence that the system capacity is sufficient to carry the flow without adverse affects.	<p>The existing parking lot and portion of Spring Street that will now be collected in the stormwater drainage system and dispersed into the existing stormwater drainage system was previously draining to that same existing stormwater drainage system. The only additional impervious area that will be added to the existing stormwater flows will be from the proposed parking expansion of 4,190 SF, which is considered to be an insignificant additional amount.</p> <p>The receiving waters are not expected to be degraded by the increased impervious area from the parking lot expansion.</p>	N/A
SPPS 27)b)	Soil erosion and sedimentation of watercourses and water bodies must be minimized by an active program meeting the requirements of the Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices, dated March 2003.	The applicant should indicate what measures they will take to prevent soil erosion and sedimentation of watercourses and waterbodies.	Erosion control measures will be used during construction to comply with the requirements of the Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices, dated March 2003.	N/A