

**MINUTES**

Members Present

Susan Auglis  
David Merrill  
Cory Fellows  
Judy Roy  
Allen Paul  
Jean-Marie Caterina  
Chris Caiazzo

Staff

Karen Martin, SEDCO  
Jay Chace, Town Planner  
Jamel Torres, Assistant Town Planner

Presenters

Roccy Risbara, Crossroads Holdings, LLC  
Dan Bacon, Gorrill Palmer

Attendees: Steve Hanley

**1. Approval of Minutes from December 8, 2017**

Allen Paul moved to approve the December 8, 2017 minutes; Judy Roy seconded the motion. Vote was unanimous 7-0.

**2. Proposed Zone Amendments – Scarborough Downs Development Team**

Jay Chace explained to the committee that Roccy Risbara of Crossroads Holdings, LLC and Dan Bacon of Gorrill Palmer were in attendance to discuss some proposed zone amendments to the Crossroads Planned District (CPD).

Mr. Bacon introduced himself and Mr. Risbara to the committee. Mr. Bacon told the committee that their development team have started the master planning process for the planning, design and permitting of development at the Scarborough Downs property. Mr. Bacon introduced the permitting process for a planned development in the CPD District to the committee and noted that the Planning Board approved the Site Inventory & Analysis and Conceptual Infrastructure Plan in January 2018. Mr. Bacon also noted that the development team met with the Planning Board for a workshop on March 7, 2018 to start the discussion about the Conceptual Master Plan for Phase 1 of the development. Mr. Bacon indicated that the scale of this project is very large and the development team is in the process of learning about the market and demands as they develop a Conceptual Master Plan.

**a. District Boundaries**

Mr. Bacon stated that it was discovered during survey and deed research that the parcel boundary assumed by the prior owner and Town Assessor was inaccurate and has a different boundary in a few places. As a result, the zoning does not follow the actual property boundary. Mr. Bacon stated that there are three areas they would like re-zoned into CPD; a portion of land located west of the district (currently part of the Haigis

Parkway District); a portion of land located northwest of the district (currently part of the RF and VR4 Districts); and a small section located south of the district (currently part of the B3 District). Mr. Bacon stated that there would be new abutters as a result of the proposed boundary amendments. Mr. Bacon indicated that they were requesting that the areas noted be zoned CPD.

Allen Paul asked if you can restrict certain uses within the CPD District (i.e., industrial uses only permitted in northeast corner of the parcel). Mr. Paul also asked if the Haigis Parkway District standards would still apply to the western portion of the parcel in question.

Mr. Chace noted that similar uses are permitted in the CPD and Haigis Parkway Districts.

Mr. Paul noted that outreach needs to be done to abutting property owners before any zone amendments can take place officially.

Mr. Risbara led the group through the proposed Master Plan for the entire parcel. Mr. Risbara noted that Phase 1 will be a residential development and is located in the southerly portion of the parcel, abutting Route 1, and Phase 2 will be a light industrial development and is located in the northerly portion of the parcel, abutting Payne Road. Mr. Risbara stated that other phases of development are still being developed by the team.

Chris Caiazzo asked if staff would hold a workshop with the Town Council about the CPD development review process. Mr. Chace stated that that was a possibility.

The committee provided a generally favorable opinion of the proposed zone amendments provided the uses and performance standards were carefully drafted.

**b. Permitted Uses**

Mr. Bacon led the group through the proposed changes / additions to the permitted uses in the CPD District. The proposed additional uses include research / industrial / light industrial / maker-type uses, gasoline / fueling stations, and restaurants with drive-through service. Mr. Bacon stated that they would like the allowance for building material yards and extractive industry activities within the CPD zone in order for this large site to accommodate construction storage and staging areas as well as the extraction of earthen material to be used on the site.

Jean-Marie Caterina asked if the building materials yard would be a “forever” land use and the developers need to be mindful of Mill Brook as it is MaineDEP-threatened stream.

Mr. Chace added that you can extract materials as part of a site plan / subdivision project on a specific lot and said he was unclear why this use is being proposed.

Mr. Bacon stated that they are not allowed to extract materials below the high water level and they would like it to be clear that extraction land use is allowable in the CPD district.

Mr. Risbara stated that the concern is that the extraction for a site plan / subdivision would only be allowed within a particular phase of development and they want to be sure they could extract materials from other areas of the parcel to support development in a different phase / area of the parcel.

Mr. Chace stated that the extraction site could be part of a Master Plan with the Planning Board and asked the committee if they were comfortable with the proposed extraction use.

Susan Auglis stated she was comfortable with the proposed extraction use so long as it was reviewed and approved by the Planning Board.

Mr. Paul indicated that he was more worried about the processing of the extracted materials than the actual extraction on the site (i.e., crushed stone processing).

Cory Fellows stated that the review process has been hard to understand with the Planning Board and the development reviews need to be predicable for the Planning Board going forward. Mr. Fellows stated that he would like to allow flexibility to the development team while having oversight by the Town.

Mr. Paul stated that once the development is completed on the site, he would like the extraction use to stop and become something else.

Mr. Bacon introduced the proposal for allowing gas / fueling stations on the site. Mr. Bacon stated that allowing gas stations will benefit the development as they plan on having regional destination businesses in the development. The proposed location for a gas station will be close to Payne Road.

Mr. Paul requested that the gas station be designed with the gas pumps located behind the building opposed to traditional gas station design.

Mr. Bacon introduced the proposal for allowing restaurants with drive-through service on the site. Mr. Bacon stated that they were not proposing a "fast food alley" but would like to attract coffee shops and other restaurants to the development. Mr. Bacon indicated that the design of the drive-through service would be secondary to the bicycle-pedestrian design of the project.

Mr. Chace asked the committee if they were comfortable with allowing all types of restaurants or just businesses with lower traffic demands.

Dave Merrill stated that he has quantity concerns and asked how many of these would be allowed.

Ms. Auglis stated that the Planning Board needs to be educated on the Town's Design Standards for Commercial Districts.

The committee seemed generally okay with the traffic demands and design at drive-through being part of a Planning Board review process.

**c. Signage**

Mr. Bacon introduced the proposal for amendments to the signage regulations for the CPD District. He stated they have two intents here: 1) Existing Scarborough Downs sign on Route 1 – The signage regulations need to be changed if the sign is to be upgraded and the development team would like to update the sign and 2) 2 other entrances to the CPD District and the proposed signage at these locations.

Mr. Paul asked if this type of request could be taken care of via a variance process and stated that he is not comfortable with the requested changes of the sign regulations as presented.

Jamel Torres asked if the development team was looking to shorten the existing Scarborough Downs sign and upgrade it accordingly or if they were looking to maintain the existing height of the sign.

Mr. Risbara stated they would like to keep the same height of the existing sign but give it some much needed upgrades.

Mr. Bacon stated that the site has very small frontage along major streets in town and they are predicting they will have advertising challenges without more signage. Mr. Bacon stated that the three entrances to the site have more ability for advertising purposes than the other areas of Town.

Mr. Caiazzo stated that he supported the proposed signage regulation amendments regarding the existing sign but he is not inclined to change the zoning ordinance for the new signs. Mr. Caiazzo stated that he is hesitant to make exceptions for the development team on the element.

Mr. Chace compared the CPD district project to the Gallery Boulevard development and their signage. Mr. Chace stated that the Downs property could have a similar signage layout.

Mr. Bacon stated that this project would be almost 10 times the size of the Gallery Boulevard development.

Ms. Auglis stated she would like to see renderings of the three proposed signs at the main entrances to the site.

Karen Martin stated that the development team has a unique challenge with only three entrances to such a large development site.

Mr. Fellows stated that signage can be a very “slippery slope” for the Planning Board and needs more discussion with this committee.

Mr. Chace suggested that the committee work on the existing Scarborough Downs sign. Mr. Chace stated that it seems like the committee has concerns about the other two entrance signs and needs to be discussed more with the developers.

It was agreed that the Development team would make some adjustments and present the revisions on the three zoning elements to the committee for further review.

### **3. Comprehensive Plan Updates**

#### **a. Discussion of process for reviewing draft components**

Mr. Chace went over the process of reviewing draft chapters for the comprehensive plan and asked the committee several questions:

- Are we moving in the right direction?
- What is the right process to move these chapters along as they get completed

Mr. Caiazza stated that he is comfortable with having all of the completed draft chapters going out for review so long as they are properly labeled as DRAFTS.

Mr. Chace stated that they have two draft chapters ready to be reviewed.

#### **b. Update on R.O.I. analysis**

Not discussed during this meeting. To be discussed at March 23 meeting.

#### **c. Introduction of draft “Plan Framework”**

Not discussed during this meeting. To be discussed at March 23 meeting.

#### **d. Introduction of draft “Supporting Infrastructure: *Transportation*”**

Not discussed during this meeting. To be discussed at March 23 meeting.

### **4. Committee Membership**

Mr. Chace stated that Tody Justice, Town Clerk, has indicated that this committee has not appointed anyone in a while and that she is working on an organizational chart for member terms and other information. Mr. Chace stated that Susan Auglis is ready to move on from the Planning Board as she has served for 18 years but she has agreed to stay on the Planning Board as an alternate member. Mr. Chace stated that the Town Council will be looking for reports from the committee going forward. Mr. Chace also stated that the committee minutes would be posted regularly on the Town’s website.

### **5. Public Comment**

None.

### **6. Next Committee Meeting(s)**

Mr. Chace passed out a handout that included the scheduled LRPC meetings for calendar year 2018 (first Friday of each month at 8am). The next meeting was scheduled for Friday, March 23 at 8am, to complete the comprehensive plan agenda items that the committee did not get to today. Location – Council Chambers B.

### **7. Adjournment**