TOWN OF WELLS, MAINE
STAFF REVIEW COMMITTEE

Meeting Agenda

Tuesday, January 6, 2026, 9:00 AM

Town Hall Meeting Room, Second Floor

208 Sanford Road, Wells

MINUTES

I. DECEMBER 23, 2025 DRAFT MEETING MINUTES

Documents:

SRC MIN 12-23-25 DRAFT.PDF

DEVELOPMENT REVIEW & WORKSHOPS

I. HARBORSIDE CONDOMINIUM

Harborside Condominium Association, owner; Marie Keenan, applicant. Site Plan Application seeking approval for adding 10 parking spaces, parking space restriping, adding a dumpster, documenting the expansion of motel unit 21 and addressing the lodging facility office/management requirements. The property is a grandfathered Lodging Facility consisting of 21 hotel/motel units. The property is located at 353 Mile Road and is within the Beach Business and Shoreland Overlay Districts. Tax Map 122, Lot 38. **Workshop Articles V, VI, VII, completeness and compliance for possible approval**

Documents:

HARBORSIDE CONDO MEMO 12-31-25.PDF
HARBORSIDE PLAN DRAFT 122325.PDF

OTHER BUSINESS

ADJOURN

TOWN OF WELLS, MAINE
STAFF REVIEW COMMITTEE

Meeting Minutes
Tuesday, December 23, 2025, 9:00 AM
Town Hall Meeting Room, Second Floor
208 Sanford Road, Wells

The meeting was called to order by Assistant Planner Shannon Belanger. Present: Michael Livingston, Town Planner, Police Cpt. Adam Shaw, CEO Jodine Adams, Fire Dept. Cpt. Jeff Tobeck, Public Works Director Steve Buckley, and Meeting Recorder Cinndi Davidson.

MINUTES

November 12, 2025

MOTION

Motion by Jodine, seconded by Mike, to accept the minutes. Passed unanimously.

Mike Livingston then left the meeting.

December 9, 2025

MOTION

Motion by Jodine, seconded by Steve, to accept the minutes. Passed unanimously.

DEVELOPMENT REVIEW & WORKSHOP

I. **1863 POST ROAD –** The Lord Boys, LLC, Walsh Engineering Associates, Inc. applicant/ engineer. Site Plan Application for 2,700 SF Business Retail/ Office/ Personal Service/ Service/ Contractor use and associated parking. No change to the existing single family dwelling or non-conforming single family dwelling unit proposed. The property is located within the Residential Commercial District and is located at 1863 Post Road. Tax Map 139, Lot 24. **Workshop completeness and compliance/ Findings of Fact & Decisions for possible approval**

Werner Gilliam of Walsh Engineering and Kevin Lord, applicant, were present.

Plan revisions were reviewed.

MOTION

Motion by Jodine, seconded by Steve, to find the 15' wide landscaped buffer along Route One is suitable. Passed unanimously.

MOTION

Motion by Jodine, seconded by Steve, to find the proposed screening for Lot 23 is suitable. Passed unanimously.

MOTION

Motion by Jodine, seconded by Steve, to find the proposed screening for Lot 25 is suitable. Passed unanimously.

MOTION

Motion by Jodine, seconded by Steve, to find the application complete. Passed unanimously.

Jodine said that a permit is needed to relocate the sign. Jeff discussed snow removal challenges. The driveway has a tight corner and is bordered with vegetation. Handicap parking space signage to be put up immediately.

Findings of Facts & Decisions were reviewed.

Traffic

MOTION

Motion by Jodine, seconded by Steve, to find that the standard has been met. Passed unanimously.

Dust, fumes, vapors and gases

MOTION

Motion by Jodine, seconded by Steve, to find that the standard has been met. Passed unanimously.

Odor

MOTION

Motion by Jodine, seconded by Steve, to find that the standard has been met. Passed unanimously.

Glare

MOTION

Motion by Jodine, seconded by Steve, to find that the standard has been met. Passed unanimously.

Stormwater runoff

MOTION

Motion by Jodine, seconded by Steve, to find that the standard has been met. Passed unanimously.

Erosion control

MOTION

Motion by Jodine, seconded by Steve, to find that the standard has been met. Passed unanimously.

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Setbacks and screening

MOTION

Motion by Jodine, seconded by Steve, to find that the standard has been met. Passed unanimously.

Explosive materials

MOTION

Motion by Jodine, seconded by Steve, to find that the standard has been met. Passed unanimously.

Water quality

MOTION

Motion by Jodine, seconded by Steve, to find that the standard has been met. Passed unanimously.

Preservation of landscape

MOTION

Motion by Jodine, seconded by Steve, to find that the standard has been met. Passed unanimously.

Refuse disposal

MOTION

Motion by Jodine, seconded by Steve, to find that the standard has been met. Passed unanimously.

Water supply

MOTION

Motion by Jodine, seconded by Steve, to find that the standard has been met. Passed unanimously.

Sewage disposal

MOTION

Motion by Jodine, seconded by Steve, to find that the standard has been met. Passed unanimously.

Fire safety

MOTION

Motion by Jodine, seconded by Steve, to find that the standard has been met. Passed unanimously.

MOTION

Motion by Jodine, seconded by Steve, to find the application compliant, to approve the Findings of Fact with 16 standard conditions of approval and 1 special condition, and sign the site plan and Findings at the end of the meeting. Passed unanimously.

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ADJOURN

MOTION

Motion by Jodine, seconded by Steve, to adjourn. Passed unanimously.

RESPECTFULLY SUBMITTED

_____

Cinndi Davidson, Meeting Recorder

_____

Shannon Belanger, Assistant Planner

DRAFT

Planning & Development
208 Sanford Road, Wells, Maine 04090
Phone: (207) 646-5187, Fax: (207) 646-7046
Website: www.wellstown.org

Michael G. Livingston, Town Engineer/Planner	*mlivingston@wellstown.org*
Shannon M. L. Belanger, Assistant Planner	*sbelanger@wellstown.org*

Site Plan Application Memo

Date: December 31, 2025

To: Staff Review Committee

From: Planning Office

Re: Harborside Condominium – Map 122, Lot 38

Project Description:

Harborside Condominium Association has submitted a site plan application for Harborside Condominium, formerly known as Habor Side Motor Inn and The Brise D'ete. The property is a grandfathered Lodging Facility and has consisted of 20 motel units, in one two-story building and 1 single family dwelling unit in a 3-story building (unit 21). The property converted to condominium form of ownership in January 1986. After the condominium association was created various changes occurred on the property without site plan approval: 10 parking spaces were added, parking space restriping has occurred, a dumpster has been located on the property and unit 21 was enlarged. The property is approximately _____ SF in area and falls within the Beach Business and 250' Shoreland Overlay District. The property is located at 353 Mile Road and is identified as Tax Map 122, Lot 38.

§ 145-74. Review and approval process.

Staff Review Committee process.
(1) The membership of the Staff Review Committee shall include the Road Commissioner, the Fire Chief, the Police Chief, the Code Enforcement Officer, Town Engineer (if any) and Director of Planning and Development or their designees. The Director of Planning and Development is the Chair of the Committee and shall designate the Vice Chair. **SRC meeting held on 10/28/25**
(2) If there are site plan approval applications to review, the Staff Review Committee shall meet at least two times a month. The meeting schedule shall be established by the Director of Planning and Development by the first day of December for the following calendar year. The agenda for each Staff Review Committee meeting shall be posted in the Town Hall at least seven days prior to the meeting. Scheduled meetings may be rescheduled if the Committee members or their designees are unable to attend to a time agreed to by all applicants on the agenda for the meeting. **SRC meeting held on 10/28/25**
(3) An applicant shall be notified of any Staff Committee meetings at which the applicant's plan will be reviewed and shall have the right to attend any Staff Review Committee meetings at which the plan may be reviewed. **Applicant notified of SRC Agenda on 10/21/25**

(4) A new application, revised application or proposed amendment to an approved plan shall be submitted to the Office of Planning and Development at least 10 days prior to the meeting at which it will be considered. The application shall be accompanied by a site plan and the required fee. **Application and fee provided in time for the 10/28/25 meeting.**

(5) Upon the receipt of an application for site plan approval along with certification that the abutters have been sent or delivered notices of the site plan approval application by the applicant, the Code Enforcement Officer shall review the application and the site plan to determine if the proposed use meets the requirements of Articles V, VI and VII. **Abutters mailed notice on 10/14/25**

(a) If the application does or does not meet the requirements of Articles V, VI and VII, the Code Enforcement Officer shall notify the applicant in writing.

(b) If the application does meet the requirements of Articles V, VI and VII, the Director of Planning and Development shall place the application on the next meeting agenda of the Staff Review Committee and shall provide the Planning Board with a brief description of the application at its next meeting. At the meeting the Staff Review Committee shall determine if the application is complete. If it is not complete the applicant shall be notified in writing of the information needed to complete the application.

(6) Upon determining that the application is complete, the Committee shall review the site plan and either approve the application and sign the site plan, approve the application with conditions and sign the site plan or deny the application. **To be determined**

(7) The Staff Review Committee may only approve an application by a unanimous vote, and its decision shall be based on the criteria found in § 145-75, and it shall inform the applicant in writing within seven days of its decision stating its reasons. The Committee shall prepare detailed, written findings of fact, based on the evidence presented, and its conclusions and basis thereof. **To be determined**

(8) The Staff Review Committee shall take action on a complete application within 35 days of its receipt by the Staff Review Committee or within a period of time mutually agreed to by the applicant and the Staff Review Committee. Failure to take action within 35 days or within the mutually agreed to time period shall constitute an automatic denial of the plan. **To be determined**

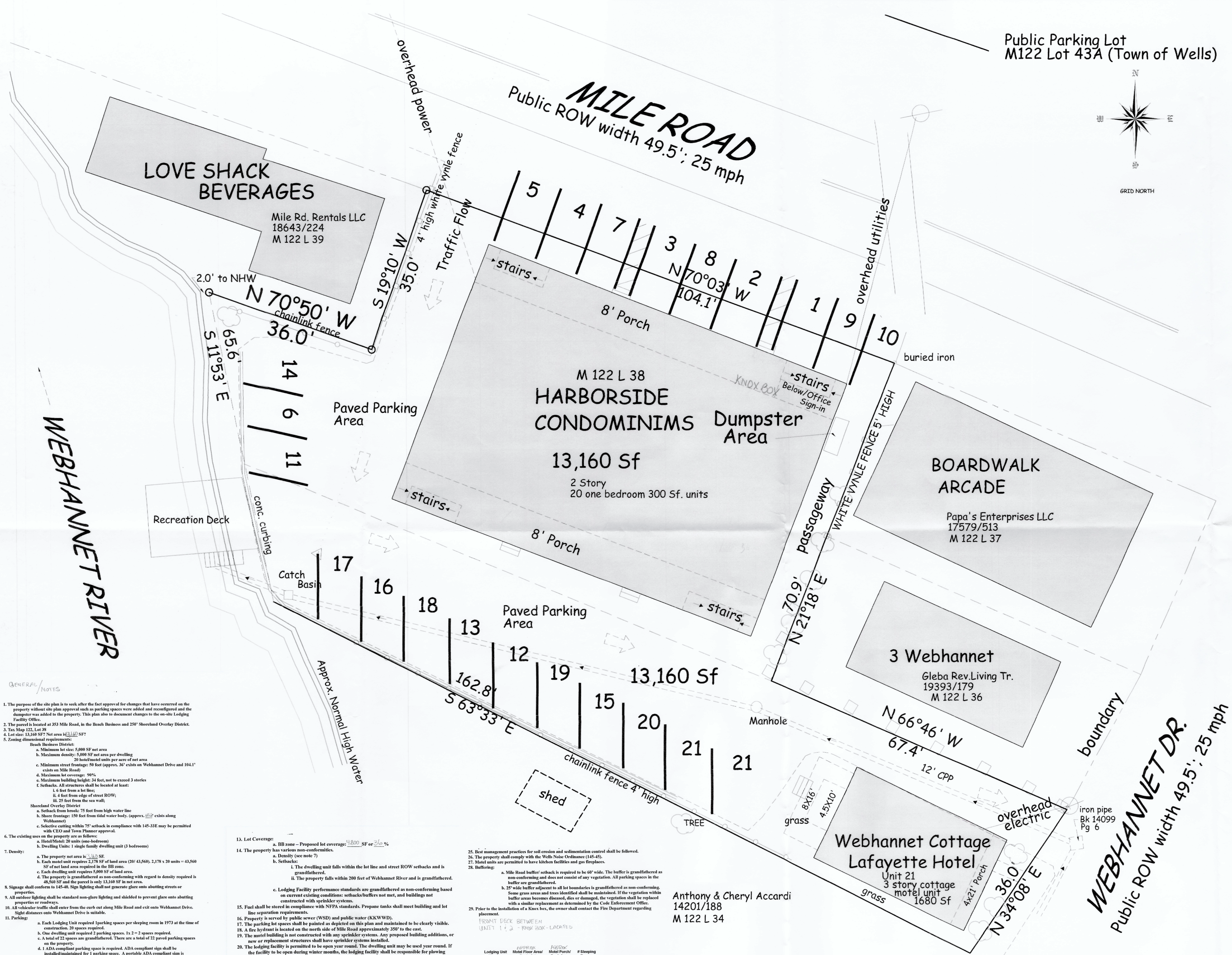
Recommendations and conclusions:

1. Staff Review Committee to workshop the following Article V, VI, VII and draft completeness review comments:
    a. The plans provided on 12/23/25 do not address the 10/21/25 markups recommended.
    b. SRC granted a workshop extension on 10/28/25 to the 12/23/25 SRC meeting. The Planning Office drafted the recommended notes for the applicant to review on 11/21/25. Applicant to provide a request for another extension for the SRC to consider which details when revised plans addressing the review comments are to be provided to the Planning Office.
    c. Landscape buffers and screening to be determined once trees and shrub types/heights are labelled on the plans.
    d. Parking space dimensions to be restriped to comply with dimensional requirements.
    e. Outdoor lighting to be updated and located on the subject property. Plan revisions must depict lighting on the property.
    f. Handicap parking note added to the plan. 1 ADA space to be provided.
    g. See notes 20 and 21 permitting the operation of the motel to be year round. The motel is responsible for plowing and removing snow to achieve the required number of parking spaces being occupied during winter months.

h. Dumpster location to be discussed. Dumpsters are required to meet setbacks and be screened from the view of abutters. Recommend applicant provide photos of the refuse containers so the SRC can determine if the dumpster has to be relocated or if trash barrel(s) can remain in current location.

i. SRC to discuss the deadline for the property to restripe parking spaces, relocate lighting, install ADA compliant sign and relocate dumpster (if necessary). Deadline to be noted on the plan.

2. The applicant's Lodging License renew may be contingent on this site plan approval. Staff Review Committee to discuss how much additional time the applicant to be given to provide the necessary plan revisions.



GENERAL NOTES

1. RECORD OWNER OF THE PROPERTY IS HARBORSIDE CONDOMINIUMS.

2. THE SUBJECT PROPERTY IS DESIGNATED AS THE TOWN OF WELLS TAX MAP 122, LOT 38..

3. THE SUBJECT PROPERTY IS LOCATED WITHIN THE BB ZONE AND SHORELAND OVERLAY ZONE.

4. THE SUBJECT PROPERTY IS LOCATED WITHIN THE 100yr FLOOD HAZARD ZONE BEING LESS THAN ELEVATION 10.

5. THE STRUCTURES ON THE PROPERTY ARE CURRENTLY DESIGNATED AS A CONDOMINIUM FORM OF OWNERSHIP, ESTABLISHED IN 1986. USE OF ALL 21 UNITS IS MOTEL (LODGING).

6. ONLY VISIBLE UTILITIES SHOWN ON PLAN WERE SURVEY LOCATED.

7. LOCATION SURVEY CONDUCTED BY STEPHEN EVERETT PLS 2161 ON DEC. 2, 2024. USING A SOKKIA 530r3 TOTAL STATION.

PLAN REFERENCE

CONDOMINIUM SURVEY ENTITLED "HARBORSIDE CONDOMINIUM IN WELLS, ME ", DATED JANUARY 1986, BY ECCO ENGINEERING, RECORDED IN PLAN BK 178, PAGE 1, RECORDED IN THE YORK CO. REGISTRY OF DEEDS.

LEGEND

- Iron survey marker found
- Utility Pole
- Survey Control Point
- Deed Line
- Right-of-Way Line
- Lot Lines
- Existing Tree or Shrub

APPROVAL GRANTED THIS DAY OF ,2025
BY THE STAFF REVIEW COMMITEE OF THE TOWN OF WELLS

CHAIRPERSON

GENERAL/NOTES

1. The purpose of the site plan is to seek after the fact approval for changes that have occurred on the property without site plan approval such as parking spaces were added and reconfigured and the dumpster was added to the property. This plan also to document changes to the on-site Lodging Facility Office.
2. The parcel is located at 353 Mile Road, in the Beach Business and 250' Shoreland Overlay District.
3. Tax Map 122, Lot 38
4. Lot size: 13,160 SF? Net area is 13,160 SF?
5. Zoning dimensional requirements:
   Beach Business District:
   a. Minimum lot size: 5,000 SF net area
   b. Maximum density: 5,000 SF net area per dwelling
      20 hotel/motel units per acre of net area
   c. Minimum street frontage: 50 feet (approx. 36' exists on Webhannet Drive and 104.1' exists on Mile Road)
   d. Maximum lot coverage: 90%
   e. Maximum building height: 34 feet, not to exceed 3 stories
   f. Setbacks. All structures shall be located at least:
      i. 6 feet from a lot line;
      ii. 4 feet from edge of street ROW;
      iii. 25 feet from the sea wall;
   Shoreland Overlay District
   a. Setback from brook: 75 feet from high water line
   b. Shore frontage: 150 feet from tidal water body. (approx. 65.6' exists along Webhannet)
   c. Selective cutting within 75' setback in compliance with 145-33E may be permitted with CEO and Town Planner approval.
6. The existing uses on the property are as follows:
   a. Hotel/Motel: 20 units (one-bedroom)
   b. Dwelling Units: 1 single family dwelling unit (3 bedrooms)
7. Density:
   a. The property net area is 3,160 SF.
   b. Each motel unit requires 2,178 SF of land area (20/ 43,560). 2,178 x 20 units = 43,560 SF of net land area required in the BB zone.
   c. Each dwelling unit requires 5,000 SF of land area.
   d. The property is grandfathered as non-conforming with regard to density required is 48,560 SF and the parcel is only 13,160 SF in net area.
8. Signage shall conform to 145-40. Sign lighting shall not generate glare onto abutting streets or properties.
9. All outdoor lighting shall be standard non-glare lighting and shielded to prevent glare onto abutting properties or roadways.
10. All vehicular traffic shall enter from the curb cut along Mile Road and exit onto Webhannet Drive. Sight distances onto Webhannet Drive is suitable.
11. Parking:
   a. Each Lodging Unit required 1parking spaces per sleeping room in 1973 at the time of construction. 20 spaces required.
   b. One dwelling unit required 2 parking spaces. 1x 2 = 2 spaces required.
   c. A total of 22 spaces are grandfathered. There are a total of 22 paved parking spaces on the property.
   d. 1 ADA compliant parking space is required. ADA compliant sign shall be installed/maintained for 1 parking space. A portable ADA compliant sign is permitted, if needed.
   e. Parking spaces shall be 9' x 18.5' in dimension for 90 degree and 8.5' x 19' for 60 degree. Travel aisles on the property are non-conforming and range from 9' to 15' in width for one-way traffic.
   f. Parking along Mile Road and Webhannet Drive is prohibited. Parking within the designated/grandfathered parking spaces within Mile Road are permitted to continue.
   g. The Town of Wells does not plow or maintain the parking spaces located along Mile Road.
12. All refuse shall be disposed of in a timely and safe manner. The dumpster shall meet setback requirements and be screened from the view of abutters and streets. Screening by existing vegetation, new 6' tall evergreen vegetation or a 6' tall solid fence is permitted. Refuse may be disposed of my individual trash cans in lieu of a dumpster. Trash cans are not required to meet set backs.
13. Lot Coverage:
   a. BB zone – Proposed lot coverage: 4,800 SF or 36 %
14. The property has various non-conformities.
   a. Density (see note 7)
   b. Setbacks:
      i. The dwelling unit falls within the lot line and street ROW setbacks and is grandfathered.
      ii. The property falls within 200 feet of Webhannet River and is grandfathered.
   c. Lodging Facility performance standards are grandfathered as non-conforming based on current existing conditions: setbacks/buffers not met, and buildings not constructed with sprinkler systems.
15. Fuel shall be stored in compliance with NFPA standards. Propane tanks shall meet building and lot line separation requirements.
16. Property is served by public sewer (WSD) and public water (KKWWD).
17. The parking lot spaces shall be painted as depicted on this plan and maintained to be clearly visible.
18. A fire hydrant is located on the north side of Mile Road approximately 350' to the east.
19. The motel building is not constructed with any sprinkler systems. Any proposed building additions, or new or replacement structures shall have sprinkler systems installed.
20. The lodging facility is permitted to be open year round. The dwelling unit may be used year round. If the facility to be open during winter months, the lodging facility shall be responsible for plowing and removing snow, if necessary, to achieve the required number of parking spaces for units to be occupied.
21. The parking area shall be plowed in the winter to maintain access to the dwelling and motel units. Snow shall be removed from the parking lot if access to any buildings is impacted by snow storage.
22. The lodging facility office is located on premises. Lodging records shall be maintained in the lodging facility office. The office shall post management contact information to be used during times the office is closed.
23. The length of stay restriction for motel units is 28 days. Lodging units shall not be reserved for the exclusive use of the owner, his family or friends.
24. Motel unit footprints/areas shall not exceed 470 SF in area. Each motel unit may have a deck or porch not exceeding 160 SF in area provided setbacks/buffers and building separation requirements are met. Decks/porches shall not be insulated or climate controlled. No changes to motel unit footprints proposed. See unit table for motel unit footprint areas and associated porch/deck areas.
25. Best management practices for soil erosion and sedimentation control shall be followed.
26. The property shall comply with the Wells Noise Ordinance (145-45).
27. Motel units are permitted to have kitchen facilities and gas fireplaces.
28. Buffering:
   a. Mile Road buffer/ setback is required to be 60' wide. The buffer is grandfathered as non-conforming and does not consist of any vegetation. All parking spaces in the buffer are grandfathered.
   b. 25' wide buffer adjacent to all lot boundaries is grandfathered as non-conforming. Some grass areas and trees identified shall be maintained. If the vegetation within buffer areas becomes diseased, dies or damaged, the vegetation shall be replaced with a similar replacement as determined by the Code Enforcement Office.
29. Prior to the installation of a Knox box, the owner shall contact the Fire Department regarding placement.

FRONT DECK BETWEEN
UNIT 1 & 2 - KNOX BOX - LOCATED

Lodging Unit Number	APPROX Motel Floor Area/ Footprint	APPROX Motel Porch/ Deck Area	# Sleeping Rooms
1	300'	120'	1
			1
			1
			1
			1
			1
			1
			1
			1
			1
20			1

CERTIFICATION

I hereby certify to Harborside Owners Association and the Town of Wells that this survey meetsall the requirements of the Board of Licensure for Land Surveyors of the State of Maine, for its expressed purpose, to the best of my knowledge and belief.

STATE OF MAINE
STEPHEN W. EVERETT
2161
PROFESSIONAL LAND SURVEYOR

Harborside Condominiums

Existing Conditions Survey

for

Harborside Owners Association

353 Mile Road. Wells, Maine

Stephen W. Everett PLS 2161
73 Pheasant Run Rd, East Waterboro, ME

DRAWN BY: SWE

DATE: Sept. 22, 2025

Scale=1"-10'

0 5 10 20 40ft