



# TOWN OF WELLS, MAINE STAFF REVIEW COMMITTEE

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Meeting Agenda

Wednesday, February 18, 2026, 9:00 AM

Town Hall Meeting Room, Second Floor

208 Sanford Road, Wells

## MINUTES

### **I. JANUARY 6, 2026 DRAFT MEETING MINUTES**

#### **DEVELOPMENT REVIEW & WORKSHOPS**

##### **I. COASTAL COMMONS**

R&L Properties, LLC, owner/ applicant; Attar Engineering Inc, agent. Site Plan Amendment Application seeking to add Medium Intensity Commercial Recreation use to units 2 and 3 (each unit is 1,000 SF in area) for golf simulators. The property is located at 22 Laudholm Farm Road (formerly 2229 Post Road) and is within the General Business District. The property is identified as Tax Map 147, Lot 13. **Receive Site Plan Amendment, Workshop Articles V, VI and draft completeness and compliance**

Documents:

[COASTAL COMMONS SITE PLAN MEMO 02-13-26.PDF](#)  
[COASTAL COMMONS DRAFT COMPLETENESS 02-12-26.PDF](#)  
[COASTAL COMMONS COMPLIANCE FOF FINAL 02-12-26.PDF](#)  
[PARKING RECOMM RE GOLF SIM 120825.PDF](#)  
[LAUDHOLM FARM SITE PLAN AMD GOLF SIM BUSINESS.PDF](#)

##### **II. 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 compliance/ Findings of Fact & Decisions for possible approval or consider for extension**

Documents:

[HARBORSIDE CONDO MEMO 02-13-26.PDF](#)  
[HARBORSIDE CONDO DRAFT COMPLETENESS 02-13-26.PDF](#)  
[HARBORSIDE 021326.PDF](#)

#### **OTHER BUSINESS**

#### **ADJOURN**



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

<i>Michael G. Livingston, Town Engineer/Planner</i>	<a href="mailto:mlivingston@wellstown.org">mlivingston@wellstown.org</a>
<i>Shannon M. L. Belanger, Assistant Planner</i>	<a href="mailto:sbelanger@wellstown.org">sbelanger@wellstown.org</a>

### Site Plan Amendment Application Memo

Date: February 13, 2026

To: Planning Board

From: Planning Office

Re: Coastal Commons (fka R&L Properties Contractor Business) – Map 147, Lot 13

### **Project Description:**

Lew Chamberlain of ATTAR Engineering Inc has submitted a site plan amendment application on behalf of the owner/applicant, R&L Properties, LLC. The Site Plan Application is seeking approval to add Medium Intensity Commercial Recreation use to two units restricted to golf simulator use only, and to maintain the following uses within the approved 8,000 SF one-story building and 1,920 SF of the 1<sup>st</sup> floor of the smaller building: Business Contractor, Business Office, Business Retail, Business Service, Business Personal Service, and Business Wholesale (less than 5,000 SF). The two dwellings with two bedrooms each on the 2<sup>nd</sup> floor of the smaller building (1,920 SF in area) remain unchanged. A total of 10 business units are proposed between the two buildings. The property to be served by public water (KKWWD) and public sewer (WSD). The property is located within the General Business District and is at 22 Laudholm Farm Road with access off of Laudholm Farm Road. Tax Map 147, Lot 13.

### **§ 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 to be held on 2/18/26.**
- (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 to be held on 2/18/26.**
- (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**
- (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**

(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 of use determination and SRC meeting on 2/6/26**

(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. **Application to be reviewed by SRC on 2/18/26**

(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. The Staff Review Committee to consider receiving the site plan amendment application.
2. Minor plan note updates were recommended.
3. Applicant to provide status on updated Condominium documents as required per condition #8 of the 2025 site plan amendment approval.
4. SRC to consider finding an updated capacity letter from WSD and KKWWD for the golf simulator use proposed in 2 of the business units is not necessary.
5. SRC to consider finding the application complete.
6. If complete, the SRC to consider if the application is compliant.
7. If compliant, the SRC to consider approving and signing the site plan and Findings of Fact & Decisions.

**Town of Wells, Maine**  
**Article X , 145-77 Data Requirements (Completeness Review)**  
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Project Name/District: Coastal Commons / General Business District – Tax Map 147, Lot 13

Date of Review: 2/12/26

Prepared By: Office of Planning & Development

Company Name: Town of Wells

**Article X**  
**Site Plan Approval**

§ 145-77. Data Requirements [Amended 4-26-1996]		Application Meet Requirements				
		Yes	No	NA	Waiver	Comments
Any application presented for approval shall include the following information if applicable:						
A.	A site plan drawn at a scale not smaller than one inch equals 40 feet and is on a plan 24 inches by 36 inches in size with a one-inch minimum border which shall contain the following information: <b>[Amended 6-12-2012]</b>	Y				Sheet 1 is 1" = 30 feet
(1)	The name and address of the applicant plus the name of the proposed development.	Y				Applicant name and address noted.  Business name formerly (R&L Properties Contractor Units) is now a Condominium called Coastal Commons. Address of property noted.
(2)	Total floor area, ground coverage and location of each proposed building, structure or addition.	Y				Gross floor area of 8,000 SF single-story building is approved.  8,000 SF and 1,920 SF spaces proposed to be used for Retail, Service, Personal Service, Office, Wholesale, Contractor use.  Gross floor area of dwelling units is 1,920 SF. The total gross floor area of the 2-story building is 3,840 SF.  The property was previously undeveloped. Approved lot coverage is 55.5%. General Business District maximum lot coverage of 65% is noted on the plan.

**Town of Wells, Maine**  
**Article X , 145-77 Data Requirements (Completeness Review)**  
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Project Name/District: Coastal Commons / General Business District – Tax Map  
147, Lot 13

Date of Review: 2/12/26

Prepared By: Office of Planning & Development

Company Name: Town of Wells

<b>§ 145-77. Data Requirements [Amended 4-26-1996]</b>		<b>Application Meet Requirements</b>				
		Yes	No	NA	Waiver	Comments
	(3) Perimeter survey of the parcel, made and certified by a registered land surveyor licensed in Maine, relating to reference points, showing true or magnetic North, graphic scale, corners of parcel, date of survey and total acreage. The requirement for a certified boundary survey may be waived by the reviewing authority if the proposed construction is located a distance equal to the required setback plus 10 feet from any lot line.	Y				Boundary Survey Plan prepared for R&L Properties by James S. Wright, PLS #1311 of Attar Engineering, Inc. dated 1/5/22 provided.  The site plan approved buildings are within a few feet of the Route One, Laudholm Farm Road and lot line setbacks. Prior to the issuance of a building permit, proposed foundations to be survey located and staked to confirm setbacks shall be met. See plan note 22.
	(4) All existing and proposed setback dimensions.	Y				GB zoning requirements noted on the plan. See plan note 2.  Setbacks depicted from Route 1 as 40', Laudholm Farm Road as 25' and from lot lines as 15'.

**Town of Wells, Maine**  
**Article X , 145-77 Data Requirements (Completeness Review)**  
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Project Name/District: Coastal Commons / General Business District – Tax Map  
147, Lot 13

Date of Review: 2/12/26

Prepared By: Office of Planning & Development

Company Name: Town of Wells

§ 145-77. Data Requirements [Amended 4-26-1996]		Application Meet Requirements				
		Yes	No	NA	Waiver	Comments
(5)	The size, location, direction and intensity of illumination of all major outdoor lighting apparatus and signs.	Y				See note 16 on plan regarding lighting. Exterior lighting shall be shielded and downward directional as not to produce glare onto abutting lots or streets.  Light poles are depicted on the plan. A photometrics plan is provided. Building mounted lights are depicted and accounted for on the photometrics plan. Planning Board voted on 4/11/22 to find the proposed building mounted lights to be suitable as they are not facing Route One.  Light pole detail and building mounted light fixture details are provided on the Photometrics plan.  Signage illumination restrictions outlined in 145-26G(3) are noted on the plan, see note 10.
(6)	The type, size and location of all incineration devices.			NA		No such devices proposed.
(7)	The type, size and location of all machinery likely to generate appreciable noise at the lot lines.	Y				HVAC units are proposed along the easterly boundary adjacent to Lot 14.

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**Article X , 145-77 Data Requirements (Completeness Review)**  
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Project Name/District: Coastal Commons / General Business District – Tax Map  
147, Lot 13

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Prepared By: Office of Planning & Development

Company Name: Town of Wells

(8)	The location, type and size of all existing and proposed catch basins, storm drainage facilities, wetlands, streams and watercourses and all utilities, both above and below ground.	Y			<p>Existing utility poles were identified along Route 1 and Laudholm Farm Road on sheet 2 of prior approval. Underground utility connections were shown from the existing utility pole adjacent to the property entrance off Laudholm Farm Road and from the existing utility pole at the northwesterly lot corner off Route One.</p> <p>The applicant installed 2 new utility poles along the northerly lot line for overhead utility connections to the 8,000 SF building instead of underground. Two poles shall be removed. The pole near Route One may remain. Underground power to be installed from the poles at Route One and at Laudholm Farm Road to both buildings. See plan note 14.</p> <p>Existing and proposed water and sewer lines are identified on sheet 2 of prior approved plan. Sewer main identified and connection information added. See plan label regarding insulation required if cover is less than 4 feet.</p> <p>Water line locations are identified on sheet 2 of prior approved plan. Nearest hydrant is noted to be 223' to the south along Route 1. Waterline locations are revised. KKWWD letter dated 11/7/24 provided. Water line changes on Laudholm Farm Road addressed by ATTAR email dated 5/16/25.</p> <p>Two underground 1,000 gallon propane tanks are noted. Two other 'optional' underground propane tank locations are shown. The intent is to have two subsurface 1,000 gallon tanks on the property. Fire Chief did not recommend tanks adjacent to parking areas due to</p>
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Project Name/District: Coastal Commons / General Business District – Tax Map  
147, Lot 13

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Prepared By: Office of Planning & Development

Company Name: Town of Wells

§ 145-77. Data Requirements [Amended 4-26-1996]		Application Meet Requirements				
		Yes	No	NA	Waiver	Comments
						<p>plowing damage concerns. Guard rails are proposed for protection. See note 19.</p> <p>Stormwater analysis by Lew Chamberlain PE #9762 of ATTAR Engineering provided and concluded no adverse impacts anticipated. Analysis results project a decrease in stormwater runoff from the developed conditions. The Town Engineer has reviewed the analysis and plans and concluded they meet the Town requirements.</p> <p>The location adjacent to Laudholm Farm Road is not longer valid for a propane tank location due to the proposed new grading.</p> <p>See note 24 regarding sprinkler system requirements.</p>
(9)	All existing contours and proposed finished grade elevations of the portions of the site which will be altered and the system of drainage proposed to be constructed. Contour intervals shall be specified by the reviewing authority. This requirement may be waived by the reviewing authority if no additional lot coverage is proposed or the proposed lot coverage is less than 30% and has an area of less than 15,000 square feet.	Y				Existing and proposed 1 foot property contours are depicted on the plan. No wetlands are identified on the plan.

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Project Name/District: Coastal Commons / General Business District – Tax Map  
147, Lot 13

Date of Review: 2/12/26

Prepared By: Office of Planning & Development

Company Name: Town of Wells

§ 145-77. Data Requirements [Amended 4-26-1996]		Application Meet Requirements				
		Yes	No	NA	Waiver	Comments
(10)	The location, type and size of all curbs, sidewalks, driveways, fences, retaining walls and parking space areas and the layouts thereof, together with the dimensions.	Y				<p>Existing pavement/gravel from previous property entrance to be removed. Edge of pavement for Laudholm Farm Road and shoulder to be established.</p> <p>Proposed entrance/exit to be installed off Laudholm Farm Road.</p> <p>Sidewalks not proposed.</p> <p>40 parking spaces are depicted to be 90 degree angle parking spaces. Spaces are noted to be a minimum of 9' x 18.5'. A minimum of a 26' wide aisle is shown.</p> <p>6' tall solid fencing for residential abutter (Lot 14) was previously required and is proposed to become (43) 6' tall arborvitae trees to be planted as a visual screen. Planning Board found the 43 arborvitae trees to be a suitable screen for lot 14 on 11/4/24. The 43 arborvitae trees shall be installed prior to a building permit.</p>

**Town of Wells, Maine**  
**Article X , 145-77 Data Requirements (Completeness Review)**  
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Project Name/District: Coastal Commons / General Business District – Tax Map 147, Lot 13

Date of Review: 2/12/26

Prepared By: Office of Planning & Development

Company Name: Town of Wells

§ 145-77. Data Requirements [Amended 4-26-1996]		Application Meet Requirements				
		Yes	No	NA	Waiver	Comments
(11)	All landscaped areas, fencing and size and type of plant material upon the premises.	Y				<p>A 15 foot wide landscaped buffer is required along Route 1 and Laudholm Farm Road. These buffers were to consist of a variety of existing and proposed coniferous and deciduous trees but many were removed without site plan approval. The Planning Board found the maintenance of two existing trees and proposed replanting as part of this amendment satisfies the 15' landscaped buffer on 10/21/24. See proposed trees and perennials and existing trees listed on sheet 1 table. The 9 shade trees proposed within the 15' wide landscaped buffer along Route One and Laudholm Farm Road shall be installed prior to the issuance of a building permit. All other plantings to be installed prior to the issuance of an occupancy permit.</p> <p>The commercial property to the north, Lot 11, Map 147, does not require a visual screen.</p> <p>A residential abutter exists to the east, Lot 14, Map 147. A visual screen is required along Lot 14. The plan proposes (43) 6' tall arborvitae trees to be planted as a visual screen. Planning Board found the 43 arborvitae trees to be a suitable screen for lot 14 on 11/4/24. The 43 arborvitae trees shall be installed prior to a building permit.</p> <p>No change to screening or buffering proposed as part of this amendment application.</p>

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**Article X , 145-77 Data Requirements (Completeness Review)**  
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Project Name/District: Coastal Commons / General Business District – Tax Map 147, Lot 13

Date of Review: 2/12/26

Prepared By: Office of Planning & Development

Company Name: Town of Wells

§ 145-77. Data Requirements [Amended 4-26-1996]		Application Meet Requirements				
		Yes	No	NA	Waiver	Comments
(12)	All existing or proposed rights-of-way, easements and other legal restrictions which may affect the premises in question.	Y				No existing restrictions identified as the contractor units and dwelling units were to be owned by R&L Properties and leased/rented.  Coastal Commons Declaration provided and reviewed by Town Attorney and Town Planner. Bylaws and deed provided.
(13)	The locations, names and widths of all existing and proposed streets abutting the premises.	Y				Route One and Laudholm Farm Road are identified. ROW widths are noted.
(14)	The lot lines of all lots abutting the proposed development, including those lots across the street, together with the names on file in the Town offices as of the date of the application.	Y				All abutters are identified.
(15)	An appropriate place for the signature(s) of the reviewing authority.	Y				Staff Review Committee signature block provided.  See plan note 22.
B.	Documentation of right, title or interest in the proposed site.	Y				Warranty Deed Book 18632, Page 153 provided.
C.	An on-site soils investigation report by a Maine Department of Human Services licensed site evaluator (unless the site is to be served by public sewer). The report shall identify the types of soil, location of test pits and proposed location and design for the subsurface disposal system.			NA		
D.	The amount and type of any raw, finished or waste materials to be stored outside of roofed buildings, including their physical and chemical properties, if appropriate.	Y				A dumpster is proposed and shall meet setback requirements and be screened by 6' tall solid fence enclosure.  Contractors are permitted to store their vehicles in the hatched spaces adjacent to contractor units. No product or materials to be stored outside of the buildings.  Plan notes that all explosive materials shall be stored in compliance with NFPA standards. See note 19.

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Project Name/District: Coastal Commons / General Business District – Tax Map  
147, Lot 13

Date of Review: 2/12/26

Prepared By: Office of Planning & Development

Company Name: Town of Wells

§ 145-77. Data Requirements [Amended 4-26-1996]		Application Meet Requirements				
		Yes	No	NA	Waiver	Comments
E.	If the proposed use will be connected to the Wells Sanitary District's sewer system, a letter from the Sanitary District stating that adequate line and plant capacity to dispose of the generated sewage will be available.		N			A letter from the Wells Sanitary District dated 11/15/21 has been provided stating they have capacity to serve the 12 contractor units and 2 dwelling units proposed.  <b><u>An updated WSD capacity letter has not been provided for the golf simulator use. SRC to consider if this is required or not applicable.</u></b>
F.	If the proposed use will be connected to the Kennebunk, Kennebunkport and Wells Water District water system, a letter from the Water District stating that adequate line and supply capacity to serve the proposed use will be available.	Y				A letter dated 2-3-22 from the KKWWD has been provided. See note 24 regarding building sprinkler requirements. Waterline locations are revised. KKWWD letter dated 11/7/24 provided.  <b><u>An updated KKWWD capacity letter has not been provided for the golf simulator use. SRC to consider if this is required or not applicable.</u></b>
G.	Traffic data. Only the Planning Board may require that a site plan application include a traffic engineering study should the project be considered one of substantial magnitude along any of the Town's state highways where fast-moving traffic occurs (i.e., Route Nos. 1, 109, 9, 9-A and 9-B). Should a traffic study be requested by the Planning Board, the following data shall be included:	Y				Planning Board determined that additional traffic information was not necessary based on the information provided by Attar Engineering on 3/21/22.  Existing yellow flasher light system is depicted on the plan.
(1)	The estimated peak-hour traffic to be generated by the proposal.	Y				See 3/21/22 email from Lew Chamberlain of Attar Engineering. 14 peak hour trips estimated.
(2)	Existing traffic counts and volumes on surrounding roads.					
(3)	Traffic accident data covering a recent three-year period.					
(4)	The capacity of surrounding roads, municipal facilities, parking and any improvements which may be necessary on such roads and facilities to accommodate anticipated traffic generation.					
(5)	The need for traffic signals and signs or other directional markers to regulate anticipated traffic.					

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Prepared By: Office of Planning & Development

Company Name: Town of Wells

§ 145-77. Data Requirements [Amended 4-26-1996]		Application Meet Requirements				
		Yes	No	NA	Waiver	Comments
H.	A soil erosion and sedimentation control plan, prepared in accordance with the Maine Erosion and Sedimentation Control Handbook for Construction: Best Management Practices, published by the Maine Department of Environmental Protection and the Cumberland County Soil and Water Conservation District, 1991. <b>[Amended 4-27-2007]</b>	Y				Best management practices for soil erosion and sedimentation control are a standard condition of approval.  See sheets 2 and 3.
I.	A stormwater management plan, prepared by a registered professional engineer in accordance with the most recent edition of Stormwater Management For Maine: BMPS Technical Design Manual, published by the Maine Department of Environmental Protection, 2006. Another methodology may be used if the applicant can demonstrate it is equally or more applicable to the site. A drainage analysis may be waived by the Planning Board upon request of the applicant and submittal of a letter from a registered professional engineer stating that there will be no adverse impacts to adjacent or downstream properties. <b>[Added 4-27-2007]</b>	Y				Stormwater management considerations reviewed by the Town Engineer. Stormwater Management Study prepared by Attar Engineering by Lewis Chamberlain, PE dated 1/18/22 and revised 10/21/24. Analysis and plan meet Town requirements. Stormwater pond 1 regrading proposed. Curb extension and rip rap apron addition depicted on plan as recommended.  Minor grading changes of Pond 2 determined to be insignificant by the Town Engineer.
J.	Any other information or data the reviewing authority determines is necessary to demonstrate compliance with the standards of § 145-75. <b>[Added 4-27-2007]</b>					Location of nearest hydrant is noted on the plan to be 223' to the south along Route 1.  Method of fire protection noted on the plan. See note 24.
<b>Chapter 201, Article IV. Sidewalk Development.</b>				NA		

**Notes:**

1. See Article V, VI, VII review comments.



# Town of Wells, Maine

## Staff Review Committee

**FINDINGS OF FACTS & DECISIONS**  
**Site Plan Amendment Application for “Coastal Commons”**  
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### Chapter 145, Article X Site Plan Approval

PROJECT INFORMATION	
<b>General:</b>	<p><b>Project Name:</b> Coastal Commons</p> <p><b>Applicant:</b> R&amp;L Properties, LLC, 241 Webhannet Drive, Wells, ME 04090</p> <p><b>Landowner:</b> R&amp;L Properties, LLC, 241 Webhannet Drive, Wells, ME 04090</p> <p><b>Location:</b> 22 Laudholm Farm Road, Wells, ME (formerly 2229 Post Road)</p> <p><b>Existing Use:</b> Business Contractor, Retail, Office, Service, Personal Service, Wholesale (less than 5,000 SF) and Two-Family Dwelling</p> <p><b>Proposed Land Use:</b> Business Contractor, Retail, Office, Service, Personal Service, Wholesale (less than 5,000 SF), two units as Medium Intensity Commercial Recreation use, and Two-Family Dwelling</p> <p><b>Tax Parcel ID:</b> Tax Map 147, Lot 13</p> <p><b>Zoning District:</b> General Business District</p> <p><b>Art VII Performance Standards:</b> None</p> <p><b>Design Engineer:</b> Lew Chamberlain, Attar Engineering Inc. 1284 State Rd, Eliot, ME 03903</p> <p><b>Plan Submission Date:</b> 1/22/2026</p> <p><b>Architectural Standards:</b> Yes, Commercial Building Design standards of 145-26G(3) apply.</p>
<b>Project Description:</b>	<p>Lew Chamberlain of ATTAR Engineering Inc has submitted a site plan amendment application on behalf of the owner/applicant, R&amp;L Properties, LLC. The Site Plan Application is seeking approval to add Medium Intensity Commercial Recreation use to two units restricted to golf simulator use only, and to maintain the following uses within the approved 8,000 SF one-story building and 1,920 SF of the 1<sup>st</sup> floor of the smaller building: Business Contractor, Business Office, Business Retail, Business Service, Business Personal Service, and Business Wholesale (less than 5,000 SF). The two dwellings with two bedrooms each on the 2<sup>nd</sup> floor of the smaller building (1,920 SF in area) remain unchanged. A total of 10 business units are proposed between the two buildings. The property to be served by public water (KKWWD) and public sewer (WSD). The property is located within the General Business District and is at 22 Laudholm Farm Road with access off of Laudholm Farm Road. Tax Map 147, Lot 13.</p>



# Town of Wells, Maine

## Staff Review Committee

### FINDINGS OF FACTS & DECISIONS

#### Site Plan Amendment Application for “Coastal Commons”

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<b>Completeness :</b>	<u>To be determined</u>
<b>Public Hearing:</b>	None
<b>Staff Review Mtg:</b>	2/18/26

PROJECT HISTORY
<ol style="list-style-type: none"> <li>1. On 1/22/26 the applicant submitted a site plan amendment application.</li> <li>2. On 1/30/26 the Code Office prepared an Article V use determination.</li> <li>3. On 2/6/26 the Planning Office mailed notice to abutters of the use determination and of the 2/18/26 Staff Review Committee meeting.</li> <li>4. On 2/12/26 the Planning Office prepared Article V, VI and draft completeness review checklists. A draft compliance/ Findings of Fact &amp; Decisions was prepared. A memo summarizing the review and plan markups were prepared.</li> <li>5. On ____ the applicant provided a revised plan addressing the review markups.</li> <li>6. On 2/18/26 the Staff Review Committee received the amendment application, found the application complete, voted to accept the CEO parking recommendation, voted to not require an updated KKWWD and WSD capacity letter, voted to find the application compliant and voted to _____</li> </ol>

§ 145-75. Criteria and Standards	Comments
<p>The following standards shall be applied to all applications for site plan approval. These standards are intended to provide a frame of reference for the applicant in the development of his plans and a method of review. These standards shall be applied reasonably and fairly, when applicable, taking into account any extenuating circumstances or special features of the property or its neighborhood.</p>	



# Town of Wells, Maine

## Staff Review Committee

### FINDINGS OF FACTS & DECISIONS

#### Site Plan Amendment Application for "Coastal Commons"

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<p><b>A. Traffic.</b> The proposed development shall provide for safe access to and from public and private roads. Safe access shall be assured by providing an adequate number of exits and entrances that have adequate sight distances and do not conflict with or adversely impact the traffic movements at intersections, schools and other traffic generators. Curb cuts shall be limited to the minimum width necessary for safe entering and exiting. The proposed development shall not have an unreasonable adverse impact on the Town road system and shall provide adequate parking and loading areas. No use or expansion of a use shall receive site plan approval if any parking spaces are located in a public right-of-way or if any travel lane of a state number highway is used as part of the required aisle to access any parking spaces.</p>	<p><b>BASED ON THE FOLLOWING, THE STAFF REVIEW COMMITTEE FINDS THAT THIS STANDARD SHALL REMAIN MET.</b></p> <p>Note 2 indicates the required 100' of street frontage. Boundary plan provided notes 261.7' + 65.77' of frontage along Laudholm Farm Road and 139.17 + 22.83' of frontage along Route 1.</p> <p>Parcel does have multiple street frontages. A setback reduction is not proposed. Setbacks from Route 1 cannot be reduced.</p> <p>Site plan notes that parking along or within the Route One and Laudholm Farm Road is prohibited. 40 parking spaces are depicted to be 90 degree angle parking spaces. Spaces are noted to be a minimum of 9' x 18.5'. A minimum of a 26' wide aisle is shown.</p> <p>35 spaces are required for the businesses which requires 2 handicap accessible spaces. Three ADA spaces are proposed. ADA compliant signs for the handicap parking is required and are identified on the plan.</p> <p>Total square footage of business retail, office, service, personal service, wholesale, contractor use is 9,920 SF x 3.5 /1000 = 35 spaces required based on floor area of all business uses (no less than 3 spaces per business unit).</p> <p>Golf simulator requires 2 spaces per simulator. 3 simulators are proposed within 2 of the business units. 3 simulators x 2 spaces = 6 spaces required for the two units.</p> <p>A total of 40 business spaces exist. A total of 39 spaces are required.</p>
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# Town of Wells, Maine

## Staff Review Committee

**FINDINGS OF FACTS & DECISIONS**  
**Site Plan Amendment Application for “Coastal Commons”**  
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<b>§ 145-75. Criteria and Standards</b>		<b>Comments</b>
		<p>The plan notes the 2 two bedroom dwelling units require a total of 4 parking spaces. These spaces are provided on the plan.</p> <p>A loading bay is not proposed nor required. Snow storage areas are depicted on the site plan.</p> <p>Off-street parking provided. No off-site parking proposed. Areas that could be used for parking shall be on pavement.</p> <p>Laudholm Farm Road speed limit is noted as 25 MPH. The entrance/exit for the property is to be located off Laudholm Farm Road.</p> <p>Sight distances onto Laudholm Farm Road are noted to be 250' in both directions with some clearing within the ROW. Clearing within the ROW shall be maintained. The initial clearing within the ROW is the responsibility of the owner/developer of Map 145, Lot 13.</p> <p>Planning Board determined that additional traffic information was not necessary based on the information provided by Attar Engineering on 3/21/22. Existing yellow flasher light system is depicted on the plan,</p>
<b>B.</b>	<p><b>Dust, fumes, vapors and gases.</b> Emission of dust, dirt, fly ash, fumes, vapors or gases which could damage human health, animals, vegetation or property or which could soil or stain persons or property, at any point beyond the lot line of the commercial or industrial establishment creating that emission, shall be prohibited.</p>	<p><b>BASED ON THE FOLLOWING, THE STAFF REVIEW COMMITTEE FINDS THAT THIS STANDARD SHALL REMAIN MET.</b></p> <p>The parcel is prohibited from emitting dust, fumes, vapors or gases at any point beyond its lots lines.</p>



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<b>§ 145-75. Criteria and Standards</b>		<b>Comments</b>
<b>C.</b>	<b>Odor.</b> No land use or establishment shall be permitted to produce offensive or harmful odors perceptible beyond its lot lines, measured either at ground or habitable elevation.	<p><b>BASED ON THE FOLLOWING, THE STAFF REVIEW COMMITTEE FINDS THAT THIS STANDARD SHALL REMAIN MET.</b></p> <p>The parcel is prohibited from producing such odor at any point beyond its lot lines as measured at ground or habitable elevation.</p>
<b>D.</b>	<b>Glare.</b> No land use or establishment shall be permitted to produce a strong, dazzling light or reflection of that light beyond its lot lines onto neighboring lots or onto any Town way so as to impair the vision of the driver of any vehicle upon that Town way.	<p><b>BASED ON THE FOLLOWING, THE STAFF REVIEW COMMITTEE FINDS THAT THIS STANDARD SHALL REMAIN MET.</b></p> <p>See note 16 on plan regarding lighting. Exterior lighting shall be shielded and downward directional as not to produce glare onto abutting lots or streets.</p> <p>Light poles are depicted on the plan. A photometrics plan is provided. Building mounted lights are accounted for on the photometrics plan.</p> <p>Light pole detail and building mounted light fixture details are provided on the Photometrics plan. On 4/11/22 the Planning Board found the proposed exterior lighting to be permitted as they are not visible from Route One.</p> <p>Signage is not permitted to be illuminated per 145-26G(3). Electronic message signs are also prohibited. See Note 10.</p>



# Town of Wells, Maine

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<b>§ 145-75. Criteria and Standards</b>	<b>Comments</b>
<p><b>E. Stormwater runoff.</b> Surface water runoff shall be minimized and detained on site if possible or practicable in accordance with Chapter 202-12F(4) General Standards of the Wells Subdivision Ordinance (wherein the word “site plan” shall be substituted for “subdivision”). If it is not possible to detain water on site, downstream improvements to the channel may be required of the developer to prevent flooding which would be caused by his project. The natural state of watercourses, swales, floodways or rights-of-way shall be maintained as nearly as possible.  <b>[Amended 4-27-2007]</b></p>	<p><b>BASED ON THE FOLLOWING, THE STAFF REVIEW COMMITTEE FINDS THAT THIS STANDARD SHALL REMAIN MET.</b></p> <p>Stormwater management considerations reviewed by Town Engineer. Stormwater Management Study prepared by Attar Engineering by Lewis Chamberlain; PE dated 1/18/22 and revised 10/21/24. Analysis and plan meet Town requirements.</p> <p>Stormwater pond 1 regrading proposed. Revised plans and analysis provided and reviewed by Town Planner.</p> <p>Extension of the proposed curb and rip rap apron detail depicted on the plan as recommended.</p> <p>MDEP Stormwater NOI/ PBR needed prior to construction. To be provided prior to the pre-construction meeting. See plan note 27.</p> <p>See note 27, on sheet 1: Prior to any construction activity at the site, the applicant and selected contractor shall participate in a pre-construction conference with Town and other regulatory officials to review the project’s construction considerations.</p> <p>Minor grading changes of Pond 2 determined to be insignificant by the Town Engineer.</p>



# Town of Wells, Maine

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<b>§ 145-75. Criteria and Standards</b>		<b>Comments</b>
<b>F.</b>	<b>Erosion control.</b> Erosion of soil and sedimentation of watercourses and water bodies shall be minimized by employing the following best-management practices: <b>[Amended 4-27-2007]</b>	<p><b>BASED ON THE FOLLOWING, THE STAFF REVIEW COMMITTEE FINDS THAT THIS STANDARD SHALL REMAIN MET.</b></p> <p>Best Management Practices for soil erosion and sedimentation control are a condition of approval. See Standard conditions of approval notes (note 6) and reference note 18 for the Findings of Fact &amp; Decisions associated with the site plan.</p> <p>Erosion control plan/details reviewed by Town Engineer and found to meet Town requirements.</p>
(1)	Stripping of vegetation, soil removal and regrading or other development shall be accomplished in such a way as to minimize erosion.	
(2)	The duration of exposure of the disturbed area shall be kept to a practical minimum.	
(3)	Temporary vegetation and/or mulching shall be used to protect exposed critical areas during development.	
(4)	Permanent (final) vegetation and mechanical erosion control measures in accordance with the standards of the York County Soil and Water Conservation District or the Maine Soil and Water Conservation Commission shall be installed as soon as practicable after construction ends.	
(5)	Until a disturbed area is stabilized, sediment in runoff water shall be trapped by the use of debris basins, silt traps or other acceptable methods as determined by the reviewing authority.	
(6)	The top of a cut or the bottom of a fill section which alters the existing grade by more than two feet shall not be closer than 10 feet to an adjoining lot.	



# Town of Wells, Maine

## Staff Review Committee

### FINDINGS OF FACTS & DECISIONS

#### Site Plan Amendment Application for "Coastal Commons"

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<b>§ 145-75. Criteria and Standards</b>		<b>Comments</b>
(7)	During grading operations, methods of dust control shall be employed.	
(8)	The proposed site plan shall prevent soil erosion and sedimentation from entering waterbodies, wetlands, and adjacent properties.	
(9)	The procedures outlined in the erosion and sedimentation control plan shall be implemented during the site preparation, construction, and clean-up stages.	
(10)	Cutting or removal of vegetation along waterbodies shall not increase water temperature or result in shoreline erosion or sedimentation.	
(11)	Topsoil shall be considered part of the site plan and shall not be removed from the site except for surplus topsoil from roads, parking areas, and building excavations.	



# Town of Wells, Maine

## Staff Review Committee

### FINDINGS OF FACTS & DECISIONS

#### Site Plan Amendment Application for “Coastal Commons”

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§ 145-75. Criteria and Standards	Comments
<p><b>G. Setbacks and screening.</b> Parking and loading areas, exposed storage areas, exposed machinery installation and areas used for the storage or collection of discarded automobiles, auto parts, metals or any other articles of salvage or refuse shall have sufficient setbacks and screening to provide a visual buffer sufficient to minimize their adverse impact on the surrounding lots. Where a potential safety hazard to children would be likely to arise, physical screening sufficient to deter small children from entering the premises shall be provided and shall be maintained in good condition.</p>	<p><b>BASED ON THE FOLLOWING, THE STAFF REVIEW COMMITTEE FINDS THAT THIS STANDARD SHALL REMAIN MET.</b></p> <p>Setbacks are depicted on the site plan from Route 1 as 40', Laudholm Farm Road as 25' and from lot lines as 15'. See plan noted 2 for setback requirements of the General Business District.</p> <p>The proposed buildings are within a few feet of the Route One, Laudholm Farm Road and lot line setbacks. Prior to the issuance of a building permit, proposed foundations to be survey located and staked to confirm setbacks shall be met. See plan note 22.</p> <p>HVAC units are proposed along the easterly boundary adjacent to Lot 14 and shall comply with setback requirements.</p>



# Town of Wells, Maine

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<b>§ 145-75. Criteria and Standards</b>	<b>Comments</b>
	<p>A 15 foot wide landscaped buffer is required along Route 1 and Laudholm Farm Road. These buffers were to consist of a variety of existing and proposed coniferous and deciduous trees but many were removed without site plan approval. The Planning Board found the maintenance of two existing trees and proposed replanting as part of this amendment satisfies the 15' landscaped buffer on 10/21/24. See proposed trees and perennials and existing trees listed on sheet 1 table. The 9 shade trees within the 15' wide landscaped buffer along Route One and Laudholm Farm Road were required to be installed prior to the issuance of a building permit. All other plantings to be installed prior to the issuance of an occupancy permit.</p> <p>The commercial property to the north, Lot 11, Map 147, does not require a visual screen.</p> <p>A residential abutter exists to the east, Lot 14, Map 147. A visual screen is required along Lot 14. The plan proposes (43) 6' tall arborvitae trees to be planted as a visual screen. Planning Board found the 43 arborvitae trees to be a suitable screen for lot 14 on 11/4/24. The 43 arborvitae trees were required to be installed prior to a building permit.</p> <p>Existing and proposed trees and plantings are identified on sheet 1 and 2 and detailed on sheet 1 in table.</p>



# Town of Wells, Maine

## Staff Review Committee

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<b>§ 145-75. Criteria and Standards</b>		<b>Comments</b>
<p><b>H. Explosive materials.</b> No highly flammable or explosive liquids, solids or gases shall be stored in bulk above ground, unless they are stored in compliance with the requirements of the National Fire Protection Association (NFPA) standards.</p>	<p><b>BASED ON THE FOLLOWING, THE STAFF REVIEW COMMITTEE FINDS THAT THIS STANDARD SHALL REMAIN MET.</b></p> <p>Two underground 1,000 gallon propane tanks are noted. Two other 'optional' underground propane tank locations are shown. The intent is to have two subsurface 1,000 gallon tanks on the property. Fire Chief did not recommend tanks adjacent to parking areas due to plowing damage concerns. Guard rails are proposed for protection. See note 19 on sheet 1.</p> <p>The location adjacent to Laudholm Farm Road is no longer valid for a propane tank location due to the required grading.</p> <p>Explosive materials shall be stored in compliance with NFPA regulations. See note 19 on site plan.</p>	
<p><b>I. Water quality.</b> All aboveground outdoor storage facilities for fuel, chemicals, chemical or industrial wastes and potentially harmful raw materials shall be located on reinforced cement and shall be completely enclosed by an impervious dike monolithically poured, which shall be high enough to contain the total volume of liquid kept within the storage area, plus the rain falling into this storage area during a fifty-year storm, so that such liquid shall not be able to spill onto or seep into the ground surrounding the paved storage area. Storage tanks for home heating fuel and diesel fuel, not exceeding 275 gallons in size, shall be exempted from this requirement.</p>	<p><b>BASED ON THE FOLLOWING, THE STAFF REVIEW COMMITTEE FINDS THAT THIS STANDARD SHALL REMAIN MET.</b></p> <p>No change proposed with regard to storage of fuels.</p>	

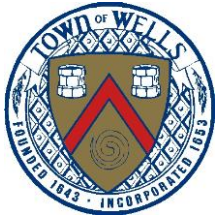


# Town of Wells, Maine

## Staff Review Committee

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**Site Plan Amendment Application for “Coastal Commons”**  
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<b>§ 145-75. Criteria and Standards</b>		<b>Comments</b>
<p><b>J.</b> <b>Preservation of landscape.</b> Unnecessary disturbance of the landscape shall be minimized, insofar as practicable, by minimizing tree removal and any grade changes.</p>	<p><b>BASED ON THE FOLLOWING, THE STAFF REVIEW COMMITTEE FINDS THAT THIS STANDARD SHALL REMAIN MET.</b></p> <p>Existing and proposed 1 foot property contours are depicted on the plan. No wetlands are identified on the plan.</p> <p>Existing pavement/gravel from previous property entrance to be removed. Edge of pavement for Laudholm Farm Road and shoulder to be established.</p> <p>Existing utility poles were identified along Route 1 and Laudholm Farm Road on sheet 2 of prior approval. Underground utility connections were shown from the existing utility pole adjacent to the property entrance off Laudholm Farm Road and from the existing utility pole at the northwesterly lot corner off Route One.</p> <p>The applicant installed 2 utility poles along the northerly lot line for overhead utility connections to the 8,000 SF building instead of underground. These two poles have been removed as required. The pole near Route One may remain. Underground power to be installed from the poles at Route One and at Laudholm Farm Road to both buildings. See plan note 14.</p> <p>Contractors are permitted to store their vehicles in the hatched spaces adjacent to contractor units. No product or materials to be stored outside of the buildings.</p>	



# Town of Wells, Maine

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<b>§ 145-75. Criteria and Standards</b>		<b>Comments</b>
<b>K.</b>	<b>Refuse disposal.</b> The applicant shall provide for the disposal of all solid and liquid wastes on a timely basis and in an environmentally safe manner. The review board shall consider the impact of particular industrial or chemical wastes or by-products upon the Wells transfer station (in terms of volume, flammability or toxicity) and may require the applicant to dispose of such wastes elsewhere, in conformance with all applicable state and federal regulations. The board may require the applicant to specify the amount and exact nature of all industrial or chemical wastes to be generated by the proposed operation.	<p><b>BASED ON THE FOLLOWING, THE STAFF REVIEW COMMITTEE FINDS THAT THIS STANDARD SHALL REMAIN MET.</b></p> <p>A dumpster is proposed and shall meet setback requirements and be screened by 6' tall solid fence enclosure.</p> <p>Contractors are permitted to store their vehicles in the hatched spaces adjacent to contractor units. No product or materials to be stored outside of the buildings.</p>



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<b>§ 145-75. Criteria and Standards</b>		<b>Comments</b>
L.	<b>Water supply.</b> The applicant shall demonstrate the availability of adequate water supply for fire protection and the consumption needs of the proposed development.	<p><b>BASED ON THE FOLLOWING, THE STAFF REVIEW COMMITTEE FINDS THAT THIS STANDARD SHALL REMAIN MET.</b></p> <p>An updated KKWWD capacity letter dated 4/21/25 was provided for the change in use for the commercial units. See note 24 regarding building sprinkler requirements.</p> <p>Water line locations are identified on sheet 2. Nearest hydrant is noted to be 223’ to the south along Route 1.</p> <p>See note 24 regarding sprinkler system requirements.</p> <p>Waterline locations are revised. KKWWD letter dated 11/7/24 provided regarding water line locations. Attar email dated 5/16/25 addressed water line changes.</p> <p><b><u>An updated capacity letter for the golf simulator use was not required by the Staff Review Committee on 2/18/26.</u></b></p>



# Town of Wells, Maine

## Staff Review Committee

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**Site Plan Amendment Application for “Coastal Commons”**  
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<b>§ 145-75. Criteria and Standards</b>		<b>Comments</b>
<b>M.</b>	<b>Sewage disposal.</b> The applicant shall provide for the safe disposal of all wastewaters.	<p><b>BASED ON THE FOLLOWING, THE STAFF REVIEW COMMITTEE FINDS THAT THIS STANDARD SHALL REMAIN MET.</b></p> <p>A letter from the Wells Sanitary District dated 11/15/21 was provided stating they have capacity to serve the 12 contractor units and 2 dwelling units proposed. An updated capacity letter dated 5/14/25 has been provided which addresses the use changes.</p> <p>Existing and proposed water and sewer lines are identified on sheet 2. Sewer main identified and connection information added. See plan label regarding insulation required if cover is less than 4 feet.</p> <p><u><b>An updated capacity letter for the golf simulator use was not required by the Staff Review Committee on 2/18/26.</b></u></p>
<b>N.</b>	<b>Fire safety.</b> The site plan shall make adequate provisions for access by fire-fighting equipment and personal.	<p><b>BASED ON THE FOLLOWING, THE STAFF REVIEW COMMITTEE FINDS THAT THIS STANDARD SHALL REMAIN MET.</b></p> <p>See note 24 regarding sprinkler system requirements. The 3,840 SF building shall be constructed with a sprinkler system. The 8,000 SF building shall have a sprinkler service line installed but the requirement for a sprinkler system will be determined by the State Fire Marshall Office prior to the issuance of a building permit.</p>

**Standard Conditions of Approval**

1. Site Plan approval secured under the provisions of this chapter shall expire within 10 years from the date on which the site plan is signed if all aspects of the site plan approval are not fully completed and established. Any site plan approval may include a phasing plan according to an approved time schedule not to exceed 10 years from the date on which the site plan is signed. Site plan approval shall expire if a use has been established and then discontinued for five years or more. §145-74F
2. Approval is conditioned upon compliance by the applicant with the Findings of Fact, plans and specifications, and reports which have been received and relied upon by the Town in connection with this development's proposed compliance with Town Ordinances.



# Town of Wells, Maine

## Staff Review Committee

### FINDINGS OF FACTS & DECISIONS

#### Site Plan Amendment Application for "Coastal Commons"

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3. Conditions of approval or notes written on the face of the site plan may be amended only by the reviewing authority that approved the site plan per the Reviewing Authority Chart. §145-74G(1)(b)
4. Failure to comply with any conditions of approval shall be construed to be a violation of Article X of the Land Use Ordinance and shall be grounds for denial of a site plan approval or denial of a building permit (§145-61.C.1, §145-74.J.), revoking the approved development plan, initiating legal proceedings to enjoin construction development or any specific activity violating the conditions of plan approval or applying the legal penalties detailed in §145-64, §145-79A
5. Whenever sedimentation is caused by stripping vegetation, regrading or other development, it shall be the responsibility of the owner to immediately install sedimentation control devices on his lot and to remove sediment from all adjoining surfaces, drainage systems and watercourses and to repair any drainage, at his expense, as quickly as possible. Any landowner that fails to do so within two weeks after official written notification by the Code Enforcement Officer shall be penalized as set forth in §145-6, §145-79B
6. Erosion of soil and sedimentation of watercourses and water bodies shall be minimized by employing the following best-management practices: §145-75F
  - (a) Stripping of vegetation, soil removal and regrading or other development shall be accomplished in such a way as to minimize erosion.
  - (b) The duration of exposure of the disturbed area shall be kept to a practical minimum.
  - (c) Temporary vegetation and/or mulching shall be used to protect exposed critical areas during development.
  - (d) Permanent (final) vegetation and mechanical erosion control measures in accordance with the standards of the York County Soil and Water Conservation District or the Maine Soil and Water Conservation Commission shall be installed as soon as practicable after construction ends.
  - (e) Until a disturbed area is stabilized, sediment in runoff water shall be trapped by the use of debris basins, silt traps or other acceptable methods as determined by the reviewing authority.
  - (f) The top of a cut or the bottom of a fill section which alters the existing grade by more than two feet shall not be closer than 10 feet to an adjoining lot.
  - (g) During grading operations, methods of dust control shall be employed.
  - (h) The proposed site plan shall prevent soil erosion and sedimentation from entering waterbodies, wetlands, and adjacent properties.
  - (i) The procedures outlined in the erosion and sedimentation control plan shall be implemented during the site preparation, construction, and clean-up stages.
  - (j) Cutting or removal of vegetation along waterbodies shall not increase water temperature or result in shoreline erosion or sedimentation.
  - (k) Topsoil shall be considered part of the site plan and shall not be removed from the site except for surplus topsoil from roads, parking areas, and building excavations.
7. The property shown on this plan may be developed and used only as depicted on this approved plan. All elements and features of the plan and all representations made by the applicant in the record of the Planning Board and/or Staff Review Committee and/or Town Staff proceedings are conditions of the approval. No change from the conditions of approval is permitted unless an amended plan is first submitted to and approved by the Planning Board or Staff Review Committee or Town Staff. §145-74G
8. Approval of the application or amendment application does not relieve the applicant from the responsibility to obtain building permits prior to construction and a certificate of occupancy prior to occupancy. §145-61, §145-62
9. It is the applicant's responsibility to contact Dig Safe prior to construction.
10. It is the Owner/Tenant's/Homeowners or Condominium Association's/ Applicant's/-Developer's responsibility, not the Town Code Office or Town Planning Office, to contact the Town Clerk's Office to apply for and maintain any and all business license(s) for the use(s) conducted on this parcel(s). §150-4
11. Approval of any proposed field changes shall be obtained prior to construction. Said approvals shall be in writing. The Code Enforcement Office shall consult with the Office of Planning and Development prior to approving any field change. §145-74.1.4
12. Prior to the pouring of a building footing/foundation, the location of each building to be constructed shall be located on the face of the earth and shall be marked and certified to by a surveyor or engineer with pins or stakes. The developer shall receive approval of each building location from the Code Enforcement Office prior to the commencement of footing/foundation excavation. §145-74I



# Town of Wells, Maine

## Staff Review Committee

### FINDINGS OF FACTS & DECISIONS

#### Site Plan Amendment Application for "Coastal Commons"

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13. If the property will be converted to a condominium form of ownership, the proposed condominium documents must be consistent with this site plan approval.
14. Upon completion of construction, the applicant shall provide to the Town record as-built drawings of the property to include buildings, roadways, drainage, screening and landscaped areas, and utility related construction work. §145-74I
15. The Town of Wells, Maine may employ the services of an engineering firm to assist in the inspection of roads and other infrastructure if, in the opinion of the Code Enforcement Office, the work necessary to insure compliance with Town ordinances or the requirements of this approval are beyond those capacities available by staff. The cost of such additional services will be born by the developer. §145-74I
16. All components, features, improvements and conditions of site plan approval shall be fully completed prior to any issuance of a certificate of occupancy. §145-74E

#### Special Conditions of Approval

1. All previous Conditions of Approval will remain in effect. The approval of this Amended Site Plan in no way negates the need for applicant compliance with all previously set Conditions of Approval.
2. Prior to the issuance of an occupancy permit, the Planning and Code Office shall review the project for compliance with the architectural drawings, sheets 1-9, provided by "Reflective Design Works" dated 5/1/2025, including building materials (siding and roofing), windows, doors and garage doors, lighting, non illuminated signage, and building exterior paint colors.
3. The as-built survey plan is required prior to the issuance of a certificate of occupancy and shall be prepared by a PLS or PE and shall depict drainage, visible utilities, building locations, pavement, fencing, dumpster and signage. See also standard conditions of approval notes 14 and 16.
4. Prior to a building permit, the owner shall provide the Town with an escrow performance guarantee to cover the cost estimate for all plantings required. Estimate shall include labor and equipment costs as well as a 10% contingency. The performance guarantee shall be held by the Town for 1 year from the date of the site plan approval to ensure all plantings survive and are healthy. (Provided)
5. Prior to the issuance of a building permit the following shall be completed:
  - a. The 9 shade trees required within the 15' wide landscaped buffer along Route One and Laudholm Farm Road shall be installed. (Done)
  - b. The 43 arborvitae trees along Lot 14 shall be installed. (Done)
6. Prior to the issuance of an occupancy permit the following shall be completed, in addition to all other components, features, improvements and conditions shown on the site plan (see special condition note 16 on site plan) and conditions detailed above:
  - a. All other plantings required within the 15' wide landscaped buffer along Route One and Laudholm Farm Road shall be installed. (Done)



# Town of Wells, Maine

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#### Site Plan Amendment Application for "Coastal Commons"

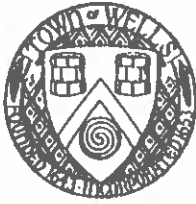
#### Page 18 of 18

- b. The two utility poles identified on the plan shall be removed. (Done)
7. An escrow performance guarantee shall be provided by the owner in the amount of \$7,390 to the Town of Wells. This amount is based on 50% the total cost of all plantings, labor and equipment to install all plantings required by this site plan approval. The guarantee shall be held by the Town of Wells for 1 year from the date of the site plan approval to ensure all plantings survive and are healthy or can be replaced if they die or appear in poor health. (Provided)
8. Prior to any certificate of occupancy being issued, revised condominium Declaration, a sample unit conveyance deed and By-Laws shall be submitted to the Planning Office which addresses the Town Attorney recommendations and Planning Office Memo comments dated 5/19/25. **Not Done**

Dated at Wells, Maine this \_\_\_\_\_ day of \_\_\_\_\_, 2025

Wells Staff Review Committee

By: \_\_\_\_\_  
Michael G. Livingston, PE Chairman



*Town of Wells, Maine  
Code Enforcement Office*

JODINE A. ADAMS, CODE ENFORCEMENT OFFICER  
JAMES R. GENEUREUX, CODE ENFORCEMENT OFFICER  
JAMES MOULTON, CODE ENFORCEMENT OFFICER  
JOEL PARIS, CODE ENFORCEMENT OFFICER  
STACEY LEPAGE, CODE ENFORCEMENT OFFICER

208 Sanford Rd, Wells, Maine 04090  
Voice: (207) 646-5187  
Fax: (207) 646-2935

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December 8, 2025

Memorandum For: Town of Wells, Planning Board (reference: 22 Laudholm Farm Rd. 147-013-Main)

Subject: Chapter 145 Land Use section 145-39, Off Street Parking

Per the request of the Planning Department and in accordance with Chapter 145-39D (1) Parking requirements for this type of Use is not listed.

The plan General Note #9b (3) iii Recreation Medium Intensity Commercial (Example: golf simulator).

Proposal of Golf Simulators (Remote Services).

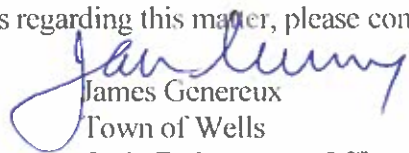
Unit – each unit is a total of 912 square feet (bathroom included). The request is for 2 units (1,824 sf) and 3 simulators in total. The units are proposed to be remote use with no employees on site. Additional items to consider. League play verse Casual Play, Peak Use times, Overflow & Guests. There is no Food or Drink services being proposed.

- Golf Simulator – Using AI calculations the common (Casual Play only) use with no variable (participant and guests) are 2 parking spots per simulator. A total of 6 parking spaces would be required.

Additional consideration if applicable: Leagues Play and Peak Use Times - another way to calculate if this is an option would be 5 spaces per 1,000sf, if this is a consideration each unit would require 5 spaces per unit or a total of 10 spaces for the two (2) units.

There are no employees being considered if there is then (1) additional parking space should be considered. There are no food or beverages being sold if this changes these factors could come from Chapter 145-39D. Handicap Parking space with signage needs to be considered per 145-39.

If you have any questions regarding this matter, please contact the undersigned.

  
James Genereux  
Town of Wells  
Code Enforcement Officer





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

<i>Michael G. Livingston, Town Engineer/Planner</i>	<a href="mailto:mlivingston@wellstown.org">mlivingston@wellstown.org</a>
<i>Shannon M. L. Belanger, Assistant Planner</i>	<a href="mailto:sbelanger@wellstown.org">sbelanger@wellstown.org</a>

### Site Plan Application Memo

Date: February 13, 2026

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 Harbor 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 review comments:
  - a. Plan revisions provided.
    1. Lot area based on land area to the high water line to be confirmed?
    2. As discussed at the 1/6/26 SRC meeting:
      - a. Note 9 to state when light posts are replaced, they will be located on lot 38, not on abutting lot 26.
      - b. Note 12 to eliminate dumpster and state refuse shall be managed by individual trash cans. Dumpster to be removed no later than July 1, 2026.
      - c. Note 16, to state parking space and directional arrows to be re-stripped no later than July 1, 2026.
    3. Deck/porch areas for motel units appear to be approximately 60 SF, not 120 SF.
    4. Setbacks from all lot lines with dimensions to be addressed
    5. Deed references to be added onto the plan. Drainage Easement to Town Book and Page needed.
    6. Typos and label markups to be addressed.
    7. Building dimensions to be noted (57' x 81'?)
    8. Distance to nearest fire hydrants to be noted.

- b. Landscape buffers and screening to be determined:
  - 1. 5 evergreen trees exist along Lot 37 and 37
  - 2. 3 shrubs and grass exist along Webhannet Drive
  - 3. Grass and 1 shrub exist along lot 39.
- c. Visual screening for residential abutter along lot line of lot 34 does not exist. Property is grandfathered as non-conforming, SRC to make determination.
- d. SRC to consider finding the application complete or wait for plan revisions to be provided.

2. The applicant's Lodging License renewal may be contingent on this site plan approval. Recommend granting an extension for 30 days.

**Town of Wells, Maine**  
**Article X , 145-77 Data Requirements (Completeness Review)**  
**Page 1 of 7**

Project Name/District: Harborside Condominium / Beach Business and 250'  
Shoreland Overlay District -Tax Map 122, Lot 38

Date of Review: 3/5/25; 10/21/25;  
2/13/26

Prepared By: Planning Office

Company Name: Town of Wells

**Article X**  
**Site Plan Approval**

§ 145-77. Data Requirements [Amended 4-26-1996]		Application Meet Requirements				
		Yes	No	NA	Waiver	Comments
Any application presented for approval shall include the following information if applicable:						
A.	A site plan drawn at a scale not smaller than one inch equals 40 feet and is on a plan 24 inches by 36 inches in size with a one-inch minimum border which shall contain the following information: <b>[Amended 6-12-2012]</b>	Y				Scale is 1" = 10 feet.
	(1) The name and address of the applicant plus the name of the proposed development.	Y				Applicant/ Business name and address noted.
	(2) Total floor area, ground coverage and location of each proposed building, structure or addition.	Y*				Beach Business and Shoreland Overlay zone dimensional requirements noted on the plan.  <u>Lot coverage calculation noted as 11,740 SF or 89%. Lot area noted as 13,160 SF is based on area of land to the high water line?</u>  <u>Total gross floor area of the two-story motel building to be noted on the plan.</u> Footprint noted as 9,010 SF.  Unit 21 gross floor area is noted as 1,680 SF.

**Town of Wells, Maine**  
**Article X , 145-77 Data Requirements (Completeness Review)**  
**Page 2 of 7**

Project Name/District: Harborside Condominium / Beach Business and 250'  
Shoreland Overlay District -Tax Map 122, Lot 38

Date of Review: 3/5/25; 10/21/25;  
2/13/26

Prepared By: Planning Office

Company Name: Town of Wells

§ 145-77. Data Requirements [Amended 4-26-1996]		Application Meet Requirements				
		Yes	No	NA	Waiver	Comments
(3)	Perimeter survey of the parcel, made and certified by a registered land surveyor licensed in Maine, relating to reference points, showing true or magnetic North, graphic scale, corners of parcel, date of survey and total acreage. The requirement for a certified boundary survey may be waived by the reviewing authority if the proposed construction is located a distance equal to the required setback plus 10 feet from any lot line.	Y*				<p>An existing conditions survey has been prepared and stamped by Stephen W. Everett, PLS 2161 dated 9/22/2025. Grid north noted, scale is 1" = 10 feet. <b><u>total acreage of the property to be clarified.</u></b></p> <p>Plan references noted. <b><u>Deed references needed.</u></b></p> <p>Bearings only to nearest minute. Feet only to nearest tenth. Conflict on location of boundary along Webhannet Drive is noted.</p>
(4)	All existing and proposed setback dimensions.	Y*				<p>Setback requirements noted to plan note 5. <b><u>Setback dimensions to be identified from lot lines.</u></b></p> <p>75' setback from highwater line of Webhannet River identified.</p> <p>4' setback from lot line abutting street right of ways appears to be met. 6' setback from lot line for unit 21 is not met and appears to be grandfathered as nonconforming. The Motel unit building meets the 6' lot line setback.</p> <p><b><u>The existing dumpster is located within the 6' lot line setback abutting lot 37. Note 12 to state the dumpster shall be removed from the property no later than 7/1/26. Refuse shall be disposed of using individual on-site trash receptacles/cans.</u></b></p>

**Town of Wells, Maine**  
**Article X , 145-77 Data Requirements (Completeness Review)**  
**Page 3 of 7**

Project Name/District: Harborside Condominium / Beach Business and 250'  
Shoreland Overlay District -Tax Map 122, Lot 38

Date of Review: 3/5/25; 10/21/25;  
2/13/26

Prepared By: Planning Office

Company Name: Town of Wells

<b>§ 145-77. Data Requirements [Amended 4-26-1996]</b>	<b>Application Meet Requirements</b>				
	Yes	No	NA	Waiver	Comments
(5) The size, location, direction and intensity of illumination of all major outdoor lighting apparatus and signs.	<b>Y*</b>				<b><u>Various light posts exist along lot lines or on abutting property. Plan to label light posts.</u></b>  <b><u>Plan note 9 to state that when the light posts that encroach onto abutting property are replaced they shall be located on Lot 38.</u></b>
(6) The type, size and location of all incineration devices.			<b>NA</b>		No such devices exist nor are proposed.
(7) The type, size and location of all machinery likely to generate appreciable noise at the lot lines.			<b>NA</b>		No such machinery identified or proposed.
(8) The location, type and size of all existing and proposed catch basins, storm drainage facilities, wetlands, streams and watercourses and all utilities, both above and below ground.	<b>Y</b>				Existing catch basin and manhole identified. Webhannet River identified. Utility pole and overhead electrical lines identified.
(9) All existing contours and proposed finished grade elevations of the portions of the site which will be altered and the system of drainage proposed to be constructed. Contour intervals shall be specified by the reviewing authority. This requirement may be waived by the reviewing authority if no additional lot coverage is proposed or the proposed lot coverage is less than 30% and has an area of less than 15,000 square feet.				<b>W</b>	Parcel contours not identified. No changes to grading proposed. Staff Review Committee granted a waiver of identifying contours on the plan on 10/28/25.

**Town of Wells, Maine**  
**Article X , 145-77 Data Requirements (Completeness Review)**  
**Page 4 of 7**

Project Name/District: Harborside Condominium / Beach Business and 250'  
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Date of Review: 3/5/25; 10/21/25;  
2/13/26

Prepared By: Planning Office

Company Name: Town of Wells

§ 145-77. Data Requirements [Amended 4-26-1996]		Application Meet Requirements				
		Yes	No	NA	Waiver	Comments
(10)	The location, type and size of all curbs, sidewalks, driveways, fences, retaining walls and parking space areas and the layouts thereof, together with the dimensions.	Y*				<p>Sidewalk and crossing along Mile Road are labelled on plan.</p> <p>Property entrance off Mile Road and exit onto Webhannet Drive identified. Fences along lot lines identified, with heights and types noted.</p> <p>Parking spaces are identified and are shown to be widened and lengthened so that they meet the dimensional requirements required.</p> <p>90 degree spaces require 9' x 18.5' dimensions, 60 degree spaces require 8.5' x 19' dimensions with 16 foot wide one-way. Plan must note the dimensions.</p> <p>1 space is required to be ADA compliant. <b><u>The property may utilize a portable ADA compliant sign for spaces 1, 2, 3, 7, 11, or 17. See plan note 11d.</u></b></p>

**Town of Wells, Maine**  
**Article X , 145-77 Data Requirements (Completeness Review)**  
**Page 5 of 7**

Project Name/District: Harborside Condominium / Beach Business and 250'  
Shoreland Overlay District -Tax Map 122, Lot 38

Date of Review: 3/5/25; 10/21/25;  
2/13/26

Prepared By: Planning Office

Company Name: Town of Wells

§ 145-77. Data Requirements [Amended 4-26-1996]		Application Meet Requirements				
		Yes	No	NA	Waiver	Comments
(11)	All landscaped areas, fencing and size and type of plant material upon the premises.					<p>Fences along lot lines identified, with heights and types noted.</p> <p><b><u>Shrubs/ tree types and heights to be noted. Grass areas to be labelled.</u></b> 5 evergreen trees exist along Lot 37 and 37. 3 shrubs and grass exist along Webhannet Drive. Grass and 1 shrub exist along lot 39. <b><u>SRC to review and determine screening and buffering on 2/18/26.</u></b></p> <p><b><u>Lodging Facility buffer requirements are grandfathered as non-conforming. Any vegetation that exists shall be maintained. See note 28.</u></b></p> <p><b><u>Visual screening for residential abutter along lot line of lot 34 does not exist. Property is grandfathered as non-conforming, SRC to make determination on 2/18/26.</u></b></p>
(12)	All existing or proposed rights-of-way, easements and other legal restrictions which may affect the premises in question.	Y*				<p><b><u>Non noted on the plan.</u></b></p> <p><b><u>Drainage Easement to the Town of Wells Bk 14099, Page 6 is noted on the plan at the catch basin but not across the lot.</u></b></p> <p>Declaration from 1986 Book 3741, Pg 250 and amendment to Declaration Book 4077, Page 251 on file.</p>
(13)	The locations, names and widths of all existing and proposed streets abutting the premises.					<p>Mile Road and Webhannet Drive noted. Road widths noted to be 49.5'.</p>

**Town of Wells, Maine**  
**Article X , 145-77 Data Requirements (Completeness Review)**  
**Page 6 of 7**

Project Name/District: Harborside Condominium / Beach Business and 250'  
Shoreland Overlay District -Tax Map 122, Lot 38

Date of Review: 3/5/25; 10/21/25;  
2/13/26

Prepared By: Planning Office

Company Name: Town of Wells

§ 145-77. Data Requirements [Amended 4-26-1996]		Application Meet Requirements				
		Yes	No	NA	Waiver	Comments
(14)	The lot lines of all lots abutting the proposed development, including those lots across the street, together with the names on file in the Town offices as of the date of the application.	Y				All abutters are identified.
(15)	An appropriate place for the signature(s) of the reviewing authority.	Y				Staff Review Committee signature block provided.
B.	Documentation of right, title or interest in the proposed site.	Y				Permission from Condominium Association provided. Condominium Declaration on file.
C.	An on-site soils investigation report by a Maine Department of Human Services licensed site evaluator (unless the site is to be served by public sewer). The report shall identify the types of soil, location of test pits and proposed location and design for the subsurface disposal system.			NA		Property served by public sewer. See note 16.
D.	The amount and type of any raw, finished or waste materials to be stored outside of roofed buildings, including their physical and chemical properties, if appropriate.	Y*				<b><u>The existing dumpster is located within the 6' lot line setback abutting lot 37. Note 12 to state the dumpster shall be removed from the property no later than 7/1/26. Refuse shall be disposed of using individual on-site trash receptacles/cans.</u></b>
E.	If the proposed use will be connected to the Wells Sanitary District's sewer system, a letter from the Sanitary District stating that adequate line and plant capacity to dispose of the generated sewage will be available.				W	The property is served by public water. Staff Review Committee found that an updated capacity letter from KKWWD is not necessary on 10/28/25. No change in use proposed.
F.	If the proposed use will be connected to the Kennebunk, Kennebunkport and Wells Water District water system, a letter from the Water District stating that adequate line and supply capacity to serve the proposed use will be available.				W	The property is served by public sewer. Staff Review Committee found that an updated capacity letter from WSD is not necessary on 10/28/25. No change in use proposed.
G.	Traffic data. Only the Planning Board may require that a site plan application include a traffic engineering study should the project be considered one of substantial magnitude along any of the Town's state highways where fast-moving traffic occurs (i.e., Route Nos. 1, 109, 9, 9-A and 9-B). Should a traffic study be requested by the Planning Board, the following data shall be included:			NA		Traffic information is not necessary. No increase or change in use proposed.

**Town of Wells, Maine**  
**Article X , 145-77 Data Requirements (Completeness Review)**  
**Page 7 of 7**

Project Name/District: Harborside Condominium / Beach Business and 250'  
Shoreland Overlay District -Tax Map 122, Lot 38

Date of Review: 3/5/25; 10/21/25;  
2/13/26

Prepared By: Planning Office

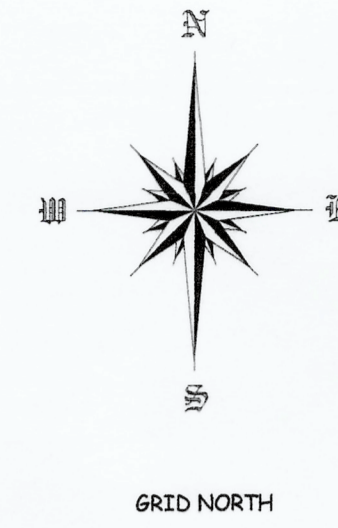
Company Name: Town of Wells

§ 145-77. Data Requirements [Amended 4-26-1996]		Application Meet Requirements				
		Yes	No	NA	Waiver	Comments
(1)	The estimated peak-hour traffic to be generated by the proposal.					
(2)	Existing traffic counts and volumes on surrounding roads.					
(3)	Traffic accident data covering a recent three-year period.					
(4)	The capacity of surrounding roads, municipal facilities, parking and any improvements which may be necessary on such roads and facilities to accommodate anticipated traffic generation.					
(5)	The need for traffic signals and signs or other directional markers to regulate anticipated traffic.					
H.	A soil erosion and sedimentation control plan, prepared in accordance with the Maine Erosion and Sedimentation Control Handbook for Construction: Best Management Practices, published by the Maine Department of Environmental Protection and the Cumberland County Soil and Water Conservation District, 1991. <b>[Amended 4-27-2007]</b>	Y				Best management practices for soil erosion and sedimentation control are a standard condition of approval. See note 25.
I.	A stormwater management plan, prepared by a registered professional engineer in accordance with the most recent edition of Stormwater Management For Maine: BMPS Technical Design Manual, published by the Maine Department of Environmental Protection, 2006. Another methodology may be used if the applicant can demonstrate it is equally or more applicable to the site. A drainage analysis may be waived by the Planning Board upon request of the applicant and submittal of a letter from a registered professional engineer stating that there will be no adverse impacts to adjacent or downstream properties. <b>[Added 4-27-2007]</b>				W	No changes proposed to stormwater management. Staff Review Committee waived the requirement to provide a stormwater management plan on 10/28/25.
J.	Any other information or data the reviewing authority determines is necessary to demonstrate compliance with the standards of § 145-75. <b>[Added 4-27-2007]</b>					
	<b>Chapter 201, Article IV. Sidewalk Development.</b>			NA		

**Notes:**

1. See plan markups provided dated 2/13/26.

Public Parking Lot  
M122 Lot 43A (Town of Wells)



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.
8. ITEMS SHOWN IN RED WERE REQUESTED BY THE TOWN OF WELLS.

PLAN REFERENCES

1. 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.
2. PLAN OF LAND OF VANDER FORBES, WELLS, MAINE BY MOULTON ENGINEERING CO. DATED FEB. 23, 1973, RECORDED IN PLAN BK 63, PAGE 15, RECORDED IN YORK CO. REGISTRY OF DEEDS.
3. PLAN SHOWING A STANDARD BOUNDARY SURVEY OF A PORTION OF WEB HANNET DRIVE, DATED FEB. 25, 1998 BY DOW & COULOMBE INC. SHEET 2 OF 2.

- LEGEND
- Iron survey marker found
  - Utility Pole
  - Survey Control Point
  - Dred Line
  - Flight-of-Way Line
  - Lot Lines
  - Existing Tree or Shrub

APPROVAL GRANTED THIS DAY OF \_\_\_\_\_ 2025  
BY THE STAFF REVIEW COMMITTEE OF THE TOWN OF WELLS

CHAIRPERSON



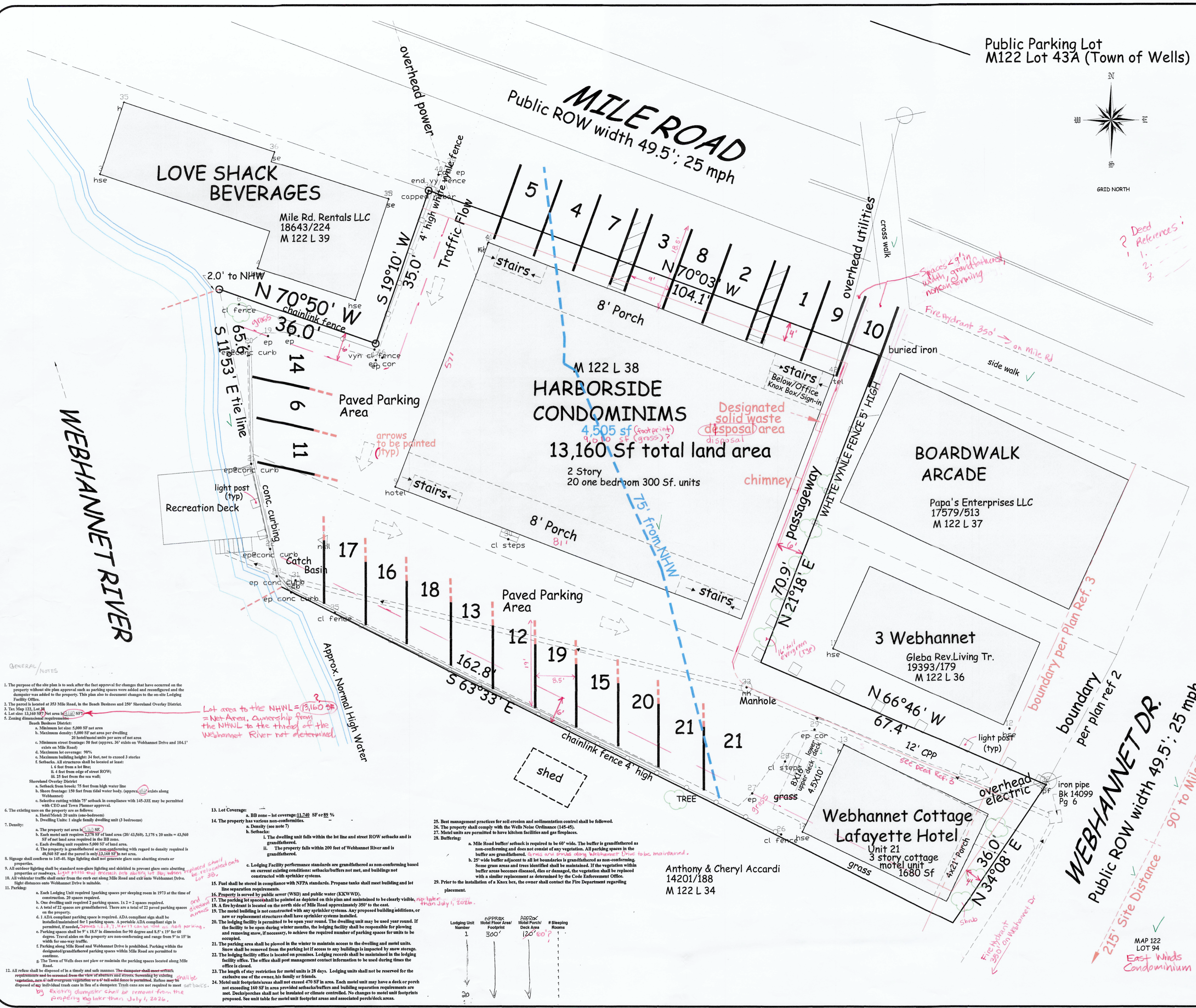
CERTIFICATION

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

**Harborside Condominiums**  
Existing Conditions Survey & Site Plan  
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: Jan. 7, 2026  
Scale=1"=10' 40ft



- GENERAL NOTES
1. The purpose of this plan is to show, after the fact approval for changes that have occurred on the property without the plan approval such as parking spaces were added and reconfigured and the dumpster was added to the property. This plan also documents changes to the on-site Lodging Facility Office.
  2. The parcel is located at 353 Mile Road, in the Beach Business and 25th Shoreland Overlay District.
  3. Tax Map 122 Lot 38
  4. Lot size: 13,160 SF (approx. 0.30 acres)
  5. Zoning dimensional requirements:
    - a. Beach Business District:
      - i. Minimum lot size: 5,000 SF net area
      - ii. Maximum density: 5,000 SF net area per dwelling
      - iii. 20 bed/motel units per acre of net area
    - b. Minimum street frontage: 50 feet (approx. 30' exists on Webhannet Drive and 184.1' exists on Mile Road)
    - c. Maximum lot coverage: 90%
    - d. Maximum building height: 34 feet, not to exceed 3 stories
    - e. Setbacks: All structures shall be located at least:
      - i. 4 feet from a lot line
      - ii. 4 feet from edge of street ROW;
      - iii. 25 feet from the sea wall;
  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 13,160 SF
    - b. Each motel unit requires 2,178 SF of land area (20' x 108' = 4,356 SF of net land area required in the BB zone)
    - c. Each dwelling unit requires 2,000 SF of land area
    - d. The property is grandfathered as non-conforming with regard to density required is 4,356 SF in the parcel to 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 parking spaces per sleeping room in 1973 at the time of construction. 20 spaces required.
    - b. One dwelling unit required 2 parking spaces. 1 x 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/monitored for 1 parking space. A portable ADA compliant sign is permitted, if needed, 24" x 36" x 12" or 18" x 24" x 12" or 18" x 30" x 12" or 18" x 36" x 12" or 18" x 42" x 12" or 18" x 48" x 12" or 18" x 54" x 12" or 18" x 60" x 12" or 18" x 66" x 12" or 18" x 72" x 12" or 18" x 78" x 12" or 18" x 84" x 12" or 18" x 90" x 12" or 18" x 96" x 12" or 18" x 102" x 12" or 18" x 108" x 12" or 18" x 114" x 12" or 18" x 120" x 12" or 18" x 126" x 12" or 18" x 132" x 12" or 18" x 138" x 12" or 18" x 144" x 12" or 18" x 150" x 12" or 18" x 156" x 12" or 18" x 162" x 12" or 18" x 168" x 12" or 18" x 174" x 12" or 18" x 180" x 12" or 18" x 186" x 12" or 18" x 192" x 12" or 18" x 198" x 12" or 18" x 204" x 12" or 18" x 210" x 12" or 18" x 216" x 12" or 18" x 222" x 12" or 18" x 228" x 12" or 18" x 234" x 12" or 18" x 240" x 12" or 18" x 246" x 12" or 18" x 252" x 12" or 18" x 258" x 12" or 18" x 264" x 12" or 18" x 270" x 12" or 18" x 276" x 12" or 18" x 282" x 12" or 18" x 288" x 12" or 18" x 294" x 12" or 18" x 300" x 12" or 18" x 306" x 12" or 18" x 312" x 12" or 18" x 318" x 12" or 18" x 324" x 12" or 18" x 330" x 12" or 18" x 336" x 12" or 18" x 342" x 12" or 18" x 348" x 12" or 18" x 354" x 12" or 18" x 360" x 12" or 18" x 366" x 12" or 18" x 372" x 12" or 18" x 378" x 12" or 18" x 384" x 12" or 18" x 390" x 12" or 18" x 396" x 12" or 18" x 402" x 12" or 18" x 408" x 12" or 18" x 414" x 12" or 18" x 420" x 12" or 18" x 426" x 12" or 18" x 432" x 12" or 18" x 438" x 12" or 18" x 444" x 12" or 18" x 450" x 12" or 18" x 456" x 12" or 18" x 462" x 12" or 18" x 468" x 12" or 18" x 474" x 12" or 18" x 480" x 12" or 18" x 486" x 12" or 18" x 492" x 12" or 18" x 498" x 12" or 18" x 504" x 12" or 18" x 510" x 12" or 18" x 516" x 12" or 18" x 522" x 12" or 18" x 528" x 12" or 18" x 534" x 12" or 18" x 540" x 12" or 18" x 546" x 12" or 18" x 552" x 12" or 18" x 558" x 12" or 18" x 564" x 12" or 18" x 570" x 12" or 18" x 576" x 12" or 18" x 582" x 12" or 18" x 588" x 12" or 18" x 594" x 12" or 18" x 600" x 12" or 18" x 606" x 12" or 18" x 612" x 12" or 18" x 618" x 12" or 18" x 624" x 12" or 18" x 630" x 12" or 18" x 636" x 12" or 18" x 642" x 12" or 18" x 648" x 12" or 18" x 654" x 12" or 18" x 660" x 12" or 18" x 666" x 12" or 18" x 672" x 12" or 18" x 678" x 12" or 18" x 684" x 12" or 18" x 690" x 12" or 18" x 696" x 12" or 18" x 702" x 12" or 18" x 708" x 12" or 18" x 714" x 12" or 18" x 720" x 12" or 18" x 726" x 12" or 18" x 732" x 12" or 18" x 738" x 12" or 18" x 744" x 12" or 18" x 750" x 12" or 18" x 756" x 12" or 18" x 762" x 12" or 18" x 768" x 12" or 18" x 774" x 12" or 18" x 780" x 12" or 18" x 786" x 12" or 18" x 792" x 12" or 18" x 798" x 12" or 18" x 804" x 12" or 18" x 810" x 12" or 18" x 816" x 12" or 18" x 822" x 12" or 18" x 828" x 12" or 18" x 834" x 12" or 18" x 840" x 12" or 18" x 846" x 12" or 18" x 852" x 12" or 18" x 858" x 12" or 18" x 864" x 12" or 18" x 870" x 12" or 18" x 876" x 12" or 18" x 882" x 12" or 18" x 888" x 12" or 18" x 894" x 12" or 18" x 900" x 12" or 18" x 906" x 12" or 18" x 912" x 12" or 18" x 918" x 12" or 18" x 924" x 12" or 18" x 930" x 12" or 18" x 936" x 12" or 18" x 942" x 12" or 18" x 948" x 12" or 18" x 954" x 12" or 18" x 960" x 12" or 18" x 966" x 12" or 18" x 972" x 12" or 18" x 978" x 12" or 18" x 984" x 12" or 18" x 990" x 12" or 18" x 996" x 12" or 18" x 1002" x 12" or 18" x 1008" x 12" or 18" x 1014" x 12" or 18" x 1020" x 12" or 18" x 1026" x 12" or 18" x 1032" x 12" or 18" x 1038" x 12" or 18" x 1044" x 12" or 18" x 1050" x 12" or 18" x 1056" x 12" or 18" x 1062" x 12" or 18" x 1068" x 12" or 18" x 1074" x 12" or 18" x 1080" x 12" or 18" x 1086" x 12" or 18" x 1092" x 12" or 18" x 1098" x 12" or 18" x 1104" x 12" or 18" x 1110" x 12" or 18" x 1116" x 12" or 18" x 1122" x 12" or 18" x 1128" x 12" or 18" x 1134" x 12" or 18" x 1140" x 12" or 18" x 1146" x 12" or 18" x 1152" x 12" or 18" x 1158" x 12" or 18" x 1164" x 12" or 18" x 1170" x 12" or 18" x 1176" x 12" or 18" x 1182" x 12" or 18" x 1188" x 12" or 18" x 1194" x 12" or 18" x 1200" x 12" or 18" x 1206" x 12" or 18" x 1212" x 12" or 18" x 1218" x 12" or 18" x 1224" x 12" or 18" x 1230" x 12" or 18" x 1236" x 12" or 18" x 1242" x 12" or 18" x 1248" x 12" or 18" x 1254" x 12" or 18" x 1260" x 12" or 18" x 1266" x 12" or 18" x 1272" x 12" or 18" x 1278" x 12" or 18" x 1284" x 12" or 18" x 1290" x 12" or 18" x 1296" x 12" or 18" x 1302" x 12" or 18" x 1308" x 12" or 18" x 1314" x 12" or 18" x 1320" x 12" or 18" x 1326" x 12" or 18" x 1332" x 12" or 18" x 1338" x 12" or 18" x 1344" x 12" or 18" x 1350" x 12" or 18" x 1356" x 12" or 18" x 1362" x 12" or 18" x 1368" x 12" or 18" x 1374" x 12" or 18" x 1380" x 12" or 18" x 1386" x 12" or 18" x 1392" x 12" or 18" x 1398" x 12" or 18" x 1404" x 12" or 18" x 1410" x 12" or 18" x 1416" x 12" or 18" x 1422" x 12" or 18" x 1428" x 12" or 18" x 1434" x 12" or 18" x 1440" x 12" or 18" x 1446" x 12" or 18" x 1452" x 12" or 18" x 1458" x 12" or 18" x 1464" x 12" or 18" x 1470" x 12" or 18" x 1476" x 12" 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1764" x 12" or 18" x 1770" x 12" or 18" x 1776" x 12" or 18" x 1782" x 12" or 18" x 1788" x 12" or 18" x 1794" x 12" or 18" x 1800" x 12" or 18" x 1806" x 12" or 18" x 1812" x 12" or 18" x 1818" x 12" or 18" x 1824" x 12" or 18" x 1830" x 12" or 18" x 1836" x 12" or 18" x 1842" x 12" or 18" x 1848" x 12" or 18" x 1854" x 12" or 18" x 1860" x 12" or 18" x 1866" x 12" or 18" x 1872" x 12" or 18" x 1878" x 12" or 18" x 1884" x 12" or 18" x 1890" x 12" or 18" x 1896" x 12" or 18" x 1902" x 12" or 18" x 1908" x 12" or 18" x 1914" x 12" or 18" x 1920" x 12" or 18" x 1926" x 12" or 18" x 1932" x 12" or 18" x 1938" x 12" or 18" x 1944" x 12" or 18" x 1950" x 12" or 18" x 1956" x 12" or 18" x 1962" x 12" or 18" x 1968" x 12" or 18" x 1974" x 12" or 18" x 1980" x 12" or 18" x 1986" x 12" or 18" x 1992" x 12" or 18" x 1998" x 12" or 18" x 2004" x 12" or 18" x 2010" x 12" or 18" x 2016" x 12" or 18" x 2022" x 12" or 18" x 2028" x 12" or 18" x 2034" x 12" or 18" x 2040" x 12" or 18" x 2046" x 12" 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2334" x 12" or 18" x 2340" x 12" or 18" x 2346" x 12" or 18" x 2352" x 12" or 18" x 2358" x 12" or 18" x 2364" x 12" or 18" x 2370" x 12" or 18" x 2376" x 12" or 18" x 2382" x 12" or 18" x 2388" x 12" or 18" x 2394" x 12" or 18" x 2400" x 12" or 18" x 2406" x 12" or 18" x 2412" x 12" or 18" x 2418" x 12" or 18" x 2424" x 12" or 18" x 2430" x 12" or 18" x 2436" x 12" or 18" x 2442" x 12" or 18" x 2448" x 12" or 18" x 2454" x 12" or 18" x 2460" x 12" or 18" x 2466" x 12" or 18" x 2472" x 12" or 18" x 2478" x 12" or 18" x 2484" x 12" or 18" x 2490" x 12" or 18" x 2496" x 12" or 18" x 2502" x 12" or 18" x 2508" x 12" or 18" x 2514" x 12" or 18" x 2520" x 12" or 18" x 2526" x 12" or 18" x 2532" x 12" or 18" x 2538" x 12" or 18" x 2544" x 12" or 18" x 2550" x 12" or 18" x 2556" x 12" or 18" x 2562" x 12" or 18" x 2568" x 12" or 18" x 2574" x 12" or 18" x 2580" x 12" or 18" x 2586" x 12" or 18" x 2592" x 12" or 18" x 2598" x 12" or 18" x 2604" x 12" or 18" x 2610" x 12" or 18" x 2616" x 12" 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