

**Town of Gorham  
Minor Site Plan Review Meeting  
November 1, 2023**

Minor Site Plan Review: Casco Federal Credit Union – a request for minor site plan review of a 1,600 sq. ft. addition with removal of a portion of the associated infrastructure at 375 Main Street. Zoned Office-Residential (OR), Map 109, Lot 10-6. The applicant is represented by Andrew Morrill, P.E. of BH2M.

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**PROJECT TRACKING**

| <b>DESCRIPTION</b>     | <b>COMMENTS</b> | <b>STATUS</b>           |
|------------------------|-----------------|-------------------------|
| Minor Site Plan Review |                 | <b>November 1, 2023</b> |

## 1. OVERVIEW

The applicant is requesting minor site plan review of a 1,600 sq. ft. addition with removal of a portion of the associated infrastructure at 375 Main Street.

The applicant is represented by Andrew Morrill, P.E. of BH2M.

## 2. ITEMS OF NOTE

Staff has included aerial photographs for the committee's review of the project. The aerial photographs are from Google Earth.



Casco Federal Credit Union - Minor Site Plan Review  
375 Main Street – Bank Addition  
M109 L10.006



**3. STAFF REVIEW**

**Planning Department: 10/23/2023**

- Financial capacity needs to be shown or a waiver requested.
- Site plan needs a signature block.
- There is a pedestrian easement and a 5 foot trail for the Village Green subdivision that should be added in the open space/access to site?
- Chapter 2 Section 2-5 F – “Sidewalks may also be required, for the safety and convenience of the public, by the Planning Board or Site Plan Review Committee for major and minor developments located along arterial and collector streets and which are within reasonable distance of the existing sidewalk network.” The sidewalk is within 200 feet of this parcel.
- No clear information about stormwater. Please provide a description of any changes.
- 1) All exterior lighting will be designed and shielded to avoid undue adverse impact on neighboring properties and rights-of-way. 2) Lighting shall be provided, at a minimum, in the following areas: a. Entrances to facilities and recreation areas; b. Street intersections; c. Pedestrian crossings; and d. Entrance roads. Please provide a lighting plan for review.
- The development plan will provide for landscaping to define street edges, break up parking areas, soften the appearance of the development and protect abutting properties from adverse impacts of the development. Please provide a landscaping plan for review.
- All principal buildings and structures for non-residential purposes shall be of a traditional New England Village design to be compatible with the predominant scale and character of the existing Gorham Village architecture. Please provide an architectural rendering for review.

**Fire Department:** 10/05/2023

I have reviewed the submitted plans for Credit Union stamped Dated 10-02-2023

The Building needs to have State Building Permit from the State of Maine. A stamped approved set of plans (All Pages Stamped approved) submitted to the Fire Chief’s Office prior to start of Construction.

The building shall meet NFPA 101 and NFPA 1 pertaining to this Building use.

Natural Gas? Ballads protecting the Meter

May have more requirements as this moves through the progress

**Code Department:** No comments

**Public Works Department:** No comments

**Town Engineer:** No comments

**Stormwater:** 10/12/2023

Stormwater comments for this project are as follows:

1. While not a requirement, the Town would like the applicant to consider utilizing Low Impact Development techniques. If the applicant chooses not to implement LID practices, please show why this is not feasible for this project.
2. A reminder that the Winter Construction season begins **October 15th and runs through May 1st**. Please refer to the Maine DEP's Erosion and Sediment Control Practices Field Guide for Contractors for specific requirements during winter construction.

Thank you,

Ethan Moskowitz  
Stormwater Compliance Officer/ GIS Technician

**Abutter Comments:**

**Gary Smith 10/18/2023**

Carol,

It was nice to chat with you yesterday regarding the 375 Maine St project. As you know, my concerns regarding the project relate to night lighting and its effect on our neighborhood. In addition, the location and easy access to the dumpsters in their parking lot has become a problem. Both dumpsters were always unlocked and members of the public have been taking advantage. I checked yesterday and noticed one now has a lock.

My hope is that any night lighting will be directed downward and/or away from our neighborhood to the south of the parking lot. I am also hopeful that the dumpsters will be placed inside a fenced-in area in an obscure and secure location. Thank you very much.

Gary L Smith  
19 Town Common  
Gorham, Maine

**GORHAM SITE PLAN COMMITTEE  
MINOR SITE PLAN REVIEW  
FINDINGS OF FACT**

**For**

**CASCO FEDERAL CREDIT UNION – CONSTRUCTION OF A 1,600 SQ. FT.  
ADDITION WITH ASSOCIATED INFRASTRUCTURE**

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**NOVEMBER 1, 2023**

Applicant(s): Casco Federal Credit Union

Property Owner(s): Casco Federal Credit Union

Property: The lot is identified as Tax Map 109, Lot 10-6, consists of approximately 64,940 sq. ft. and is located 375 Main Street.

Consultant(s): Andrew Morrill, P.E. of BH2M

Project Description: The applicant is seeking approval to construct a 1,600 sq. ft. addition with associated infrastructure.

Site Description: The site currently contains a building, parking, lawn, scrub and canopy trees.

Applicability: The applicant’s proposal requires site plan review because it involves construction of a non-residential facility.

Zoning: Office Residential (OR) which allows financial institutions.

Variances: None requested.

Waivers: None requested.

The project plans and other documents considered to be a part of the approval by the Site Plan Review Committee in this ruling consist of the following:

The plans (the plans), prepared by Andrew Morrill, P.E. of BH2M consist of the following:

|   |
|---|
| Sheet 1 – Administrative Site Plan, Dated 6/2023; Revised through 9/28/2023; Received 10/02/2023<br>Sheet 2 – Details, Dated 9/2023; Revised through 9/28/2023; Received 10/02/2023 |
|---|

Other documents submitted consist of the following:

Minor Site Plan Review Application – 10/02/2023  
Financial and Technical Capacity -

Planning Department – 10/23/2023  
Fire Department – 10/05/2023  
Code Office – NA  
Public Works Department – NA  
Abutters Comments – Gary Smith 10/18/2023

**NOW THEREFORE**, based on the entire record before the Committee and pursuant to the applicable standards set out in the Land Use and Development Code of the Town of Gorham, the Committee makes the following factual findings.

## **FINDINGS OF FACT**

### **CHAPTER 4, SECTION 9 – Approval Criteria and Standards**

**Note: (This section is modified for brevity. See the current Land Use and Development Code for exact wording.)**

- A. Utilization of the Site** - The plan for the development will reflect the natural capabilities of the site to support development.

The applicant is proposing to construct a 1,600 sq. ft. addition to an existing building with associated infrastructure. The lot is 64,940 sq. ft. with building, parking, lawn, shrub, canopy trees and is relatively flat.

Developed areas will be in areas void of wetland and other naturally sensitive areas.

*Finding: The plan for development reflects the natural capabilities of the site to support the development.*

- B. Access to the Site** – Vehicular access to the site will be on roads which have adequate capacity to accommodate the additional traffic generated by the development.

The site is accessed from Main Street, which has the capacity to handle any additional vehicle trips during construction of the addition.

There will be no addition of vehicles entering and leaving the site during operation of the facility after the addition is constructed. The current number of vehicle trips entering and existing the site on a daily basis is 50.

*Finding: Main Street has the capacity to accommodate the traffic generated by the additional development.*

- C. Access into the Site** – Vehicular access into the development will provide for safe and convenient access.

The existing driveway access to the site is from Main Street.

The grade of any proposed drive or street will be a -2.0% for a minimum of five (5) feet from the existing pavement edge or to the centerline of the existing drainage swale. From the above control point, a grade of not more than -3% shall be required for a minimum of two (2) car lengths or forty (40) feet.

*Finding: The vehicular access into the development provides for safe and convenient access.*

- D. Internal Vehicular Circulation** – The layout of the site will provide for the safe movement of passenger, service and emergency vehicles through the site.

There is no change proposed for the internal circulation of the site.

*Finding: This standard does not apply.*

- E. Pedestrian Circulation** - The development plan will provide for a system of pedestrian circulation within and to the development.

Sidewalks are located on the same side of Main Street at crossing at the traffic signal that is within 200 feet of the parcel.

*Finding:*

- F. Storm water Management** - Adequate provisions will be made for the disposal of all storm water collected on streets, parking areas, roofs or other impervious surfaces through a storm water drainage system and maintenance plan which will not have adverse impacts on abutting or downstream properties:

*Finding: Adequate provisions are made for the disposal of all stormwater collected on the site through a stormwater drainage system which will not have an adverse impact on abutting or downstream properties.*

- G. Erosion Control** - For all projects, building and site designs and roadway layouts will fit and utilize existing topography and desirable natural surroundings to the fullest extent possible.

Sheet 2, Details, states that erosion control will be silt fencing around the area of construction. Sheet 1, Site Plan, shows the location of the silt fencing.

*Finding: The project will fit and utilize existing topography and desirable natural surroundings to the fullest extent possible.*



**H. Water Supply** - The development will be provided with a system of water supply that provides each use with an adequate supply of water meeting the standards of the State of Maine for drinking water.

The building is served by an 8 inch public watermain located in Main Street and in the access drive.

*Finding: The development is provided with an adequate supply of water.*

**I. Sewage Disposal** - A sanitary sewer system will be installed at the expense of the developer if the project is located within a sewer service area as identified by the sewer user ordinance. The Site Plan Review Committee or Planning Board may allow individual subsurface waste disposal systems to be used where sewer service is not available.

The building is served by a public sewer main located in Main Street.

*Finding: The development is provided with public sewer.*

**J. Utilities** - The development will be provided with electrical and telephone service adequate to meet the anticipated use of the project.

Underground electric and telephone are existing to the building. Overhead three phase power exists along Main Street.

*Finding: The development will be served with electrical and telephone service adequate to meet the anticipated use of the project.*

**K. Natural Features** - The landscape will be preserved in its natural state insofar as practical by minimizing tree removal, disturbance and compaction of soil, and by retaining existing vegetation insofar as practical during construction.

The proposed addition does not require any tree or landscaping removal other than grass.

Invasive species shall not be utilized on site.

*Finding: The landscape and natural features will be preserved in their natural state to the greatest extent possible.*

**L. Groundwater Protection** - The proposed site development and use will not adversely impact either the quality or quantity of groundwater available to abutting properties or public water supply systems.

The development will not be removing groundwater from the area nor is it proposing to utilize any adverse products that would contaminate the groundwater.

*Finding: The site development and use will not adversely impact either the quality or quantity of groundwater available to abutting properties or public water supply systems.*

- M. Exterior Lighting** - The proposed development will provide for adequate exterior lighting to provide for the safe use of the development in nighttime hours.

All exterior lighting will be designed and shielded to avoid undue adverse impact on neighboring properties and rights-of-way.

Finding: This standard does not apply.

- O. Waste Disposal** - The proposed development will provide for adequate disposal of solid wastes and hazardous wastes.

There will be no hazardous waste used or produced at this site. There will be no solid waste other than during construction produced at this site.

*Finding: This standard does not apply.*

- P. Landscaping** - The development plan will provide for landscaping to define street edges, break up parking areas, soften the appearance of the development and protect abutting properties from adverse impacts of the development.

Invasive species shall not be utilized on site.

*Finding: The development plan provides for landscaping that will soften the appearance of the development and protect abutting properties from adverse impacts of development.*

- Q. Shoreland Relationship** - The development will not adversely affect the water quality or shoreline of any adjacent water body. The development plan will provide for access to abutting navigable water bodies for the use of occupants of the development.

The lot is not located in the Shoreland Overlay District.

*Finding: The development will not adversely affect the water quality or shoreline of any adjacent water body.*

- R. Technical and Financial Capacity** - The applicant has demonstrated that he has the financial and technical capacity to carry out the project in accordance with this Code and the approved plan.

The applicant has hired BH2M and Great Falls Construction to assist in the site plan and construction preparation.

Financial capacity has not been shown.

*Finding: The applicant has demonstrated it has the financial and technical capacity to carry out the project in accordance with the Code and the approved plan.*

- S. Buffering** - The development will provide for the buffering of adjacent uses where there is a transition from one type of use to another use and to screen service and storage areas. The buffer areas required by the district regulations will be improved and maintained.

The southern portion of the parcel is residential in nature and is buffered.

*Finding: The development will provide for the buffering of adjacent uses where there is a transition from one type of use to another use and to screen service and storage areas.*

- T. Noise** - The applicant has demonstrated that the development will comply with the noise regulations listed in Table 1 – *Sound Level Limits* and the associated ordinances.

The use of the site is required to meet the following required noise regulations:  
Daytime Levels of 60 dBA and 50 dBA nighttime as outlined under this section.

*Finding: The use of the site will comply with the noise regulations listed in Table 1 – Sound Level Limits and associated noise ordinances.*

## **CHAPTER 2, General Standards of Performance**

**Note: Only those sections that ARE NOT DUPLICATIVE OF SITE PLAN REVIEW STANDARDS are listed with findings below.**

### **Section 2-1 Environmental**

#### **Floodplain Management**

*Finding: This site is not located within a special flood hazard zone.*

#### **Shoreland Area protection**

*Finding: This site is not located within a shoreland protection area.*

#### **Air Pollution**

This project will not emit toxic, odoriferous emissions and shall comply with all State of Maine requirements.

*Finding: The project meets the requirements for the standards of this section.*

### **Section 2-2 Parking, Loading, and Traffic**

**A. Off-street parking standards**

**Finding:**

**Section 1-14 Office Residential District**

**F. PERFORMANCE STANDARDS**

The performance standards contained in Chapter 2 of this Code shall be fully observed, with the following additional restrictions or allowances to be placed on uses within this district.

1) No portion of lot in front of the front building line shall be used for off-street parking, service, or loading.

As shown on the site plan dated June 2023, the existing parking is located to the rear of the building.

Finding: *The project meets the requirements for the standards of this section.*

2) All new non-residential uses shall be supplied with public water service.

As stated in the application and shown on the site plan, the existing building is supplied by public water.

Finding: *The project meets the requirements for the standards of this section.*

3) All lots that generate a design sewerage flow, calculated in accordance with the Maine State Plumbing Code, of more than 3,000 gallons per day shall be serviced by public sewer.

This building does not generate more than 3,000 gallons per day.

Finding: *This requirement does not apply.*

4) The Planning Board may waive or reduce the off-street parking requirements of Chapter 2, Section 2-2, Subsection A of this Code if:

- a) An existing building is being converted to another permitted or special exception use,
- or
- b) Adequate off-street parking is available in public or cooperative off-street parking facilities within 300 feet of the site.

There is sufficient existing parking for this use.

*Finding: This requirement does not apply.*

5) Any parking lot shall have a maximum of 32 parking spaces. Adjacent parking lots shall be separated by a landscaped buffer strip at least 25 feet wide.

The existing parking lot has 43 parking spaces.

*Finding: This is an existing condition.*

6) No portion of a required rear or side yard may be used for parking if such yard abuts a residential zone or use.

The existing parking lot is within the side yards.

*Finding: This is an existing condition.*

7) For non-residential uses, the required front setback, side yard, and rear yard shall be maintained as landscaped buffer areas. These areas shall be vegetated and designed to minimize any adverse effects on aesthetic or environmental qualities as perceived by abutting properties and the public, and to screen or mitigate the appearance of such non-residential uses. No building, parking, or service areas are to be located in the buffer areas. Access roads may cross buffer areas to provide access to and from a street but shall be designed to minimize the disruption of the buffer areas. No parking shall be permitted along the segment of an access road that crosses a buffer area. Where principal structure(s) in non-residential use would occur on the same lot with principal structure(s) in residential use, such structures shall be separated by a minimum of 35 linear feet of landscaped buffer area.

*Finding:*

8) Projects involving more than one principal building shall provide an internal circulation system to minimize entrances to the project.

This project contains only one principal building.

*Finding: This requirement does not apply.*

9) To minimize vehicle turning conflicts and traffic congestion, the Planning Board may require that entrances to uses in this district be combined to the maximum extent possible.

As shown on the site plan, there is one access drive off of Main Street and two existing entrances from the access drive off Main Street to this parcel.

*Finding: Vehicle turning conflicts and traffic congestion is kept to a minimum for this project.*

10) To minimize vehicle turning conflicts and traffic congestion, the Planning Board may limit each building to one point of street entrance and exit at a point determined by the Board.

As shown on the site plan, there is one access drive off of Main Street and two existing entrances from the access drive off Main Street to this parcel.

*Finding: Vehicle turning conflicts and traffic congestion is kept to a minimum for this project.*

11) No new access road shall be created that will provide vehicular access to Main Street from property lacking Main Street frontage.

No new access is proposed.

*Finding: This requirement does not apply.*

12) All new non-residential uses, if subject to site Plan Review under Chapter 4 of this Code, shall also be subject to review by a local Architectural Review Board, from the time such a Board has been established.

This is not a new non-residential use.

*Finding: This requirement does not apply.*

13) All principal buildings and structures for non-residential purposes shall be of a traditional New England Village design to be compatible with the predominant scale and character of the existing Gorham Village architecture.

*Finding*

**NOW THEREFORE** on **xx of xx**, 2023, the Site Plan Review Committee adopts the Findings of Fact herein, and based on these Findings that the proposed project will have no significant

detrimental impact. The Site Plan Committee hereby votes to grant Administrative Review approval to Casco Federal Credit Union.

**CONDITIONS OF APPROVAL**

1. That this approval is dependent upon, and limited to, the proposals and plans contained in this application and supporting documents submitted and affirmed by the applicants and that any variation from the plans, proposals and supporting documents is subject to review and approval by the Site Plan Review Committee, except for minor changes which the Town Planner may approve.
2. That prior to the commencement of construction of the site plan, the applicant is responsible for obtaining all required local, state and federal permits;
3. That the applicant shall provide property line information and site information in auto-CAD format to the Town Planner prior to the pre-construction meeting;
4. Any staff and peer review comments shall be addressed prior to the Site Plan Review Committee Chair signing the plans;
5. The map and lot numbers shall be listed in the bottom right corner of all pages of the plan set;
6. That any proposed use on the site shall meet the sound level requirements outlined under Chapter 4, Section 9, T. Noise;
7. The applicant shall provide a performance guarantee for an amount adequate to cover 150% of the total construction costs of all required improvements located off private property and located on public property and/or rights-of-ways. Off-site improvements are required to have performance guarantees in place prior to the final plan or Decision Document being released for recording at the Registry of Deeds.
8. The applicant shall provide a performance guarantee for an amount adequate to cover 125% of the total construction costs of all remaining site improvements not completed prior to issuance of a temporary or final occupancy permit.
9. That prior to the commencement of any site improvements, the applicant and the design engineer shall arrange a pre-construction meeting with the Town's Review Engineer, Public Works Director, Fire Chief, Code Enforcement Officer and the Town Planner to review the proposed schedule of improvements, conditions of approval, and site construction requirements;
10. That all construction and site alterations shall be carried out in conformance with the "Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices," Cumberland County Soil and Water Conservation District, Maine Department of

Environmental Protection, latest edition and in accordance with the erosion and sedimentation control information contained in the application;

11. That the Site Plan Review Committee Chair is authorized by the Site Plan Review Committee to sign the Findings of Fact on behalf of the entire Committee; and
12. That Decision Document shall be recorded at the Cumberland County Registry of Deeds within thirty (30) days of the date of written notice of approval by the Site Plan Review Committee, and a dated copy of the recorded Decision Document shall be returned to the Town Planner prior to the pre-construction meeting or issuance of building permit.

**SO APPROVED BY THE GORHAM SITE PLAN REVIEW COMMITTEE CHAIR ON THE XTH DAY OF X, 2023.**

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Carolyn Eyerman, Town Planner

**Proposed Motions:**

**SITE PLAN APPROVAL:**

**Move to grant minor site plan approval for a 1,600 sq. ft. addition located on Main Street on Map 109 Lot 10-6 in the Office Residential (OR) zoning districts, based on the Findings of Fact as written by the Town Planner (and modified and conditioned by the Site Plan Review Committee).**

**TO POSTPONE APPROVAL:**

**Move to postpone further review of a for a 1,600 sq. ft. addition located on Main Street on Map 109 Lot 10-6 in the Office Residential (OR) zoning districts, request for site plan approval pending responses to remaining issues (and revisions to the plans).**