

**Town of Gorham
Minor Site Plan Review Meeting
February 22, 2023**

Northland Enterprises, LLC. has submitted a Minor Site Plan Review Application for the Town of Gorham Industrial Park – West Campus, off Cyr Drive. The applicant is requesting approval to construct an 80,000 sf building and 112,120 sf of additional impervious area for a food distribution and office facility. Zoned Industrial, Map 29, Lot 1. The applicant is represented by Shawn Frank, P.E., of Sebago Technics, Inc.

INDEX OF PACKET ENCLOSURES	
DESCRIPTION	PAGE NUMBER
1. Overview	2
2. Items of Note	2
3. Aerial Photo	2-3
4. Staff Review	3-7
5. Findings of Fact	8-15
6. Conditions of Approval and Motions	15-17

PROJECT TRACKING

DESCRIPTION	COMMENTS	STATUS
Minor Site Plan Review		February 22, 2023

1. OVERVIEW

The applicant is requesting site plan review of a 80,000 sq. ft. industrial building with associated infrastructure on Lot 1 in the Gorham Industrial Park West Campus on Cyr Drive. The industrial park subdivision was approved by the Planning Board on February 6, 2023.

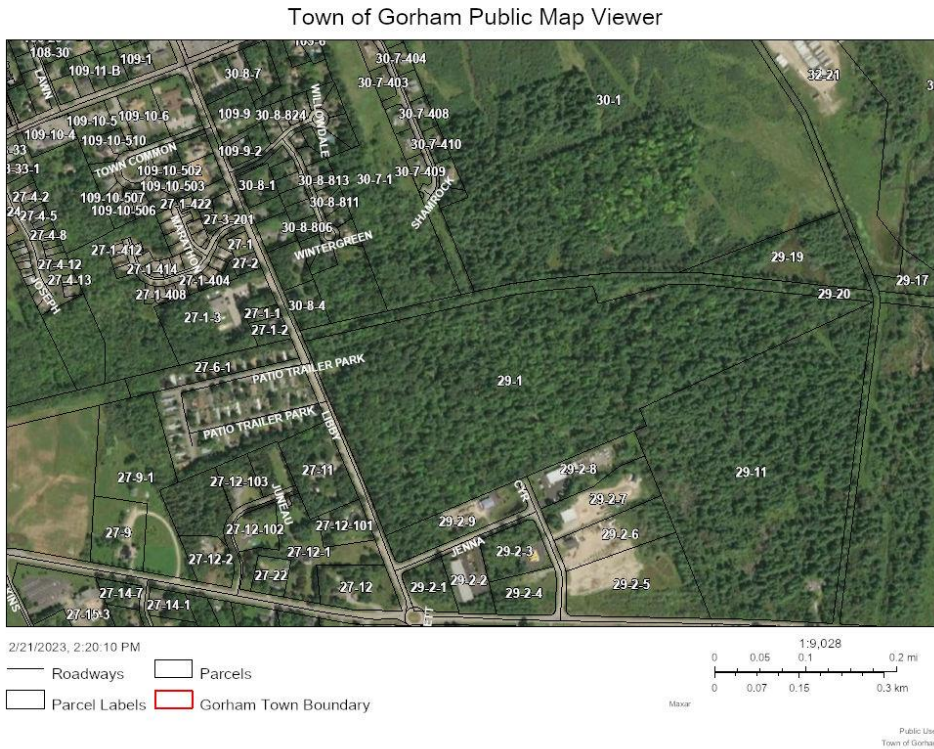
The applicant is represented by Shawn Frank, P.E., with Sebago Technics, Inc.

2. ITEMS OF NOTE

- The proposed development is equal in square footage to that approved in the Gorham Industrial Park West subdivision plans, meeting the condition to proceed through minor site plan review.
- The subdivision plan needs to be recorded as a condition of approval for this project.
- Sheet 3 of 14 in the site plans (Overall Site Plan) shows that the Planning Board can grant a 50 foot reduction in the residential buffer, which is incorrect.
- The Town of Gorham has not received the Site Location of Development or NRPA Westland Alteration Permits for the Gorham Industrial Park West Campus from Maine Department of Environmental Protection. The applicant should address their progress on obtaining these final permits.
- Sidewalks need to be added to the development from Cyr Drive.
- A photometric lighting plan was not included in the plan set, and should be provided.

3. AERIAL PHOTO

Staff has included an aerial photograph for the committee's review of the project. The aerial photograph is from the Town of Gorham GIS.



4. STAFF REVIEW

Planning Department: 02/21/2023

- Grade for the first 5' of the driveway entrance is supposed to be 2% or less
- Check size of the sewer line in Cyr Drive – The plans show an 8" line connected into a 6" one. Also appreciation "SAN" is used but not defined.
- Electric utility connection is not clearly marked.
- Canopy trees are not shown along Cyr Drive
- Sheet 8 should include required landscaped buffer. Ideally this would utilize existing tree line. It should also include a note regarding use of non-invasive species.

Fire Department: 02/02/2023

02/02/2023 Written Comments:

Gorham Fire Department

Ken Fickett, Fire Chief
Telephone (207) 222-1643

Central Station, 270 Main Street, Gorham, ME 04038-1582
Fax (207) 839-7753

MEMO

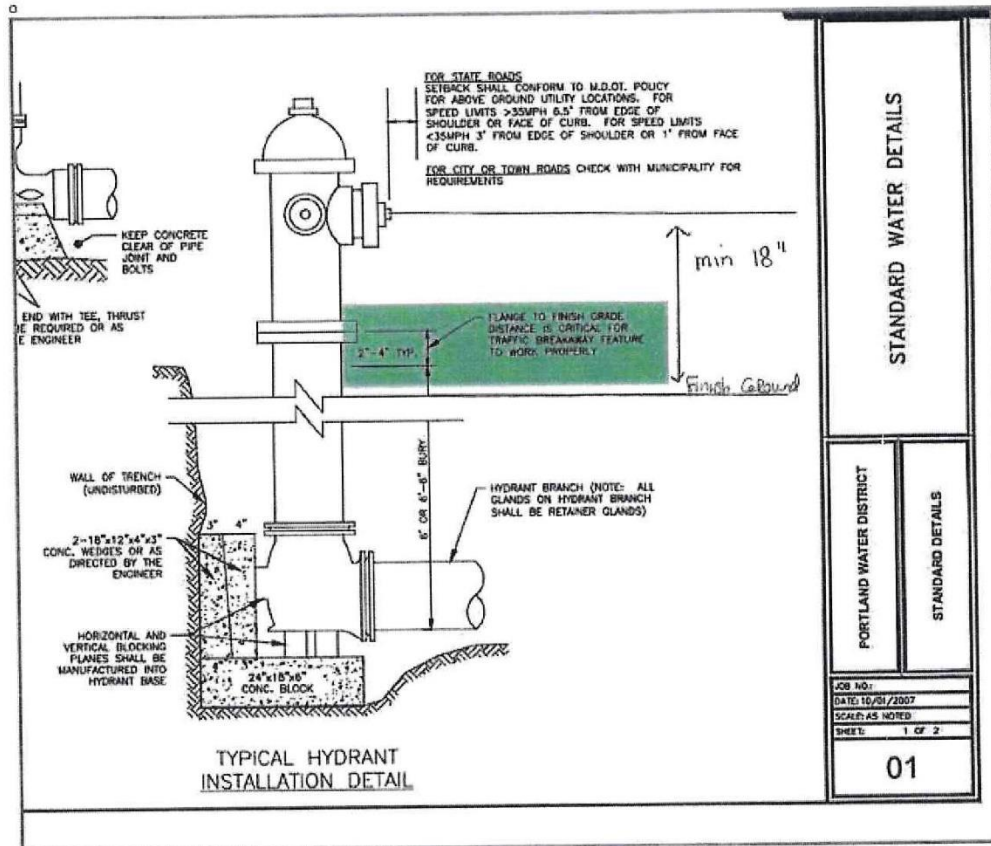
Date: **2-2-2023**
To: **CAROL EYERMAN TOWN PLANNER**
Cc: **Breanna Freeman**
From: **Chief Fickett**
RE: **Map 29 Lot 1**

I have reviewed the Plans dated Jan. 13, 2023

Private hydrants

The fire hydrant(s) shall have a final height of not less than 2 inches and no greater than 4 inches from break away flange to grade and no obstruction shall be located within 10 feet of the perimeter. The installation of the fire hydrant(s) shall be inspected and accepted/ approved by the GFD and the Portland Water District. The hydrant(s) shall be inspected for compliance and flow tested by an authority acceptable to the Portland Water District prior to issuance of the final Certificate of Occupancy. The fire hydrant(s) shall be maintained in accordance with NFPA 1 and NFPA 24 by the developer, Homeowners Association or Condominium Association as applicable, this will include checking and clearing of snow during the winter.

See page 2 Also Attached.



- NFPA 24 Hydrant Installation Standards

- o Focus is usability by Fire Service
- o May well be what Gorchams Ordinances are based on.
- o Can be impacted by changes in grade over time due to road and drainage work. I am pretty sure we have worked with the Fire Department to adjust a number of them over time.

7.3 Installation.

7.3.1* Hydrants shall be installed on flat stones, concrete slabs or other approved materials.

7.3.2 Small stones or an approved equivalent shall be provided about the drain.

7.3.2.1 Where soil is such that the hydrants will not drain properly with the arrangement specified in 7.3.2, or where groundwater stands at levels above that of the drain, the hydrant drain shall be plugged before installation.

7.3.2.1.1* Hydrants with drain plugs shall be marked to indicate the need for pumping out after usage.

7.3.3* The center of a hose outlet shall be no less than 18 in. (450 mm) above final grade.

7.3.3.1 The center of a hose outlet shall not be more than 36 in. (900 mm) above final grade.

7.3.3.2 The center of a hose outlet located in a hose house shall not be less than 12 in. (300 mm) above the floor.

7.3.4 Hydrants shall be restrained in accordance with the requirements of Chapter 10.

7.3.5 Hydrants shall be protected if subject to mechanical damage, in accordance with the requirements of Chapter 10.



Form: No Form, see notes

Gorham Fire Department

Occupancy: **Northland Enterprises LLC.**
 Occupancy ID: **1001398**
 Address: **Cyr DR**
Gorham ME 04038

Inspection Type: **Plan Review**
 Inspection Date: **2/2/2023** By: **Fickett, Kenneth A. (000400)**
 Time In: **14:00** Time Out: **14:44**
 Authorized Date: **02/02/2023** By: **Fickett, Kenneth A. (000400)**
 Next Inspection Date: **No Inspection Scheduled**

Inspection Topics:

Additional Time Spent on Inspection:

Category	Start Date / Time	End Date / Time
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Notes: No Additional time recorded

Total Additional Time: 0 minutes
Inspection Time: 44 minutes
Total Time: 44 minutes

Summary:

Overall Result: Passed with Comments
Inspector Notes: 1. Send them the Hydrant install paper work.

02/08/2023 Verbal fire dept. comments provided at Project Review Meeting:

- On sheet 7 of 14, Utility Plan, private hydrant relocated from south side of the north entrance drive to the north side of the north entrance drive
- Access drive for emergency vehicles should be provided on the north side of the building to access the rear of the building. The access may be provided using permeable pavers or other suitable material.

Code Department: No comments.

Public Works Department: 02/21/2023:

The campus west, if 1a is built and to be maintained by DPW we would like some sort of turn around.

Abutter Comments: No comments.

DRAFT

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

For

**LOT 1, GORHAM INDUSTRIAL PARK WEST CAMPUS – CONSTRUCTION OF A
80,000 SQ. FT. BUILDING AND ASSOCIATED INFRASTRUCTURE**

February 22, 2023

Applicant(s): Northland Enterprises, LLC 17 South Street, FL 3 Portland, ME 04101

Property Owner(s): Town of Gorham, 75 South Street Suite 1, Gorham, ME 04038

Property: The lot is identified as Tax Map 29, Lot 1, consists of approximately 15.52 acres and is located at Lot 1, Gorham Industrial Park West Campus off Cyr Drive.

Consultant(s): Shawn Frank, P.E. of Sebago Technics, Inc.

Project Description: The applicant is seeking approval to construct a 80,000 square foot building with associated infrastructure.

Site Description: The site currently consists of undeveloped woodland.

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

Zoning: Industrial (I) which allows office buildings; warehousing, and wholesale business.

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 Shawn Frank, P.E., of Sebago Technics Inc. consist of the following:

Sheet 1 – Cover Sheet: Dated, 04/28/2022; Revised through, 01/13/2023; Received, 01/13/2023
Sheet 2 – Notes and Legend: Dated, 04/28/2022; Revised through, 01/13/2023; Received, 01/13/2023
Sheet 3 – Overall Site Plan: Dated, 04/28/2022; Revised through, 01/13/2023; Received, 01/13/2023
Sheet 4 – Site Plan: Dated, 04/28/2022; Revised through, 01/13/2023; Received, 01/13/2023

Sheet 5 – Grading Plan: Dated, 04/28/2022; Revised through, 01/13/2023; Received, 01/13/2023
Sheet 6 – Grading - Front Entrance: Dated, 04/28/2022; Revised through, 01/13/2023; Received, 01/13/2023
Sheet 7 - Utility Plan: Dated, 04/28/2022; Revised through, 01/13/2023; Received, 01/13/2023
Sheet 8 – Overall Landscaping Plan: Dated, 04/28/2022; Revised through, 01/13/2023; Received, 01/13/2023
Sheet 9 – Enlarged Landscaping Plan: Dated, 04/28/2022; Revised through, 01/13/2023; Received, 01/13/2023
Sheet 10 – Erosion Control Notes: Dated, 04/28/2022; Revised through, 01/13/2023; Received, 01/13/2023
Sheet 11 – Details 1: Dated, 04/28/2022; Revised through, 01/13/2023; Received, 01/13/2023
Sheet 12 – Details 2: Dated, 04/28/2022; Revised through, 01/13/2023; Received, 01/13/2023
Sheet 13 – Details 3: Dated, 04/28/2022; Revised through, 01/13/2023; Received, 01/13/2023
Sheet 14 - Details 4: Dated, 04/28/2022; Revised through, 01/13/2023; Received, 01/13/2023
Sheet A – Architectural Plans (5 pages): Dated, None; Received, 01/13/2023

Other documents submitted consist of the following:

Site Plan Review Application – 01/12/2023
Site Plan – 01/13/2023
Construction Schedule -
Financial and Technical Capacity – 01/06/2023
Portland Water District – Ability to Serve -
Central Maine Power - Ability to Serve -
Stormwater Management Report –
Planning Department Comments – 02/21/2023
Fire Department Comments – 02/02/2023; 02/08/2023
Public Works Comments – 02/21/2023
Code Department Comments – No Comments.
Abutters Comments – No Comments.

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 80,000 square foot building with associated parking, driveway, sidewalk, and dumpster. The lot is 15.52 acres on undeveloped woodland with a moderate slope on the proposed development location, with a steep slope in the rear of the developed area. Ledge located on the western edge of the site will be removed, creating an exposed 10' to 15' exposed face.

The development 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 Cyr Drive, which is off of New Portland Road.

The total number of AM peak hour vehicle trips will be thirty-seven (37). The total number of PM peak hour vehicle trips will be thirty-six (36) based on Institute of Traffic Engineers (ITE) Trip Generation Manual.

Finding: New Portland Road and Libby Avenue both have the capacity to accommodate the traffic generated by the development.

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

The site will be accessed from two driveways located on an extension of Cyr Drive.

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 are two proposed access driveways to allow ingress and egress that will provide a clear route for delivery vehicles, emergency vehicles, and does not allow backing into the street. Snow storage is provided.

Pedestrian access is provided only along the front areas of the building.

Finding: The layout of the site will provide for the safe movement, service and emergency vehicles through the site.

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

Pedestrian access is provided along the front and side of the building. A pedestrian connection should be added between the building and the planned sidewalk along Cyr Drive.

Finding: The development plan provides for a system of pedestrian circulation within the development.

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:

The applicant states in the written materials that stormwater from the proposed development is routed to connect to the municipal system proposed within Cyr Drive for treatment and detention.

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.

The erosion control plan and notes, Sheets 5,6, 10 and 11 give details on the erosion control mechanisms that will be utilized.

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 site will be supplied with public water via a 4" domestic service line and 8" fire service line, connected to a 12" water line on Cyr Drive, as shown on Sheet 7 of 14.

An ability to serve letter dated _____ was submitted from the Portland Water District.

Finding: The development provides a system of water supply that provides for an adequate supply of water meeting the standards of the State of Maine for drinking 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 site will be supplied with public sewer via a 8” sanitary line, which will be connected to a 6” service stub in Cyr Drive.

An ability to serve letter dated _____ was submitted from the Portland Water District.

Finding: The development provides for adequate sewage disposal for the anticipated use of the site.

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

Sheet 7 of 14, Utility Plan, show that the site will be supplied with gas from Cyr Drive right of way. Electric and telephone...

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.

Sheet 5 of 14 shows the grading, and sheet 8 of 14 shows landscaping.

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 and will be using the public water supply.

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 lighting shall be full-cutoff design and meet dark sky requirements while allowing for a safe environment and at entrances to facilities.

As shown on the lighting plan...

Finding: The proposed development will provide for adequate exterior lighting to provide for the safe use of the development in nighttime hours while avoiding undue adverse impact.

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

As stated by the applicant in the application materials, the applicant will contract with a licensed hauler to remove all waste and recyclables.

Finding: The proposed development provides for adequate disposal of solid wastes and hazardous wastes.

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 utilized Sebago Technics as engineer and surveyor, and Port City Architecture as the general architectural consultant.

A letter from Alex Lopes, Vice President of Bangor Savings Bank, dated January 6, 2023 showing financial capacity has been submitted.

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 area that surrounds this parcel on three sides is industrial in nature. The parcel to the west is residential and requires a 100' buffer.

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 70 dBA and 60 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 shall 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

There are One hundred and thirteen (113) parking spaces and four (4) handicapped spaces that are located on the same lot.

Finding: The parking provided meets the standards of this section.

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 Northland Enterprises, LLC.

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 all relevant conditions of approval from the subdivision approvals shall remain in effect;
4. 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;
5. Any staff and peer review comments shall be addressed prior to the Chair signing the plans
6. All waivers and variances will be listed on the plan prior to recording;
7. The owner of the lot (Map 29 Lot 1) is responsible for compliance with the Town of Gorham Stormwater Ordinance, Chapter 2 - Post Construction Stormwater Management;
8. The map and lot numbers shall be listed in the bottom right corner of all pages of the plan set;
9. That any proposed use on the site shall meet the sound level requirements outlined under Chapter 4, Section 9, T. Noise;

10. That prior to the pre-construction meeting, 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;
11. 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.
12. 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;
13. 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;
14. 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
15. That these conditions of approval must be added to the site plan and the site plan 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 site plan shall be returned to the Town Planner prior to the pre-construction meeting.
16. That this site plan approval is contingent on recording of the subdivision plan for the Gorham Industrial Park West Campus at the Cumberland County Registry of Deeds.

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

Carolyn Eyerman, Town Planner

Proposed Motions:

SITE PLAN APPROVAL:

Move to grant site plan approval for a 80,000 sq. ft. industrial project located on Lot 1 of the Gorham Industrial Park West Campus on Map 29 Lot 1 in the Industrial (I) zoning district, 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 80,000 sq. ft. industrial project located on Lot 1 of the Gorham Industrial Park West Campus on Map 29 Lot 1 in the Industrial (I) zoning district, request for site plan approval pending responses to remaining issues (and revisions to the plans).

DRAFT