

TOWN OF NORTHPORT

PLANNING BOARD MEETING

JANUARY 14, 2025

Present: Planning Board Vice-Chair Mike Parker, Planning Board Member Jim Nealey, Planning Board Member Dana Kennedy, Town Administrator James Kossuth, Secretary Patsy Littlefield, Andrew Hedrich representing Gartley & Dorsky, and Amanda Austin representing 2A Architects.

Meeting opened by Vice-Chair Mike Parker at 6:11 p.m. It was determined a quorum of 3 was present.

OLD BUSINESS: None.

**SPR New Northport Town Hall
16 Beech Hill Road
Map R6 / Lot 1**

Andrew Hedrich, civil engineer from Gartley & Dorsky, did a very brief overview of the project. We propose to remove the existing Town Office building. We will build a new 6300 sq ft building which will be attached to the Fire Station. Everything will be moved back (Fire Station remains as is). The existing Fire Station entrance will remain in place with improvements to widen the driveway and remove the troublesome well head. The area in front of the new building will have 20 parking spaces plus 12 parallel parking spaces along the road. A new septic field will be done. This will be concrete chambers in a corner of the parking area. The old septic tank will be removed. We will relocate the generators and propane tanks. The stormwater drainage will flow to a catch basin and out to the back of the property. There will be about 10-12,000 sq ft of wetland impact. We are currently working with Dept of Environmental Protection and the Army Corp of Engineers for permits for this wetland impacted area. Meetings are ongoing. There will be lighting along the face of the building. Signage will be placed at the front of the parking area.

Amanda Austin of 2A Architects described the building for clarification. The Fire department building will remain as is. On the Town Office building there will be 2 front doors and 2 back doors and a door going out to the fire station. This will be a one-story building. It will have a wood fiber finish, which is made here in Maine. The roof will be asphalt with metal aspect around south and west corners of the building.

SITE PLAN REVIEW FINDINGS OF FACT

Town of Northport 16 Beech Hill Road Map R6 / Lot 1 January 14, 2025

Section 9: Approval Standards and Criteria

9.1. Utilization of Site. MET.

35 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that there is no
36 change in existing utilization of the site. It will remain a municipal office and Fire Station. Wetlands have
37 been accounted for and compensation will be paid for impacts. The Planning Board voted **3-0 in favor** of
38 this motion.

39 **9.2. Adequacy of Road System. MET.**

40 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that the
41 existing road is adequate as no change to the amount of traffic or usage is expected. Currently daily
42 traffic count is far below the hourly capacity for the existing road. The Planning Board voted **3-0 in favor**
43 of this motion

44 **9.3. Access into Site. MET.**

45 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that the current
46 access to the site will be improved with entrance to the Town Office moved to the far end of the parking
47 lot location, providing over 100' separation between the two entrances. The new Town Office entrance
48 will comply with grade standards and provide safe access from Beech Hill Road. Site access will be
49 significantly improved by closing the open curb that currently exists at the site. This will eliminate the
50 potential for cars backing out of the parking lot onto Beech Hill Road. The Planning Board voted **3-0 in**
51 **favor** of this motion.

52 **9.4. Access-ay Location and Spacing. MET.**

53 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that the
54 entrance location has been improved to eliminate the curb cut and provide a single entrance into the
55 Town Office. The Planning Board voted **3-0 in favor** of this motion.

56 **9.5. Internal Vehicular Circulation. MET.**

57 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that the site
58 layout improves safe movement of vehicles, pedestrians and emergency vehicles used through the site.
59 Parking lot dimensions comply with the ordinance; there is a buffer along Beech Hill Road; a sidewalk is
60 provided for pedestrians next to the office building as well as a better separation between the Fire
61 Station and Town Office. The Planning Board voted **3-0 in favor** of this motion.

62 **9.6. Parking Lot Layout and Design. MET.**

63 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that the
64 proposed parking lot will contain 20 off street parking spaces and 12 on street parking spaces opposed
65 to the existing 14 spaces that are non-compliant. The Planning Boards voted **3-0 in favor** of this motion.

66 **9.7. Pedestrian Circulation. MET.**

67 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that the new
68 sidewalks proposed around the entire Town Office building as well as a paved walkway added to the side

of the Fire Station are an improvement over the current design. The Planning Board voted **3-0 in favor** of this motion.

9.8. Stormwater Management. MET.

The Board finds on motion made by Dana Kennedy and seconded by Jim Nealey that the proposed drainage patterns will undergo modifications, as stormwater runoff will continue to flow into wetland area north of the building – feeding into Shaw Brook. The channel has been determined to have sufficient capacity to accommodate stormwater runoff. Stormwater will be collected through a closed drainage system consisting of catch basins, storm drainpipes and stone trenches with perforated pipes. The stormwater management system has been designed in accordance with Maine Department of Environmental Protection Stormwater Management Best Management Practices. The Planning Board voted **3-0 in favor** of this motion.

9.9. Erosion Control. MET.

The Boards finds on motion made by Dana Kennedy and seconded by Jim Nealey that site grading will be performed in such a way to minimize erosion. Ground area open or exposed will be stabilized within 15 days of the initial disturbance of the mineral soil, and will be stabilized within 7 days of final grading. The Planning Board voted **3-0 in favor** of this motion.

9.10. Water Supply. MET.

The Board finds on motion made by Dana Kennedy and seconded by Jim Nealey that there will be no change to the Town Office’s existing water supply – a private well. The Planning Board voted **3-0 in favor** of this motion.

9.11. Sewage Disposal. MET.

The Board finds on motion made by Dana Kennedy and seconded by Jim Nealey that a new Septic System design has been prepared to replace the existing system that is currently in the footprint of the new building. The Planning Board voted **3-0 in favor** of this motion.

9.12. Utilities. MET.

The Board finds on motion made by Dana Kennedy and seconded by Jim Nealey that the existing utility services will be able to accommodate the new Town Office. A new pole will be placed west of the access drive to ensure proper clearance from the edge of the entrance. Utilities will run underground from that pole to the Town Office. The Planning Board voted **3-0 in favor** of this motion.

9.13. Natural Features. MET.

The Board finds on motion made by Dana Kennedy and seconded by Jim Nealey that the natural features will be preserved to the most practical extent. Side slopes and fill in sections will be constructed at 2:1 slopes and retaining walls will be utilized to minimize impacts to natural conditions. The Planning Board voted **3-0 in favor** of this motion.

103 **9.14. Groundwater Protection. MET.**

104 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that there will
105 be no impact to groundwater condition. The Planning Board voted **3-0 in favor** of this motion.

106 **9.15. Water Quality Protection. MET.**

107 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that none of
108 the changes proposed will negatively impact water quality. The Planning Board voted **3-0 in favor** of this
109 motion.

110 **9.16. Hazardous, Special & Radioactive Materials. NOT APPLICABLE.**

111 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that there are
112 no known hazardous, special or radioactive materials located in the proposed project improvement area.
113 The Planning Board voted **3-0 in favor** of this motion.

114 **9.17. Shoreland Relationship. NOT APPLICABLE.**

115 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that this project
116 will have no impact on the shoreline of any water body. The Planning Board voted **3-0 in favor** of this
117 motion.

118 **9.18. Technical and Financial Capacity. MET.**

119 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that the
120 applicant has assembled a qualified technical team and has the financial means for this project. The
121 Planning Board voted **3-0 in favor** of this motion.

122 **9.19. Solid Waste Disposal. MET.**

123 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that there will
124 be no changes in the amount or handling of solid waste from the new building. The Planning Board
125 voted **3-0 in favor** of this motion.

126 **9.20. Historic and Archaeological Resources. NOT APPLICABLE.**

127 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that there are
128 no historical or archaeological resources located within the project area. The Planning Board voted **3-0**
129 **in favor** of this motion.

130 **9.21. Floodplain Management. MET.**

131 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that the
132 location of this project is designated as an area of minimal flood hazard by FEMA. The Planning Board
133 voted **3-0 in favor** of this motion.

134 **Motion made** by Dana Kennedy and seconded by Jim Nealey to **approve** the application for new Town
135 Office as submitted by Gartley & Dorsky and 2A Architects with no condition. The Planning Board voted
136 **3-0 in favor** of this motion.

137 The Findings of Facts were signed by Vice-Chair Mike Parker, Member Dana Kennedy and member Jim
138 Nealey. Two (2) Site Plan Maps were also signed by all 3 members.

139 **NEW BUSINESS:** None.

140 **OTHER ITEMS:** None.

141 **MINUTES:**

142 The minutes of the October 8, 2024 meeting were reviewed. There were no corrections.

143 **The Board finds on motion made** by Dana Kennedy and seconded by Jim Nealey that the minutes of the
144 10/8/2024 be accepted as presented with no corrections. The Planning Board voted **3-0 in favor** of this
145 motion.

146 **Motion made** by Mike Parker and seconded by Dana Kennedy to adjourn this meeting at 6:42 p.m. The
147 Planning Board voted **3-0 in favor** of this motion.

148 Respectfully Submitted,

149 *Patsy Littlefield*

150 Secretary

151 *** APPROVED 03/11/2025 ***