



Long Range Planning Committee Meeting
July 12, 2024
8-9:30 am

In Person: Public Safety Classroom

Virtually via Zoom: To view the meeting via Zoom, [Click Here](#)

Members of the public may attend virtually or in person. Committee members are expected to attend in person unless the member meets one of the circumstances established in the Committee's remote participation policy.

Members: Allen Paul, Rick Shinay, Peter Freiling, Robyn Saunders, Portia Hirschman

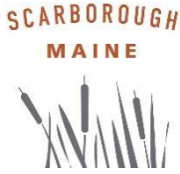
Alternates: Robert Odlin and Judith Fischer

Planning Board Liaison: Rachel Hendrickson

Council Liaisons: Jean-Marie Caterina and Jon Anderson

- I. Roll Call and Identify Voting Members
- II. Review Minutes June 14, 2024
- III. Continue the review and discussion concerning existing Parking Standards
- IV. Public Comment
- V. Staff Updates
- VI. Committee Member Updates
- VII. Adjourn – Next Meeting August 9, 2024

MINUTES



Long Range Planning Committee Meeting
June 14, 2024
8-9:30 am

In Person: Town Hall – Chambers & Virtually via Zoom:

In attendance: Allen Paul, Rick Shinay, Peter Freiling, Robyn Saunders, Portia Hirschman, Judith Fischer, Rachel Hendrickson, Jon Anderson, Autumn Speer

Members: Allen Paul, Rick Shinay, Peter Freiling, Robyn Saunders, Portia Hirschman

Alternates: Robert Odlin and Judith Fischer

Planning Board Liaison: Rachel Hendrickson

Council Liaisons: Jean-Marie Caterina and Jon Anderson

I. Roll Call and Identify Voting Members, recognize new members

Allen opened the meeting at 8:00AM

II. Review Minutes May 10, 2024

Motion to approve the minutes made by Peter Freiling, seconded by Portia Hirschman. Motion passes 5-0-0.

III. Review farm stand and farm store uses in the Rural Farming district and potential recommendation to the Ordinance Committee.

Autumn gave an overview of the Town's current Rural Farming district standards for farm stands and agricultural stores. The existing ordinance requires 51% of the stand's product must be grown on site. This is prohibitive to open small stands not directly related to the farm itself. This issue was brought to the board by the request for an ice cream shop (unrelated to the farm) in an existing farm stand. Staff recommended a change to the RF zone use table for farm stands and agricultural product stores to allow a special exception process through ZBA for those that don't meet the 51% requirement, for RF zoned properties only. Rachel Hendrickson asked about external businesses setting up as a farm stand and mentioned her concern with at what point a farm stand becomes something too large to be considered as such. Autumn responded that there is a size limitation in the existing performance standards for farm stands that would remain, however, an external company could run a farm stand kept at a small scope with special exception approval from the ZBA. The Committee was generally in favor of the change. Portia made a motion to recommend approval to the Council and Ordinance Committee, seconded by Robyn Saunders. The motion passed 5-0-0.

IV. Continue the review and discussion concerning existing Parking Standards

Autumn gave an update for potential preliminary work and parking counts to be done in Oak Hill with a limited budget still available through the Planning Department. Peter noted looking at streetscapes and parking will help improve these issues in other parts of town (Dunstan, etc.). Autumn went on to suggest a charrette process to facilitate review of potential improvement concepts.

Parking standards for restaurants and additional flexibility for the Planning Board to waive required parking in certain instances were discussed, including addition of maximum number of spaces and minimum spaces for low turnover restaurant and retail uses. Robyn Saunders asked if shared parking could be incentivized. Potential signage and monitoring in shared parking was discussed. Allen noted he had concerns about shared parking for uses that have weekly events which could lead to overflow. Autumn reiterated that coming up with parking based on allowed seating, or seating based on the parking provided is difficult and time consuming to enforce. Peter suggested utilization of the phrase “for buildings constructed on a stand-alone basis where there is no other parking that can be shared”. Another section could include stipulations for proposed shared parking adjacent to stand alone buildings or uses. Autumn noted parking requirements could be reduced for shared parking and be increased for stand-alone uses.

Rachel noted compatibility of uses for proposed commercial buildings (i.e. if a tenant space might be retail but then changes to a restaurant use), where the hours of the businesses going in then begin to conflict, where shared parking would have previously worked. She suggested to ensure that shared parking can work even with changes in use within multi-tenant or multi building commercial sites. Autumn recommended utilizing an average. The Committee discussed having unique shared parking agreements be part of the Planning Board review process, and any change in use could require further Board review as part of any shared parking agreement. Peter recommended linking parking reporting or change in use to annual inspection processes, with Robyn adding this could be linked to stormwater requirements for each watershed and the tracking for that. Adding this into business licensing was also discussed. Allen noted that even within uses, hours change (i.e. shared parking anticipated for restaurant only open at night, but the tenant space turns over and the restaurant that goes in does breakfast and lunch). Portia suggested having different parking requirements (including access/shared parking) by zoning district to encourage the type of development pattern in the town villages that we want to preserve individual village character. She added starting in the Town’s growth and higher density zones to explore connection requirements and multi modal potential.

Allen suggested breaking down by parking into two categories - for new development, and change of use/parking for existing development. Jon Anderson stated this should account for multi-modal transportation for transit and pedestrian or biking opportunities. The Committee also discussed the possibility to re stripe existing parking lots to achieve more spaces instead of needing to pave/add more impervious area to achieve additional parking. Rachel noted the Ordinances could be updated to require connections for both vehicles and pedestrians, putting that responsibility on applicants. In those cases, the Board could determine where the effort has been sufficient to meet the requirement. The Committee discussed deterring developers from designing their building size first then parking second, but rather that the required parking be considered, then a building that fits to accommodate that is presented to the Planning Board. The potential to create a parking inventory was also mentioned, including the possibility involve SEDCO and have a public charrette on how we can better utilize and spruce up what the town has today.

Autumn will create a table to show uses and their required parking to start to get an idea of which uses have too much required parking, which have too few, and where there may be opportunity to add in language on shared parking and change of use.

V. Public Comment

VI. Staff Updates

Autumn gave an update about a resident request to revisit the Light Industrial Zoning district in the area of the former Beech Ridge Motor Speedway. She also asked the Committee about addressing food trucks as a use and engaging SEDCO to assist. There is opportunity for a food truck court in town in a commercial or high density area. The Committee wished to push the food truck discussion out.

VII. Committee Member Updates

Jon Anderson updated the Committee on Council and Council subcommittee activity. The Finance Committee activity advanced to Council a \$6,000,000 land bond for conservation purposes. He also spoke to the Council's work on licensing and Marijuana cultivation and short term rentals. There will be a school workshop by the School Board Building Committee on June 27th, and a Gorham Connector public meeting on July 18th. The Community Center advisory group will also have a workshop with Council in August.

Peter updated the Committee that the Zoning Board of Appeals is currently seeing project extensions for several items.

Robyn updated Committee on the Open Space Committee as they work to define open space in Scarborough.

Portia noted Transportation Committee is wrapping up the town wide Transportation Study, and that there will be a Vulnerability Assessment meeting in August to introduce what the town's goals and plan are. There will also be a new water gauge installed at Pine Point to measure the water levels and collect data.

Allen encouraged the Committee to attend, and if not, review the Gorham Connector meeting on July 18th, as LRPC will need to be involved with the long term vision for the town as traffic patterns change in North Scarborough and other areas of town.

VIII. Adjourn – Next Meeting July 12, 2024

Motion to adjourn made by Peter Freiling. Seconded by Robyn Saunders. Motion passes unanimously 5-0-0-. The meeting was adjourned at 9:30AM.

VILLAGE		Change of Use	RF	RFM	R2	R3	R4	R4A	B1	CR1	VR2	VR4	TVC	TVC2	TVC3	TVC4	CPD	RH	RH2	BOR	B2	B3	HP	LI	I
Dunstan						x	x				x		x		x										
The Downs							x											x							
Oak Hill							x														x				
Pine Point						x																			
Higgins							x																		
Prouts Neck/Black Point/Spurwink			x			x																			
Payne /Scottow			x																						
Eight Corners																									
West Scarborough			x	x																					
Pleasant Hill			x			x																			
North Scarborough			x																						
Use	Parking Required	Basis	RF	RFM	R2	R3	R4	R4A	B1	CR1	VR2	VR4	TVC	TVC2	TVC3	TVC4	CPD	RH	RH2	BOR	B2	B3	HP	LI	I
Single Family	2 for each dwelling unit.	Units	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Two Family	2 for each dwelling unit	Units	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Multi-family	2 for each dwelling unit containing 2 or more bedrooms; 1.5 for each dwelling unit containing fewer than 2 bedrooms	Beds																							
Accessory Unit	None required	NA	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Senior housing	1 parking space per dwelling unit and 1 parking space for each employee based on the expected average employee occupancy.	Units and employees	x				x	x	x																
Work space in a live/work unit	2.5 per 1,000 sq. ft. of GLA.....	Gross Lease Area																							
Hotels, motels and other transient lodging establishments	1 for each guest room.	Rooms																							
Elementary and Middle School	1 per teacher and staff member, plus 1 space per 2 classroom	Classroom and staff				x	x	x	x																
High School	1 per teacher and staff member on the largest shift, plus 1 space per 5 non-based students	Students and staff				x	x	x	x																
College	1 space per staff member on the largest shift, plus 1 space per 2 students of the largest class attendance period.	Students and staff				x	x	x	x																
Group Day Care Homes, Day Care Centers, Nursery Schools	1 per 4 children the facility is licensed for, plus 1 for each employee required by the State of Maine licensing standards for child to staff ratio	Students and staff				x	x	x	x																
Hospitals, Boarding Care Facilities for the Elderly, nursing homes, residential and long-term care facilities for the ill, aged or disabled	1 per 3 beds, plus 1 for each employee based on the expected average employee occupancy.	Beds and staff																							
Funeral Home	10 per 1,000 sq. ft. of FA in slumber rooms, parlors, and individual service rooms	Floor Area																							
Water Dependent Golf Driving Ranges	1.5 spaces for each tee area.	Tees																							
Industry, manufacturing, warehousing and distribution	2 per 1,000 sq. ft. of FA (additional spaces required for area(s) occupied for office and/or sales use)	Floor Area																							
High Technology Facility	2 per 1,000 sq. ft. of FA	Floor Area																							
Financial, Insurance and Real Estate Offices	3.5 per 1,000 sq. ft. of GLA	Gross Lease Area																							
Personal services	3.5 per 1,000 sq. ft. of GLA	Gross Lease Area																							
Place of assembly, amusement, culture and places of worship	1 for each 4 seats or for each 100 square feet or major fraction thereof of assemblage space if no fixed seats.	Seats																							
Health Club	3.5 per 1,000 sq. ft. Of FA...	Floor Area																							
Business services and business offices; Professional offices	4 per 1,000 sq. ft. of GLA	Gross Lease Area																							
Medical and Dental Offices	4 per 1,000 sq. ft. of GLA	Gross Lease Area																							
Data Processing/Telemarketing	6 per 1,000 sq. ft. of GLA	Gross Lease Area																							
Retail sales & services	4 per 1,000 sq. ft. of FA	Floor Area																							
Retail Services - HVAC, Electricians, Contractor Services		Zoning Issue as well																							
Retail Service - Automobile Repair and service		Zoning Issue as well																							
Retail sales - Gasoline Sales and Convenience Stores		Zoning Issue as well																							
Restaurants & drinking establishments without drive-thru or take-out services	1 per 4 table or booth seats, plus 1 per 2 counter or bar seats, plus 1 for each 60 square feet of customer standing or waiting area, plus 1 for every 2 employees, based on highest employee occupancy	Seats and employees																							
Drinking Establishments - Bar and Brewery only																									
Coffee Shop - Drive Thru Only																									
Coffee Shop - Dine In																									
Outdoor Recreation - Dining																									
Restaurants & drinking establishments with drive-thru and/or take out services	Above with minimum number of parking spaces is 10, plus 6 stack spaces for each drive-up window, at least 3 of which must be designated for the ordering station, located so as not to impede pedestrian or vehicular circulation on the site of any adjacent street	Minimum plus stacking																							

***High Level Only Use Comparison - not to be used for development

6-21-2024 PRELIMINARY DRAFT

APPENDIX F (Preliminary Draft 6-21-2024)

LOW IMPACT DEVELOPMENT MEASURES

1 - Minimize Site Clearing

Performance Standards

- a. Require that all applicants provide an inventory of sensitive areas present on site pre-development as part of the development application and prioritize* their protection as listed below (highest priority listed first).
 - i. Waters of the State and their associated shoreland protection areas.
 - ii. Protected Natural Resources
 - iii. Predevelopment drainageways
 - iv. High Permeability Soils
 - v. Identify and protect all visual, sound, stormwater and Shoreland Zoned buffer areas. Prioritize listed Maine Native and Climate-Resilient Northeastern Native Vegetation. Removal of diseased or poor condition vegetation is allowed unless buffer functions are compromised
 - vi. Significant and Essential Wildlife Habitats
- *Applicants must provide a description in their narrative of how they prioritized these areas for protection from disturbance.
- b. Require that all developments show limits of disturbance on all site plans. Limits of disturbance must be marked on-site using flagging, fencing, signs or other means prior to any disturbance and must be maintained throughout each project.
- c. Restrict development within 75 feet of any stream and 250 feet of any great pond, river, or freshwater or coastal wetlands.
- d. Require new rural developments to preserve at least 40% of the development as open space and new suburban developments to preserve 25% of the development as open space. Municipalities may allow exceptions allowing applicants to pay a fee-in-lieu which is dedicated to open space or may provide open space in an alternate location within the same watershed.

2 - Protect natural drainage system

Performance Standards

- a. Require that culvert crossings for any waters of the state use Maine Stream Smart Principles to preserve the natural pre-development drainageways.
- b. Require that Rural and Suburban developments preserve the natural pre-development drainageways on site by using the natural flow patterns and pathways for the post-construction drainage system and that construction activities will not impede or otherwise alter drainageways so as to have an unreasonable adverse impact on a wetland or surface waterbody or an adjacent parcel.

Exceptions:

- Stream crossings over portions of streams that are artificially channelized are not subject to this standard.
- The applicant may submit an alternative analysis which demonstrates that this performance standard is impracticable.
- If the time of concentration for a predevelopment drainageway is the same as or shorter than the post-development drainageway.

3 - Minimize the decrease in time of concentration

Performance Standards

See Section 10 of this document.

4 - Minimize impervious area

Performance Standards

- a. Minimize the impervious surfaces on the site using the following standards (developer provides narrative describing why standards cannot be achieved at site if “exception” is requested):

6-21-2024 PRELIMINARY DRAFT

4 - Minimize impervious area (cont'd)

b. Roads:

- Optional: Require that Dead-end streets be no longer than 1000 feet (rural and suburban areas).
- Optional: Dead-end roads shall be constructed to provide a hammerhead (when less than 200 feet), or a tear drop cul-de-sac turn-around with a center that is vegetated, used for open space, and/or a Stormwater Treatment Measure as described below (rural and suburban Areas).
- Optional: Require that cul-de-sac roads be constructed with the center used for Stormwater Treatment Measures unless type A or B soils are present in the center, in which case this area should be used to promote natural infiltration on-site (rural and suburban areas).

c. Parking:

1. Incorporate maximum car parking standards: 9-foot by 18-foot vehicle space size. Use single lane, one way head in angled parking. Allow exception for public safety.

2. Optional Standards

In highly urban areas – offer waiver for minimum parking standards.

- Establish “In Lieu of” Parking programs with the following components:
 - Fee in lieu of parking
 - Car-share-in-lieu of parking
 - Transit-in-lieu
 - Bike/pedestrian infrastructure improvements
- Note that the in-lieu program may optionally be tied to incentives, such as density or height bonuses.
- Establish shared parking provisions.
- Parking lot travel aisles shall be a maximum of 22 feet wide.
- Required garages/under above building where appropriate, optionally tied to a density or height bonus.
- Incorporate maximum commercial parking space size with a 9-foot width and an 18-foot length and allow developers to reduce the 18-foot length if an equivalent overhang was provided in all developments.
- Ensure parking volume requirements are up to date, including establishing maximum parking limits in appropriate areas. Reduction or elimination of parking may be conditional on presence of transit routes within ¼ mile, existing on-street parking, and creation of a transportation demand management (TDM) plan for projects over a certain size.

6-21-2024 PRELIMINARY DRAFT

5 - Minimize the effect of impervious area

Performance Standards

- a. Require that new development sites that will result in 5,000 sq. ft. or more and less than 20,000 sq. ft. impervious area to disconnect no less than 70% of the impervious area*.
- b. Require that roof runoff be directed to Stormwater Treatment Buffers or Structural Stormwater Treatment Measures**.
- c. Runoff from sidewalks and peak use overflow parking be directed into Stormwater Treatment Buffers or Structural Stormwater Treatment Measures**.

*Directing runoff from impervious areas to vegetated areas is considered to meet the disconnection requirement. Additional stormwater quality treatment is not required.

**This requirement applies to new development sites that will result in 20,000 sq. ft. or more impervious area. Properly designed stormwater treatment systems are required for these sites. See Section 10, *Stormwater Quality Treatment and Retention Measures*, of this document.

Exception:

Notwithstanding other provisions in municipal ordinances or state law, requirements to plant “Maine Native Vegetation” or “Climate Resilient Northeast Native Vegetation” shall not be construed as a restriction on the rights of individuals to engage in agricultural practices that are legally protected by the Maine Agriculture Protection Act and the “Right to Food” provision in the Maine Constitution (Constitution, Art. I, §25).

6 - Minimize soil compaction

Performance Standards

- a. Restrict construction equipment movement and parking to only the disturbed area or existing impervious area. See Measure 1 requirement to mark out areas on-site as well as on-site plan.
- b. Require tilling of and the addition of organic matter if needed based on the results of soil tests to all areas to be vegetated.

7 - Minimize lawns and maximize landscaping that encourages runoff retention

Performance Standard

- a. Require the use of Maine Native or climate-resilient Northeastern native plants in any General Buffer Area, or any Stormwater Treatment Buffer.

8 – Provide vegetated open-channel conveyance systems

Performance Standard

- a. Require the use of vegetated open-channel conveyance except for the urban impaired stream, sensitive/threatened watersheds where chloride is a stressor identified by the Department. In these watersheds, use closed-channel conveyances draining paved surfaces to be treated by anti- and/or de-icers containing chloride.

9 - Rainwater Capture and Reuse

Performance Standard

- a. Include optional provision for the capture and re-use of water via cisterns or rain barrels for later reuse for landscaping or buildings.

10 - Stormwater Quality Treatment and Retention Measures

Performance Standards

- a. Require that new development sites that will result in 20,000 sq. ft. or more of impervious area treat no less than 95% of the impervious area and no less than 80% of the developed area.
- b. Require individual Stormwater Treatment Measures to treat a maximum of one acre of impervious area except for wet ponds.

6-21-2024 PRELIMINARY DRAFT

10 - Stormwater Quality Treatment and Retention Measures (cont'd)

- c. Stormwater quality treatment system must be designed with the following considerations:
 - i. Nature-based, simple, easy-to-maintain treatment measures conducive to evapotranspiration and/or infiltration must be prioritized (see exception in 10(c)(ii)). More complex, manufactured treatment measures must be considered upon exhaustion of the nature-based alternatives. Lined subsurface manufactured measures must not be used for quality treatment.
 - ii. Chloride source control measures must be prioritized in the urban impaired stream, sensitive/threatened watersheds where chloride is identified as a stressor by the Department. Grey infrastructure, manufactured measures effectively mitigating chloride retention in the watersheds must be considered if source control is impractical.
- d. Require retention of at least one inch of rooftop runoff through the use of stormwater control measures that utilize infiltration, sheet flow over vegetated stormwater buffers, or capture stormwater for beneficial re-use.

Exception: Site specific conditions may limit the ability to utilize infiltration (low saturated soil hydraulic conductivity, high seasonal high-water table, rooftops known to have high pollutant loading*). In such situations, the applicant shall:

1. Provide a narrative detailing the site-specific limiting factor and how it cannot be avoided through alternative site layout. In the case of high seasonal high-water table, the applicant must provide a detailed soil investigation as supporting evidence for this limitation. In the case of low saturated soil hydraulic conductivity, the applicant must provide a hydraulic conductivity test or testimony from a licensed professional soil scientist as supporting evidence for this limitation.
 2. Utilize an alternative design including structural stormwater control measure(s) detaining at least one-inch of the rooftop runoff with a drawdown time between 24 and 48 hours. In the case of rooftops with high pollutant loading, manufactured or equivalent treatment measures effectively targeting the pollutants of concern must be considered.
- e. Projects within coastal watersheds utilizing vegetated underdrain soil filters shall incorporate an internal storage reservoir to provide additional denitrification.

* Example: rooftops of the industrial facilities.

11. – Other

Performance Standards

- a. Require that all site plans show snow storage areas.
- b. Prohibit snow storage from any Stormwater Treatment Measure or Shoreland Buffer.