

HOMETOWN HEALTH CENTER CORRESPONDENCE SINCE PB MEETING 11/9/21

11/10/21 Town received check of \$3,293.60 for the Commercial Development Application.

11/16/21 Received email transmission of numbered document pages.

11/17/21 Received revised documents from the applicant with numbered pages.

11/18/21 Email from the applicant stating they noticed that the original documents did not have numbered pages.

11/22/21 Email from the applicant [attached].

11/22/21 I responded in email that we would be reviewing the Commercial Application for completeness this evening.

11/23/21 Applicant responded in email with thanks for the confirmation.

HOMETOWN HEALTH CARE
SITE PLAN REVIEW-COMMERCIAL DEVELOPMENT APPLICATION
Town of Palmyra

APPLICATION COMPLETENESS CHECKLIST
COMMERCIAL DEVELOPMENT
(Applicable to Commercial Ordinance dated Feb. 11, 2020)

Date:

NOV. 09, 2021

Commercial Development Name

HOMETOWN HEALTH CENTER

Applicant/Consultant:

HOMETOWN HEALTH CENTER/ HARRIMAN ARCHITECTS & ENGINEERS

Evaluation done by:

APPLICANT COMMENTS BY TOM EMERY

- ___ 1. Site Review Application - p.11, s.2
Refer to Attachment 'A' COMMERCIAL DEVELOPMENT APPLICATION
- ___ 2. Application fee - p.11, s. 2 and p.13 s.3
THE \$3,293.60 APPLICATION FEE IS BEING SENT DIRECTLY TO TOWN OFFICE BY THE APPLICANT.
- ___ 3. Applicant waiver request (if any) – p. 11, s.2; p. 14, s. 9
NONE KNOWN
- ___ 4. Fully funded escrow account p.11, s. 2; p. 14, s. 8
AN ESCROW ACCOUNT HAS BEEN ESTABLISHED FOR THE SUBDIVISION SUBMITTAL
- ___ 5. Contact information for applicant or applicant's agent – p. 11, s.2-e.1
SEE APPLICATION FORM
- ___ 6. Property location and address p.11-s.2-e.2
SEE APPLICATION FORM AND SITE PLAN
- ___ 7. Copy of deed and existing covenants, if any, affecting property to verify applicant's right.
title or interest in the property p. 11- s.2-e.3
Refer to Exhibits 2A and 2B PURCHASE & SALES AGREEMENTS W/ DEEDS
- ___ 8. Detailed cost estimate of Project p.11-s.2-e.3
Refer to Exhibit 7
- ___ 9. Construction schedule p.11-s.2-e.5 and p.36-s.6a.10
BEGIN WINTER 2022 COMPLETE SPRING 2023
- ___ 10. Project description p.12-s.2-e.6 and p.36-s.6.a.10 (const.plan)
SEE PLANS
- ___ 11. Copy of tax map and lot and surrounding parcels p. 11- s.2-e.2 p.12-s.2-f.1
REFER TO EXHIBIT 4A TAX MAP
- ___ 12. Copy of Somerset County soil map showing property p.12-s.2-f.2
REFER TO EXHIBIT 4B SOILS
- ___ 13. Copy of USGS Topo map showing property p.12-s.2-f.3
REFER TO EXHIBIT 4C USGS MAP
- ___ 14. Copy of Palmyra Zoning map showing property, what zone or Shoreland District it is located
in p.12-s.2-f.4 and p. 13 art. 2 items I & Q
REFER TO EXHIBIT 4D ZONING MAP
- ___ 15. Copy of FIRM map showing property if located in designated floodplain p.12-s.2-f.5
REFER TO EXHIBIT 4E 100 YR FLOOD SHOWN ON SITE SURVEY
- ___ 16. Copy of national wetlands inventory map showing property p.12-s.2-f.6
ON-THE-GROUND WETLAND MAPPING BY MARK HAMPTON, SOILS SCIENTIST

- ____ 17. A plan drawn to scale showing the location, boundaries, elevations, uses and square footage size of the developed site p.12-s.2-f.7.a & p.20 section 6 & p.36 section 6a12
DRAWINGS C20-1 SITE PLAN, C30-1 GRADING & EROS CONTROL; C40-1 SITE UTILITIES PLAN
- ____ 18. A plan drawn to scale showing the location, boundaries, elevations, uses and square footage size of the type of structure p.12-s.2-f.7.b
DRAWINGS C20-1 SITE PLAN, A01-1 AND A01-2 FLOOR PLANS
- ____ 19. A plan drawn to scale showing the location, boundaries, elevations, uses and square footage size of the setbacks p.12-s.2-f.7.c
DRAWINGS C00-1 OVERALL SITE PLAN, C10-1 EXISTING CONDITIONS PLAN AND C20-1 SITE PLAN
- ____ 20. A plan drawn to scale showing the location, boundaries, elevations, uses and square footage size of the parking areas p.12-s.2-f.7.d
DRAWING C20-1 SITE PLAN
- ____ 21. A plan drawn to scale showing the location, boundaries, elevations, uses and square footage size of the driveways/roads p.12-s.2-f.7.e
DRAWINGS C20-1 SITE PLAN C30-1 SITE GRADING, DRAINAGE & EROSION CONTROL PLAN
- ____ 22. A plan drawn to scale showing the location, boundaries, elevations, uses and showing squares footage of the drainage ways, easements and rights of ways p.12-s.2-f.7.f
DRAWINGS C20-1 SITE PLAN AND AMENDED SUBDIVISION PLAT PLAN
- ____ 23. A plan drawn to scale showing the location of watercourses, water bodies and wetlands p.12-s.2-f.7.g and p.36-s.6.b.2
DRAWINGS C10-1 EXISTING SITE CONDITIONS AND DEMOLITION PLAN
- ____ 24. A plan drawn to scale showing the location of the number of acres within the development p.12-s. 2-f.7.h
DRAWINGS C20-1 SITE PLAN SITE AREA PROVIDED IN SITE PLAN APPLICATION
- ____ 25. A plan drawn to scale showing the location of the size of all impervious areas p.12-s.2-f.7.i
DRAWINGS C20-1 SITE PLAN
- ____ 26. A plan drawn to scale showing the location of the above ground and below ground utilities p.12-s.2.j and p.35 section 6.a2
DRAWINGS C40-1 SITE UTILITIES PLAN
- ____ 27. A plan drawn to scale showing the location of fences, vegetated barriers, visual screens and berms p.12-s.2-f.7.k and pages 24-26 s.10 and p35-36.a.4 and 5
DRAWINGS C20-1 SITE PLAN AND L40-1PLANTING PLAN
- ____ 28. A plan drawn to scale showing the location of monitoring wells p.12-s.2-f.7.L and p.13-s.2-m and p.37-s.6-b3 and b4 and p15 section 10
NOT APPLICABLE
- ____ 29. . A plan drawn to scale showing the location of all other significant natural and physical features including the true north. p.12-s.2-f.7.m
SEE C10-1EXISTING-SITE CONDITIONS AND DEMOLITION PLAN
- ____ 30. Location of proposed subsurface wastewater disposal systems p.12-s.2-g.
NOT APPLICABLE - CONNECTING TO PUBLIC WATER
- ____ 32. Evidence that all other local permits have been obtained as per p.13-s.2-i
LOCAL AMENDED SUBDIVISION PENDING
- ____ 33. Erosion control plan p.13-s.2-j and p.18-s.3
DRAWINGS C30-1 SITE GRADING, DRAINAGE AND EROSION CONTROL PLAN
- ____ 34. Storm water control plan p.13-s.2-k and p.18-s.3 and p.27-s12
DRAWINGS C30-1 SITE GRADING, DRAINAGE AND EROSION CONTROL PLAN
- ____ 35. Phosphorus Control Plan p.13-s.2-l and p.19-s.6-g
DRAWINGS C30-1 SITE GRADING, DRAINAGE AND EROSION CONTROL PLAN

- _____ 36. Traffic access data as per p.13-s2-n and p.16 art 8-s2 and p.35 s.6a7
TRAFFIC STUDY & MDOT TMP PREPARED BY DIANE MORABITO, PE SEWALL CO. MDOT TMP RECEIVED.
- _____ 37. Any proposed areas or structures to be dedicated to public use p.13-s.2.0
NONE PROPOSED
- _____ 38. Scaled drawings showing the location and construction specifications for all roads, ditches, culverts and etc. as per p.13-s.2.p also article 8, section 2 pages 16-18
DRAWINGS C20-1 SITE PLAN C30-1 SITE GRADING, DRAINAGE AND EC PLAN, C40-1 SITE UTILITIES
- _____ 39. Open PLAN C50-1 & C50-2 SITE DETAILS AND C60-1 STORMWATER DETAILS.
- _____ 40. Any other material to show that the applicable performance standards or other requirements of this ordinance are followed. p.13-s.2.q and p.14-5.6
REFER TO EXHIBIT 1C ARTICLE 5 RESPONSE AND EXHIBIT 9A STATEMENT OF CONFORMITY ART. 8
- _____ 41. Estimate quantities of flammable or hazardous materials to be stored or handled on site p.13-s.2-g.r and p.29-s.3b and p.19 section 5
NOT APPLICABLE HEALTHCARE FACILITY HEATING W UG PROPANE
- _____ 42. Declaration of any and all non-conformities within the application with respect of the ordinances p.13-s.2-g.s and p.14 sect 6
NONE KNOWN AT THIS TIME
- _____ 43. Does application address historic and archeological resources? p.19 Section 4
Refer to EXHIBIT 6A AND EXHIBIT 8A MAINE DEP PERMIT
- _____ 44. Does application address noise during construction and operation? p.20 section7
Refer to EXHIBIT 6B NOISE
- _____ 45. Does application address outdoor lighting? p.21 section 8
Refer to DRAWINGS C40-1 SITE UTILITIES PLAN AND SITE LIGHTING & PHOTOMETRIC PLAN
- _____ 46. Does application include test pit data and locations? p.13 section 2q
Refer to C20-1 SITE PLAN and EXHIBIT 4B SOILS SW COLE REPORT
- _____ 47. Does application include a statement of financial and technical capacity? p.13 section 2q
Refer to Exhibit 7A and 7B Financial and Technical Ability Statements
- _____ 48. Does the application address Natural Resource Protection? p-19 section 6
Refer to EXHIBIT 'G' WITH COPY OF MAINE DEP S.L.O.D.A. AND NRPA PERMIT
- _____ 49. Does the application include a spill protection and management plan? Page 20 Section 6 paragraph c
NOT APPLICABLE TO THE PROPOSED USE HEALTHCARE FACILITY
- 50-60 open
- _____ 61. Does application include a statement of conformity with design standards in ordinance? p-35 section 6.a.1 and p-13 section 2q
Refer to EXHIBIT 9a STATEMENT OF CONFORMANCE WITH DESIGN STANDARDS ART 8
- _____ 62. Does application include manufacturer specs for key components? p.35 sect 6a1 and p.13 section 2q
NOT APPLICABLE TO THE PROPOSED USE HEALTHCARE FACILITY
- _____ 63. Does the application address the requirement to eliminate glare? p35-sect6a3 and p.13 sect 2q
NOT APPLICABLE TO THE PROPOSED USE HEALTHCARE FACILITY
- _____ 64. Does the application address the design requirement to prevent the disruption or loss of private radio, telephone, television or similar signals? p35 section 6a6 and p13 section 2q
NOT APPLICABLE TO THE PROPOSED USE HEALTHCARE FACILITY
- _____ 65. Is the color of the solar system specified? p.35 section 6a8 and p13 section 2q
NOT APPLICABLE TO THE PROPOSED USE HEALTHCARE FACILITY

- ____ 66. Are signage size and locations shown? p.36 section 6a9 and p.26/27 section 11
C20-1 SITE PLAN, C50-1 SITE DETAILS
- ____ 67. Does the application include an electrical schematic for the town? P-36 section 6a12
NOT APPLICABLE TO THE PROPOSED USE HEALTHCARE FACILITY
- ____ 68. Has the applicant provided the name and contact information for a responsible person for public inquiries through-out the project life? p.36 section 6a12
SEE APPLICATION FROM FOR OWNER AND CONSULTANT
- ____ 69. Is the height of the ground mounted units shown? p.36 section 6a13
NOT APPLICABLE TO THE PROPOSED USE HEALTHCARE FACILITY
- ____ 70. Does the application include a detailed plan for vegetation removal and control? p.36 section 6a14
C10-1 EXISTING SITE CONDITIONS AND DEMOLITION PLAN - OPEN SITE
- ____ 71. Does the application include an approved D.E.P. site location and development permit? p.36 section 6b1
Refer to EXHIBIT 8A MAINE DEP S.L.O.D.A. AND NRPA PERMIT
- ____ 72. Does the application include Safety Data Sheets? p.37 section 6b5
NOT APPLICABLE TO THE PROPOSED USE HEALTHCARE FACILITY
- ____ 73. Does the application include a map of construction transportation routes? p.37 section 6c
A CONSTRUCTION ACCESS WILL BE VIA RETE 2. AND FLETCHER DRIVE
- ____ 74. Does the application include a list of engineers qualified to document road conditions before and after construction? p.37 section 6c
NOT APPLICABLE TO THE PROPOSED USE HEALTHCARE FACILITY
- ____ 75. Does the application include a copy its general liability policy for the town's review and approval? p.37 section 6d
NOT APPLICABLE TO THE PROPOSED USE HEALTHCARE FACILITY
- ____ 76. Does the application include the name and contact information of a P.E. to produce decommissioning estimates? p.37 section 7c
NOT APPLICABLE TO THE PROPOSED USE HEALTHCARE FACILITY
- ____ 77. Does the application include the initial decommissioning estimate in accordance with the ordinance? p.37 section 7c
NOT APPLICABLE TO THE PROPOSED USE HEALTHCARE FACILITY
- ____ 78. Does the application address the production of annual decommissioning estimates for the town? P. 37 section 7c
NOT APPLICABLE TO THE PROPOSED USE HEALTHCARE FACILITY
- ____ 79. Does the application include the applicant's proposed method of decommissioning surety for Town approval? p.37 section 7e
NOT APPLICABLE TO THE PROPOSED USE HEALTHCARE FACILITY
- ____ 80. Does the application include assurance of decommissioning funding in a format and amount approved by the Town? p.37 section 7c (Note: this must be in hand prior to the issuance of a permit)
NOT APPLICABLE TO THE PROPOSED USE HEALTHCARE FACILITY

81-100 blank or open

Notes: 1) The Planning Board may waive any requirements deemed not applicable upon their determination or request from applicant. See p-14 section 9

2) The Planning Board may make conditional approval of the application. p-15 section 10

HOMETOWN HEALTH CENTER COMMERCIAL DEVELOPMENT APPLICATION REVIEW 11.23.21

Like to address a few items related to HHC from our last meeting 11/9/21:

- ✓ 1) Did the Town send a copy of the Dept. of Trans. Letter of Oct. 22, 2021 to the applicant regarding new pavement for Route 2?
- ✓ 2) Did the Town send a response to Randall Barrows of DOT to inform him of the HHC project?
- 3) We discussed having me contact the applicant to adjust the application fee they listed on their application checklist and to inform them of the requirement to submit the escrow before our next meeting. Upon research I determined that the application fee submitted was close to what was required and that the escrow did not have to come with the application.

□ Have we sent a dated receipt to the applicant upon receiving the application?
[Article 6-1-B]

ARTICLE 6-7: RIGHTS NOT VESTED – The formal review process shall begin upon notification to the applicant that a complete application has been received. This puts the application under the protection of Title 1, MRSA Section 302.

Would note that the latest submittal with page numbers included Lot 73 Purchase and Sale Agreement [previous had 2 copies of Lot 74] and did not include the reduced drawings, so P.Bd. members, please include these drawings with your set.

- ✓ A) The first item of the application review must be consideration of any waiver request for submission requirements per Article 6-Section 9 [pg. 14] and none has been received.
- B) Per **Article 6-Section 9 [pg. 14]** the Planning Board may waive any of the submission requirements if it is not applicable to the proposal due to:
 - a. Size of the project
 - b. Circumstances of the site
 - c. Design of the project
 - d. Type of project
 - e. Unique features of the proposed site
- C) Before we start review of the Commercial Development Application for completeness, I would like to update the open items for completeness and

compliance with the Amended Subdivision Application. As previously stated we have received from the applicant a formal request for a tabling/continuance for the Amended Subdivision Application since both attorneys are still working out the details for the Lot Owners Association and the Irrevocable Letter of Credit.

I would like to address the open items for Completeness – see my sheet.

- D) We will now start the review of the Commercial Development Application for completeness.
- E) Need to add some contents to the TABLE OF CONTENTS:
 - a. After EXHIBIT 10:
 - i. SITE MAINTENANCE PLAN [pg. 217]
 - ii. DEP PERMIT – TRACTOR SUPPLY [pg.269]
- F) Application – review – discuss fee paid information.
- G) Applicant has provided comments to our Checklist dated 8/5/2020 and we will review each item for completeness. I will go through each item and give my comments. If any member has any comment or would like further discussion on the item, please speak up.
- 1) #42:
 - a) **Article 8 – Section 9 – Parking:** [applicant response pg. 192]
 - i. B3a [pg. 22] requires 12' wide handicap spaces. They are proposing 8' widths with an access isle.
 - ii. Handicap striping is not shown on C20-1.
 - iii. Applicant proposing a change from required parking spaces.
- H) **Article 8-Section 10. Screening of Structures, Parking Lots, and Other Commercial Uses:** [applicant response pg. 195]
 - a) The plans indicate a landscaping design that is in variance with the requirements of a buffer strip.

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I make a motion that the Hometown Health Center Commercial Development Application is complete for the purposes of scheduling a Public Hearing with Checklist Items 4, 9, 30 and 40 being revised and #32 completed prior to final completeness acceptance:

1. Checklist Item #4: An escrow account is not required with the application but will be determined after the public hearing.
2. Checklist Item #9: Construction schedule to be as stated on the application.
3. Checklist Item #30: Change "water" to "sewer".
4. Checklist Item #32: Statement on the checklist is correct - The Amended Subdivision Application has not been approved.
5. Checklist Item #40: Applicant will revise to include reference to requesting variance from Article 8 – Section 9 and Article 8 – Section 10.

approved

We need to schedule a Public Hearing: [within 35 days] – first publication at least 7 days before the public hearing. Next PB meeting Dec. 14.

I believe that our review of the criteria listed in Article 5 and Article 8 can be accomplished on the same night as the Public Hearing so do not believe we need to address them ahead of that public hearing.

Pavez

approve

ARTICLE 6-SECTION 5 – Decisions: After review of the complete application, the Planning Board shall determine whether the proposal meets the review criteria contained in Article 5 of this Ordinance. The Planning Board shall make a written findings of fact to supports its decision and vote to approve the application, approve the application with conditions, or deny the application. The Planning Board shall submit, in writing, its decision to the applicant and the Code Enforcement Officer