

PLANNING BOARD

Tuesday, December 10, 2024 at 4:30 PM
Room 24 (Ground Level of City Hall) and
Zoom



MEMBERS

Brandon Mazer, Chair
Justin Barker, Vice Chair
Marpheen Chann
Sean Murphy
David Silk
Austin Smith
Maggie Stanley

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AGENDA:

WORKSHOP - 4:30 PM

- i. Major Site Plan and Traffic Movement Permit; 203 Fore Street; Chatham Lodging Trust, Applicant. The Planning Board will hold a hybrid workshop to consider a proposal to develop a new 132-room Home 2 Suites hotel with three ground-level retail spaces, a valet parking area with space for 105 vehicles, and a new pocket park along Middle Street. The subject property totals 48,000 square feet and is zoned India Street Form Based Code (ISFBC). A project and plan summary are available for viewing on the city's CSS Portal (<https://css.portlandmaine.gov/>) by referencing Plan Number PL-002892-2024.
- ii. Design Manual; City of Portland, Applicant. **At the City's request, this item is being tabled.**

PUBLIC HEARING - 6:00 PM

1. ROLL CALL AND DECLARATION OF QUORUM

2. COMMUNICATION AND REPORTS

PB 2025 Meeting Schedule

3. REPORT OF ATTENDANCE AT THE MEETING HELD ON NOVEMBER 26, 2024.

Workshop

Tech Manual: Barker, Mazer, Murphy, Smith and Stanley present. Chann and Silk absent.

Public Hearing

1001 Westbrook Street: Barker, Mazer, Murphy, Smith and Stanley present. Chann and Silk absent.

360 Spring Street: Barker, Mazer, Murphy and Stanley present. Smith recused, Chann and Silk absent.

4. REPORTS OF DECISIONS AT THE MEETING HELD ON NOVEMBER 26, 2024.

- i. Major Site Plan; 1001 Westbrook Street (Jetport Expansion); City of Portland, Applicant. Barker motioned, and Stanley seconded a motion to table the public hearing to January 28, 2025 for the applicant to provide additional justification of the requested waivers (Chann and Silk absent).
- ii. Major Site Plan; 360 Spring Street; Waynflete School, Applicant. Barker motioned, and Stanley seconded a motion to waive Smith seconded a motion to waive Site Plan Standard Sec. 14.6.1.B.3, to waive the requirement that new sidewalk and curbing be constructed along Fletcher Street, due to the narrow width of the public right-of-way. Vote 4-0 (Smith recused, Chann and Silk absent). Barker motioned, and Stanley seconded a motion to approve the major site plan application. Vote 4-0 (Smith recused, Chann and Silk absent). Barker motioned, and Stanley seconded a motion to adopt the draft approval letter as the Board's decision, and authorize the Board Chair to sign the approval letter as drafted. Vote 4-0 (Smith recused, Chann and Silk absent).

5. NEW BUSINESS

- i. Planning Board Officer Elections
- ii. Design Manual; City of Portland, Applicant. The Planning Board will hold a hybrid public hearing to consider the adoption of a minor amendment to the City of Portland Design Manual, detailing how projects subject to zoning and use-based design requirements should be evaluated following the adoption of ReCode, and prior to the adoption of an updated Design

Manual. Materials associated with this item will be posted to the [City's Agenda Center](#) the Friday before this public hearing.

- iii. Remand of Level III Site Plan and Subdivision; 19 Willis Street/33 Montreal Street; 37 Montreal, LLC, Applicant. The Planning Board will hold a hybrid public hearing to reconsider Application PL-000807-2019 in order to make additional findings of fact pursuant to orders from the Maine Supreme Judicial Court and Maine Superior Court related to height, setback, and design review requirements in connection with the approved application for a four-story, 12-unit residential building at 19 Willis Street. The development site is located within an R-6 zone. The application associated with the remand order, PL-000807-2019, was originally approved by the Planning Board at its December 14, 2021 meeting. Materials associated with this item will be posted to the [City's Agenda Center](#) the Friday before this public hearing.
- iv. Technical Manual; City of Portland, Applicant. The Planning Board will hold a hybrid public hearing to consider amendments to the City of Portland Technical Manual, to modify the City's stormwater management and site landscaping requirements, introduce new low impact development requirements, and revise submission requirements for site plan and subdivision applications. Other amendments include reformatting of the technical manual and minor clean-up of text to align with ReCode. Materials associated with this item will be posted to the [City's Agenda Center](#) the Friday before this public hearing.