

PLANNING BOARD

Tuesday, December 2, 2025 at 7:00 PM
Westbrook High School, Room 14, 125
Stroudwater Street, Westbrook ME 04092



MEMBERS

Brandon Mazer, Chair
David Silk, Vice Chair
Austin Smith
Nicholas Messina
Joseph Zamboni
Kelsey Robertson
Michael Joseph Fox

Please click on the following link to view the City of Westbrook Agenda Center: <https://www.westbrookmaine.gov/agendacenter>

AGENDA:

1. CITY OF WESTBROOK PLANNING BOARD AGENDA
 - i. Agenda
 - ii. Portland Staff Memo
 - iii. Westbrook Staff Memo



Planning & Code Enforcement

2 York Street
Westbrook, Maine 04092
Phone: 207-854-0638
Fax: 866-559-0642

PLANNING & CODE ENFORCEMENT

Westbrook Planning Board

Tuesday, December 2, 2025, 7:00 P.M.
Westbrook High School – Room 114
125 Stroudwater Street

This meeting will be offered as a hybrid meeting, accommodating both in-person and remote participation.

Where public comment is permitted, members of the public attending remotely will have the opportunity to provide remote oral testimony. If you wish to speak during a Public Hearing or Public Comment, use the “Raise Hand” function through Zoom (or dial *9 on your phone) when instructed by the Planning Board chair.

Zoom Link: <https://us02web.zoom.us/j/81700741385>

Dial-in (audio only): 1-646-558-8656

Webinar ID: 817 0074 1385

AGENDA

1. Call to Order
2. Minutes

New Business

3. **25-001115 – Site Plan, Village Review, Shoreland Zone – Saccarappa Park – City of Westbrook:** The City is proposing the redevelopment of a public park that has been utilized as a gravel parking area to include landscaping, hardscape pathways, a covered shade structure and an expanded Riverwalk view platform. Tax Map: 032 Lot: 114 Zone: City Center District, Village Review Overlay Zone, Shoreland Overlay Zone – General Development

WORKSHOP

4. **Planner’s Business – Rock Row South Campus Master Plan:** The City of Westbrook and the City of Portland will hold a joint workshop where Dirigo Center Developers, LLC will present the Rock Row South Campus Phase III Conceptual Master Plan.

To: Chair Mazer and the Portland Planning Board

From: Kevin Kraft

Date: December 1, 2025

Re: Rock Row South Campus Master Plan

This memo provides an overview of the upcoming workshop on the master plan for Phase III of the Rock Row South Campus, generally located in the northerly half of the south campus.

The purpose of this workshop is to allow the applicant, Dirigo Developers, LLC, to present the conceptual master plan for Phase III. As the project advances, each individual lot within the Rock Row South Campus Subdivision will require separate site plan reviews and approvals.

Following the presentation, both the Westbrook and Portland Planning Boards will have an opportunity for high-level discussion regarding site layout, project phasing, and other elements of Phase III. Currently, the City of Portland does not have an active Major Site Plan application. The Board's participation in Westbrook's Planning Board meeting is intended to establish clear expectations for site plan review procedures, roles, responsibilities, and key areas of focus. Once a complete Major Site Plan application is submitted in Portland, the applicant will follow the standard site plan review process.

Additional information is needed regarding jurisdictional responsibilities for permitting, fees, inspections, and emergency services, particularly for the entertainment center, which is primarily located in Portland but accessed through Westbrook. A Memorandum of Understanding (MOU) between Portland and Westbrook will be required to define these responsibilities. This MOU should be reviewed and agreed upon by both municipalities prior to any site plan approval for Lot 14.

This workshop represents a critical step to ensure coordinated review and mutual understanding between Portland and Westbrook as Phase III of the Rock Row South Campus moves forward.



DATE: November 21, 2025

TO: Planning Board
FROM: Jennie P. Franceschi, City Planner & Rebecca Spitella, Senior Planner
Cc: Plan Review Team

RE: December 2, 2025 Planning Board Meeting

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1. **25-001115 – Site Plan, Village Review, Shoreland Zone – Saccarappa Park – City of Westbrook**
 2. **Planner’s Business – Rock Row South Campus Master Plan – Joint Meeting with Portland Board**
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1. **25-001115 – Site Plan, Village Review, Shoreland Zone – Saccarappa Park – City of Westbrook**

Tax Map: 032 Lot: 114

Zone: City Center District, Village Review Overlay Zone, Shoreland Overlay Zone - General Development

Project Description

The City is proposing the redevelopment of a public park that has been utilized as a gravel parking area to include landscaping, hardscape pathways, a covered shade structure and an expanded Riverwalk view platform.

Project History

November 4, 2025 – Planning Board Workshop

October 29, 2025 – Village Review

December 2, 2025 – Public Hearing

Staff Comments

1. See project memo from Acorn Engineering dated November 4, 2025
2. Further utility coordination is needed with CMP and City Staff to incorporate electrical needs for the Downtown Lighting Project into the site layout for the park.
3. At the recommendation of Public Services and Public Safety, pathways within the park will utilize post lamps instead of the bollard lighting shown on the plan.
4. Verification needed on light posts along riverwalk – will these replace the existing lights or supplement.
5. ADA truncated domes are not required or recommended for driveway access – revise plan to remove
6. Park and other ancillary wayfinding signage to be determined and does not require Village Review. Show proposed sign location on final plan for signature.

Motion

That the Planning Board approves the Site Plan, Shoreland Zoning and Village Review application for the redevelopment of Saccarappa Park located to include landscaping, hardscape pathways and a covered shade structure Tax Map: 032 Lot: 114 Zone: City Center District, Village Review Overland Zone, Shoreland Overlay Zone – General Development. Approval includes the following findings of fact, conclusions and conditions as stated on pages 2 through 3 of this Staff Memo dated November 21, 2025, which are adopted in support of this approval.

Site Plan – Finding of Fact

Standard	Finding
Utilization of the site	Site layout takes into consideration the abutting uses and public access elements.
Handicap Access	Site is compliant with ADA standards
Appearance Assessment	Project is the redevelopment of a gravel parking area to a public park. Transitions between the public sidewalk system and through the park are shown. Landscaped areas are located within the hardscape paths to provide different zones of development. Lighting is shown around and through the project.
Landscape Plan	A landscape plan has been provided. Landscape islands are incorporated throughout the park providing a variety of grassed and meadow areas.
Odors	Trash receptacles are incorporated into the plan.
Noise	The park is located within the City Center district and is not in conflict with abutting uses. No adverse impact is known or anticipated.
Technical and Financial Capacity	The City of Westbrook has retained the services of Acorn Engineering which demonstrates technical capacity. Project funding is primarily through a federal brownfield grant program.
Solid Waste	Trash receptacles are incorporated into the plan.
Historic, Archaeological and Botanical Resources or Unique Features	Project is within setback allowances of the Shoreland Overlay District for the General Development district.
Hazardous Matter	Brownfield remediation to be part of project construction. All contaminated soils will either be removed from the site or capped.
Vibrations	No adverse impact is known or anticipated.
Parking & Loading Design and Site Circulation	ADA parking and a loading area are shown on the plan.
Adequacy of Road System	No additional traffic is generated as part of this approval.
Vehicular Access	Access to ADA parking and a loading area is provided along Main St and has been reviewed by the City Engineer.
Pedestrian and Other Modes of Transportation	Project includes a hardscape path system to connect into the Bridge and Main St sidewalk systems and the Riverwalk.
Utility Capacity	Project coordination with CMP is occurring to ensure electrical power needs have been met.
Stormwater Management, Groundwater Pollution	Adequate measures are shown.
Erosion and sedimentation Control	Adequate measures are shown.

Conclusions

1. The proposed site plan **will not** result in undue water or air pollution.
2. The proposed site plan **has** sufficient water available for the reasonably foreseeable needs of the site plan.
3. The proposed site plan **will not** cause an unreasonable burden on an existing water supply.
4. The proposed site plan **will not** cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results.
5. The proposed site plan **will not** cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed.

6. The proposed site plan **will** provide for adequate sewage waste disposal.
7. The proposed site plan **will not** cause an unreasonable burden on the municipality's ability to dispose of solid waste.
8. The proposed site plan **will not** have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the Department of Inland Fisheries and Wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.
9. The proposed site plan **conforms** with a duly adopted site plan regulation or ordinance, comprehensive plan, development plan, or land use plan.
10. The developer **has** adequate financial and technical capacity to meet standards of this section.
11. The proposed site plan **is** situated entirely or partially within the watershed of any pond or lake or within 250 feet of any wetland, great pond or river as defined in Title 38, Chapter 3, subchapter I, article 2-B M.R.S.A.
12. The proposed site plan **will not** alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.
13. The proposed site **is not** situated entirely or partially within a floodplain.
14. All freshwater wetlands **have** been shown on the site plan.
15. Any river, stream, or brook within or abutting the site plan **has** been identified on any maps submitted as part of the application.
16. The proposed site plan **will** provide for adequate storm water management.
17. The proposed plan **will not** negatively impact the ability of the City to provide public safety services.

Conditions of Approval:

1. Approval is dependent upon, and limited to, the proposals and plans contained in the application packet dated **October 9, 2025** and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Planning Board, and any variation from such plans, proposals and supporting documents and representations are subject to review and approval by the City Planner or the Planning Board.
2. **Prior to scheduling a preconstruction meeting the following items shall be addressed:**
 - a. All Staff comments be addressed
 - b. Ability to Serve from PWD provided
 - c. The applicant shall provide the digital data as required by §335-13 – verification with GIS coordinator.
3. **Prior to any site disturbance:**
 - a. A pre-construction meeting must be held with City Staff and the site work contractor. Contact the Planning Office to coordinate.
4. Asbuilt plans provided prior to project closeout
5. Best management practices shall be adhered to during all ground disturbance operations. All Street Catch basins in the vicinity of earthwork operations shall have silt sacks installed & maintained for the duration of the work. Additional BMPs may be required to address erosion and sediment control during construction. Determination of the need for additional measures are at the sole discretion of City Staff.

3. Planner's Business – Rock Row South Campus Master Plan

Zone: Contract Zone 12 – Rock Row Contract Zone

Project Description

This workshop provides for an opportunity for the applicant to present the master plan of the next phase of the Rock Row Development (Phase III) located generally toward the northerly half of the south campus. This review is conceptual in nature. As the project proceeds, each lot within the Rock Row South Campus Subdivision will require individual site plan reviews and approvals. Prior to any site plan submission, the subdivision that was most recently approved by the Westbrook Planning Board on November 4th requires approval by the Portland Planning Board and to be recorded at the Cumberland County Registry of Deeds.

Following the presentation by Dirigo Developers, LLC both Planning Boards for the Cities of Westbrook and Portland will have an opportunity to provide high level questions and discussions on the site layout, project phasing and other elements related to the build out of Phase III.

Westbrook Staff comments

1. An ability to serve for any expansion of sewer flow will not be approved due to the pump station and its connection to the public system not being in compliance with the previously approved plans and agreements. The Ordinance requires an ability to serve for Wastewater as part of the site plan/private way review. Therefore, this noncompliance would need to be addressed prior to any future approvals.
2. It is the recommendation to connect Rock Row Blvd between Main St and Westbrook Arterial as part of the Phase 3 build out to provide vehicular and direct pedestrian connectivity of Phase 3 residents to the Phase 1 amenities as well as assist with traffic disbursement within and through the development.
3. Turning template does not appear to demonstrate access throughout the development. Please show a continuous truck through the road system.
4. Coordinate with Fire Department on the location of hydrants as what is shown on the master plan would not be the preferred locations. Utility/hydrant review likely to occur during the continued review of the Rock Row / Quarry Drive private way plans.
5. With the review of each lot, applicant will need to demonstrate that all Ordinance requirements are or have been met through the current application or previous approval(s) ex: parking, recreation and connectivity, etc. Ensure each phase of construction is independently functional and does not require any elements of a future phase buildout for site functionality.
6. Each individual approval requires its own performance guarantee, preconstruction meeting and construction scheduling.
7. More information needed on the jurisdiction responsible for permitting, fees, inspections and emergency servicing specifically related to the entertainment center located primarily in Portland. An MOU between Portland and Westbrook is necessary to determine rights and responsibilities. MOU shall be reviewed and agreed upon by both municipalities prior to any site plan approval for lot 14.