



## CITY OF BANGOR

PLANNING DIVISION

# COMMUNITY & ECONOMIC DEVELOPMENT

**PLANNING BOARD AGENDA  
TUESDAY, JUNE 21, 2022, 7:00 P.M.  
CITY COUNCIL CHAMBERS, 3RD FLOOR CITY HALL  
ALSO; ATTENDANCE VIA ZOOM**

### **LAND DEVELOPMENT PERMITS & MAP AMENDMENTS:**

1. **Zone Change – 2354 Broadway – Map-Lot R11-005-A – Rural Residence & Agricultural (RR&A) to Shopping & Personal Service (S&PS) District** - To amend the Land Development Code by changing a parcel of land located at 2354 Broadway, Map-Lot R11-005-A, from Rural Residence & Agricultural (RR&A) to Shopping & Personal Service (S&PS) District. Said parcel of land contains 2.6 acres. Applicant/Owner: Pray Properties.
2. **Amending Chapter 165, Land Development Code** - to define and regulate the uses known as Boarding House including changes to parking and district allowances as well as changes to the Conditional Uses standards and procedures.
3. **Amending Chapter 165, Land Development Code, Section 165-68** - by amending the Flag Lot provision to allow for extended access roads in the Rural Residence & Agriculture (RR&A) District.

### **OTHER BUSINESS:**

4. **Comprehensive Plan Check-in**
5. **Meeting Minutes – June 7, 2022**
6. **Adjournment**



# COMMUNITY & ECONOMIC DEVELOPMENT

## CITY OF BANGOR

PLANNING DIVISION

**STAFF MEMO  
PLANNING BOARD MEETING  
TUESDAY, JUNE 21, 2022, 7:00 P.M.  
CITY COUNCIL CHAMBERS AND VIA ZOOM**

1. **Zone Change – 2354 Broadway – Map-Lot R11-005-A – Rural Residence & Agricultural (RR&A) to Shopping & Personal Service (S&PS) District** - To amend the Land Development Code by changing a parcel of land located at 2354 Broadway, Map-Lot R11-005-A, from Rural Residence & Agricultural (RR&A) to Shopping & Personal Service (S&PS) District. Said parcel of land contains 2.6 acres. Applicant/Owner: Pray Properties.
  - A. The applicants are proposing to change the parcel of land addressed as 2354 Broadway from the RR&A zone to S&PS.
  - B. There is an existing structure on this property that was historically a gas station and convenience store. This was a non-conforming use in the RR&A zone, meaning that the use was there prior to the parcel being zoned as RR&A. After the zone change to RR&A, the structure was allowed to exist as it was, but, as a non-conforming use, was unable to be expanded. Additionally, if the structure became vacant for one year or more, it would lose its non-conforming status and no longer be able to continue operating as a gas station and convenience store. This is now the case as this structure has been vacant for approximately 2-3 years.
  - C. The applicants would like to change the zone for this property to S&PS so that the structure can legally be used again as a convenience store and gas station.
  - D. The Comprehensive Plan has this area shown as rural. In the former plan, this area was meant to be limited in development. This property's original development is akin to the "countryside gas station."
  - E. This is a reminder that the Board should pass a motion in the form of a recommendation as to whether the request ought to pass or ought not to pass. Your reasons to support or oppose the change are helpful to the City Council for their deliberations.
2. **Amending Chapter 165, Land Development Code** - to define and regulate the uses known as Boarding House including changes to parking and district allowances as well as changes to the Conditional Uses standards and procedures.

- A. The Business & Economic Development Committee, upon reading and hearing concerns from residents and Planning Board members, asked staff to return the language that addresses the expressed concerns.
- B. The changes included:
1. Remove bed & breakfasts from the current proposal
  2. Require a boarding house to have on-site management or be owner-occupied
  3. Allow boarding houses only on major arterials, or, in the Downtown District and Neighborhood Service District. (Note boarding houses are currently allowed in multifamily district, which is proposed to remain.);
  4. Restrict boardinghouse allowance in historic districts to only major arterials; and
  5. Allow as a conditional use and not as of right.
- C. In terms of the notice, the state statute requires that notice is sent to affected property owners in districts where the proposed zoning would allow commercial uses where there are none. When this proposal was last brought to the Board, it was the commercial use of Bed & Breakfast that triggered the need to send thousands of notices out. Boarding home is a residential use and thus is not subject to the same notice requirements.
- Staff did want to provide notice, however, as we want to hear from people on the proposal, so we accumulated the emails we received from people from the last proposal and sent out an email to them describing the proposal as well as the Council Order. We have received some responses which are in your packet.
- D. This is a reminder that the Board should pass a motion in the form of a recommendation as to whether the request ought to pass or ought not to pass. Your reasons to support or oppose the change are helpful to the City Council for their deliberations.
3. **Amending Chapter 165, Land Development Code, Section 165-68** - by amending the Flag Lot provision to allow for extended access roads in the Rural Residence & Agriculture (RR&A) District.
- A. At your May meeting, we discussed the ability for people to extend the “pole of the flag” beyond the 200’ limit, in response to a property owner in the RR&A district.

- B. Staff worked on an amendment to make this allowance; but only in the RR&A zone and only under certain conditions. These conditions are in response to staff concerns regarding future possible developments if the access road were ever to be converted to a road as frontage.
- C. We also placed language regarding the recording of the plan. It is curious to me that people don't record these types of plans as it makes the allowance perpetual; but we have had cases where people did not record the plan. This ensures that the created flag lot is in the deeds properly.
- D. This is a reminder that the Board should pass a motion in the form of a recommendation as to whether the request ought to pass or ought not to pass. Your reasons to support or oppose the change are helpful to the City Council for their deliberations.

#### **OTHER BUSINESS**

##### **4. Comprehensive Plan Check-in**

Staff and the consultant team are working on assembling all of the public comments we have received. We are also looking at the responses the City Manager's office has received regarding the possible use of the ARPA funds.

A vision statement is planned for release in early July. This language will be given to both the Planning Board and Business & Economic Development Committee at your July meetings. Staff also plans to perform public outreach this summer to receive public comments on this language.

The vision statement is a series of statements that outline what Bangor wants to become over the next decade. We use these statements as guides to create policy proposals for the next phase of the Comprehensive Plan. Each step of the comprehensive plan process builds upon itself so it is equally crucial we get this accurate. Staff needs to be able to depend on this accuracy to guide us to create a proposal for policies that are in keeping with this vision for the city.

- 5. Meeting Minutes** – Minutes from the June 7, 2022 meeting are in your packet.

*Thank you for your service to the city in this capacity!!*

JUN 01 2022

7/1/2012  
C & ED and Planning

APPLICATION FOR LAND DEVELOPMENT CODE AND MAP AMENDMENT

TO: THE CITY COUNCIL AND  
THE PLANNING BOARD OF BANGOR, MAINE:

DATE: 6/1/22

1. I(WE) Pray Properties

2. of 2354 Broadway Bgr 207-949-7729  
Address City or Post Office Telephone

Stephen.pray@aol.com  
tpray62@aol.com

hereby petition to amend the Land Development Code of the City of Bangor, Maine by reclassifying from RR+A district to the S+PS district for the property outlined in red on the maps attached hereto, which are part of this application, and described as follows:

3. ADDRESS OF PROPERTY (if any) 2354 Broadway  
Total Area (acres or square feet) 18,000 - sq ft

4. PROPERTY LOCATION (General location): Example - South side of State Street 400 yards. East of Pine Street Outer Broadway past Finson Rd on Left.

5. LEGAL DESCRIPTION OF PROPERTY - Assessors Map No 211 Parcel 005-A

6. EXISTING USE: Commercial Store

7. PROPOSED USE: Commercial Store

8. NAME AND ADDRESS OF OWNER OF RECORD: Name Pray Properties

Address 372 Finson Rd

9. NAME AND ADDRESS OF CONTRACT OWNER (if such): Tina + Steve Pray

10. SIGNATURE OF OWNER OR CONTRACT OWNER: Juni Pray

11. REPRESENTATIVE OF APPLICANT: Name \_\_\_\_\_  
(if applicable)

Address \_\_\_\_\_

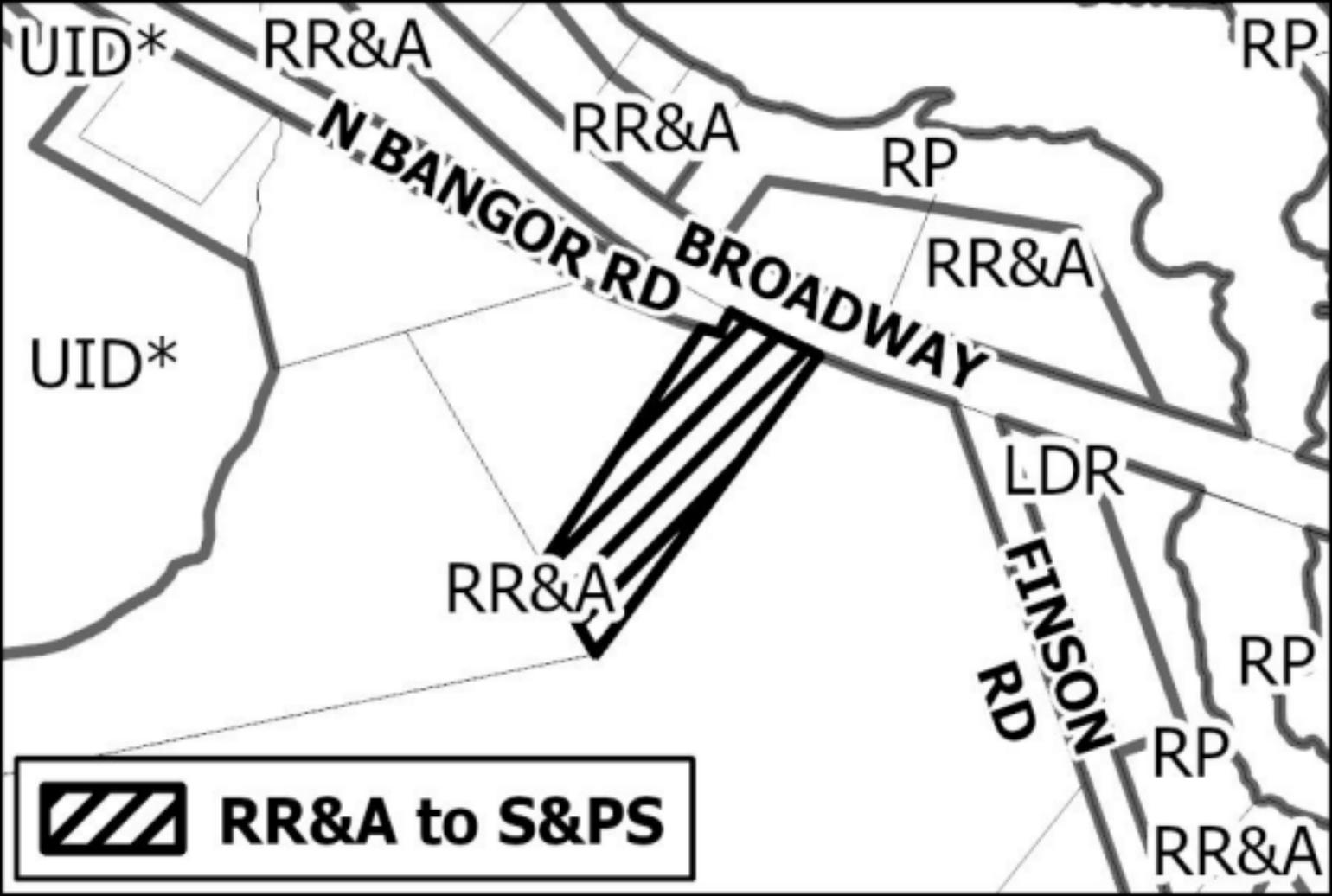
12. ATTACH ANY CONDITIONS PROPOSED FOR A CONTRACT ZONE REQUEST.

RETURN FORM & DUPLICATE TO PLANNING DIVISION, CITY HALL, BANGOR, ME.

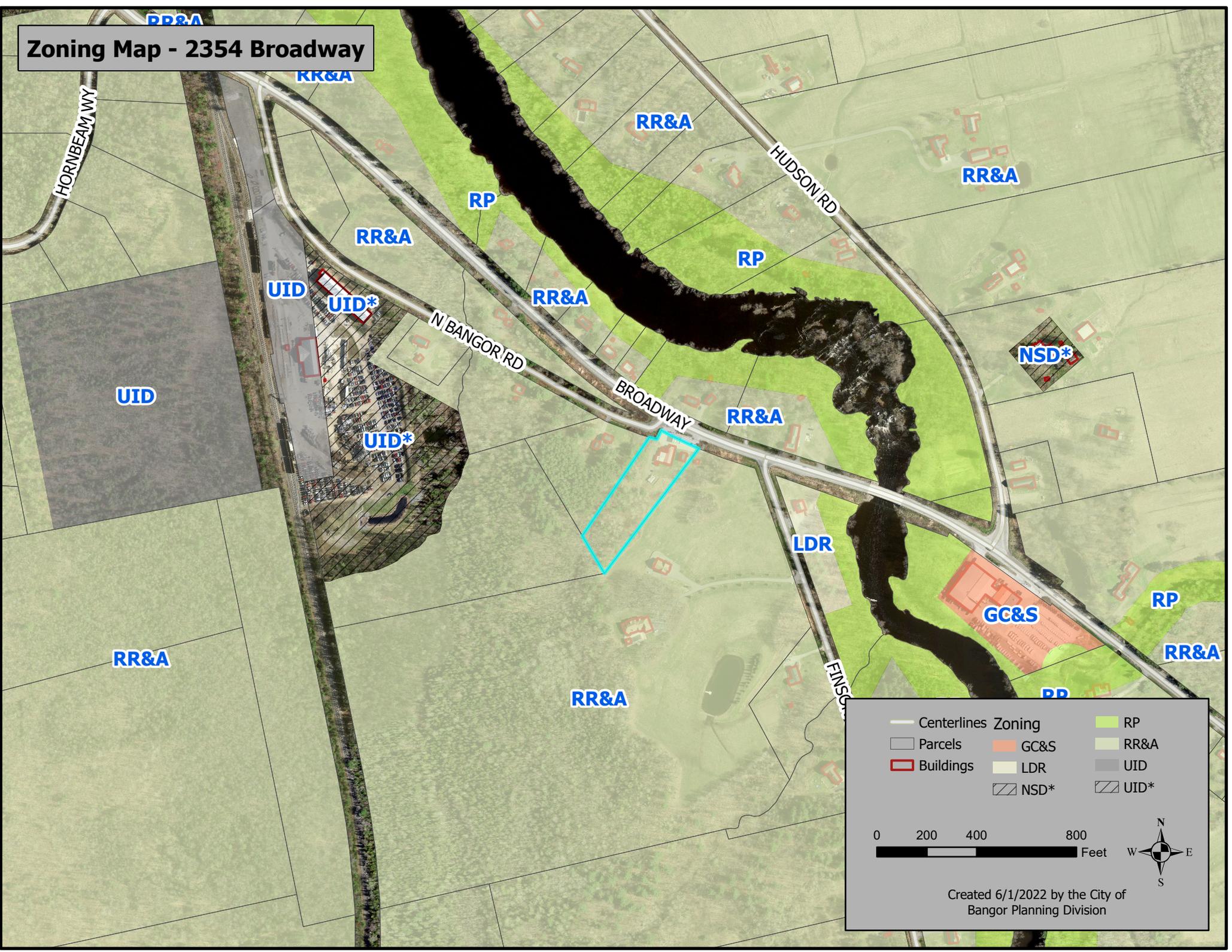
<u>Application fee</u>	<u>Processing</u>	<u>Advertising</u>	<u>Total</u>
Zone Change (1/2 acre or less)	\$575.00	\$410.00*	\$ 985.00
Zone Change (in excess of 1/2 acre)	\$920.00	\$410.00*	\$1,330.00
Contract Zone Change - 5 conditions or less	\$1,377.00	\$509.00*	\$1,886.00
More than 5 conditions or 50 words	\$1,900.00	\$509.00**	\$To be determined

\*Two Ads Required \*\* Advertising costs above this amount to be paid for by applicant.

PLEASE READ PROCESSING PROCEDURE ON REVERSE SIDE



# Zoning Map - 2354 Broadway



Centerlines	Zoning	RP
Parcels	GC&S	RR&A
Buildings	LDR	UID
NSD*	UID*	

0 200 400 800 Feet

Created 6/1/2022 by the City of Bangor Planning Division

You are receiving this email notice based on your participation in the public process regarding a proposal to redefine boarding houses and bed & breakfasts and add the uses to certain districts in March 2022. As you may be aware, neither the City Council nor the Planning Board supported the original proposal. However, the City Council requested staff to review all the feedback gathered through that process and determine whether an alternate proposal could be developed. After a thorough review of all comments and feedback received during the review of the initial proposal, there were a number of common themes identified. Based on our review, a revised proposal is being proposed that includes the following modifications:

- A. Remove bed & breakfasts from the current proposal; .
- B. Require a boarding house to have on-site management or be owner-occupied;
- C. Allow boarding houses only on major arterials, or, in the Downtown District and Neighborhood Service District.

(Note boarding houses are currently allowed in multifamily district, which is proposed to remain.);

- D. Restrict boardinghouse allowance in historic districts to only major arterials; and
- E. Allow as a conditional use and not as of right.

Attached to this email please find, the proposed language is in the form of a Council Order, a map showing the areas this use can be potentially located if this proposal were to pass and the formal notice for posting under the requirements of the state statute .

Please note major arterials are defined as: Broadway, Hammond Street, Hogan Road, Main Street, Odlin Road, State Street, Stillwater Avenue and Union Street

**The date of the Planning Board hearing is June 21<sup>st</sup> at 7 PM.** Interested parties can attend the hearing in person or via zoom. In addition, comments can be submitting by responding to this email. When the original proposal was under consideration, you may have received a notice in the mail. , This notice was required by state statute as the proposal included adding bed & breakfast use, a commercial use, to the district. A boarding house is a residential use as such no notifications were required as for this proposal. Based on the interest in the previous proposal, we are intent on notifying all parties who participated in the review of the proposal.

Don't forget to submit survey responses for the Comprehensive Plan here (by June 15<sup>th</sup>) <https://berrydunn.mysocialpinpoint.com/bangor-comprehensive-plan/bangor-survey> and the survey for the Recovery funds (ARPA) this city is receiving here <https://bangormaine.gov/arpa>

Thank you, in advance, for your participation in these important public processes.

## Legal Notices

Please be advised that the Planning Board of the **City of Bangor** will hold a public hearing on **Tuesday, June 21, 2022, beginning at 7:00 p.m.** in the Third Floor Council Chambers of Bangor City Hall and will consider the following Land Development Code:

**Amending Chapter 165, Land Development Code, to define and regulate the use known as Boarding House including changes to parking and district allowances as well as changes to the Conditional Uses standards and procedures.**

To submit comments please email [planning@bangormaine.gov](mailto:planning@bangormaine.gov) or call 207.992.4280. Interested parties can also make an appointment by email or phone to meet with Planning Department staff. The public is welcome to attend the meeting in person or by Zoom. Zoom links are available on the City's website the day of the hearing and can be found by going to [www.bangormaine.gov/calendar](http://www.bangormaine.gov/calendar) and clicking on the meeting that you wish to attend. The meeting may also be streamed live via the City of Bangor's [Facebook page](#). Comments that are posted on the Facebook livestream are not monitored during the meeting. Please call our office if you have questions about the process or participation in the hearing process.



Anne M. Krieg,  
Planning Officer



## **CITY COUNCIL ACTION**

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Council Meeting Date: June 13, 2022

Item No: 22-214

Responsible Dept: Planning

Action Requested: Ordinance

Map/Lot: N/A

### **Title, Ordinance**

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Amending Chapter 165, Land Development Code, to Define and Regulate the Uses Known as Boarding House Including Changes to Parking and District Allowances as well as Changes to the Conditional Uses Standards and Procedures.

### **Summary**

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This amendment to the Land Development Code clarifies the definition of a boarding house, provides parking requirements for the uses, and assigns the uses as allowed in certain districts

Currently, boarding houses are combined with tourist homes and bed & breakfasts as a singular allowance. These uses have separate needs and impacts under the building code, the state licensing requirements, as well as how the property is used for this use. This order only addresses boarding houses.

This work is also guided by the recommendations from the Affordable Housing Work Group in 2019. The allowances and regulations also give greater allowances for properties in the historic districts. It is also guided by the public comment received, as well as past comments from the Planning Board and the Business & Economic Development Committee.

Conditional uses' review takes into account the environs within 500 feet of the subject property; thus this change also includes the technical change that property owners within 500 feet would be notified in the case of boarding houses which are conditional uses. Also, the use of the word "character" is removed in keeping with past City Council policies on modifying language that may not be inclusive and equitable.

### **Committee Action**

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Committee: Planning Board

Meeting Date: June 21, 2022

Action:

For:

Against:

### **Staff Comments & Approvals**

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BED review

City Manager

City Solicitor

Finance Director

**Introduced for:** First Reading and Referral



## **CITY COUNCIL ORDINANCE**

Date: June 13, 2022

Assigned to Councilor: Schaefer

**ORDINANCE**, Amending Chapter 165, Land Development Code, to define and regulate the uses known as Boarding House including changes to parking and district allowances, as well as changes to the Conditional Uses standards and procedures.

**WHEREAS**, currently, boarding houses are combined with other uses as a singular allowance, which doesn't reflect accurate land use impacts; and

**WHEREAS**, the recommendations from the Affordable Housing Work Group in 2019 indicated the city should consider expanding the allowances for boarding houses; and

**WHEREAS**, comments have been received and taken into consideration by the general public,

### **BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BANGOR AS FOLLOWS, THAT**

Chapter 165 of the Code of the City of Bangor is amended as follows:

#### **§ 165-9 Conditional uses.**

The Planning Board is hereby authorized to grant conditional uses hereinafter set forth in this chapter in specific cases, after public notice and hearing, subject to appropriate conditions and safeguards. No conditional uses shall be granted unless specific provisions are made in this chapter. All conditional uses shall be subject to land development permit approval as provided for in Article **XVI**.

A. Standards for conditional uses. Before the Planning Board shall grant a conditional use, it shall have determined that:

...

- (4) The proposed use, although not appropriate for every site in the zone, is appropriate for the location for which it is sought because the proposed use will conform to the general ~~character~~ physical development pattern of the ~~development in the~~ immediate area as to architectural style, building bulk and extent, and intensity of site use. As to architectural style, the applicant must show that the proposed structure conforms to the exterior facade, rooflines, shape, and materials used on buildings in the immediate area. As to building bulk, the applicant shall cause his/her proposed building to conform to the height and the existing ratio of land area to building area for other properties in the immediate area. For purposes of this chapter, the term "immediate area" shall include all properties located within the same block and within 500 feet of the site of the proposed use.

B. Procedure.

...

- (3) Upon a finding of technical compliance by staff, the Planning Officer shall set a date for the public hearing and shall give notice to all property owners within ~~100~~ 500 feet of the exterior boundaries of the property involved, at least 10 days prior, of the time and place of the hearing and shall place a public notice of the hearing, at least 10 days prior, in a newspaper of general circulation in the City of Bangor. The owners of the property shall be considered to be those against whom taxes were assessed on April 1 prior to the application. Failure of any person owning property within ~~100~~ 500 feet of said property to receive notice of public hearing shall not necessitate another hearing nor invalidate any action by the Planning Board.

...

**§ 165-13 Definitions.**

For the purpose of interpreting this chapter, the following terms, phrases, words, and their derivations shall have the meanings given herein:

~~**BOARDINGHOUSE, ROOMING HOUSE or BED-AND-BREAKFAST**~~

A building arranged or used for lodging, with or without meals, for compensation, for more than three and not more than 30 individuals.

~~**BOARDING HOUSE, ROOMING HOUSE or BED-AND-BREAKFAST**~~

A single-family dwelling or a portion of a mixed-use building where 3 or more rooms are provided for living quarters for stays 30 days or longer. Meals may or may not be provided, but there is at least one common kitchen facility. The dwelling shall be occupied by the owner or operator. The building may also have a common room.

...

**§ 165-71 Residential districts.**

...

- D. Driveways in residential districts may be used to meet parking requirements for boarding houses, and, buildings containing 2 to 4 dwelling units, without the need to meet requirements in 165-73 and 165-74 below. Driveway length must be at least 18 feet for each parking space required.

...

**§ 165-72 Required number of spaces.**

A minimum number of off-street parking spaces shall be provided and maintained by the owner of every building or property hereafter erected, altered, or changed in use, in accordance with the following requirements:

...

- C. Congregate housing for the elderly, and boarding houses: 1/2 1 space per 3 dwelling units or rooms.

...

- F. ~~Boardinghouse, rooming house, or tourist home~~ Bed & Breakfast: one space per guest room.

...

**§ 165-88 Urban Residence 1 District (URD-1).**

...

- D. Conditional uses. Subject to Planning Board approval under the provisions of § **165-9**, the following uses may be permitted in this district:

...

- (2) Boarding Houses that are located on a major arterial street

...

**§ 165-89 Urban Residence 2 District (URD-2).**

...

- D. Conditional uses. Subject to Planning Board approval under the provisions of § **165-9**, the following uses may be permitted in this district:

...

- (2) Boarding Houses that are located on a major arterial street

...

**§ 165-91 Neighborhood Service District (NSD).**

...

- C. Permitted uses. The following uses are permitted in this district:

...

- (11) Boarding Houses

- (12) ~~(11)~~ Accessory uses on the same lot that are customarily incidental to and subordinate to the above uses.

...

**§ 165-93 Downtown Development District (DDD).**

...

- C. Permitted uses. The following uses are permitted in this district:

...

- (14) Residential units and boarding houses, provided that:

- (a) All residential units and rooms in boarding houses located adjacent to the following public ways and parks must be wholly located above the ground floor:

...

**§ 165-99 Low-Density Residential District (LDR).**

...

- D. Conditional uses. Subject to Planning Board approval under the provisions of § **165-9**, the following uses may be permitted in this district:

...

- (2) Boarding Houses that are located on a major arterial streets

...

**§ 165-100 High-Density Residential (HDR).**

...

D. Conditional uses. Subject to Planning Board approval under the provisions of § **165-9**, the following uses may be permitted in this district:

...

(8) Boarding Houses that are located on a major arterial streets

...

§ 165-105 **Rural Residence and Agricultural District (RR & A).**

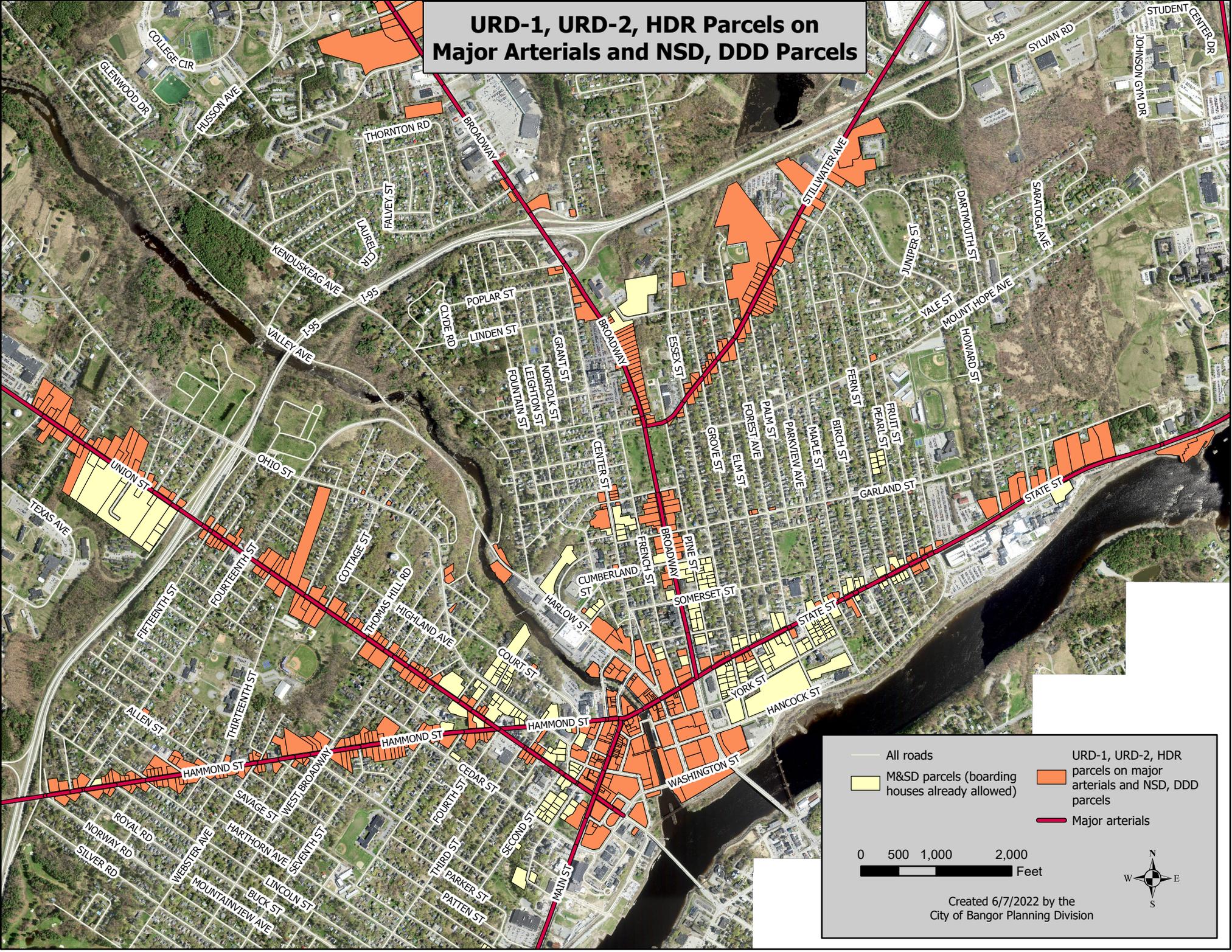
...

D. Conditional uses. Subject to Planning Board approval under the provisions of § **165-9**, the following uses may be permitted in this district:

(8) Boarding Houses that are located on a major arterial streets

...

# URD-1, URD-2, HDR Parcels on Major Arterials and NSD, DDD Parcels

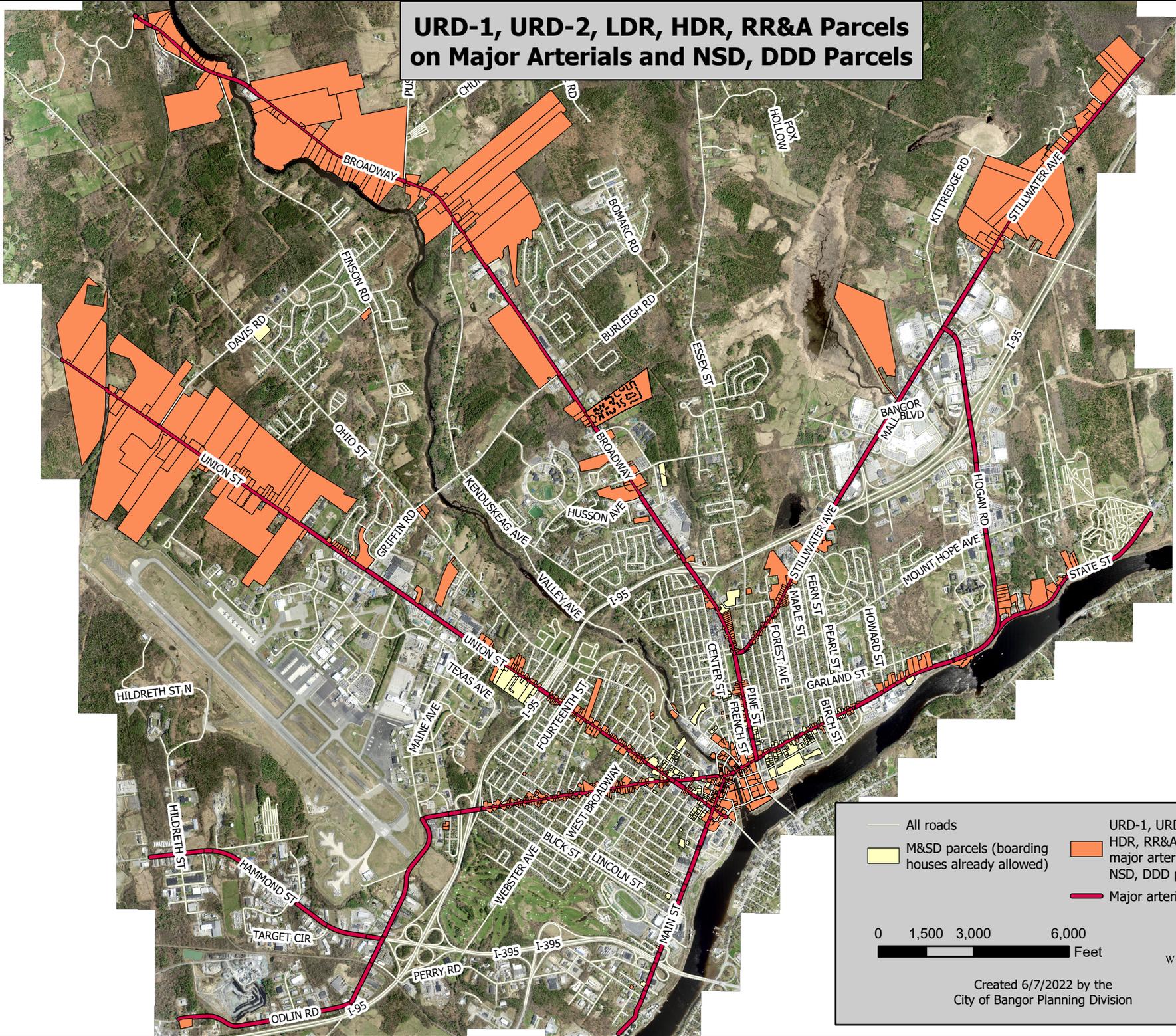


 All roads	 URD-1, URD-2, HDR parcels on major arterials and NSD, DDD parcels
 M&SD parcels (boarding houses already allowed)	 Major arterials

0 500 1,000 2,000 Feet

Created 6/7/2022 by the City of Bangor Planning Division

# URD-1, URD-2, LDR, HDR, RR&A Parcels on Major Arterials and NSD, DDD Parcels



All roads	URD-1, URD-2, LDR, HDR, RR&A parcels on major arterials and NSD, DDD parcels
M&SD parcels (boarding houses already allowed)	Major arterials

0 1,500 3,000 6,000 Feet

Created 6/7/2022 by the City of Bangor Planning Division

**From:** [beverlywm@aol.com](mailto:beverlywm@aol.com)  
**To:** [Bickford, Melissa](#)  
**Subject:** Re: Boarding Houses - Planning Board Hearing June 21st at 7pm  
**Date:** Thursday, June 9, 2022 9:58:08 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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**WARNING:** This email originated outside of our organization. Messages claiming or appearing to be from someone within our organization may be fraudulent. **DO NOT CLICK** links or attachments unless you can verify the sender and know the content is safe.

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My concerns are : how many units would be allowed per building. And parking situation per resident. ( corner Congress Street and Broadway is a LARGE apt building - apartment rented to a group of young men ( possibly 5). Parking for 2 vehicles so they are parked on Congress Street night and day! Take up one lane of traffic).

And second- I would like consideration Re: traffic in the area!! If u it's are built on Broadway, traffic can't turn left when traveling north! (Ie Congress Street with no left turn off Broadway). So traffic will increase substantially on Congress Street/ French st!! Traffic for hospital is already a major inconvenience for residents living near.

Thank u for updated information. I intend to zoom the meeting.

Have a good day. Bev Mansell

[Sent from the all new AOL app for iOS](#)

On Thursday, June 9, 2022, 8:32 AM, Bickford, Melissa <[melissa.bickford@bangormaine.gov](mailto:melissa.bickford@bangormaine.gov)> wrote:

You are receiving this email notice based on your participation in the public process regarding a proposal to redefine boarding houses and bed & breakfasts and add the uses to certain districts in March 2022. As you may be aware, neither the City Council nor the Planning Board supported the original proposal. However, the City Council requested staff to review all the feedback gathered through that process and determine whether an alternate proposal could be developed. After a thorough review of all comments and feedback received during the review of the initial proposal, there were a number of common themes identified. Based on our review, a revised proposal is being proposed that includes the following modifications:

A. Remove bed & breakfasts from the current proposal;

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(Note boarding houses are currently allowed in multifamily district, which is proposed to remain.);

D. Restrict boardinghouse allowance in historic districts to only major arterials; and

E. Allow as a conditional use and not as of right.

Attached to this email please find, the proposed language is in the form of a Council Order, a map showing the areas this use can be potentially located if this proposal were to pass and the formal notice for posting under the requirements of the state statute .

Please note major arterials are defined as: Broadway, Hammond Street, Hogan Road, Main Street, Odlin Road, State Street, Stillwater Avenue and Union Street

**The date of the Planning Board hearing is June 21<sup>st</sup> at 7 PM.**

Interested parties can attend the hearing in person or via zoom. In addition, comments can be submitting by responding to this email. When the original proposal was under consideration, you may have received a notice in the mail. , This notice was required by state statute as the proposal included adding bed & breakfast use, a commercial use, to the district. A boarding house is a residential use as such no notifications were required as for this proposal. Based on the interest in the previous proposal, we are intent on notifying all parties who participated in the review of the proposal.

Don't forget to submit survey responses for the Comprehensive Plan here (by June 15<sup>th</sup>) <https://berrydunn.mysocialpinpoint.com/bangor-comprehensive-plan/bangor-survey> and the survey for the Recovery funds (ARPA) this city is receiving here <https://bangormaine.gov/arpa>

Thank you, in advance, for your participation in these important public processes.

*BCC: Public Comments Received via Email*



**CITY OF BANGOR**

**Melissa Bickford**

*Development Assistant  
Notary Public*

Community & Economic Development  
Planning Department  
[melissa.bickford@bangormaine.gov](mailto:melissa.bickford@bangormaine.gov)

Phone: 207.992.4278

<http://www.bangormaine.gov>



**From:** [Micah Pawling](#)  
**To:** [Bickford, Melissa](#)  
**Subject:** Re: Boarding Houses - Planning Board Hearing June 21st at 7pm  
**Date:** Monday, June 13, 2022 1:29:12 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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**WARNING:** This email originated outside of our organization. Messages claiming or appearing to be from someone within our organization may be fraudulent. **DO NOT CLICK** links or attachments unless you can verify the sender and know the content is safe.

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Dear Melissa,

Thank you for the e-mail. As it stands now, I reject the amendments because it can compromise residential areas. I am trying to discern the authors' goals or previous concerns about our beautiful small city. If filling vacant large homes is an objective, the proposed plan is not the answer. Too many slum landlords already exist. Since housing is in short supply, I recommend that the city officials cogitate on ways to encourage sellers to work with responsible buyers that will improve the city, not cram people into limited living quarters. Attract buyers and provide incentives for improving the property, not simply using it as a source of income which will lead to the deterioration of the establishment. Thank you for understanding.

Best wishes,  
-M.

On Thu, Jun 9, 2022 at 8:32 AM Bickford, Melissa <[melissa.bickford@bangormaine.gov](mailto:melissa.bickford@bangormaine.gov)> wrote:

You are receiving this email notice based on your participation in the public process regarding a proposal to redefine boarding houses and bed & breakfasts and add the uses to certain districts in March 2022. As you may be aware, neither the City Council nor the Planning Board supported the original proposal. However, the City Council requested staff to review all the feedback gathered through that process and determine whether an alternate proposal could be developed. After a thorough review of all comments and feedback received during the review of the initial proposal, there were a number of common themes identified. Based on our review, a revised proposal is being proposed that includes the following modifications:

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Thank you, in advance, for your participation in these important public processes.

*BCC: Public Comments Received via Email*



**CITY OF BANGOR**

**Melissa Bickford**

*Development Assistant  
Notary Public*

Community & Economic Development  
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COMMENTS ON PROPOSED CHANGES TO BANGOR'S LAND USE CODE  
REGARDING BOARDING HOUSES  
Lisa Feldman, Orono ME

Though not a resident of Bangor, I did work there for decades. Like many residents of area towns, I have also visited Bangor regularly to shop, receive medical services, and visit the public library. I would characterize myself as a well-informed observer of Bangor's municipal activities and someone concerned about its quality of life.

I believe I am particularly qualified to comment on the changes proposed. For 12 years, I managed a small single-room-occupancy in Amherst MA. Unlike boarding homes as defined in the proposed ordinance change, SROs are specifically designed so that rooms are self-contained and common areas (usually only a bathroom) are shared. The building I managed had 12 SRO units—three floors with four units each and a shared bathroom on each floor, plus a standard apartment in the basement. Each SRO unit had a small kitchenette, consisting of sink, dorm-sized refrigerator, hotplate, and microwave.

This kind of housing differs in some respects from boarding homes as defined in the proposed ordinance, but there is a lot of overlap. The most important is that both kinds of housing are aimed at people able to live alone (i.e. who don't require assistance with daily chores or specialized medical or mental health care) but are looking for housing that costs less than a market-rate apartment.

On the basis of that experience, let me comment specifically on the proposed ordinance changes:

- Separating boarding houses from bed-and-breakfasts is an important step, as it lays a basis—at least implicitly—for understanding that people renting rooms in boarding homes are establishing a landlord/tenant relationship and putting this kind of occupation squarely under the jurisdiction of landlord/tenant law.
- You may want to bump up the requirements for parking spaces from 1 space for 3 rooms to 1 in 2. My observation is that especially younger people would rather skimp on housing space than do without a car, rather than vice versa. This would mean that some owners might have to pave a bump-out for one or two spaces. On the other hand, nothing prevents them for charging extra for parking.
- I understand that limiting boarding homes to major arterial streets is a political decision and, as a non-resident, I refrain from comment.
- Similarly, I see the requirement for owner-occupancy in particular, rather than responsible on-site management of any kind, as similarly political.
- The decision to make this use conditional rather than by right seems to me a sound one.
- Would some kind of site plan review be required?

I assume that these boarding homes will have to be licensed. The rest of my comments are therefore aimed at sound management practices rather than zoning regulations per se.

When I moved the SRO in Amherst, things were chaotic. The landlord was a young man, still in his 20s, who had inherited the building from an uncle. He had an undergraduate business major but no training or experience in rental property management. Tenants signed a lease and paid the equivalent of three months' rent (first, last, and security deposit) up front. If people damaged the property or ran out on the rent, the landlord kept their security deposit and hoped for the best. Cleaning and repairs were done only sporadically. The yard was unmown, un-landscaped, and trash-strewn. The resident nominally in charge of management turned out to be sexually abusing adolescent boys, videotaping the proceedings, and selling the videos. In short order, he went off to jail. I explained to the landlord that he would make more money if he managed the building better, because he would have less tenant turnover and fewer repairs. He offered me the job on the spot.

It took surprisingly little work to get the building back on track. In only a year or so, we went from neighborhood eyesore to valued neighbor and active participant in our neighborhood association. Amherst is a municipality about the size of Bangor. Our building was located close to downtown on a residential side street but only a block from a main traffic artery.

Looking back, I realized that previous work experience had qualified me for the job. I had spent several years working as a paralegal, legal educator, and law librarian. I knew the basics of landlord/tenant law and had had training in alternative dispute resolution/mediation techniques. I had worked at a group home for disadvantaged adolescents, so I wasn't unhinged if confronted with a troubled, angry person. (In truth, this was only a sporadic occurrence for me over 12 years.) My experience in library work had made me adept—in those pre-internet days—at finding information on community agencies and programs that might help my tenants when they encountered difficulties of various kinds. I had done a lot of cleaning, both as a college janitor and a residential cleaner.

Of these helpful experiences, the most important was an understanding of landlord/tenant law. Pine Tree Legal Assistance has some great information on the rights and responsibilities of tenants on its website. Perhaps the City of Bangor could work with Pine tree or some other group to compile equivalent information on the rights and responsibilities of landlords and either require it or make it available and strongly recommended for landlords and rental property managers.

It also seems to me necessary that operators work with the Fire Department to develop an evacuation plan. We were inspected annually by both the building Inspector and the Fire Department, which was helpful in encouraging the landlord to adhere to good maintenance practices.

This language of the proposed ordinance on boarding houses is aimed primarily at buildings constructed as single-family dwelling converted to this use. I hope the City of Bangor will also consider regulations and programs facilitating new construction of SROs or small studio apartments. This is an excellent kind of housing for people of limited means who value privacy over amenity. It can also be a viable proposition for a developer. Without on-site laundry facilities or electric stoves and with shared bathrooms, builders save on plumbing and wiring costs. Allowing for a well-designed space of 15 feet square per unit (the room in which I lived for 12 years was a little smaller), yields a small building footprint, with more units per acreage than a conventional apartment building. Though SRO rents typically include utilities, the landlord can also save by installing energy-efficient appliances and lighting. This means rent per unit can be pegged at below-market rates. A small building of this kind is ideal for vest-pocket development.

Our building had wired-in smoke detectors and a sprinkler system, required by law. Though the landlord in those days allowed indoor smoking and people cooked on hotplates, in 12 years we never had a fire.

I would also stipulate that responsible on-site management—though not necessarily owner-occupancy—be a requirement for any kind of housing requiring people to live at close quarters. In my case I received a rent reduction of \$50 a month (about \$115 adjusted for inflation) for my work, which included cleaning common areas, yardwork, arranging for and supervising repairs, and interviewing prospective tenants. In twelve years, we went through a formal eviction procedure only once.

Many thanks for your consideration. I wish you every success in broadening the range of affordable housing options for people in Bangor.

## Legal Notices

Please be advised that the Planning Board of the **City of Bangor** will hold a public hearing on **Tuesday, June 21, 2022, beginning at 7:00 p.m.** in the Third Floor Council Chambers of Bangor City Hall and will consider the following Land Development Code:

**Amending Chapter 165, Land Development Code, Section 165-68 by amending the Flag Lot provision to allow for extended access roads in the Rural Residence & Agriculture (RR&A) District.**

To submit comments please email [planning@bangormaine.gov](mailto:planning@bangormaine.gov) or call 207.992.4280. Interested parties can also make an appointment by email or phone to meet with Planning Department staff. The public is welcome to attend the meeting in person or by Zoom. Zoom links are available on the City's website the day of the hearing and can be found by going to [www.bangormaine.gov/calendar](http://www.bangormaine.gov/calendar) and clicking on the meeting that you wish to attend. The meeting may also be streamed live via the City of Bangor's [Facebook page](#). Comments that are posted on the Facebook livestream are not monitored during the meeting. Please call our office if you have questions about the process or participation in the hearing process.



Anne M. Krieg,  
Planning Officer

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American Planning Association

**Planning Advisory Service**

*Creating Great Communities for All*

No. 110

# PAS MEMO

## Three Essential Questions for Better Planning

By Kyle Ezell, EDD, FAICP CUD

Planning for and with people is a complex and challenging undertaking.

Planning practice spans the social and physical sciences, requiring planners to gain a comprehensive understanding of the many aspects of a proposed topic and offer recommendations for objectively making decisions. The high expectations placed upon our profession for finding and communicating multidisciplinary answers to complicated human questions means that as planners, we must develop savvy political acumen, extensive research and analysis proficiencies, clear and concise writing styles, and advanced facilitation and presentation skills.

We prove ourselves as reliable, valuable professionals. And while the widely used term “the planning process” can mean different things to different planners, the essence of planning for and with people is simple: we want our work to benefit as many people as possible, to negatively impact as few people as possible, and to include as many people as possible.

What if we as planners addressed these intentions directly across all our work by asking three essential, explicit questions?

- Who is helped?
- Who is harmed?
- Who is missing?

This *PAS Memo* introduces these essential questions and explains how they can create a foundation for good planning practice by better defining and strengthening the “why” for any planning idea. It stresses that we should always have these questions in mind for all our work and offers ways to best ask them throughout a wide range of planning work routines.

Effectively integrating these questions throughout planning practice can enhance the breadth and depth of our developed professional skills. It can also create opportunities for us to take stronger leadership positions in community conversations around more inclusive decision-making, empowering planners to have even more valuable professional roles.



### The Essential Questions Explained

We ask versions of these questions all the time, but perhaps not explicitly, intentionally, and often as we might.

Answers arise from seeing and understanding the people we serve more meaningfully. Planners already consider the people who become the end users of our processes, plans, policies, programs, and projects, but asking the essential questions for any planning idea allows us to better recognize the potential impacts of planning outcomes on the people in our communities.

#### Who Is Helped?

Asking who is helped—identifying the readily apparent users or beneficiaries of a planning proposal—commences the essential question-asking process.

At its core, the field of planning is about helping people. We become planners because we want to help people, and our purpose is to help make great communities a reality for everyone. Knowing who we help when we practice plan-

Figure 1. The three essential planning questions.

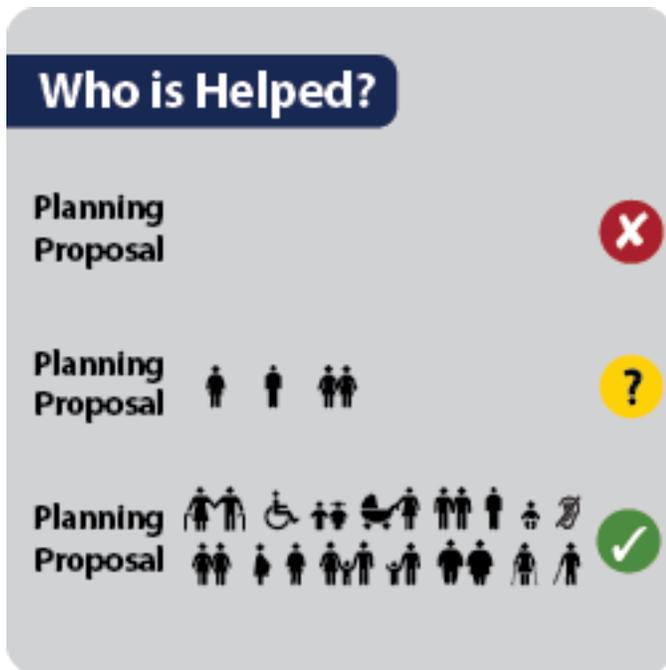


Figure 2. Answering the essential question “Who is helped?” justifies a planning proposal.



Figure 3. Answering the essential question “Who is harmed?” spotlights potential negative outcomes planning proposals have on people.

ning is a tenet of our profession, so we must begin with this question.

Figure 2 illuminates the simple test of asking “Who is helped?” that we can use to double-check the “why” of a planning idea to establish that the idea is good—that is, it helps more than it harms.

If we cannot answer this straightforward question quickly and easily for any proposed planning intervention, the intervention should not be necessary. We can use this information to justify and to build support for a good idea.

### Who Is Harmed?

Part of helping the communities we serve means doing our best within the sphere of our influence to prevent them from harm. We can build on our planning profession’s ethical expectations in deliberately and actively asking for any planning proposal, “Who is harmed?”

Doing so can lead to building trust among people we work for and with. Purposefully asking who is harmed by a planning idea—directly or indirectly, intentionally or unintentionally—forces a proactive assessment of its potential negative impacts on real people.

Figure 3 shows how identifying who will be harmed by planning work provides reasons for not implementing that work. If an idea negatively impacts people, it lessens the idea’s value; the “why” becomes less clear. If we can answer this question quickly and easily, that idea would likely not be worth considering. We can also use the answers to this question to improve a planning idea by mitigating any negative impacts to people we identify when considering who may be harmed by that idea.

To assess the potential negative impacts to as many people as possible to create great communities for all, when answering “Who is harmed?” by a planning proposal, planners should consider people who may be:

- **Financially harmed.** Will someone’s livelihood be affected by an incompatible land-use decision, or will an infrastructure proposal negatively impact someone’s property?
- **Physically harmed.** Will someone suffer from unsafe or unhealthy physical or environmental conditions caused by the outcomes of a planning proposal?
- **Culturally harmed.** Will someone’s ties to the built environment such as important buildings, sites, or landmarks, be negatively impacted?
- **Psychologically harmed.** Will someone’s state of mind be impacted, such as having one’s home demolished against one’s will? Or will someone be subjected to potentially overwhelming new sensory inputs (e.g., blinking lights, loud noises) caused by changes in land uses?
- **Harmed by neglect.** Will groups containing many loud voices be harmed by being ignored? Will people with quieter voices suffer by not being loud enough?

Answers in any of these “harmed” categories should prompt reflection and a reset in our planning strategy. Figure 4 summarizes these categories in a checklist for planners.

Planners can modify our scans by coming up with additional categories to represent specific circumstances for different contexts, always being frank about the potential for harm. Doing so invites authentic and caring engage-



Figure 4. A general checklist planners can use when scanning for people who may be harmed.

ment during the conception of a planning idea, its evolution towards fairer and more equitable outcomes, and its implementation.

Intentionally showing a willingness to acknowledge and understand the potential for harm—including legacies of past planning-related harms both direct and indirect—manifests in the simple, deliberate question, “Who is harmed?” This should be asked of everything we as planners do.

### Who Is Missing?

People opposed to or negatively impacted by a planning idea may not be present at a decision-making meeting. They may not be aware of the public hearing—or if they are aware, they may not show up because they do not think they will be allowed to speak, are afraid to speak up, or may not have time or access to attend a meeting. Any variety of barriers can keep someone from participating, and people without connections or power may not be seen or heard.

Asking and answering the final essential question “Who is missing?” brings challenges. Though we know not everyone can or should participate in every planning situation (depending on the context and location of planning proposals), people who can and should be there may be missing from the conversation. But identifying people who want to lend their voice to a planning process or decision can be difficult because we might not think of them, know they are there, or understand the context for why they aren’t there.

The following set of scan questions offers a framework to help identify who is missing from the table. Planners should look for people who:

- **Are interested in the subject matter.** We should identify people who could enhance knowledge around topics associated with any planning situation. Updated lists of agencies, organizations, clubs, and other groups associated with planning topics can help. For instance, we should inform and invite local hikers and fishing clubs to provide input on a proposed new park with hiking trails and a large fishing pond.
- **Live in the greater area.** We should work within legal requirements for public notification with an awareness of those farther away who have a right to be informed and engaged. Groups out of the jurisdiction of the range of work may be interested in and have a stake in the proposed idea. For instance, annual vacationers to a beloved beach town, alumni of a college considering a campus reconfiguration, and property owners near to but outside of the required notification area for a transformational land-use development proposal will likely bring valuable input.
- **Have different abilities and needs.** We should continuously scan for people with different physical and mental abilities and health needs who should be at the decision-making table, keeping continuously updated contact lists for reaching out across the spectrum of community members’ abilities and special needs and building notification partnerships with agencies that serve various populations.
- **Are diverse in a variety of ways.** We should insist on representation for as many people as possible who represent the demographic makeup of the people we serve. Notification partnerships can include service providers, places of worship, schools, and as many organizations as possible to bring representative voices into planning conversations.



Figure 5. Planners should carefully consider who is missing from the conversation for all planning ideas.

- **Live in communities that are underrepresented or are otherwise disproportionately left out of the conversation.** Every community will have groups who seem to be always left out and are therefore not represented in local decision-making processes. Planners must look back on how previous planning implementations negatively affected people, identify who was missing from those processes and thus unable to ask questions or raise concerns, and work forward to ensure current conversations include all individuals and groups who should have a chance to weigh in.

In addition to finding additional individuals or groups who may be harmed by a planning idea, answers to the question “Who is missing?” can also uncover more people who are helped. We can invite newly discovered beneficiaries to participate in supporting and improving an idea.

Who is Missing Scan

- Tied to Subject Matter
- With a Stake but Outside
- Differing Abilities or Needs
- Demographically Diverse
- Underrepresented

Figure 6. A general checklist planners can use when scanning for missing people.

**Answers, Action, and Leadership**

As planners, keeping the essential questions front of mind complements our professional skillsets and our leadership potential. As efficient researchers nimbly learning and making sense of knowns and unknowns, we now can include previously unrecognized people who are helped, harmed, and missing. With this information, we can lead richer community conversations about planning ideas in ways that help applicants, community members, and decision makers better understand the potential impacts of those proposals, and we can help ensure to the best of our abilities that our work benefits as many as possible, harms as few as possible, and includes everyone possible.

Here, being a leader does not mean being the boss: it means taking agency in activating knowledge and skills gained from studying and practicing planning, stepping up with confidence, and bringing fairer solutions to problems that we as planners were trained to solve. Leading by answering the three essential questions can expand planners’ curiosity and comprehensive ways of thinking, making it easier to see both the big picture and the small details necessary for taking action.

Actions we decide to take can have many forms depending on each situation’s needs. Different planning organizations or firms will have different methods for taking action; therefore, no one-size-fits-all approach can cover all possibilities in the planning field. Because we want our work to benefit as many people as possible, negatively impact as few people as possible, and include as many people as possible, taking appropriate action (recommending, altering, including, extending, revising, inviting, encouraging, empowering, and every other conceivable possibility) can help make our work fairer, and therefore, better.

**Asking the Essential Questions Across Planning Practice**

It is implausible (impossible!) to expect that planners will ask all three essential questions out loud, all the time, in all planning situations. And we may not be taken seriously if we ask who is helped, harmed, and missing all day long.

However, as planners, we should always have those questions in mind for everything we do. Keeping those questions front of mind will help us encourage better outcomes. Integrating these questions will take time, and we will have to think carefully about how best to incorporate them into our work routines.

Consider where and when more detailed processes for asking the essential questions make sense and how they can be

**Customizing the Essential Questions**

Words matter. They mean different things to different people. Since most words and terms do not cleanly translate the same way for all situations, consider modifying the essential questions to fit your organizational and procedural expectations.

For instance, replace “Who is helped?” with “Who benefits?” Perhaps expand “Who is harmed?” to “Who is negatively affected or impacted?” You may want to rephrase “Who is missing?” in a way that more directly represents a particular planning situation, such as “Who is underrepresented in this proposal?” or “Who is absent from this conversation?”

This *PAS Memo* provides an essential question framework you can adjust as you see fit; you can choose how to craft the base questions depending on planning circumstances and preferences for one word or term over another.

integrated more formally into established planning work. The following sections show how asking the essential questions can add value to our planning duties and offer suggestions about when and how we might regularly ask the questions when leading comprehensive and other plan-making processes; developing or reviewing policies, programs, or projects; and having formal or informal discussions about our communities.

### **Plan Making**

Involving detailed process design and covering all topics, ranges, and scales, making plans presents many opportunities for asking and answering the essential questions. Plans create guiding visions and provide specific recommendations for achieving those visions to communities. Therefore, we must strive for our plan-making processes to bring everyone to the table, gather feedback from as many people as possible, and produce well-thought-out recommendations that benefit the entire community.

Generally, for any planning process design, we must do the following:

- Ask and answer the essential questions before we begin.
- Employ the essential questions throughout when creating and confirming the “why” for goals, objectives, policies, and actions.
- Scan for people who are underrepresented or missing from the conversation and invite and include them in our process.

The essential questions should be integrated into all steps of the plan-making process, as described below. As part of our published plans, we should document asking and answering the questions and any subsequent actions taken for all plan-making stages.

**Preparing to launch the plan-making process.** Planning processes offer value only if they accurately represent people. One of the critical times for asking the essential questions happens well before the visioning and other public input sessions begin. Answering the questions is performing “fairness due diligence” in helping ensure we have carefully considered people whose voices enhance visioning and goal setting and who should be encouraged to participate.

To reach the most people in creating great communities for all, “Who is helped?” becomes a fundamental question to set the plan-making process’s vision and mission. Answers to who is harmed and missing can help us understand people left out of the plan’s benefits, without resources or access to education and representation. We can find, invite, and welcome them well before the date of the first public meeting.

**Visioning and values.** Visioning sessions are meetings setting long-range visions and goals. Charettes (high-intensity, in-depth sessions centered around a longer-range vision or goal-setting topic or problem) often launch plan-making processes by establishing a community vision and goals to guide subsequent plan development. Creating a vision for specific

(and sometimes existential) planning issues requires community members to define their agreed-upon values from which a plan’s visions and missions take root and grow. Asking and answering the essential questions can improve representation.

We can also ensure a more representative vision throughout the plan-making process by continuously asking “Who is missing?” Identifying and including community members whose ideas and concerns have been missing from previous conversations about community visions and goals will strengthen the process and result in the creation of more inclusive and representative community values.

**Public engagement data strategy.** Once we find answers for who should be invited to a plan-making process, we can also ask and answer the essential questions to discover how different approaches to collecting data might help, harm, and leave people out, helping us strategize better public engagement and input processes. Doing so can positively impact our plan-making process’ visions, goals, and recommendations.

We can closely look at our data-gathering methods and sources in focus groups, surveys, and public engagement technology. For instance, who is helped by posting a survey online might be people on a particular social media platform, potentially skewing results. Who is harmed or missed by posting a survey online might be people without access to technology, so choose data collection methods that help increase participation.

Also, think about who may be helped, harmed, and missing when selecting data and tools from external sources. Make sure those providers collect their data from fact-based, relevant, unbiased, and reputable methods and sources. Integrating the essential questions into data-driven processes can increase the chances for high-quality, relevant, and reputable data that leaves no one out and avoids building bias into an analysis.

**Public meetings.** Encouraging planning decision makers (such as board members and commissioners) to ask the essential questions can help us continuously monitor our plan-making process’ level of success. Making sure to ask the questions out loud during the many public meetings required in plan making supports the following outcomes:

- Gaining clarity on a plan’s impacts
- Providing answers to make well-informed, justifiable decisions
- Bringing human impacts of decisions to light
- Keeping the conversation focused on what is important
- Improving outcomes for all involved
- Providing depth to deliberations
- Generating viable alternatives
- Exposing potentially unethical motives
- Increasing comprehensiveness in decision-making
- Uncovering or identifying unintended outcomes of decision-making
- Providing opportunities for greater consensus

We can use the essential questions to accomplish the following elements of successful public meeting outcomes:

**Lifting missing voices in public meetings during plan making.** When organizing and facilitating meetings, we can ask who is harmed and missing to interpret whether people feel comfortable speaking. In the context of an active meeting, this can look like making sure no one person or group is dominating the conversation (scanning for missing voices and those harmed by neglect).

**Reducing adverse effects by considering accessibility.** If our data collection strategies in a public meeting involve movement, we can ask who may be harmed and missing. Planning process activities such as “gallery walks” or poster pin-ups and reviews, sticky dot voting, post-it note commenting, stretching over base maps, and other movement-related activities offer excellent ways to gather input. Still, they will likely hinder some participants with ambulatory issues, eliminating critical voices—and therefore harming by neglect or leaving people out. Consider people with vision, hearing, sensory, social anxiety, and technology access issues. We know how hard it is to provide fully accessible meetings, but asking the essential questions and making necessary changes can support our aspirations.

**Decreasing the number of people who may be harmed or missing through diversity assessment.** Facilitating meetings offers assessment opportunities for inclusiveness. Take time to determine if the diversity in the room generally represents the community’s representative census data. Also, we can account for underrepresented people and groups that were identified when preparing to launch the plan-making process. After each public meeting, we should ask and answer the questions again to evaluate the success of our attempt in attracting people we hoped would attend. Did those who showed up represent one group more than others? Did we notice people and groups who weren’t there? If so, consider how the resulting lack of diverse ideas from public input might harm the plan.

**Readjusting between public meetings.** We can ask and answer the essential questions to guide adjustments between public meetings to potentially increase chances for people to participate and build a sense of ownership in the plan, which is crucial for implementation.

**Drafting plan policies, objectives, and actions.** As noted above, we can keep the essential questions in mind and ask them throughout the plan-making process, actively seeking to achieve continuous improvement.

**Public review and feedback.** When seeking public input on the draft plan, we can focus on who is harmed (by neglect) and missing. When preparing for widespread publication across all media platforms, we must consider the accessibility and inclusion checks provided above for public engagement strategy development and public meetings. Is the draft plan conspicuous and accessible for everyone? Did we consider people with different abilities and needs who will want to see the draft? Did we ensure media outlets reach people in the community and did we consider how people find, read, and provide feedback on draft plans? We can check on the beneficiaries, the negatively affected, and people who may be

underrepresented throughout the review and feedback period and shift outreach strategies accordingly.

**Finalizing the plan document.** We can make sure to publish documented steps in asking and answering the essential questions. Published steps become a record of monitoring answers and actions taken to improve the community’s process over the plan’s lifespan. When launching new plans and updating old ones, we can examine the success of employing the questions by scrutinizing current conditions, making adjustments, and improving as we advance.

**Implementation.** Using the essential questions to gauge and manage shared, equitable implementation, we can select those accountable for plans’ implementation as we continue improving wider stakeholder participation.

### **Policies**

Plans are collections of policies and recommendations, but local governments may develop and adopt standalone policies independent of their plans. Policy development also offers opportunities for planners to ask and answer the essential questions.

The essential questions are critical in policy making because policies are widespread community directives that typically apply to many people and form the basis for creating and implementing rules. Answering the questions “Who is helped?” and “Who is harmed?” can mitigate unintended negative consequences.

**Problem identification.** Asking the essential questions helps us establish the “why” for our policy-making processes, providing a more thoughtful justification for why and how we should solve an identified problem.

**Policy making.** The essential questions and their answers can help policies take positive directions as they make their way through decision-making bodies and bureaucracies to be adopted and implemented.

**Policy adoption and implementation.** If we answer the essential questions and take appropriate actions in developing a policy and finalizing it for adoption, it will help establish confidence in a policy’s worth. Still, we should take the time to check through the questions again. Has anything changed since the problem identification that might impact the answers? Hopefully not, but last-minute adjustments could be warranted. We can also use the answers to prioritize policies; if a policy helps many people and harms few or none, this justifies funding and implementation.

**Evaluation.** A fundamental application of answering the essential questions is taking a detailed look at how an implemented policy helped people, harmed people, or missed people. With this knowledge, we can put forward more informed recommendations and make necessary adjustments.

### **Programs**

When we develop programs to solve an issue or meet targeted needs, “Who is helped?” becomes the crucial question. Answers support our confidence in developing and administering programs that are truly helping who they intend to help. And though the goal of creating a new program is never to harm people, we can ask “Who is harmed?” to make sure. Finally, ask-

ing “Who is missing?” could reveal additional people who may be helped by a program or suggest different implementation strategies to maximize program benefits and make the most of program investments.

**Program justification and goal setting.** Limited resources mean that planners and others require good reasons for proposing and developing programs. How many people will the proposed program help, and are we sure it will not harm anyone? We may not know who is missing when validating why a proposed program should exist, but asking the question will keep this idea on the radar later.

Once the “why” of the program is established, answers to the essential questions can help form proposed program goals: we can target goals to improve the lives of people who are harmed and increase the number of people who are helped. Answering “Who is missing?” at this stage is essential. We may discover opportunities to expand a proposed program’s reach.

**Budgeting and implementation.** If a proposed program helps many people and keeps them from harm, we can make a stronger argument for allocating funds for its implementation. Building out a program requires action steps (often including physical logistics) and working out the details needed for a program to be successful offers additional opportunities for asking the essential questions.

**Evaluation.** Asking the essential questions during each annual review can help us identify who a program may have helped beyond the intended participants, understand any unintended negative consequences or impacts to people, and offer opportunities to uncover more people who might be helped by the program. Enhancing formal audits with answers to the essential questions allows us to more clearly identify ways to improve.

## Projects

Projects can benefit from the essential questions, as asking them refocuses the conversation from what the project is to who the project’s users are. Often designed and implemented by private entities, projects include residential, commercial, or mixed-use developments. Public agencies may also lead or participate in project design and implementation; examples include a development authority constructing an affordable housing project or managing a brownfields redevelopment, a transit agency leading infrastructure improvements, or a local government forming a public-private partnership for a revitalization project.

Near-term implementation involves current planning actions, such as project conception and design, technical reviews, planner recommendations, public hearings, applicant revisions, approvals, budgeting and scheduling, construction, and project evaluation. Answers to the essential questions can benefit projects throughout all such efforts.

**Conception and design.** During a project’s conception and design phases, planners will hear from people asking questions or complaining about the project. The essential questions can become part of the dialogue between staff and project applicants, which can help applicants better understand the

potential impacts of—and potential community opposition to—their projects. This can inform adjustments to projects that result in better community benefits, smoother public comment processes, and better development outcomes. Project commentators can use the questions to assess projects that will impact them, potentially resulting in constructive suggestions rather than outright condemnation.

Planners and designers in both the public and private sectors also bring forth project proposals and designs. Public-sector planners working for and with people will be familiar with their communities and how the people they serve could be helped, harmed, or missed by a proposed project. They will immediately or quickly be able to answer the essential questions and can encourage project applicants to concurrently ask and answer the questions themselves.

Private-sector planners and designers contracted by municipalities, land developers, and other entities usually do not directly report to people they plan for and with. Since they may not immediately know the answers to the essential questions when working in nonlocal or otherwise unfamiliar communities, they may need more time to seek answers and ensure they are correct. Private-sector planners can integrate the essential questions and answers as part of requisite due diligence in project proposals and designs to show they care enough to consider the needs of all community members.

**Technical reviews.** Current planning reviews of design, transportation, and construction projects require specialized expertise and meticulousness. They can also de-emphasize people. Answering the essential questions remind reviewers that people are the end users of a proposed project.

Answers to the questions support our decisions when we analyze engineered drawings or site plans, review the technical data found in digital or blueprint layers, or navigate land-use tables. Technical project reviews pair well with the questions because visuals allow us to point to details we can see and encourage imagination when answering. (“See this curb cut for the parking lot entrance? Who is helped and harmed by the decision to locate it there?”)

When we work as technical reviewers, we cannot realistically (and should not) ask these three questions out loud every time we see something on a site plan. But general awareness of the essential questions reminds us to remember who is helped, harmed, and missing and to take appropriate action as we dig deep into the details.

**Recommendations.** Since our recommendations as planners influence projects, answering the essential questions when writing reports provides an additional layer of care and thoughtfulness, potentially improving projects under consideration. We can achieve higher levels of trust with our communities when we demonstrate our awareness of the specific ways projects help, harm, or leave people out, and we can create fairer recommendations with that information.

**Public hearings.** Generally held during an existing meeting such as a planning commission or city council meeting, public hearings offer people a chance to express their opinions on project proposals. The essential questions can help us guide

public dialogue around a proposed project, providing focus, clarity, and community around its impacts on real people.

**Applicant revisions and approvals.** We and other reviewers can verify that any revisions applicants make to project proposals help more, harm less, and bring more people to the table. And asking the questions one last time before project approval can increase confidence for decision makers.

**Implementation schedules and budgeting.** We can employ questions and answers in prioritizing which projects should be implemented and when. For instance, when determining the implementation schedule for a community's parks and recreation plan, we can ask, "Who is helped and harmed if we implement Park A's improvements before Park B's?" This can help us guide more informed budget decisions and more transparent public communication about those decisions.

**Construction.** Project implementation is high profile, and projects under construction directly impact people. The essential questions can improve people's experiences during times of change. Asking and answering the questions across the range of activities required for a project's implementation can potentially create a more tolerable, humane experience. Examples include land clearing, foundation pouring, utility work, framing, installing, operating construction equipment, transportation detours, parking and storing the construction equipment, and many other situations. Who will be helped and harmed by construction during the workday and over the nighttime hours? Who should be part of the conversation on leaving heavy construction equipment on the school parking lot? Construction managers can choose to reduce negative real-time impacts that project implementation often brings.

**Evaluation.** Were decision makers correct? Did the project help more people than it harmed? Were missing people found? Answering the essential questions as part of an evaluation process can provide clear directions for improving an implemented project and enhancing similar projects through lessons learned.

### Planning Deliberations

As planners, we can ask the essential questions any time decision makers and the public consider a planning topic, including in any meeting for any planning proposal at all ranges and scales. Whether in public meetings, professional conversations, or in an individual planner's mind, asking and answering the questions can enhance the value of planning-related discussions and decision-making outcomes.

**Regular meetings.** For meetings scheduled during specific, expected times (e.g., a monthly planning commission meeting) in which some form of Robert's Rules of Order (or modified Parliamentary procedural meeting rules) is employed, decision makers can ask and begin answering the questions at appropriate times during proceedings.

**Staff reports.** The essential questions can support us as planners in writing better staff reports and adding more value to our recommendations, providing increased clarity and confidence for decision makers and the trust granted by people we serve.

## Visualizing the Essential Questions

New concepts—even three simple questions—can be difficult to visualize when considering how they fit into your planning duties. Imagine yourself in various planning roles and what you might say to gain a better understanding of potential opportunities:

### Plan making:

- The planning manager evaluating past plans' impacts before beginning a new plan-making process: *"Let's take a look at the current and prior plans and ask who these plans helped and harmed—and who was missing from the process—to guide our new initiative and help us avoid past mistakes."*
- The lead planner holding internal pre-plan-making meetings with colleagues as a pre-scanning exercise: *"We're here today to define the 'why' for our plan by determining who will enjoy planning's impacts, who may be negatively impacted, and who doesn't know but would want to know about our work. This way, we can get a handle on current conditions before we officially begin the plan-making process."*
- A planner in charge of online content adding an interactive and updatable webpage for the plan's informational website: *"Welcome to this page, where you can offer input to help make our plan as fair as possible by offering your thoughts on who the plan helps, who it potentially harms, and who is currently absent from the conversation."*
- The planning director bringing the plan to official adoption: *"We feel confident that knowing who benefits, may be negatively affected, or left out of the conversation increased our goal of being as fair, transparent, and democratic as possible. I urge you to adopt this plan."*

### Policy making and implementation:

- A planning consultant beginning an environmental scan for a proposed policy: *"We have begun identifying and tracking current and future trends associated with your proposed policy. We want to find who is currently helped, harmed, and missing in the assessment of our current condition, then predict how their situations might change if the proposed policy is implemented."*
- The planning policy initiators investigating political will: *"Who in local politics might win, lose, or be absent as a result of our policy idea? Let's consider how what we are proposing might create political winners and losers. Our developed policy will require political buy-in, so let's strive to design our policy for more winners."*
- A planner writing an annual policy review: *"Following is information on the people we serve and how we ask who is helped, harmed, and missing to monitor the reach of our work."*

*Program development:*

- The planners exploring a need for a program: *"Today we launch a needs assessment to identify who our program will serve, but to also explore possible unintended consequences and human impacts of our proposed program by asking who is helped, who is harmed, and who is missing from the dialogue around our program idea."*
- A private planning consultant holding a focus group: *"Today, we want your thoughts on how to make our program work for everyone possible. Who will likely benefit? Who probably won't? Have we done a good enough job of inviting everyone who needs to be here?"*
- The core planning team developing goals and objectives for a program: *"We've gathered a lot of input from the public and stakeholders about what our policy's goals and objectives should be. Do they help? Do they harm? Do they leave anyone out?"*

*Project proposal development and review:*

- A current planner with a project applicant: *"We ask that you as the project proposer take time to answer the following three questions as accurately and completely as possible: Who is served by your project? Who is negatively impacted by your project? Who is missing from the table in evaluating your project?"*
- A private-sector planner facilitating a neighborhood input session to discuss a land-development project proposal: *"We know this is where your heart lives, and we hope you can help us figure out how we can be good neighbors today by thinking about how this project will help the neighborhood, whether it might somehow have a negative impact on you or others, and who may be missing from the discussion today."*
- A site planner reviewing a project's site plan: *"How does this location for a new manufacturing plant help or harm residents in both this neighborhood and the greater community, and who might not but should know about this proposal?"*

**Public forums and special meetings.** Often lengthy and focused on one topic (such as the need for a comprehensive plan or the details and outcomes of a community visioning session), these meetings invite the public to learn about, discuss, and debate an idea in more depth than is typically possible in a regular meeting. Essential questions can bring depth and breadth to these deliberations. We planners, decision makers, and participants can explicitly ask and answer who is helped, harmed, and missing.

**Emergency meetings.** Answers to the questions can help decision makers think more deeply about the human impacts of their decisions before they take action. Essential questions can also steer emergency meetings deliberating on topics requiring immediate attention.

**Conversations with planning colleagues and decision makers.** Much of our work involves behind-the-scenes interactions with colleagues, including professional conversations, data preparation, and recommendation development. We can employ the questions in various situations, such as discussing

*Planning deliberations:*

- A current planner presenting staff recommendations to the board of zoning appeals: *"Based on our assessment of who will benefit, who will be negatively affected, and who we believe is underrepresented, staff recommends not approving the request. We have determined this proposal could possibly harm a significant number of residents, and we believe many people to be unaware of the proposal and its impacts."*
- A city councilor in an emergency budget meeting: *"Who does this budget cut proposal advantage? Who does it disadvantage? And who doesn't know it's coming?"*
- A planner in an internal meeting with colleagues choosing neighborhoods for their next neighborhood planning effort: *"How does spending our time and resources updating an existing plan for a neighborhood not currently in need help or harm the rest of town? There are a lot of people not yet involved in our community's planning process."*
- A planner thinking alone, watching a moving van carry out a family's furniture, wondering about unintentional displacement in a fast-changing neighborhood: *"Did our property tax abatement policy decisions for this neighborhood harm this family, who might be moving because they have to, not because they want to? I sure hope we didn't inadvertently help only those people who needed it the least, and I don't know where to begin to understand who's missing here. I'll bring this up with the other planners as I work on the department's annual plan implementation evaluation report."*

Does one or more of the above opportunities to implement the essential questions apply to your planning practice? These are only a few of the many possibilities.

a topic with applicants, researching in the field, brainstorming with colleagues, and conducting internal meetings with decision makers.

**Alone.** Though this *PAS Memo* stresses purposeful implementation of the essential questions in everyday work, asking and answering the questions never requires a formal process. As individual planners, we should be asking and answering the questions in our minds as we fulfill our planning duties.

**Conclusion**

This *PAS Memo* demonstrates how using three essential questions—Who is helped? Who is harmed? Who is missing?—when planning for and with people across planning practice can make communities fairer and better.

Asking and answering these three straightforward questions enhances our ability to cut to the chase to what is real, because our work involves real people. And though we often work in highly complex ambiguity within our multidisciplinary field, starting with these simple questions allows us to more effec-

tively explain the very real human impacts of planning ideas in our visual, verbal, and written communications. The breadth of our developed skills and knowledge exemplifies the qualities of successful leaders: answering the essential questions and taking action provides opportunities for us to have an even more valuable professional role as planners.

But be flexible and realistic. We must understand when and where to take advantage of opportunities to ask the essential questions in our everyday work and expand their use across work ranges and scales—facilitating meetings, writing reports, making recommendations, crafting and implementing plans, in one-on-one conversations or in large group discussions—but we must realize nothing is perfect. Some people will always be helped too much. Others will be unavoidably harmed. And unfortunately, many people will never make it to the table. Life is not fair; being realistic about this can stave off burnout. Though implementing a planning culture that regularly asks and answers these three essential questions doesn't guarantee easy and straightforward decisions, it does allow planners and decision makers to make the most informed, transparent, and therefore best decisions possible in each context and situation.

Everywhere possible in our planning practice we should ask who is helped, harmed, and missing. We must always keep these three questions front of mind to help us encourage fairer outcomes in everything we do. When we answer the questions, we can decide the best ways to take action. Because when planning for and with people, knowing "who is" and taking action represents our "why."

### **About the Author**

Kyle Ezell, EDD, FAICP CUD, is a professor of practice in city and regional planning at The Ohio State University's city and regional planning program in the Knowlton School and a senior affiliate of OSU's Drake Institute of Teaching and Learning. He served in leadership roles as an elected board member and secretary of APA Tennessee in the 1990s and was a member of the APA Ohio Board of Trustees from 2013 to 2018, serving as APA Ohio's professional development officer during the final three years of his tenure.

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## CITY OF BANGOR

PLANNING DIVISION

# COMMUNITY & ECONOMIC DEVELOPMENT

**PLANNING BOARD  
TUESDAY, JUNE 7, 2022, 7:00 P.M.  
CITY COUNCIL CHAMBERS, 3RD FLOOR CITY HALL  
ALSO; ATTENDANCE VIA ZOOM**

### MEETING MINUTES

#### Board Members Present:

Ken Huhn, Chair  
Reese Perkins, Vice Chair  
Michael Bazinet (Zoom)  
Ted Brush  
Don Meagher (Zoom)  
Lisa Shaw (Zoom)

#### City Staff Present:

Anja Collette, Planning  
Analyst  
Anne Krieg, Planning Officer  
John Theriault, City Engineer  
Brittanie Thomas, Asst. City Solicitor

Chair Huhn called the meeting to order at 7:00 p.m.

### LAND DEVELOPMENT PERMITS & MAP AMENDMENTS:

- 1. Land Development Permit Application – Site Development Plan – 1133 Union Street – Map-Lot R24-001 – Hannaford Supermarkets –** Land Development Permit approval for Site Development Plan for the addition of 12'x32' Clynk bottle redemption facility, as well as 7 Hannaford to Go parking spaces at the property located at 1133 Union Street, Map-Lot R24-001, in the Shopping & Personal Service District (S&PS). Owner; B33 Bangor II, LLC, Applicant; Hannaford Supermarkets, Agent; Haley Ward.

Justine Drake with Haley Ward presented the following:

- 12x32' pre-fab building used for bottle redemption, 7 allocated to-go spaces, 2 crosswalks. The building will be located on west side of existing Hannaford and crosswalks will be on eastern face of the building; to-go spaces will be just east of the crosswalks.
- Hannaford to-go spaces will be east of the new crosswalks
- Speed table proposed to slow traffic from Griffin Road, striping incorporated to identify travel lane
- Unmanned facility, bottles dropped through windows, man door on one side of the building for access by employees

- Discussion regarding U-turns by customers; there are allocated parking spaces specifically for Clynk use; have provided an ADA accessible space and Clynk-only spaces. Customers expected to park, drop of bags, and then leave their parking space.
- Bollards between windows and travel lane

No public comments. No staff comments.

Vice Chair Perkins moved to approve the Land Development Permit for Site Development Plan for the addition of 12'x32' Clynk bottle redemption facility, as well as 7 Hannaford to Go parking spaces at the property located at 1133 Union Street, Map-Lot R24-001, in the Shopping & Personal Service District (S&PS). Owner; B33 Bangor II, LLC, Applicant; Hannaford Supermarkets, Agent; Haley Ward. The motion was seconded by Member Brush. Roll call vote not taken, all members raised their hands in favor.

2. **Zone Change – 85 Walter Street – Map-Lot 035-005 - Urban Residence District 1 (URD-1) to Urban Residence District 2 (URD-2)** - To amend the Land Development Code by changing a parcel of land located at 85 Walter Street, Map-Lot 035-005, from Urban Residence District 1 (URD-1) to Urban Residence District 2 (URD-2). Said parcel of land contains 0.26 acres. Applicant/Owner: Zachary Gilpin.

Applicant/Owner Zachary Gilpin presented the following:

- Recently purchased property; it's currently zoned URD-1
- The house itself was built or changed at some point into a duplex; has been operating that way for some time now.
- A lot of surrounding parcels are zoned URD-2, so requesting to rezone this parcel to URD-2

Vice Chair Perkins inquired about the email from Mr. Gleason, who is against the project. On Walter Street, there are three URD-2's and rest are URD-1. Vice Chair Perkins expressed that he felt that this was spot zoning, understands the use history with this parcel. Vice Chair Perkins indicated that he is generally against this proposal.

Member Shaw inquired if it was already set up as a duplex and Mr. Gilpin indicated that yes, it was built as a duplex. This is a non-conforming property, which is not currently occupied. Louie Morrison, real estate agent for applicant, advised that it's been an illegal duplex, trying to make it legal. States that they spoke with Code when they looked at this building and are trying to do things the right way.

Member Shaw asked about non-conforming properties and asked for guidance on this from staff. Planning Officer Krieg provided that the City is in the process of the Comprehensive Plan; there's state legislation; a lot of changes happening all at once. It does pose a challenge, but thinks that there are a couple of things that do help, like the Affordable Housing Workgroup from 2019, which was accepted and had a lot of public comment. If you feel this change adheres to that, it might give you some comfort level. As far as the non-conforming status, if it is a non-conformity, it can remain a 2-family, but being a non-conformity does hold back the ability to make big improvements to properties. A garage or addition would count as an extension of a non-conformity, so in Planning, we try to reduce non-conformities because it holds back people from making improvements to properties and can lead to blight. You can't tie this to any recommendations that you make, but if they're making improvements to the property by making this zone change, that is a positive. But you can only look at potential build out of the property as URD-2.

Mr. Gilpin stated that his understanding is that there would be other significant barriers if he looked to do 4 units. That's not his intention. He wishes to keep it as 2 units. Other code changes would be required if he wanted to do 4 units. Member Meagher clarified about non-conformities- if a non-conformity is discontinued for a period of time, it's no longer allowed and can't resort to pre-existing non-conforming use. Would revert back to single family use.

Member Shaw moved to recommend amending the Land Development Code by changing a parcel of land located at 85 Walter Street, Map-Lot 035-005, from Urban Residence District 1 (URD-1) to Urban Residence District 2 (URD-2). Said parcel of land contains 0.26 acres. Applicant/Owner: Zachary Gilpin. Member Shaw stated that there are pros and cons to this – understands Vice Chair Perkins concerns, but we have what the owner can't do versus what the owner might do. In this case, thinks we need to lean in the direction of being able to use the property in a conforming manner to meet housing needs in the area. Understands other concerns about it becoming radically different than the rest of the neighborhood, but it already has been. In favor of doing a zone change to prevent blight, bringing it into conformity, and able to use to meet housing needs. Member Bazinet seconded motion. Roll call vote not taken, all members except Vice Chair Perkins raised their hands in favor (5 in favor, 1 opposed).

- 3. Zone Change – 208 French Street – Map-Lot 049-001 – Urban Residence District 1 (URD-1) to Multifamily & Service District (M&SD)** - To amend the Land Development Code by changing a parcel of land located at 208 French Street, Map-Lot 049-001 from

Urban Residence 2 District (URD-2) to Multifamily & Service District (M&SD). Said parcel of land contains 0.25 acres. Applicant; RSQ, LLC o/b/o Robert & Tricia Quirk. Agent: Rudman Winchell c/o Tim Pease, Esq.

Tim Pease, Esq. with Rudman Winchell, representing applicant, presented the following:

- Good discussion regarding zoning interpretation; property at 208 French Street is on the corner of Penobscot and French. Requesting to go from URD-2 to M&SD.
- This zone is higher in density & use, allows multifamily dwellings. In contrast, URD-2 only allows up to 4 dwelling units – property purchased had 10 units – not in compliance with current zone
- Next door there is an inn, across the street office is a building and another 10-unit property, group home, student housing. This neighborhood fits more in line with M&SD.
- M&SD adjacent to this property; selected bed and breakfast as a conditional use which could be used here, but applicant hasn't fully made up their mind on the use.
- Currently renovating property at this time

Member Brush inquired about the current occupancy of the building. Mr. Pease said he wasn't sure if anyone was occupying it right now; it previously had 10 units, so occupancy was anywhere from 0 to 10 at a given time.

Vice Chair Perkins states that this is similar to, but also different from the previous zone change request. The previous property was on a block that was almost all URD-1 zoning; this block is almost all Downtown Development District except for the 3 properties the Quirks own in that corner. This makes much more sense to change this to M&SD.

No public comment, no staff comment.

Member Shaw inquired about bed & breakfast being listed as a conditional use for M&SD; wondering if she's understanding correctly that that's not what's being asked for here. Planning Officer Krieg advised that, if this were to pass, they would need to return to Planning Board for conditional use permit for bed and breakfast.

Member Brush moved to recommend amend the Land Development Code by changing a parcel of land located at 208 French Street, Map-Lot 049-001 from Urban Residence 2 District (URD-2) to Multifamily & Service District (M&SD). Said parcel of land contains 0.25 acres. Applicant; RSQ, LLC o/b/o Robert & Tricia Quirk. Agent: Rudman Winchell c/o Tim Pease, Esq. The motion was seconded by Member Shaw. Roll call vote not taken, all members raised their hands in favor.

4. **Land Development Permit Application – Site Development Plan – 1347 Hammond Street – Map-Lot R08-011 – Pine Grove Crematorium** – Land Development Permit Application for Site Development Plan for the addition of 960 SF to Crematorium at Pine Grove Cemetery, with accompanying site changes to circulation and parking, at the property located at 1347 Hammond Street, Map-Lot R08-011, in the Government & Institutional Service District (G&ISD). Applicant: Pine Grove Crematorium c/o Brookings-Smith; Agent: Merritt Associates, Architecture.

Jim Fernald, General Manager with Brookings Smith, presented the following:

- Needed to add additional machine, addition needed for refrigeration space
- 24'x40', basic design

No public comments, no staff comment.

Member Meagher moved to approve the Land Development Permit Application for Site Development Plan for the addition of 960 SF to Crematorium at Pine Grove Cemetery, with accompanying site changes to circulation and parking, at the property located at 1347 Hammond Street, Map-Lot R08-011, in the Government & Institutional Service District (G&ISD). Applicant: Pine Grove Crematorium c/o Brookings-Smith; Agent: Merritt Associates, Architecture. The motion was seconded by Member Brush. Roll call vote not taken, all members raised their hands in favor.

5. **Land Development Permit Application – Site Development Plan – 200 Sylvan Road – Map-Lot R62-003-A - MMMC Realty, LLC d/b/a Napa/Coastal Auto Parts** – Land Development permit approval for Site Development Plan for the renovation of the existing building for automobile part sales (11,862 SF), office space (4,000 SF), and warehousing (26,938 SF), that will be utilized for Napa/Coastal Auto Parts. Two parking lots are proposed as part of the renovations at the property located at 200 Sylvan Road, Map-Lot R62-003-A, in the General Commercial & Service District (GC&S). Applicant: MMMC Realty, LLC, Agent: Haley Ward.

Chip Haskell, Civil Engineer and Project Manager with Haley Ward, presented the following:

- Acquired old Sylvania at 200 Sylvan Road
- Full renovation ongoing, necessitated need for more parking
  - Additional parking outlined

- Use will be retail space, utilized by a NAPA Store, office space, as well as a good portion of warehousing
- Adding a net total of 19,000 SF of new impervious surface to the site
- Moving some parking from another portion of the site
- Stormwater filter to treat bulk of runoff
- Larger parking area owned by the Varney's, subdivided off parcel – right of way still retained, to include main entrance to parking area
- Wood rail type fence as boundary, buffers

Letter of support received from abutting business/property owner.

No public comment, no staff comment.

Vice Chair Perkins moved to approve the Land Development permit application for Site Development Plan for the renovation of the existing building for automobile part sales (11,862 SF), office space (4,000 SF), and warehousing (26,938 SF), that will be utilized for Napa/Coastal Auto Parts. Two parking lots are proposed as part of the renovations at the property located at 200 Sylvan Road, Map-Lot R62-003-A, in the General Commercial & Service District (GC&S). Applicant: MMMC Realty, LLC, Agent: Haley Ward. The motion was seconded by Member Bazinet. Roll call vote not taken, all members raised their hand in favor.

## **OTHER BUSINESS**

### **6. Comprehensive Plan Check-in**

- a. City Meetings for ARPA Funding – Capital projects to address pandemic-related issues
  - i. There are specific ways funds must be used, but a lot of room to use these funds
  - ii. Planning staff has been attending meetings as well to hear what residents are saying; sidewalk, infrastructure improvements; issues with the opioid crisis and the unhoused
  - iii. A few meetings remain, one tomorrow evening that's virtual, Thursday evening at Parks and Recreation, and one next Wednesday
- b. Growth District Boundary discussion with Business & Economic Development Committee
  - i. Infrastructure discussion
    1. Draft statement next month
- c. LD2003

- i. Maine Association of Planners provided information on this, will go out with next packet
- ii. Implementation will be complicated with existing zoning structure, beginning to brainstorm
  - 1. Wants to have this completed in the fall since it does affect growth boundary designation
- d. Build Maine this week in Skowhegan
- e. Form based code readings provided, future meeting to have discussion

Member Shaw thanked Planning Officer Krieg for including trend report; it was interesting material.

7. Meeting Minutes – May 17, 2022 – Chair Huhn believes that “Prybylo” name is misspelled. Member Brush moved to approve the minutes as amended, seconded by Vice Chair Perkins. No roll call vote taken, Member Shaw abstaining as she was not at the meeting. Remaining members in raised hand in agreement.

#### **8. Adjournment 7:56 P.M.**

Respectfully submitted,  
Melissa L. Bickford  
Development Assistant  
Planning Division