



WATERVILLE PLANNING BOARD
MINUTES

DATE OF MEETING: January 27, 2026

VENUE: City Hall Annex, 46 Front Street

MEMBERS PRESENT: Tom DePre, Patricia Flynn, Ben Grant, David Johnson, and Tom Nale, Sr.

STAFF PRESENT: Ann Beverage, City Planner

MINUTES:

Tom DePre moved to approve the minutes of the January 13, 2026, meeting. Ben Grant seconded. Vote: 4-0 in favor, with Tom Nale, Sr, abstaining.

ITEM 1: SDG Investors, LLC, is requesting Preliminary and Final Plan Review for a 20-unit multifamily development to be constructed on Drummond Ave. This review is in accordance with Articles 8 and 9 of the Site Plan Review Ordinance and Section 4.20, Multifamily developments, of the Zoning Ordinance.

Engineer Jeff Allen, with A.E. Hodsdon Consulting Engineers, presented plans for S.D.G. Estates, a 20-unit market-rate rental housing complex to be constructed across Drummond Avenue from Wolfe Street and Montcalm Street near the Fairfield town line. There will be five buildings, each with four two-bedrooms apartments. Each unit will have two parking spaces.

The development will be served by Kennebec Water District (KWD) and Waterville Sewerage District (WSD). A new pump station will pump sewage to a manhole on Montcalm Street.

PUBLIC COMMENT:

Peter Reny and Chris Stevens, representing the abutting Elks Lodge on Industrial Road, asked several questions to which Jeff Allen responded:

- Although there is sufficient land to build additional housing units, there is a stream on the property, and crossing that stream would significantly increase the cost of additional units.
- There are no plans to extend Industrial Road across this property.

ACTION:

Tom Nale, Sr., made a motion to approve the project with the following conditions:

FIRE:

- Any change to the project requires an updated drawing and may be subject to further review and permitting.

- The developer shall provide the names and phone numbers of three emergency contacts for after-hours emergencies.
- An assigned project manager shall be available to conduct periodic walkthroughs as determined by the Fire Chief, Deputy Fire Chief, and/or the Police Chief to aid in emergency response, should an emergency occur during the construction phase.
- Fire Department access roads shall have not less than 20 feet of unobstructed width (travel area between structures) and provide access to every building, facility or portion of a building.
- Fire Department access roads shall have not less than 13 feet 6 inches of unobstructed vertical clearance.
- Access roads shall be designed and maintained to support the imposed loads of fire apparatus and be provided with an all-weather driving surface.
- Fire Department access roads connecting to roadways shall be provided with curb cuts extending at least 2 feet beyond each edge of the fire department access road.

ACCESS DRIVEWAY:

- The developer must install a temporary construction entrance on Drummond Avenue to help clean mud and silt from construction vehicles leaving the site. The entrance must be 15 feet wide by 50 feet deep, constructed by placing a minimum of 6” of crushed stone or pit tailings on a filter fabric base. The developer must inspect and maintain this entrance on a weekly basis and clean it and add stone as needed. The contractor must also monitor mud and silt being tracked onto Drummond Avenue and sweep the street periodically as needed.

WATER:

KWD understands the developer plans to master-meter the property and have a single 2-in domestic water service and there will be no fire service for the development. Based on the information provided, KWD has sufficient capacity to serve this development from the existing 12-in water main in Drummond Avenue with the following conditions of approval:

- If the parcel is ever subdivided in the future, KWD must first approve a plan for providing water service to the newly created parcel(s).
- The buildings/dwelling units and the property shall be owned by a single entity unless KWD approves a plan for providing water service to all dwelling units.
- The existing roadway within the development shall remain private unless KWD approves a plan for ensuring no private water infrastructure is located within a public right-of-way.

STORM DRAINAGE SYSTEM:

- There are no proposed connections to the District’s storm drainage system, so a permit is not required.

SANITARY SEWERAGE SYSTEM:

- The District approves the plan to connect a private force main to a District manhole located on Montcalm Street. District personnel will make the physical connection to the District’s sanitary system.
- A permit (\$250 fee) is required for the service connected to the District’s sanitary system and is due prior to connection. A “Wastewater Availability Fee” of \$350 is also applicable for each apartment unit (20 units). The total cost for the fees is \$7,250.
- All sanitary sewerage work shall comply with the construction standards and specifications of the Waterville Sewerage District. All new sanitary sewer services must be air tested in accordance with the District’s standards under observation of District personnel. The District will also accept air test results from EJ Prescott.

PARKING:

- If 6 or more units are occupied before June 30, 2026, an additional parking space will be required for each 6 units.

EXTENSION:

- The Board grants an extension of one year to complete the project.

Tom DePre seconded the motion. Vote: 5-0 in favor.

ITEM 2: Nova Nord, LLC, is requesting revisions to Ordinance 109-2022, the contract zone the City created for Ware Butler, the former owner of the Sacred Heart Church property at 70 Pleasant Street. This review is in accordance with Section 7.1 of the Zoning Ordinance.

Developer Jon Godbout of Nova Nord, LLC, requested revisions to the conditions of the contract zone, Ordinance 109-2022, to allow continued office use of the former Sacred Heart church office building which subsequently became the Ware Butler office building. He told the Board that he currently is creating a non-profit to run a community center in the former church and will request rezoning for that building, too, in a few months.

ACTION:

Tom Nale, Sr., made a motion to recommend the following revisions to the contract zone for the office building (stricken language is a deletion, underlined language is an addition):

Permitted Uses:

- ~~The former church office will house corporate offices for Ware Butler; and~~
- Office use and associated office parking are the only uses permitted on the Property.
- The existing parking lot on Middle Street will be used only for parking in conjunction with office use.
- Hours of operation are from 7:00 a.m. to 6:00 p.m.

Required Design Features:

- Parking and driveways must be setback at least 5 feet from property lines.
- Screening must be installed along property lines in common with the residences at 1 Middle Street (assessor parcel 48-199) and 7 Gilman Street (assessor parcel 48-200). A solid six-foot-high fence shall be erected for 1 Middle Street, and either a solid six-foot-high fence or an evergreen hedge shall be installed for 7 Gilman Street.
- Existing plantings must be retained where feasible for visual buffering.
- Any dumpster must be fenced and setback at least 20 feet from all buildings, on and off site.
- Lighting must comply with the Zoning Ordinance.
- Only one 16-inch by 24-inch identifying sign is permitted.

- Site plan review with the Planning Board is required prior to enlarging the existing office building or adding lighting to either parking lot.

- If ~~Ware Butler~~ Nova Nord, LLC, sells the Property, the zoning will revert to the current Residential-B district.

Patti Flynn seconded. Vote: 5-0 in favor.