

# Arundel Planning Board

## Meeting Minutes

September 16, 2025 7:00 pm

**Board Attendees:** Rich Ganong, Susan Roth, James Lowery and Paul Green.

**Public Attendees:** Patrick Donahue, Shawn Dumas & Werner Gilliam (Walsh Eng)

**Call to Order:** Chairman Ganong called the meeting to order at 7:00pm.

### I. APPROVAL OF AGENDA

**Motion:** Mr. Green moved to approve the agenda as written, Mr. Lowery seconds.

**Vote :** 4 - 0 Approved, Motion Carries.

### II. APPROVAL OF MINUTES

**Motion:** Ms. Roth moved to accept the minutes of September 02, 2025 meeting, Mr. Green seconds.

**Vote:** 3 – 0, Approved, Mr. Lowery abstained, Motion carries.

### III. PUBLIC COMMENT

No comments from the public.

### V. PENDING BUSINESS

<b>Item 1:</b>	<b>Total Care ABA Daycare-Conditional Use Application:</b> Proposal for a change of use to a special needs daycare facility. The business will serve up to 40 children with special needs and will include therapy services. There are no changes to the site plan. The applicant will be leasing the space from the current owner, Champagne’s Holdings, LLC. The applicant is being represented by Patrick Donahue of Commercial Buildout, LLC. The parcel is located at 2625 Portland Rd. on Tax Map 1, Lot 4 in the Gateway District.
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**Discussion:** Board to review and sign the findings of fact and the plan.

**Town of Arundel Planning Board**  
**Findings of Fact & Conclusions of Law**  
**Conditional Use and Site Plan Application**  
**TcABA Arundel, LLC**  
**2625 Portland Road**

**Background**

TcABA Arundel, LLC submitted a conditional use and site plan application for a day care center located at 2625 Portland Road. The property parcel is at Tax Map 001 Lot 004 and is located within the Gateway District. Currently, the applicant is seeking a change of use from an office building to a daycare center. Day care centers are a conditional use in the Gateway District. There are no new structures proposed as part of this application.

The applicant has submitted an application for Plenary Site Plan Review to the Planning Board. A site walk occurred on Tuesday August 19, 2025 at 6pm followed by an initial meeting with the Planning Board later that evening. The Planning Board approved the waiver request (Boundary Survey) and accepted the application. A public hearing was held on September 2, 2025. The Planning Board approved the application on September 2, 2025. The memo from that meeting is attached. The application is subject to the general Performance Standards (Section 5), the Site Plan Review standards (Section 10), and Performance Standards specific to the Gateway District (Section 6.8.5).

**Findings of Fact**

- Applicant: TcABA Arundel, LLC
- Owner: Champagnes Holdings, LLC
- Location: 2625 Portland Road
- Zoning: Gateway District
- Existing Land Use: Office Building
- Proposed Land Use: Daycare Center (conditional use)

**Conclusions of Law**

The Planning Board has determined the application to be in conformance with the criteria set forth in the Performance Standards specific to the Gateway District (Section 6.8.5), the general Performance Standards (Section 5), and the Site Plan Review standards (Section 10) of the Arundel Land Use Ordinance.

#### **Section 10.6.4: Site Plan Criteria for Approval**

1: *The proposed project conforms to all standards of the zoning district and meets or exceeds performance standards specified in Sections 5, 9, and 10 of this Ordinance.*

**Finding:** *The proposed project conforms to all applicable zoning and performance standards.*

**Motion:** Mr. Green motioned to approve, Ms. Roth seconds.

**Vote:** 4 - 0 Approved, Motion Carries.

2: The proposed project has received all applicable Federal and State Permits.

**Finding:** *The proposed project does not require any state or federal permits.*

**Motion:** Mr. Lowery motioned to approve, Ms. Roth seconds.

**Vote:** 4 - 0 Approved, Motion Carries.

3: The proposed project does not unreasonably impact public safety and fire protection, and will not create a financial burden for the Town of Arundel in the provision of emergency services and law enforcement to the project site and the neighborhood. **Finding:** *The proposed project does not unreasonably impact public safety, fire protection and emergency services.*

**Motion:** Mr. Lowery motioned to approve, Ms. Roth seconds.

**Vote:** 4 - 0 Approved, Motion Carries.

4: The proposed project will not have an adverse impact upon the quality of surface or groundwater resources.

**Finding:** *The proposed development is not anticipated to impact the quality of surface or groundwater resources.*

**Motion:** Mr. Lowery motioned to approve, Ms. Roth seconds.

**Vote:** 4 - 0 Approved, Motion Carries.

5: The project provides adequate stormwater management facilities to produce no additional peak runoff from the site during a 25-year storm event and will not have an undue impact on municipal stormwater facilities or downstream properties.

**Finding:** *The proposed development is not anticipated to increase peak runoff from the site*

**Motion:** Mr. Lowery motioned to approve, Ms. Roth seconds.

**Vote:** 4 - 0 Approved, Motion Carries

6: The proposed project will not have an adverse on-site and off-site impact upon existing vehicular and pedestrian circulation systems within the community or neighborhood. **Finding:**

*The proposed development will not have an adverse on-site or off-site impact for vehicular and pedestrian circulation systems based on the provided trip generation analysis.*

**Motion:** Mr. Green motioned to approve, Ms. Roth seconds.

**Vote:** 4 - 0 Approved, Motion Carries

7: The proposed project will not have an adverse impact upon environmental quality, critical wildlife habitats, marine resources, important cultural resources, or visual quality of the neighborhood, surrounding environs, or the community.

**Finding:** *The proposed development will not have an adverse impact upon environmental quality, critical wildlife habitats, marine resources, important cultural resources, or visual quality of the neighborhood, surrounding environs, or the community.*

**Motion:** Mr. Lowery motioned to approve, Ms. Roth seconds.

**Vote:** 4 - 0 Approved, Motion Carries

8: The proposed project will not produce noise, odors, dust, debris, glare, solar obstruction, or other nuisances that will adversely impact the quality of life of surrounding parcels. **Finding:** *The proposed development will not produce anything that will adversely impact the quality of life of surrounding parcels.*

**Motion:** Mr. Lowery motioned to approve, Ms. Roth seconds.

**Vote:** 4 - 0 Approved, Motion Carries

9: The proposed project will not have a negative fiscal impact on municipal government.

**Finding:** *The proposed project will not have a negative fiscal impact on municipal government.*

**Motion:** Mr. Green motioned to approve, Ms. Roth seconds.

**Vote:** 4 - 0 Approved, Motion Carries

10: The use is consistent with the Comprehensive Plan and the anticipated future development of the neighborhood.

**Finding:** *The proposed application is consistent with the Comprehensive Plan.*

**Motion:** Mr. Lowery motioned to approve, Ms. Roth seconds.

**Vote:** 4 - 0 Approved, Motion Carries

**Recommended Motion: Approval and Conditions**

Based on the above findings of fact and conclusions of law, the Arundel Planning Board approves the Conditional Use and Site Plan Application of TcABA Arundel, LLC as herein presented.

On the basis of the application, plans, reports, the above findings of fact and conclusions of law, the Arundel Planning Board approves the proposed Conditional Use and Site Plan Application of TcABA Arundel, LLC at 2625 Portland Road with the following conditions of approval:

1. Prior to applying for certificate of occupancy, the applicant shall submit an update planset for review and approval by the Town Planner and Code Enforcement Officer based on comments in this memo and at the September 2, 2025 Arundel Planning Board meeting.
2. Prior to applying for certificate of occupancy, the applicant shall submit documentation demonstrating the proposed use has adequate public water capacity.
3. Prior to applying for certificate of occupancy, the applicant will submit a Business Registration Form to the Code Office.

**Motion:** Mr. Lowery motioned to approve, Mr. Green seconds.

**Vote:** 4 - 0 Approved, Motion Carries

<b>Item 2:</b>	<b>Southern Maine Marine- Site Plan Review Application:</b> Proposal to construct a 5,000 sq. ft. addition to the existing office/retail building. The addition will contain three marine repair maintenance bays with overhead doors for truck and trailer access. There will not be an increase in impervious surface or parking spaces but the existing employee spaces will be relocated on site. The property owner is KPT Marine, LLC dba Southern Maine Marine. Leyna Tobey, PE of Walsh Engineering Associates is the project manager. The parcel is located at 2461 Portland Rd. on Tax Map 12 Lot 4-2 in the Business Industrial zone.
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**Discussion:** Discussed the results of site walk and the change to the original plan to reduce the size of the structure to 5,000 sq. ft. the board had no other concerns.

**Motion:** Ms. Roth motioned to deem the application complete, Mr. Lowery seconds.

**Vote:** 4 - 0 Approved, Motion Carries

**Motion:** Mr. Green motioned to hold a Public Hearing on October 7, 2025 @ 7:00 PM., Ms. Roth seconds.

**Vote:** 4 - 0 Approved, Motion Carries

**VII. OTHER BUSINESS**

None

**Motion:** Motion to adjourn was made by Ms. Roth at 7:30 PM.

Respectfully Submitted

Paul R. Green

Planning Board Recording Secretary