



Planning & Code Enforcement

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PLANNING & CODE ENFORCEMENT

WESTBROOK PLANNING BOARD

Tuesday, March 3rd, 2026, 7:00 P.M.
Westbrook High School – Room 114
125 Stroudwater Street

MINUTES

1. Call to Order

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

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

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

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

Webinar ID: 817 0074 1385

Roll Call Attendance

Robin Tannenbaum	Present
Nancy Litrocapes	Present
Jason Frazier	Absent
Karen Axelsen	Absent
Kevin Price	Present
Lucas Schrage	Present
Oriana Farnham	Present
Vice Chair – John Turcotte	Present
Chair – Larry McWilliams	Present

Staff: **Becca Spitella**; Senior Planner, **Irlando Lobo**; Planning and Code Office Coordinator.

NEW BUSINESS

2. **Becca read into the record:** 26-000056 – Site Plan – 70 Scott Drive – Prompto Oil Change: The applicant is proposing a 50’ x 50’ building addition on an existing commercial structure and an expanded parking area.
Tax Map: 002 Lot: 035 Zone: Industrial Park District Use: Business Office

Applicant Presentation

Barry Gier (Jones & Beach Engineers) presented on behalf of the applicant, accompanied by Kevin King and Mike Harrison of Prompto, the property’s end user. The project site is located at 70 Scott Drive (Map 2, Lot 35), consisting of 1.74 acres within the Industrial Park Zone. The property currently contains two buildings used by Prompto 10 Minute Oil Change for warehouse and office purposes. The applicant is seeking approval for a proposed 50' x 50' addition to Building B (southern building) to expand warehouse space, including a proposed 12,000-gallon tank farm. Additional parking is proposed along the west side of the rear lot and the north side of the property. The project will increase impervious surface by approximately 4,000 square feet, raising lot coverage from 42.5% to 48.1%, which remains below the 80% maximum allowed. A rain garden is proposed in

the northeast corner to mitigate stormwater impacts. Mr. Geyer stated that following the previous board meeting and a subsequent staff meeting, all outstanding items have been addressed. The applicant has reviewed staff comments and has no objections. He then opened the floor to questions from the Board.

No Staff Comment

No Public Comment

No Board Comment

Motion by Kevin Price
2nd by Lucas Shrage

Roll Call Vote

Robin Tannenbaum	Yes
Nancy Litrocapes	Yes
Kevin Price	Yes
Lucas Schrage	Yes
Oriana Farnham	Yes
Vice Chair – John Turcotte	Yes
Chair – Larry McWilliams	Yes

3. **Becca read into record:** 26-000067 – Amendment to the Land Use Ordinance - §335-1.8 Definitions; §335-2.14 – Home day care provider, day care center and child care center, §335 Article V Zoning Districts & §335 Attachment 1 Table 1 Land Use Table: The proposed amendment revises the definitions and standards for child care facilities within Westbrook to better align with State standards.

Staff Presentation

Becca Spitella (Senior Planner) reviewed the proposed ordinance amendments, previously discussed at the February 3rd workshop, related to home daycare regulations. The changes reflect recent state legislation increasing the number of children allowed without licensing from 2 to 3 (or up to 4 with a sibling set) and providing flexibility for play areas when located within walking distance of a public play space. Additional amendments address practical challenges identified during application reviews, including allowing flexibility in play area location where rear yards are not feasible and permitting the use of on-street parking, where allowed, to satisfy parking requirements.

No Public Comment

Board Comment

Oriana Farnham: Thanked City staff for addressing questions raised during the previous workshop and expressed appreciation for the added flexibility in the proposed amendments, noting the importance of the issue.

John Turcotte: Thanked the planning staff for their ongoing efforts to update local ordinances in response to changes in state law and terminology.

Larry McWilliams: Concurred with prior comments, noting the City’s obligation to comply with state laws and thanking staff for their work updating the ordinance and addressing Board questions.

Nancy Litrocapes: Thanked staff for the clear and well-organized presentation of the amendments and asked how compliance is determined for the requirement that a proposed facility not burden on-site septic or off-site waste disposal systems, including what criteria are used for that determination.

Becca Spitella: Explained that for properties connected to public sewer, capacity is evaluated based on guidance from the Wastewater Manager. For on-site septic systems, staff review existing records to confirm system capacity and compare it to plumbing code requirements for home daycare use. If the system is insufficient, upgrades may be required prior to approval. Under the proposed changes, this review would be handled administratively by the Code Officer rather than as a Board condition, with applicable code requirements continuing to govern compliance.

**Motion by Robin Tannenbaum
2nd by John Turcotte**

Roll Call Vote

Robin Tannenbaum	Yes
Nancy Litrocapes	Yes
Kevin Price	Yes
Lucas Schrage	Yes
Oriana Farnham	Yes
Vice Chair – John Turcotte	Yes
Chair – Larry McWilliams	Yes

WORKSHOP

**Motion by Oriana Farnham
2nd by Robin Tannenbaum**

Roll Call Vote

Robin Tannenbaum	Yes
Nancy Litrocapes	Yes
Kevin Price	Yes
Lucas Schrage	Yes
Oriana Farnham	Yes
Vice Chair – John Turcotte	Yes
Chair – Larry McWilliams	Yes

4. **Becca read into the record: 26-000106 – Conditional Use – 33 Elmwood Ave – Redeemer Church: The applicant is requesting a Place of Workshop conditional use be located in the front suite located at 33 Elmwood Avenue adjacent to the existing restaurant use. Tax Map: 056 Lot: 036 Zone: Highway Services Use: Place of Worship**

Applicant Presentation

Joel Miller (Redeemer Church) Stated the church is proposing to lease space at 33 Elmwood Avenue, Suite 2, for use as a place of worship. The existing facility is largely suitable as-is, with a minor interior modification proposed to add a nursery room in the rear corner to provide childcare during services.

Becca Spitella: Stated the site is adequate to support the proposed use, including sufficient parking. The property owner has authorized the application. Staff provided preliminary comments, primarily related to code and fire review, and noted the applicant is working with relevant departments to address those items.

Oriana Farnham: Asked about potential competition for parking at 33 Elmwood Avenue during weekends, noting the church may expand attendance, but acknowledged the lot appears large enough to accommodate additional demand.

Becca Spitella: Clarified that the existing restaurant operates only for private events and is not open for regular business. Church activities would occur at times that do not conflict with the restaurant's limited use.

Robin Tannenbaum: Expressed support for the project, noting it is a positive use that brings activity back to the property and commended both the applicant and landlord.

John Turcotte: Requested a floor plan showing the number of rooms in the leased space.

Joel Miller: Explained the space will primarily be an open floor plan for worship, with a foyer serving as a welcome area, a single additional room for a nursery, and two restrooms at the rear. Any additional meetings, such as prayer or study groups, would occur in the main sanctuary.

Larry McWilliams: Asked for clarification on the size and layout of Suite 2, noting the building's prior use as a bowling alley/restaurant. He inquired whether the church would use the entire open space as a sanctuary or divide it into multiple rooms.

Joel Miller: Confirmed that Suite 2 is partitioned from the rest of the building, totaling 3,600 square feet. After accounting for the foyer, restrooms, and the proposed nursery, the remaining space will serve as the main sanctuary.

Larry McWilliams: Clarified that the proposed 14' x 14' (or 14' x 15') nursery would be located in the back corner of Suite 2 and confirmed that the entire suite is part of the church's leased space.

Becca Spitella: Clarified that the 14' x 15' area referenced by the Board is still part of the restaurant space (formerly bowling alley/beanbag toss) and is separate from the area proposed for church use, which is fully partitioned within Suite 2.

Larry McWilliams: Confirmed that Suite 2 is fully separated with its own entrance and asked whether the current church attendance is approximately 25 people.

Joel Miller: Confirmed the church's average attendance is approximately 25 people.

Larry McWilliams: Asked whether the congregation is local and if the church is seeking to expand its existing attendance.

Joel Miller: Confirmed the congregation is local, currently meeting at the American Legion near Riverbank Park. The new facility would allow for a more convenient services, enabling anticipated growth beyond the current 8:00 a.m. schedule.

Larry McWilliams: Asked how many people could be accommodated in a single service within the 3,600-square-foot space, noting the possibility of multiple services.

Joel Miller: Stated that the open floor plan could accommodate approximately 100–150 people per service. If attendance exceeds that in the future, multiple services could address capacity limitations.

Larry McWilliams: Asked whether the landlord would consider allowing the church to expand beyond the 3,600-square-foot Suite 2 in the future, noting the potential for growth and the suitability of the site for a larger congregation.

Joel Miller: Stated he is unsure whether the landlord would allow future expansion beyond Suite 2, noting the landlord currently uses other areas for private events and would need to be consulted.

Larry McWilliams: Noted that accommodating 150 people in the 3,600-square-foot facility would be a substantial capacity for Sunday services and expressed curiosity about the church's long-term vision.

Joel Miller: Stated that the proposed space is a short- to medium-term solution for the church. If the congregation grows beyond the 3,600-square-foot facility, the church would seek a larger long-term location.

Becca Spitella: Noted that the final occupancy limits for the space would be determined by Code and Fire review, which would dictate the maximum number of attendees per service.

Larry McWilliams: Acknowledged that the workshop will require the applicant to return with a floor plan and noted that the discussion clarified the amount of space being proposed, which was not clear in the original package.

Becca Spitella: Explained that the conditional use approval addresses the location, parking, and overall impacts of the church use. Code and Fire review will handle internal layout and occupancy limits, which do not require a finalized floor plan for the Board's approval.

Nancy Litrocaples: Asked whether the church plans to use the kitchen facilities for events.

Joel Miller: Confirmed the church will not be using the kitchen facilities.

Oriana Farnham: Noted appreciation for the clarifications, mentioning she had initially assumed the church would use the former bowling alley space.

Larry McWilliams: Expressed support for the church's proposed use, noting it is positive to see the congregation expanding and utilizing the space in town.

Meeting Adjourned.

MINUTES MAY NOT BE TRANSCRIBED VERBATIM. SECTIONS MAY BE PARAPHRASED FOR CLARITY.

A COMPLETE RECORDING MAY BE OBTAINED BY CONTACTING PLANNING AND CODE ENFORCEMENT at 207-854-0638 and ilobo@westbrook.me.us