

1. Planning Board Meeting Materials 2025-01-22

Documents:

[NOTICE\\_PLANNING BOARD\\_PUBLIC HEARING\\_2026-1-22.PDF](#)  
[SITE PLAN AND SUBDIVISION REGULATIONSS\\_DRAFT\\_ 2025-12-29.PDF](#)  
[2026-1-22-PLANNING BOARD AGENDA.PDF](#)



**Notice of Public Hearing  
Planning Board  
Thursday, January 22, 2026  
7:00 PM  
York Town Hall**

The York Planning Board will conduct a Public Hearing regarding proposed Site Plan/Subdivision Regulation amendments as follows:

Site Plan and Subdivision Regulations

1. Section 2.3 (regarding fees)
2. Section 6.3.3-A, 6.4.20 (regarding vertical datum requirements)

Printed copies of the proposed amendments (draft document(s) dated December 29, 2025) are available with the Town Clerk at the Town Hall, and digital copies are available on the Town's Webpage ([www.yorkmaine.org](http://www.yorkmaine.org)).



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# **Proposed Site Plan and Subdivision Regulations Amendment**

(Reviewed and Amended by the Planning Board Only)

## **Amendment**

1. Site Plan and Subdivision Regulations

## **Amendment #**

### *Site Plan and Subdivision Regulations (Fees)*

Statement of Fact: The purpose of these amendments is to adjust the fees paid by Planning Board applicants for sketch plans, subdivision/non-residential site plan revisions to approved plans, and non-residential site plan and subdivision applications. The amendment also seeks to modernize map/plan datum requirements for application submittals that meet current professional standards.

**Amendment:** Modify Section 2.3 Fees of the Site Plan and Subdivision Regulations with the following:

#### **2.3      FEES**

2.3.1      The fees for Planning Board review of projects under these Regulations shall be as follows:

- A.      Fees shall be paid prior to an application being reviewed by staff. The amounts are as follows:
  - 1.      Sketch Plan: ~~\$350.00~~ \$450.00 per meeting
  - 2.      Subdivision: ~~\$500.00~~ \$800.00 plus ~~\$200.00~~ \$320.00 per additional lot and/or unit.
  - 3.      Site Plan: ~~\$500.00~~ \$800.00 plus:
    - a.      ~~\$200.00~~ \$320.00 per additional dwelling unit; and
    - b.      ~~\$0.10~~ \$0.16 per square foot of additional gross floor area for non-residential uses.
  - 4.      Revisions to Approved Plans: ~~\$200.00~~ \$320.00

These application fees collected shall be utilized by the Planning Department to cover any expenses associated with the review of the project, including but not limited to the costs of in-house staff review, recording secretary, printing, postage, archival of records, scanning of records, posting of notices, and legal advertising. Application fees may also be utilized by the Planning Department for staffing needs associated with the Planning Department.

- B.      Duplicate Fees. In the event an application requires both Subdivision and Site Plan review (ie: a new multi-family building), the applicant shall pay the higher of the subdivision or Site Plan fees, but not both.
- C.      ~~Each application shall include a \$500 engineering review deposit. The Board may waive this requirement for simple applications that involve minimal physical construction or site alteration. The engineering review deposit shall be placed in a separate account. The Town does not have a staff engineer, so all engineering work, including review of applications, is contracted out. The money in this fund will be utilized to pay for such engineering review. In the event the review costs more than \$500, additional funds must be paid by the applicant. In the event the funds are not spent, any remaining balance shall be returned to the applicant at the conclusion of the process.~~
- D.      Reimbursement for Outsourced Technical Assistance. ~~In the event the Planning Board requires technical assistance other than engineering review, the applicant shall be responsible for reimbursing the Town for the cost of such assistance. The contractor shall work for and report to the Town. Reimbursement of such costs shall be made a condition of approval as~~

~~required.~~ The Planning Board is authorized to secure independent professional assistance to ensure proper and thorough review of applications and construction inspection of approved projects. The applicant shall pay the full cost of this professional service. Such costs shall be in addition to the application fee.

- 2.3.2 Fees for Inspection - Before final approval, the applicant must deposit with the Planning Board an amount equal to 2% of the estimated cost of the required improvements (per Sections 6.4.18 and 6.4.19) to pay for the costs of Town inspection of the public improvements in the project. Whenever the balance in this account shall be drawn down by 75% of the initial balance, the Town shall notify the applicant and require that an additional 1% be deposited by the applicant. All further inspections by the Town Engineer and any public improvement construction except such as shall be determined by the Town Engineer or Code Enforcement Officer as being necessary to provide for public health, safety and welfare shall cease until the additional deposit is made. Any balance in the account remaining after any Performance Guarantee has been released shall be returned to the applicant. Any interest accrued shall remain with the Town.

**Amendment:** Modify Section 6.3 Submissions for Preliminary Plan and 6.4 Submissions for Final Plan of the Site Plan and Subdivision Regulations with the following:

- 6.3.3 An existing conditions plan depicting conditions on the property in its pre-application condition, and at a minimum shall include the following information in plan view:
- A. Physical environment on the property, including:
1. size and road frontage of the property;
  2. elevation contours at 2' intervals referenced to ~~NGVD~~ NAVD of ~~1929~~ 1988;
  3. surface waters and wetlands;
  4. vegetation in general, specifically noting any trees larger than 24" in diameter at breast height;
  5. ledge outcroppings;
  6. land deemed not suitable for development per §7.4.1; and
  7. areas with a high water table or seasonal high water table as defined in §7.4.2.
  8. a description of stormwater effecting the property that originates from abutting properties and by what means the stormwater is conveyed, whether by streams, swales, culverts or other sources.
  9. a description of existing drainage conditions on abutting downstream lots.
- 6.4.20 The Final Plan shall show 2-foot contour lines of both existing and proposed topography in relation to the ~~NGVD~~ NAVD of ~~1929~~ 1988.



**AGENDA**  
**York Planning Board Meeting**  
**January 22, 2026**  
**7:00 PM**  
**York Town Hall**

- 1. Call to Order; Determination of Quorum; Appointment of Alternates**
- 2. Field Changes**
- 3. Public Forum**
- 4. Public Hearings**
  - A. Site Plan and Subdivision Regulations
    1. Section 2.3 (regarding fees)
    2. Section 6.3.3-A, 6.4.20 (regarding vertical datum requirements)
- 5. Discussion**
  - A. Representation to Selectboard Meeting for January 26<sup>th</sup>
  - B. Formation of a Future Land Use/Ordinance and Regulation Sub-Committee
  - C. State Housing Law 1829
  - D. Ordinance Initiatives for November 2026
- 6. Other Business**
- 7. Minutes**
- 8. Adjourn**

*All meetings shall be adjourned no later than 10:30 PM, unless extended by unanimous consent of the Board.*