SMPDC
SOUTHERN MAINE PLANNING & DEVELOPMENT COMMISSION

To: York Planning Board

From: Lee Jay Feldman, Contract Planner

Date: 1/19/2023

Re: **Preliminary/Final Site Plan Review-York Town Hall Expansion- Tax Map 49 Lot 56-A**

I. Proposal

As the board knows, this site currently serves as the home for York's Town government. York's governmental needs far exceed the space limitations of the historic structure. Current best assessments prescribe a space requirement of at least double the current building layout. An addition to the rear of the existing building is proposed to satisfy these needs. The proposed addition provides these needed spaces while nesting into the available lawn and attaching to the historic building in a respectful and complementary manner.

The existing structure was completed around 1810. It became the Town Hall in 1830 and around 1870, a 16'-0" addition was added. This project will renovate both floors of the 5,700-squarefoot structure and add an 8,100-square-foot expansion on three floors including a basement. The town's Engineering firm is working with the York Water District, the York Sewer District, Public Works, the Police Chief, and the Fire Chief to meet site design requirements. The enclosed plans propose a new water service from York Street, which will meet fire and domestic water demands. They also propose to extend storm sewer and sanitary sewer northwest along the Parish Lane driveway. It appears the Town has the right to construct these off-Site utilities. It is also understood that the Town's attorney will review these rights and any required easements as part of the review process.

The Engineering firm has designed an underground stormwater detention system to reduce peak flows leaving the Site as shown in the enclosed

drawings. Erosion and Sedimentation control will also be provided during construction to prevent sediment from leaving the Site.

Construction is expected to begin in March of this year with and anticipated completion date of July 2024.

The application includes a settlement agreement executed in July of 2020 between the town and the First Parish Church in order to clear up any Title issues that may exist between the Church and the town properties. This documentation also includes an Easement agreement and Maintenance and Use Agreement between the two parties which have also been executed as part of this project.

The applicant has provided the Findings of Fact and Conclusions of Law from the Historic District review for the proposed addition to the Town hall Approved October 19, 2022.

A Traffic Generation Assessment has been provided on behalf of the applicant. The Assessment has been completed by Barton & Loguidice. The assessment is based on the fact that this site currently has the existing town hall and while the addition is 8100 square feet in size, the town may add up to 4 new employees over a lengthy time period. The assessment is based on the 4 new employees which provides for 15 new trips during a Weekday period.

During the Sketch review it was apparent that Stormwater would be a large part of the concerns with the addition of the new impervious area. The applicant has submitted the full stormwater calculations and has shown that there will be a decrease in Stormwater leaving the site Post construction due to the addition of underground storage being proposed on site. The applicant has also provided a copy of the Inspection/Maintenance log required to be filled out by the town for all of the Paved Areas, Storm Drainage Pipes, Catch Basins and Manholes, and the Underground Stormwater Chamber System.

II. Outside Review Comments

Kristie Rabasca of Integrated Environmental Engineering, Inc. provided comments as part of the MS4 Stormwater review which are found below:

As you requested, this letter provides a review of the York Town Hall Expansion Post Construction Stormwater Inspection & Maintenance Plan. We note that this site is located in the Town's Urbanized Area but will not disturb more than one acre of land, additionally, the Town will be the owner

required to maintain the stormwater infrastructure once construction is complete, therefore the Town's Post Construction Stormwater Ordinance does not apply. This property is subject to an Operation and Maintenance Plan required by the Town's Stormwater Permit. As such, the Inspection and Maintenance Plan submitted with this application will be incorporated into the O&M Plan, and the stormwater management facilities will be maintained by Public Works and the Parks and Recreation Departments.

The comments contained in this letter are based on review of the following elements of the Site Plan Application for the dated January 9, 2023: Inspection and Maintenance Plan for Stormwater Management Facilities and Drawings:

1. The Inspection and Maintenance Plan Paved Surfaces section states that sweeping of paved surfaces will be completed monthly after construction is completed. Typically annual sweeping is required after construction. Please either provide a rationale for requiring monthly sweeping or adjust the frequency to a minimum of once per year.
2. The Inspection and Maintenance Plan Subsurface Chamber System section references a sand filter system which is not shown on the drawings and a pretreatment device. Drawing C-306 shows that "Stormtech highly recommends FlexStorm inserts in any upstream structures with open grates". If the FlexStorm inserts are the pre-treatment device and are being required as part of the design, the note should be changed, and the narrative in the Inspection and Maintenance Plan should reflect the FlexStorm as the pretreatment device. Please clarify these portions of the system.
3. No maintenance or inspection information is provided for the concrete pavers with wide grass joints to allow infiltration. Please provide information if any special maintenance or inspection is required and add this element to the inspection form.
4. The drawings do not contain any details or specifications for the concrete pavers with wide grass joints. Please provide these details.

Gorrill Palmer Civil Engineering Review:

1. We have reviewed the materials for conformance with the technical engineering portions of the Town of York Ordinance and generally accepted civil engineering standards and offer the following comments:

2. The Applicant noted in the application narrative that the Town's Attorney will review the rights to construct offsite utilities and will review

any required easements. The proposed stormwater detention system will store water and require grading on the Church's property for the 100-year storm at elevation 65.33. Verify that the Town has a right or easement to temporarily store stormwater runoff on the church site.

3. The HydroCAD model shows a 10" storm drain outlet from the subsurface storage at invert 62.4. The Grading, Drainage and E&S plan shows 12" pipe with inverts below 62.4. Revise the model/plans to be consistent.
4. The call out for CB #2 should include the outlet pipe size and invert from the underground stormwater storage. Given the angle of the storm drain pipes confirm the size of CB #2. It may need to be larger than 4' diameter.
5. How does the stormwater enter the subsurface chambers, and how is the outflow restricted?
6. Show the location of the isolator row on the plan view, as well as an inspection port and cleanout manhole for the isolator row maintenance.
7. The stormwater maintenance plan mentions a sand filter system at the subsurface chambers. Based on the details, it is not apparent that a sand filter is included. If not, remove the reference in the maintenance plan.
8. The post-development watershed boundary and model area behind the church shall be revised to reflect the additional tributary area due to the proposed grading of the vegetated area.
9. A stabilized construction entrance may not be practical for this site given the paved access in an out of the construction area. We recommend that a note be added to the erosion control notes requiring that the paved access drives in an out of the construction area be swept regularly to prevent tracking of mud/dirt offsite.
10. Erosion control barriers may be needed to prevent sedimentation of the proposed stormwater BMPs during construction. Also, sediment filter bags in proposed catch basins should be considered during construction before the adjacent vegetated areas are fully stabilized.
11. Call out the size, length, and slope of the proposed sanitary sewer. Check for utility pipe conflicts with the crossings of the existing water and storm drain lines.
12. Call out the size and length of the proposed domestic water and fire service.
13. Identify the existing tank size and fuel type the fuel tank called out for removal adjacent to the front of the building. Does DEP require notification for this tank removal.
14. Will the potential underground gas tank at the rear of the property be removed as part of this project? The proposed grading will reduce the cover over the tank by up to 1.5 feet. If there is a tank at this location, now would be a good time to remove it.

15. Will the new building foundation require a footing drain? If so, where will it discharge?
16. Will the existing underground electric off the west side of the existing historical town hall have to be relocated to avoid conflict or reduced cover due to the construction of proposed underground stormwater storage and stormwater piping?
17. Will the existing flagpole be relocated? It appears that the proposed grade at the base will be dropped by about 1'+. If this is not intended, add spot grades around the base of the flagpole.
18. Will the existing granite memorial have to be reset due to the regrading for the stormwater system? It appears that the proposed grade at the base of the memorial may be dropped by about 0.8'. If this is not intended, add spot grades around the base.
19. Note that the curb along the frontage of the existing town hall and church will have to be replaced due to the construction of the new storm drain. Additionally, the brick entry walks to both buildings will also require some reconstruction due to the construction of the storm drain.

III. Waiver Requests

The applicant and Engineer are seeking several Waivers as noted below:

5.3.1 A minor subdivision or Site Plan may opt to submit all the information required for a Preliminary and Final Plan in one step.

See response for 6.2.3 Below.

6.2.3 The developer of a Minor Site Plan or Minor Subdivision application may elect to submit the Preliminary and Final Plans simultaneously. All major plans must go through the two-step process.

The new building addition is below the 10,000-square-foot trigger for a major site plan review. If renovation of the existing building is included, this will trigger a major site plan review, and a waiver would be required for the Planning Board to review the preliminary and final review at the same meeting. It the Planning Board deems this project falls under minor site plan review, this waiver is not needed.

6.3.32 High-intensity soil survey.

We request a waiver of this submittal requirement as no subsurface wastewater disposal is required, and there are visibly no wetlands on the Site.

6.4.6 A landscaping plan meeting the standards of Section 7.17 as well as all of the Ordinances of the Town of York shall be submitted…

The building committee is working to have landscaping done under a separate contract. The work will be integrated within the design that is being presented and will be working in select areas. The committee will make sure the separate landscape contractor will meet the requirements laid out in Section 7.17.

The landscape will be as follows:

- the existing hydrangeas that border the path to the front door will remain and any that are damaged during construction will be replaced in kind.

- The historic green between First Parish and Town Hall will remain as a lawn due to the historic nature of this space being a lawn where events have historically taken place for over 350 years.

- Most of the existing trees will remain with the main exception being a few large shrubs being removed where the addition is going and a dogwood on the west side of the Town Hall because it will interfere with ADA access to the public bathrooms.

- There will be two beds that will be designed and plants that will be provided under a separate contract. The beds will contain small shrubs, perennials, and annuals. They are located to the east of the addition and will be from the addition to the drive and will be behind the curbed granite bench and will mimic the existing garden that is currently located in that general location.

7.3.1.A.1 The net volume of all materials in cuts and fills, and the net volume of all materials brought in to or removed from the development site for changes including but not limited to foundations (other than building foundations), driveways, septic systems, drainage systems, and roads.

Existing Site grades are relatively flat. We propose to shape the lawn area to gently pitch towards grated stormwater structures to provide positive drainage away from the new building, stage, and patio. These grade changes shown on the enclosed Grading & Drainage Drawing will be minimal.

7.23.4.g Accessible parking stalls shall be large enough to fully contain a rectangle 8 feet wide by 20 feet long.

We propose to restripe the parking area to provide two 60-degree ADA-angled parking spaces close to the new building entrance. The existing parking tray is too narrow to provide the 20' length.

9.8.6 The minimum pipe size for any storm drainage pipe shall be 15 inches…

We request a waiver to use 12" diameter pipes in areas that receive smaller flows, 6" for perforated drains and roof leader, and 10" to control peak flow leaving the underground stormwater detention system.

10 Performance Guarantee

We assume the requirement of a performance guarantee would be waived.

IV. Recommendation

- If the planning board sees no issues with the waivers as requested, the application could be found complete.
- Set the Date for the Public Hearing
- Approve the Expansion of the York Town Hall and consideration of the possible Conditions to the project:

  1. The Inspection and Maintenance Plan Paved Surfaces section states that sweeping of paved surfaces will be completed monthly after construction is completed. Typically annual sweeping is required after construction. Please either provide a rationale for requiring monthly sweeping or adjust the frequency to a minimum of once per year.

  2. The Inspection and Maintenance Plan Subsurface Chamber System section references a sand filter system which is not shown on the drawings and a pretreatment device. Drawing C-306 shows that "Stormtech highly recommends FlexStorm inserts in any upstream structures with open grates". If the FlexStorm inserts are the pre-treatment device and are being required as part of the design, the note should be changed, and the narrative in the Inspection and Maintenance Plan should reflect the FlexStorm as the pretreatment device. Please clarify these portions of the system.

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8. Show the location of the isolator row on the plan view, as well as an inspection port and cleanout manhole for the isolator row maintenance.

9. The stormwater maintenance plan mentions a sand filter system at the subsurface chambers. Based on the details, it is not apparent that a sand filter is included. If not, remove the reference in the maintenance plan.

9. The post-development watershed boundary and model area behind the church shall be revised to reflect the additional tributary area due to the proposed grading of the vegetated area.

10. A stabilized construction entrance may not be practical for this site given the paved access in an out of the construction area. A note be added to the erosion control notes requiring that the paved access drives in an out of the construction area be swept regularly to prevent tracking of mud/dirt offsite.

11. Erosion control barriers may be needed to prevent sedimentation of the proposed stormwater BMPs during construction. Sediment filter bags in proposed catch basins should be considered during construction before the adjacent vegetated areas are fully stabilized.

12. Call out the size, length, and slope of the proposed sanitary sewer. Check for utility pipe conflicts with the crossings of the existing water and storm drain lines.

13. Call out the size and length of the proposed domestic water and fire service.

14. Identify the existing tank size and fuel type the fuel tank called out for removal adjacent to the front of the building. Notify DEP of this tank removal.

15. Compliance with all written materials submitted to the Planning Board during the deliberations of this project as necessary.