

## MEMO



**TO:** The York Planning Board  
**FROM:** Brendan J. H. Summerville, Town Planner  
**DATE:** 5 January 2026  
**RE:** Sketch Plan Application Review – 60 Main Street  
Map/Lot 0020-0001-A

### OVERVIEW

This is a sketch plan review for an application seeking to convert an existing duplex (two-family residential) into a five-unit, multi-family residence. The applicant has provided an existing conditions plan as well as proposed building elevations for the Planning Board's consideration. At this time, the applicant has met with staff and has yet to indicate whether any waivers would be requested in a full submission.

### PRESENT STRUCTURES

1 - Two-Story Building (Two-Family Residential)

### APPLICABLE ZONING OVERLAYS

The parcel under review is subject to the following:

1. CD-4 Base Zone
2. Workforce Affordable Housing District
3. 2022 Future Land Use - Growth Zone
4. MS4 Urbanized Area

### PUBLIC UTILITIES

The following public utilities are available to support the site:

- Water: 16" water service runs along the East side of Main Street
- Sewer: 16" sewer service runs below Main Street.
- Fire Hydrants: Two (2) within 300' of the property.

### JURISDICTION

This is an application for a sketch/conceptual plan, which as stated in (Site/Sub §5.2) allows the Board to ask questions and make suggestions to be incorporated by the applicant into the formal application. The applicant shall obtain no vested rights by

submittal or reviewing a sketch plan. Jurisdiction is limited by (Site/Sub §5.2) as well as (§7.6, and §18-A.5-A of the York Zoning Ordinance).

## REVIEW

1. **Application Acceptance**. Staff have reviewed all application materials and believe there is enough information to review the application as a sketch/conceptual plan.
2. **Public Hearing**. Following the application acceptance vote or lack thereof, conduct the public hearing to identify any issues or concerns relevant to the decision-making process. The Board, at its discretion, can allow a public hearing for a sketch and or conceptual plan.
3. **Substantive Review and Deliberation**. Following a review of the materials submitted, staff has identified the following relevant issues for the Planning Board to discuss as part of this application:
  - A. Dimensional Regulations** – This property conforms to the CD-4 dimensional regulations, as presented in §10-I.4.2.1 with one exception. The CD-4 zone has a maximum front setback of 20ft, and the existing conditions plan depict a distance of 32.1ft from the road. Per §10-I.2.3.1 *General*, this development is not-exempt from these dimensional standards, even as a redevelopment of the existing structure. Were the front façade moved or extended to be within 20ft of the front property line, then this would be rendered moot.
  - B. Parking** – The supplied drawings do not include a plan showing neither parking spaces nor traffic circulation. Per table §10-I.4.8.2, one (1) parking space per dwelling unit is required, meaning that a minimum of 5 parking spaces will be necessary for this development. In the application materials, the applicant stated that parking would be available in the front and side yards. Additionally, parking within the CD-4 zone is only permitted within the 3<sup>rd</sup> layer, which in this case would be behind the structure. As this is a component of the York Zoning Ordinance, this cannot be waived and should be addressed in any future submissions. In future applications, staff recommend that the applicant review §10-I.4.8.7 and §10-I.4.11.1 for standards on parking and thoroughfares, respectively.

**C. Greenway Design Standards** – The proposed design meets most of the building standards listed in §10-I.4.2.1 (CD-4). This is clear on items such as frontage buildout and building height, but less so on façade glazing, lot coverage, façade windowsill height, trash receptacle placement, screening, and roof pitch. Staff is of the opinion that while these items are likely met, it would behoove the applicant to verify compliance with these requirements in future submittals.

**D. Other items of concern for full application:** Staff recommend that the applicant review §6.3 and §6.4 of the Site and Subdivision regulations for full submittal requirements. The following are some areas in the regulations that may be of concern even at this stage in the process.

- a) **Landscaping:** The applicant has not included a dedicated landscaping plan within their application packet. While landscaping within the Greenway District is not regulated, a landscaping plan is required per §6.3.7 and §6.4.6 of the Site Plan & Subdivision Regulations.
- b) **Wetland & Shoreland Resources:** There are neither wetlands nor shoreland zones located on this site, with the wetland boundary being delineated in December of 2024 (see Existing Conditions Plan). While off site, staff recommend the applicant do their due diligence in ensuring that the wetland will not be negatively impacted by an increase in lot coverage, or through illicit discharges & filling during construction.
- c) **Historic Preservation:** This property is not located within any of York's historical districts, and the existing structure was constructed in 1972, meaning that it does not qualify as an historic structure.
- d) **Workforce Affordable Housing Overlay:** Per §10-I.4.15., any proposed development that consists of 10 or more dwelling units shall include at least ten percent of the total number of dwelling units within the development as workforce affordable housing. As the ten-unit threshold is not met, this development is not subject to this requirement; however, staff will always recommend that a developer consider the addition of workforce affordable units.

- e) **Performance guarantee and Financial Capacity:** The applicant must submit documentation of financial capacity to undertake the project (Site/Sub §6.4.28). An irrevocable letter of credit from the applicant's financial institution would suffice in this regard.
- f) **Land Use Certification:** This is not an issue related to the design of the proposal, rather its ability to reshape its future land use. In future plan submissions, a plan note should be included which certifies this as a residential use, and that any subsequent changes to this use shall go before the Planning Board.