



# Town of York

186 York Street  
York, Maine 03909-1314

1

Town Manager/  
Selectboard  
(207)363-1000

Town Clerk/  
Tax Collector  
(207)363-1003

Finance/  
Treasurer  
(207)363-1004

Code Enforcement  
(207)363-1002

Planning  
(207)363-1007

Assessor  
(207)363-1005

Police Department  
(207)363-1031

Dispatch  
(207)363-4444

York Beach Fire  
Department  
(207)363-1014

York Village Fire  
Department  
(207)363-1015

Public Works  
(207)363-1011

Harbor Master  
(207)363-1000

Center for Active  
Living  
(207)363-1036

Parks and  
Recreation  
(207)363-1040

Fax  
(207)363-1009  
(207)363-1019

[www.yorkmaine.org](http://www.yorkmaine.org)

## SELECTBOARD MEETING AGENDA

6:45 PM/7:00 PM MONDAY, FEBRUARY 9, 2026  
YORK PUBLIC LIBRARY  
TOWN HALL STREAMS, CH. 3

### 6:45 PM - Interviews

1. Anna DiChiara - York River Partnership Wild and Scenic Stewardship Committee, Alternate, (non voting)
2. Yvette Marr - Recycling Committee

### Call to Order

### Pledge of Allegiance

#### A. Consent Agenda

1. January 26, 2026 Minutes
2. Pole Permit
3. Business License Renewals
  - Rick's Restaurant

#### B. Chair's Report

#### C. Manager's Report

1. Town Manager's report

#### D. Awards

1. Aerial Photos

#### E. Reports

#### F. Citizens' Forum - The Citizens' Forum is open to any member of the audience for comments on any Town matter. All comments should be respectful in tone and should be directed to the Chair. Comments should be brief and to the point. Members of the public shall refrain from making personal charges or disparaging remarks, or from verbal attacks upon the character or motives of Members of Town boards and committees, or

commissions, of Town Staff or other Citizens of York. Questions that require extended answers or that cannot be readily answered will be referred to the Town Manager for follow-up. The Board will also read input received via the Selectboard's page on the Town web site.

Anyone who wishes to submit a written request for future agenda items can do so on the form available at this meeting or may obtain the form through the Town Manager's Office.

**G. Public Hearings**

1. Traffic Safety Ordinance
2. Municipal Solid Waste Ordinance
3. Harbor Ordinance

**H. Endorsements**

**I. Old Business**

1. Authorize RFP for Short-Term Residential Rentals data gathering services
2. Traffic Safety Ordinance Amendments
3. Municipal Solid Waste Ordinance Amendments
4. Harbor Ordinance Amendments

**J. New Business**

1. Citizen Petition Ordinance
2. York Hospital Letter of Support
3. Property Redemption: 99 Freeman Street
4. Property Redemption: 281 US Route 1
5. Property Redemption: 285 US Route 1
6. Property Redemption: 291 US Route 1
7. Board and Committee Actions

**K. Future Agendas**

**L. Other Business**

**M. Citizens' Forum**

**Adjourn**



## Selectboard's Consent Agenda

February 9, 2026

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*For the purpose of convenience and for expediting meetings, matter of business that are repetitive or routine nature (i.e. Business License Applications, Pole Permits, Special Event Permits, Off-site Business Directional Signs, etc.) are included in the Selectboard's Consent Agenda, and all such matters of business contained in the Consent Agenda are voted on collectively.*

*A particular matter of business may be singled out from the Consent Agenda for debate or for a separate vote upon the request of any of the Selectboard. In the case of a separate vote, the excluded matter of business is severed from the Consent Agenda and only the remaining matters of business contained in the Consent Agenda are voted on collectively.*

Agenda Items:

- January 26, 2026 Minutes
- Pole Permit
- Business License Renewals
  - Rick's Restaurant

*Example Motion to Accept all Items: I move to accept the Consent Agenda.*

*Example Motion when an Item is being pulled out of the Item List: I move to accept the Consent Agenda, minus item \_\_\_\_ (i.e. "2 – York Restaurant Business License").*

**SELECTBOARD  
MEETING MINUTES  
7:00 PM MONDAY, JANUARY 26, 2026  
YORK PUBLIC LIBRARY  
TOWN HALL STREAMS, CH. 3**

Call to Order - 7:00 PM

Pledge of Allegiance

Regular Meeting

Present: Chair Todd A. Frederick, Vice Chair Robert E. Palmer, Marla Johnson, Mary-Anne Szeniawski, Marilyn McLaughlin

Others Present: Town Manager Peter Joseph, HR Director and Deputy Town Manager Kathryn Lagasse, York Police Chief Owen Davis, York Police Lieutenant Nikolaos Piskopanis, York Police Lieutenant Luke Ernenwein, Climate Action Committee Co-Chair Cornelius Murphy, Planning Director Dylan Smith, Planning Board Chair Wayne Boardman, Planning Board alternate member Crystal Tenney and members of the public

**A. Consent Agenda**

1. January 12, 2026 Minutes
2. Business License Renewals
  - Greenleaves Chinese Restaurant
  - Ruby's Wood Grill

Moved by Marilyn McLaughlin seconded by Marla Johnson to accept the Consent agenda with amendments. J. 2. New Business, it should be included under selling town owned properties that Mary-Anne Szeniawski voted against no. 5 because it was owner occupied. Greenleaves Chinese Restaurant's business license has no number of seats and no email address, please add. C. Town Manager's Report on towned owned properties, please add York to Land Trust and also change 1131 and 1141 to 11, 31 and 41 Junkins Lane. Vote 5-0, motion passes.

**B. Chair's Report**

- Great work to Emergency Management keeping us safe through the snowstorm.
- Citizens Police Academy Application packet is available for our seven-week educational program for our community members. Information can be picked up from the York Police station and the Clerk's office.
- Appreciate that the whole Board is in tonight for the public hearings, we will hold another set of public hearings at the next meeting for people who couldn't come or connect to Zoom because of the snowstorm.

**C. Town Manager's Report**

- DPW Crew is on a sleep break, will be back in a few hours. The school has a 2 hour delay tomorrow.
- Due to the temp.'s in the next couple days, use extra caution on the roads.
- Encourage to sign up for the Citizens Police Academy.

**D. Awards**

1. Solar Panels on York Village Fire

Moved by Robert Palmer seconded by Marilyn McLaughlin to award a bid up to \$83,000 or \$89,000 if pursuing the 10% tax credit to Maine Solar Solutions for the design, installation, financing, operation, and maintenance of a solar photovoltaic (PV) system on the York Village Fire Station. Vote 5-0, motion passes.

**E. Reports**

1. Committee to Combat Racism and Bias (CCRAB) Report

Sparrow Energy Group- Energy Audit

2. Parking Amendment Recommendations

3. Flock Cameras

**F. Citizens' Forum**

- Joe Kelly
- Connie Hanley
- Jim Smith
- Wayne McIntire
- Wayne Boardman
- S. M. Glennon (read by Peter Joseph)
- Susan Carter (read by Peter Joseph)
- Amory Demeo and Kevin McFarland (read by Peter Joseph)
- Paul Palumbo (read by Peter Joseph)
- Peggi Gregory (by Zoom)

G. **Public Hearings**

1. Zoning Ordinance Amendments

1. Article 3 Establishment of Zoning Districts

Moved by Marilyn McLaughlin to open the public hearing. Without objection so ordered.

1) Article 3 Establishment of Zoning Districts

Public Comment:

- Tim DeCoteau (by Zoom, representing the Foster family)
- Bess and Matt Kiernan (read by Peter Joseph)

Moved by Todd A. Frederick to close the public hearing. Without objection so ordered.

2. Article 3 Establishment of Zoning Districts

Moved by Marilyn McLaughlin to open the public hearing. Without objection so ordered.

2) Article 3 Establishment of Zoning Districts

Public Comment:

- None

Moved by Todd A. Frederick to close the public hearing. Without objection so ordered.

3. Article 15 Parking

Moved by Marilyn McLaughlin to open the public hearing. Without objection so ordered.

3) Article 15 Parking

Public Comment:

- None

Moved by Todd A. Frederick to close the public hearing. Without objection so ordered.

4. Article 4 Use Regulations

Moved by Marilyn McLaughlin to open the public hearing. Without objection so ordered.

**4) Article 4 Use Regulations**

Public Comment:

- None

Moved by Todd A. Frederick to close the public hearing. Without objection so ordered.

**5. Article 2 Definitions**

Moved by Marilyn McLaughlin to open the public hearing. Without objection so ordered.

**5) Article 2 Definitions**

Public Comment:

- None

Moved by Todd A. Frederick to close the public hearing. Without objection so ordered.

**6. Article 2 Definitions**

Moved by Marilyn McLaughlin to open the public hearing. Without objection so ordered.

**6) Article 2 Definitions**

Public Comment:

- None

Moved by Todd A. Frederick to close the public hearing. Without objection so ordered.

**7. Article 10-I York Beach Greenway District**

Moved by Marilyn McLaughlin to open the public hearing. Without objection so ordered.

**7) Article 10-I York Beach Greenway District**

Public Comment:

- None

Moved by Todd A. Frederick to close the public hearing. Without objection so ordered.

8. Article 5 Dimensional Regulations

Moved by Marilyn McLaughlin to open the public hearing. Without objection so ordered.

8) Article 5 Dimensional Regulations

Public Comment:

- None

Moved by Todd A. Frederick to close the public hearing. Without objection so ordered.

9. Article 5 Dimensional Regulations

Moved by Marilyn McLaughlin to open the public hearing. Without objection so ordered.

9) Article 5 Dimensional Regulations

Public Comment:

- None

Moved by Todd A. Frederick to close the public hearing. Without objection so ordered.

10. Article 10-H Outdoor Lighting Ordinance

Moved by Marilyn McLaughlin to open the public hearing. Without objection so ordered.

10) Article 10-H Outdoor Lighting Ordinance

Public Comment:

- None

Moved by Todd A. Frederick to close the public hearing. Without objection so ordered.

**H. Endorsements**

**I. Old Business**

1. Short Term Residential Rental Ordinance

Discussion Only, will schedule for a public hearing at some point

2. Update on the Court House

Discussion Only

**J. New Business**

1. Zoning Ordinance Amendments

1. Article 3 Establishment of Zoning Districts
2. Article 3 Establishment of Zoning Districts
3. Article 15 Parking
4. Article 4 Use Regulations
5. Article 2 Definitions
6. Article 2 Definitions
7. Article 10-I York Beach Greenway District
8. Article 5 Dimensional Regulations
9. Article 5 Dimensional Regulations
10. Article 10-H Outdoor Lighting Ordinance

Discussion, another public hearing will be scheduled. Since 14 days is the requirement, it will be brought back at the second Selectboard meeting in February, the 23<sup>rd</sup>.

2. Request for contingency - Well issue

Moved by Marilyn McLaughlin seconded by Marla Johnson to allocate \$18,230.00 from the Selectboard supplemental contingency fund to hire Brooks Hydro Logic LLC, to evaluate the well at 89 Chases Pond Road. Vote 5-0, motion passes.

3. Property Redemption Extension - 650 York Street

Moved by Robert Palmer seconded by Marla Johnson to approve the property redemption of Tax Map 0046 Lot 0011, located at 650 York Street, as requested, subject to all conditions being met and all taxes, interest and administrative costs paid in full by no later than February 2nd, 2026 with cash or certified bank check. Vote 5-0, motion passes.

4. Acceptance of donation - Minnick Endowment Fund

Moved by Marilyn McLaughlin seconded by Robert Palmer to request the donated amount of \$15,000 by the Minnick Foundation be returned to the owner. Vote 5-0, motion passes.

5. Board and Committee Actions

- None

K. Future Agendas

- Award on aerial photos from the Assessing and the Code office
- STRR, Parking Ordinance and Trash public hearings
- Sparrow Energy contract
- Public hearing on the Harbor Ordinance

L. Other Business

M. Citizens' Forum

- None

Adjourn

At 10:22 PM Chair Todd A. Frederick adjourned the meeting. Without objection, so ordered.

Respectfully Submitted,  
Diana Janetos

Auto Fill Form for:  
4501 - 4502 - 4503

<b>Notification:</b>  <b>Work Order:</b>  <b>Field Planner Name:</b>  <b>Field Planner Phone #:</b>  <b>Date:</b>	<p><input checked="" type="checkbox"/> 10301248360</p> <p><input checked="" type="checkbox"/> 801000756696</p> <p><input checked="" type="checkbox"/> ALAN DYER</p> <p><input checked="" type="checkbox"/> 207-432-6682</p> <p><input checked="" type="checkbox"/> 1/27/26</p>	<p><input checked="" type="checkbox"/> Not Published</p> <p><input type="checkbox"/> Public Notice of this application has been given by publishing the text of the same</p> <p>In: _____</p> <p>On: _____</p>
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<b>City / Town:</b>  <b>To the:</b> <input type="checkbox"/> City <input checked="" type="checkbox"/> Town  <b>County of:</b> <input checked="" type="checkbox"/> YORK, Maine
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<b>CMP applying for:</b> <input checked="" type="checkbox"/> Overhead <input type="checkbox"/> URD
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1. Starting Point: <input checked="" type="checkbox"/> PL# 30
2. Road (State & CMP): <input checked="" type="checkbox"/> CARE: NEDICK RD (CWP) OLD STATE ROAD
3. Direction: <input checked="" type="checkbox"/> EAST
4. Distance: <input checked="" type="checkbox"/> 60 feet
5. Number of Poles: <input checked="" type="checkbox"/> 1

<b>TEL CO:</b> <input checked="" type="checkbox"/> CCI	Refer To Field Planner Web Page for selecting the appropriate Tel Co.: Home Page > Field Planner Resources > Telco Information
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<p>If you only need 1 copy of the 4502 Form, just click "Print Form" A print dialogue will open, click print to print all 3 forms.</p> <p>If you need multiple copies of the 4502 Form, click "Print Form" A print dialogue will open, again, click print to print all. After you print all, click "Print Form" again, but this time select print range page "3" only and select the number of copies you need</p>
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## CENTRAL MAINE POWER COMPANY

## APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: YORK, Maine

To the:

 City Town County of: YORK, Maine Central Maine Power hereby applies for permission to: Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below. Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below. Central Maine Power Company andCCJ

jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: PL #302. Road (State & CMP): CAPE NEDDICK RD. (CMP) OLD STATE ROAD3. Direction: EAST4. Distance: 60 feet5. Number of Poles: 1 Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code. Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

 Public Notice of this application has been given by publishing the text of the same Not Published

In:

On:

CENTRAL MAINE POWER COMPANY

By: Clark R. DowDate: 1/27/26

By: \_\_\_\_\_ Date: \_\_\_\_\_

## CENTRAL MAINE POWER COMPANY

**SKETCH TO ACCOMPANY APPLICATION FOR POLE OR UNDERGROUND LOCATIONS**

**City / Town:**

Date:

Street:

By:

Facilities to consist of wood poles and appurtenances with a minimum clearance of wire and cables not less than 21 feet over the public highway, and/or underground facilities to consist of buried cables, conduits, transformers and manholes for operation at 7200 volts to ground single phase. Construction to be suitable for future operation at a voltage not to exceed 22KV to ground single phase. Right-of-way limits indicated are based on the best field information available.

Company tel: . Pole/Pad spans shown are approximate.

Company tel: \_\_\_\_\_ . Pole/Pad spans shown are approximate.

Notification: Work Order: 

## LOCATION PERMIT

Upon the Application of Center Maine Power Company and  CCI  
dated  1/27/26, asking for permission, in accordance with law, to construct and  
maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances  
over, under, along or across certain highways and public roads in the location described in said application,  
permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location,  
said facilities and appurtenances in the City / Town of  YORK  
approximately located as follows:

1. Starting Point:  PL#30

2. Road (State & CMP):  CAPE NEDDICK RD. (CMW) OLD STATE RD.

3. Direction:  EAST

4. Distance:  60' feet

5. Number of Poles:  1

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18  
feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36  
inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety  
Code.

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Municipal Officers

Office of the \_\_\_\_\_

Received and Recorded in Book \_\_\_\_\_, Page \_\_\_\_\_

Attest: \_\_\_\_\_

Clerk



## REQUEST FOR ACTION BY THE SELECTBOARD

DATE SUBMITTED: February 3, 2026	<input type="checkbox"/> DISCUSSION <input checked="" type="checkbox"/> ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED W/ CHANGES <input type="checkbox"/> DENIED <input type="checkbox"/> NO ACTION TAKEN VOTE: _____
DATE ACTION REQUESTED: February 9, 2026	
SUBJECT: : Business License Renewals	

### DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

All approvals are contingent on taxes being current and all appropriate departments (inspections) giving approval; See "Department Approvals" on page two of each application. Signed business license applications and certificates will not be released to the applicant until all necessary department approvals have been received.

RECOMMENDATION: Approve the Business Licenses attached.

1. PROPOSED MOTION: I move to approve the following licenses:

- Rick's Restaurant

All subject to taxes, fees and inspections being current and compliant with the usual noise stipulations.

PREPARED BY: Diana Janetos

REVIEWED BY: 

THE TOWN OF \_\_\_\_\_

# YORK, MAINE

186 York Street, York, Maine 03909

## BUSINESS LICENSE APPLICATION

*NOTE: Business Licenses are not transferable to another person, business or location.*

Business Name: Rick's Restaurant

Street Address: 1151 US Route 1 York ME. 03909

Business Owner: Veronica Glorria Business Manager: \_\_\_\_\_

Mailing Address: 1151 US Route 1 Mailing Address: \_\_\_\_\_

Phone Number: (970) 531-5593 Phone Number: \_\_\_\_\_

E-mail Address: veronadonna@yahoo.com E-mail Address: \_\_\_\_\_

Please indicate who is to be the Primary Contact with the Town:  OWNER or  MANAGER

Is the Business Owner same as the prior year?  YES  NO  NEW BUSINESS

Please indicate which Licenses or Local Approvals you seek:

### Lodging:

Bed and Breakfast License (C/F)

Innkeeper License (C/F)

Number of Rooms: \_\_\_\_\_

### Food and Beverage:

Food Service License (C/F)

Number of Seats: 19 (Existing / Proposed)

Liquor License (F/P)

Bottle Club License (F/P)

### Entertainment:

Special Amusement License (C/F/P)

Dance Hall License (F/P)

Bowling Alley License (C/F)

Coin-Operated Amusement License (P)

Off-Premise Catering (P)

Bingo, Beano and Games of Chance (P)

### Miscellaneous:

Transient Seller's License (P)

Flea Market License (C)

Junkyard, Auto Graveyard/Recycling License (C/F/P)

Medical Marijuana (P)

Other: \_\_\_\_\_

*C – Code Enforcement Inspection Required F – Fire Department Inspection Required P – Police Department Inspection Required*

*S – Sewer District Inspection Required W – Water District Inspection Required*

Code Enforcement: (207) 363-1002

Police Department: (207) 363-1031

Village Fire Department: (207) 363-1015

Beach Fire Department: (207) 363-1014

York Sewer District: (207) 363-4232

York Water District: (207) 363-2265

Other Municipal Water and Sewer Districts may apply depending on your business location

Provide the following information about any relevant State licenses:

STATE LICENSE INFORMATION

ID Number(s):			
Expiration Date(s):			
Classification(s):			

**FEES:** Each application will incur a \$60 fee, plus \$30 for each license after the first. All NEW applications will have an additional \$50 fee, and all license amendments will have a \$25 fee. All fees are to be paid at time of submittal and shall be non-refundable. Cash or check only; Please make check payable to Town of York.

*Please read the following and sign to complete your application:*

I understand that a license is required before operating or conducting any business or activity governed by the Town's Business Licensing Ordinance and that ongoing compliance with the provisions of the Town's Business Licensing Ordinance and other applicable Town codes is required throughout the entire license period.

I understand that this Business License Application must be filled out completely, all fees must be paid, and all necessary department inspections must be completed and passed before the license(s) will be considered by the Selectboard.

Signature John D

FOR OFFICE USE ONLY

FEES	Amount	Map - Lot: _____
Application and First License (\$60)	60	Processed By: Diana Sane to S
Subsequent Licenses (\$30 each)	30	Received Date: 1/30/26
New License Fee (\$50)		Amount Received: \$ 90
License Amendment (\$25)		Check # 2744 or Cash <input type="checkbox"/>
Other: _____		
TOTAL DUE	\$ 90	LICENSE #: _____

Department Approvals	Date of Approval	Department Approvals	Date of Approval
Code Enforcement		Sewer	
Fire		Water	
Police		Tax Collector	

Selectboard <i>Town Manager for the Selectboard</i>	<i>Date</i>	Special Conditions (Attached if Necessary) YES NO
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## REQUEST FOR ACTION BY THE SELECTBOARD

DATE SUBMITTED: February 5, 2026	<input type="checkbox"/> DISCUSSION <input checked="" type="checkbox"/> ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED W/ CHANGES <input type="checkbox"/> DENIED <input type="checkbox"/> NO ACTION TAKEN VOTE: _____
DATE ACTION REQUESTED: February 9, 2026	
SUBJECT: Award for Aerial Photo and Planimetric Data RFP	

**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** It has been the intent of the Code, Planning, and Assessing Offices to have an updated aerial photo flown every three years. Having the updated photo and associated data has allowed accurate planning, assessing, and permitting. When we had a full-time GIS director this duty was handled by them. Aerial photographs were flown in 2012, 2015, 2018, 2019, and 2022. We are now behind schedule, and in need of an update.

The deliverables are to include a 3" ortho image, an infrared image, 2-foot contours, hydrography, and the following planimetric data; Building footprints, catch basins, culverts, decks and patios, paved and unpaved driveways, manholes, paved and unpaved parking areas, ponds, above and below ground pools, quarries and pits, abandoned railroads, recreation facilities, rivers, road centerlines, roadways, sidewalk centerlines, sidewalks, spot elevations, stairs, streams, tanks, trails, trees, utility poles, towers, fences, stone wall, and retaining walls.

This updated information will also provide us with the data needed to accurately re-map the Shoreland Zone as a separate project at a later date.

In early January the attached Request for Proposal (RFP) was sent out and posted on our website as well as the MMA website. The deadline for submission was January 16, 2026. We received bids from eight vendors. I have attached a spreadsheet showing the breakdown and total of all submissions.

After careful review and the recommendation of CAI, our GIS vendor, we determined that the attached proposal from NV5 was the best option because of what they are including, their price, and their experience. Complete copies of all submitted RFPs are available upon request.

The Supplemental Building Ordinance states that the funds collected from the issuance of building permits is to be used, in part, to maintain and upgrade the Town's GIS.

**RECOMMENDATION:** I recommend allowing the expenditure of \$105,570 from the existing GIS funds to contract NV5 to conduct the aerial photo and planimetric data quoted in their January 2026 RFP, as well as the hydrography (wetland mapping) quoted in the follow-up email on January 23, 2026.

**PROPOSED MOTION:** To allow the expenditure of \$105,570 from the GIS fund to contract NV5 to conduct the aerial photo and planimetric data quoted in their January 2026 RFP and January 23, 2026 follow-up email.

**FISCAL IMPACT:** \$105,570

**DEPARTMENT LINE-ITEM ACCOUNT:** Code Fees Fund 6206

**BALANCE IN LINE ITEM IF APPROVED:** Balance at end of 2025 \$1,903,647

PREPARED BY: Luke Vigue, Dylan Smith, Harry Norton





## Request for Proposals

### *Aerial Imagery and Planimetric Data*

### Town of York, Maine

#### Objective

The Town of York, Maine is seeking proposals for aerial imagery acquisition and optional planimetric data mapping. The imagery is to be used to create an updated building outline layer as well as other requested deliverables to support the Town with mapping our Shoreland Zoning Overlay.

#### Background

The Town of York is comprised of 63 square miles with about 11 miles of ocean frontage as well as two tidal rivers. York has 9,285 parcels, and about 13,000 structures according to our 2019 building outline layer.

#### Scope of Services

1. The image must be flown leaf-off in the spring.
2. The color imagery must be of 3-inch resolution or better, 1-inch is preferred and support 100 scale planimetric mapping.
3. The data is intended to be owned by the Town of York.

#### Please separately quote the items below

1. Color leaf-off Spring 2026 imagery
2. Additional 4<sup>th</sup> CIR Band
3. A building outline layer
4. Hydrography data layers (Ocean, rivers, streams, lakes, ponds etc.)
5. 100 Scale Planimetrics (complete standard planimetric deliverable data set that would also include buildings and hydrography priced above).
6. 2' Contours

## Required Qualifications

The individual/firm selected must:

1. Be available to work until completion of this project.
2. Ability to be available as needed through the process.

## Information Required in Each Proposal

Each proposal must:

1. Demonstrate a clear understanding of the scope of work requested in this RFP.
2. Identify and provide relevant supporting information for a minimum of 3 similar projects which they have overseen that were brought to successful completion.
3. Provide a timeline for work to be started and completed.
4. Include 3 references.
5. Identify any date conflicts that could affect the overall project schedule.
6. Include 5 complete paper copies and one electronic copy of the submission.
7. Include a fee proposal.

## Evaluation of Proposals

The Town will employ a competitive selection process in the award of this proposal. It is to be understood that, in addition to cost and responsiveness to the Town's objectives as outlined in the scope of work, there are other factors, such as successful experience, that will be considered in determining which proposal provides the best value to the Town and allows the most efficient and economical use of public funds.

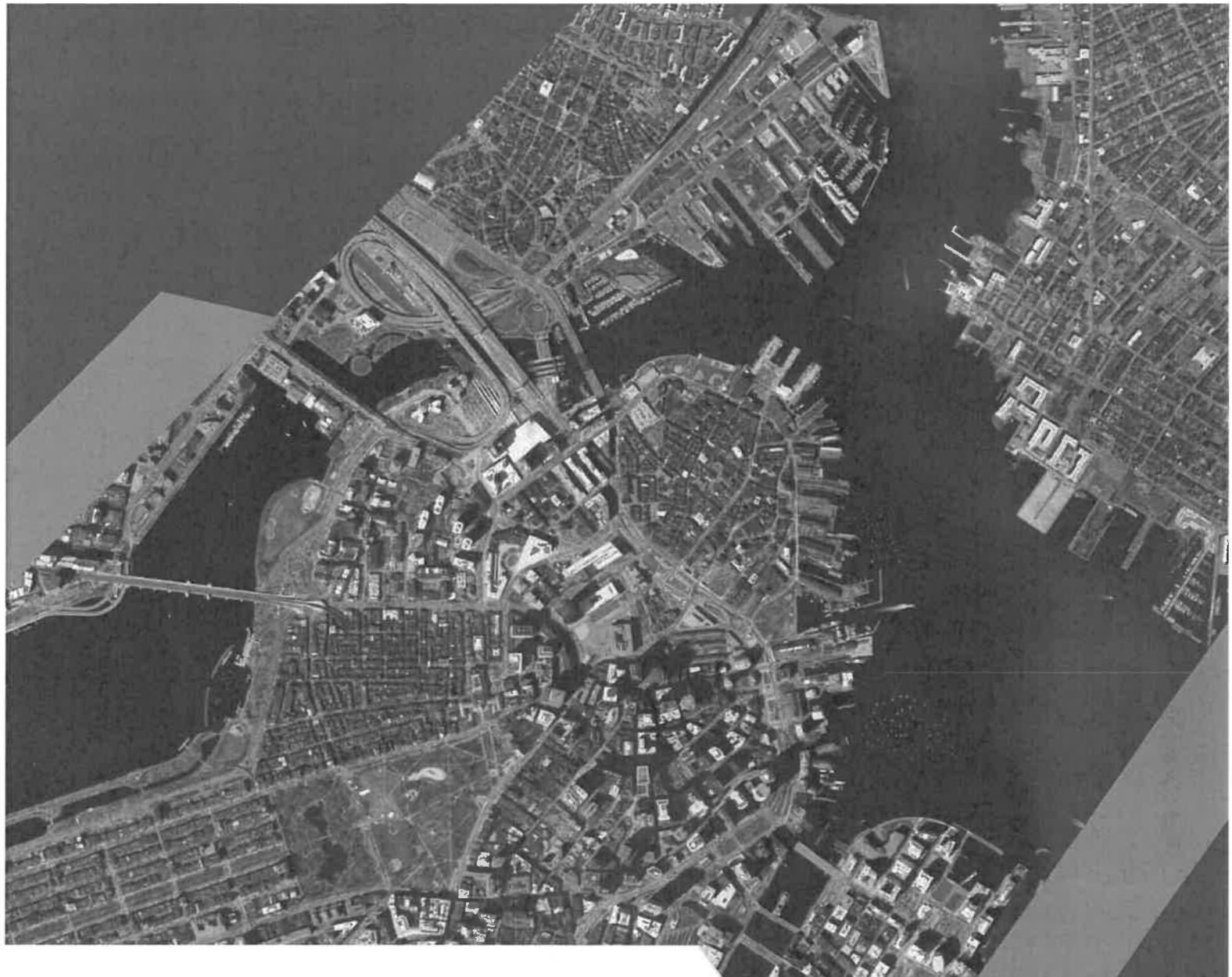
It may be necessary to narrow the field of proposals and conduct interviews with a limited number of finalists. At the sole discretion of the Town, finalists may be invited to an oral interview. The Town reserves the right to award a contract with or without an interview. The Town further reserves the right to waive formalities, to request additional information, to refrain from making a selection or to amend the scope of the project, should those actions be in the public interest.

## Timeline

Sealed proposals will be accepted no later than 3:00 PM on January 16, 2026. The Selectboard shall award the successful applicant at the next available board meeting. All submissions shall be delivered to:

Luke Vigue  
Tax Assessor  
York Town Hall  
186 York Street  
York, ME 03909  
[lvigue@yorkmaine.org](mailto:lvigue@yorkmaine.org)

	AGE 3"	AirShot Live	Bowman 3"	Eagle View 3"	Kucera 3"	Range 1"	Woolpert 3"	NV5 3"
Ortho	\$48,000	\$36,900	\$61,500	\$23,970	\$16,200	\$11,025	\$21,270	\$24,810
Ground Control					\$6,500		\$20,883	
4th CIR Band	\$6,000	\$12,300			\$1,860	\$3,500	\$2,205	Free
Building Outline	\$12,000	\$9,500	\$7,606		\$4,642	\$23,000	\$8,450	\$14,058
Hydrography	\$4,000	\$11,000	\$3,196	\$8,142	\$21,500	\$6,000	\$7,710	\$9,875
100 Scale Planimetrics	\$24,000	\$49,200	\$42,113	\$46,679	\$57,000	\$126,000	\$18,646	\$66,550
2' Contours	\$24,000	\$24,600	\$21,899	\$26,484	\$42,000	\$3,780	\$29,037	\$4,335
Required Maint Fee			\$3,379					
<b>Total</b>	<b>\$118,000</b>	<b>\$143,500</b>	<b>\$136,314</b>	<b>\$115,156</b>	<b>\$169,700</b>	<b>\$157,460</b>	<b>\$111,604</b>	<b>\$105,570</b>



# CITY OF YORK

RFP

## Aerial Imagery and Planimetric Data



**N|V|5**  
GEOSPATIAL

**DATE :**

January 16, 2026

**SUBMITTED BY:**

Drew Meren, GISP  
Senior Account Manager

January 16, 2026

City of York  
186 York Street  
York, ME 03909



**RE: Proposal for Aerial Imagery and Planimetric Data**

To Whom it May Concern,

NV5 Geospatial is pleased to respond to the City of York's (the City) request for a proposal for 3-inch resolution orthoimagery and photogrammetric mapping. As one of North America's largest and most experienced geospatial solution firms, NV5 Geospatial offers the City the extensive resources, knowledge base, and experience needed for the successful execution of this contract. NV5 Geospatial has completed thousands of acquisition and mapping projects worldwide, including in Maine.

NV5 Geospatial has provided geospatial services within the State of Maine for the better part of two decades. As the current State lidar provider to the Maine GeoLibrary since 2009, and data provider to several other projects, we are a trusted firm to the Maine community. We also a Pre-Qualified Vendor under the **State of Maine RFP#202402030 for Geospatial Data Acquisition and Services**. We are one of only a few firms that are qualified under all 4 categories:

- **Capture & Processing of Aerial Photography**
- **Capture and Processing of Lidar**
- **Geospatial Derivative Products**
- **Geospatial Data Services**

NV5 Geospatial fully understands the required workflow and production of the deliverables outlined in the RFP. Led by Certified Photogrammetrists and supported by our licensed Maine Professional Land Surveyor, the NV5 Geospatial Team possesses the experience, expertise, and commitment necessary to perform all tasks associated with this project. We have been at the forefront of the collection and processing of high-resolution, high-quality orthoimagery for over four decades. We have a comprehensive working knowledge of the many applications of high-resolution digital orthoimagery for effective resource management, planning, monitoring, and emergency preparedness. We can also provide invaluable expertise and consultation on additional remote sensing technologies to serve the City. Assisting NV5 Geospatial in this effort will be Keystone Aerial, a trusted data acquisition partner providing acquisition resources, and Primus Consultants to provide production mapping.

Drew Meren, GISP, will serve as NV5 Geospatial's principal point of contact for this response. Drew will be the Account Manager for NV5 Geospatial to the City and will support the partnership needs during the project lifecycle. Drew can be reached directly at (703) 919-8038 or via email at [drew.meren@nv5.com](mailto:drew.meren@nv5.com).

I want to thank you for the opportunity to present our qualifications. We are committed to the successful execution of this contract. Please do not hesitate to contact us if we can provide additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert Vander Meer'.

Robert Vander Meer  
Vice President, State & Regional



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## 1.0 Submission Requirements

### 1.1 Proposer Contact Information

Business Name	NV5 Geospatial, Inc.
Entity Type	Corporation
Complete Address	45180 Business Court, Suite 800, Dulles, VA 20166
Business Telephone	(703) 919-8038
Business Email	drew.meren@nv5.com
State of Incorporation/Organization	Wisconsin
Date of Incorporation/Organization	8/22/1969
Former Business Names (if any)	Quantum Spatial, Aero-Metric, Photo Science, Watershed Sciences
Number of FT and PT Employees	FT: 523 PT: 16
Primary Office Location	St. Petersburg, FL
Primary Contact Name	Drew Meren
Primary Contact Title	Senior Account Manager
Primary Contact Telephone	(703) 919-8038
Primary Contact Email	drew.meren@nv5.com

### 1.2 References

Reference 1	
Customer Name	City of Bangor, ME
Point of Contact	John Miller
Phone Number	(207) 992-4242
Email Address	<a href="mailto:johns.miller@bangormaine.gov">johns.miller@bangormaine.gov</a>

Reference 2	
Customer Name	City of Chicopee, MA
Point of Contact	Michelle Santerre
Phone Number	(413) 594-1545
Email Address	<a href="mailto:msanterre@chicopeema.gov">msanterre@chicopeema.gov</a>

Reference 3	
Customer Name	Town of Hudson, NH
Point of Contact	Elvis Dhima
Phone Number	(603) 886-6008
Email Address	<a href="mailto:edhima@hudsonnh.gov">edhima@hudsonnh.gov</a>

### 1.3 Project Costs and Timeline

Item	Description	Total Cost	Start Date	Completion Date
1.	Color leaf-off Spring 26' imagery	\$24,810.00	3/15/26	9/30/26
2.	Additional 4 <sup>th</sup> CIR Band	\$0.00	3/15/26	9/30/26
3.	100 scale planimetrics	\$66,550.00	4/30/26	10/31/26
4.	Building Outline	\$0.00	4/30/26	10/31/26
5.	Hydrography data layers	\$0.00	4/30/26	10/31/26
6.	2-foot Contour	\$4,335.00	4/30/26	10/31/26
<b>TOTAL:</b>		<b>\$95,695.00</b>	<b>3/15/26</b>	<b>10/31/26</b>

## 2.0 Qualifications

### 2.1 Introduction

NV5 Geospatial, with its extensive experience in working with city and town governments on mapping projects, is well-equipped to meet the City of York, Maine's need for planimetric data capture from an aerial flyover. Our Senior Account, Drew Meren, GISP, is not just an expert but a seasoned professional who deeply understands the goals and expectations for such projects, assuring a successful outcome.

With over 40 years of experience in photogrammetric mapping, NV5 Geospatial is well-versed in the specifications and procedures required for this project. We will undertake significant tasks such as aerial imagery acquisition, ground control, planimetric mapping, topographic mapping, and digital orthoimagery. Our comprehensive approach makes certain that every aspect of the project is meticulously handled, providing reliable results.

The NV5 Geospatial Team proposes a methodical approach to meet the project's requirements. We plan to update all required feature data layers at a 1" = 100' scale using the stereopairs from the 2026 Spring digital aerial photography. The data will undergo rigorous internal QC procedures, a testament to our commitment to quality. Planimetric data will be edited to assure all deliverables meet the required specifications. A pilot project will precede the creation of final deliverables, providing valuable insights for verification and quality control. Throughout the project, we will make certain that the planimetric data is topologically structured, edge matched, and includes proper line styles.



Figure 1. York, Maine area of interest.

## 2.2 Corporate Profile

NV5 Geospatial is a full-service geospatial firm providing spatial data collection, generation, analysis, and integration for clients worldwide. With a mapping and survey heritage dating back to 1969, NV5 Geospatial is dedicated to embracing its legacy traits of flexibility, creativity, innovation, responsiveness, partnership, client satisfaction, and on-time, first-time-right products, which have defined our success. NV5 Geospatial's core business provides our clients with geospatial data acquisition and post-processing services.



NV5 Geospatial has a workforce of over 500 highly qualified geospatial experts in 11 facilities geographically dispersed across the United States, Canada, and India. Our staff includes licensed professional land surveyors, ASPRS-certified mapping scientists, certified photogrammetrists, certified GIS professionals, and certified project management professionals. Our management team holds Master's and Doctorate level qualifications. As a corporation, NV5 Geospatial strives to provide a healthy work environment where our staff members are continually challenged and offered an atmosphere for professional growth and development.

Anchorage, AK  
NV5 Geospatial has a long history of superior mapping capabilities and outstanding geospatial solutions delivery for our clients. We have completed projects in all 50 states and over 30 foreign countries.

NV5 Geospatial is headquartered in St. Petersburg, Florida, and serves as a production facility. Our other production facilities are in Anchorage, Alaska; Lexington, Kentucky; Corvallis, Oregon; Portland, Oregon; and Dulles, Virginia.



## 2.3 Subcontractors

NV5 Geospatial's technical approach is based on years of experience of working on complex photogrammetric mapping projects and partner relations. NV5 Geospatial has teamed with Keystone Aerial to provide acquisition and Primus Consulting for supplemental production support.

### 2.3.1 Bluesky Geospatial Ltd.

**Keystone Aerial Surveys, Inc.** (Philadelphia, PA) specializes in providing quality aerial surveys. Their flight department has considerable experience collecting airborne imagery at high and low altitudes in several formats including digital, film and LiDAR. With one of the largest private fleets of aircraft in the industry, **three (3) UltraCam Eagle sensors**, and experienced personnel, Keystone is a vital member of the QSI acquisition team.



### 2.3.2 Primus Consultants, LLC

Primus Consultants, LLC (Primus) is a woman-owned Virginia company (SWaM certified) located in Sterling, VA. Our qualified staff provides photogrammetric, aerial and terrestrial LiDAR and GIS data processing services to US and foreign mapping companies.



Since its founding in 2005 Primus has completed small and large, complex digital orthophoto projects with pixel size ranging from 2.5 cm to 50 cm. Our technicians using 3D stereo photogrammetric workstations have collected planimetric and topographic data for the development of ArcGIS databases. Over the years we have completed LiDAR projects including vegetation and transmission powerline classification and contour generation. We have an exemplary record for on-time delivery and first-time acceptance.

Primus Consultants, LLC complies with technical requirements and offers project experience combined with technical expertise. Demonstrated capabilities to leverage digital aerial technologies to deliver the products requested with minimum risk and 1st time acceptance. Our success as a team member is structured around the key factors that address Primus' ability to meet or exceed each client's expectations:

- Experience with digital aerial imagery processing
- Experience with aerial and terrestrial LiDAR classification and post processing
- A highly qualified team with the most digital aerial collection experience in North America
- Cost effective, high quality and proven solutions for each product and service
- Dedicated Project Manager with over 30-years of in Photogrammetry and GIS
- Independent quality assurance and quality control personnel to make certain that products meet expectations on first delivery

## 3.0 Key Personnel

Every project phase, from planning to final delivery of datasets, is handled by our uniquely qualified NV5 Geospatial team. Led by an ASPRS Certified Photogrammetrist and a Professional Land Surveyor licensed in the State of Maine, we employ techniques and practices that assure our products meet or exceed industry standards and satisfy the client's needs. Our unwavering commitment to delivering high-quality data with significant utility is a testament to our expertise. We regularly propose team collaborations, sensor specifications, and specific methodologies that guarantee the delivery of such data.

One of the most crucial aspects of this type of project is maintaining a constant open line of communication and dialogue. We understand the importance of being heard and valued, and we strive to achieve this through regular phone calls, Microsoft Teams meetings, and in-person meetings if necessary. Our Senior Account Manager, Drew Meren, is located nearby in Dulles, VA, and is always ready to meet. We anticipate that the City will have appropriate resources to support NV5 Geospatial during the project, and we are committed to working with the City to establish a suitable timeframe for meetings.

### 3.1 Meetings with NV5 Geospatial Project Manager

NV5 Geospatial has assigned Brian Tolley, CP, GISP, as Project Manager for this contract. Brian will oversee task order management, project management tasks, and overall oversight of the contract. In addition to his project management duties, Brian provides leadership and technical guidance to our production team and supports various stages of the business development process. He will be fully responsible for the successful technical performance of NV5 Geospatial and our team members. Brian has experience managing planimetric and topographic mapping projects for several cities and towns in the Northeastern US. He will frequently communicate with the City project manager and be available on-call as needed.

#### 3.1.1 Management Procedures Manual

A Management Procedures Manual (MPM) is the primary tool for the dissemination of program planning and management control information to all participants. The MPM defines all the control systems and related plans which identify interrelationships, meetings, reports, documents, and computer tools and will be in accordance with ANSI-EIA 649B Configuration Management Standard. While the MPM will be developed internally by NV5 Geospatial, the City will be encouraged to participate in its development.

Our MPM will include:

- Introduction, including goals of the program, purpose, and scope of the MPM;
- Organization and Program Interrelationships, including management organization, participant responsibilities, and participant authority;
- Program Description, including work breakdown structure (WBS), master schedule, milestones, project elements (tasks), components of tasks, and critical phases;
- Planning, Monitoring, and Control Systems, including schedule, cost, and document control systems; status reports; and special technical and management reports; and
- Quality Program, including ISO-9001 concept, responsibilities, and reporting requirements.

Finally, quality assurance and quality control (QA/QC) processes have been tailored to the specificities of stereo compilation methods and are well documented within the NV5 Geospatial Team's quality management system.

### 3.2 Team Organization

An organizational chart for the team is shown below, illustrating the project organizational structure and roles of our key staff. Qualifications for key personnel are described in detail on the following pages.

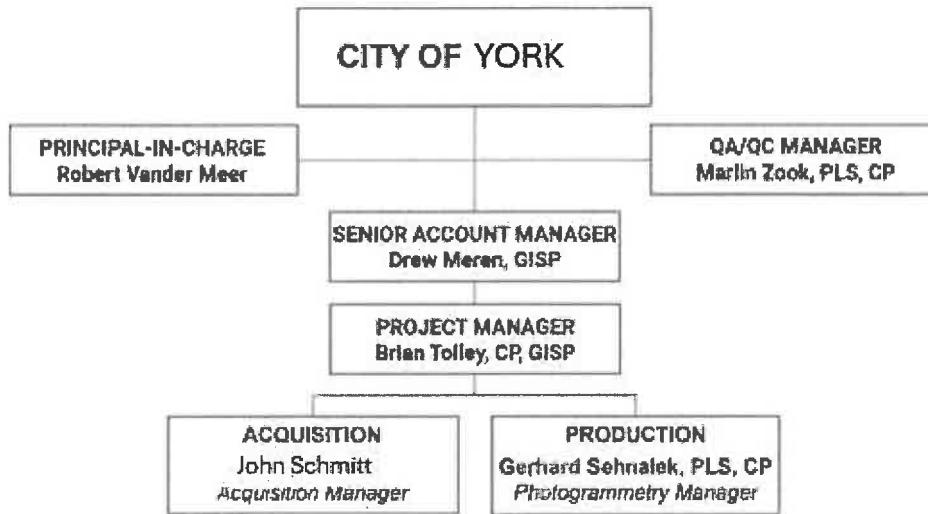


Figure 2. Organizational chart of key personnel.

### 3.3 Previous Collaborations & Responsibilities of Key Team Members

Our proposed key personnel have extensive mapping and surveying experience including direct experience working on numerous projects in the Northeastern United States. The table below shows the experience of our key team members on NV5 Geospatial's most relevant projects highlighted on the previous pages.

Table 1. Key Personnel Experience

Key Staff	City of Chicopee, MA	Town of Braintree, MA	Hudson, NH
Robert Vander Meer	✓	✓	✓
Drew Meren, GISP	✓	✓	✓
Brian Tolley, CP, GISP	✓		
Marlin Zook, CP	✓	✓	✓
John Schmitt	✓	✓	✓
Gerhard Sehnalek, PLS, CP	✓	✓	

### 3.4 Key Team Member Overview

**Robert VanderMeer - Principal-in-Charge:** Bob will have ultimate responsibility and authority for the management, direction, utilization, and performance of this contract. With a BS in Civil Engineering from Michigan Technological University, Bob has 21 years of experience and currently serves as Vice President of our State and Regional Government division. He is responsible for all business development activity as it pertains to state, municipal, and county government. With a strong background in project management, he works directly with clients making sure that the needs for each project are clearly defined, the estimate and scope match client expectations, and the project is delivered according to the agreed upon schedule. Bob's project experience includes:



- City of Chicopee, Massachusetts Planimetric Mapping Services
- Town of Braintree, Massachusetts 40 Scale Mapping
- Hudson, New Hampshire Digital Orthoimagery, Topography & Planimetric Updates

**Drew Meren, GISP - Senior Account Manager:** With 23 years of experience, Drew will be responsible for contract administration and maintaining the relationship between NV5 Geospatial and the City. Drew is responsible for business development efforts as it relates to geospatial state and local government programs and Architectural/Engineering firms along the eastern United States. Drew also participates in identifying new growth markets of which to provide NV5 Geospatial's services. Prior to joining NV5 Geospatial, Drew held account management and project lead roles supporting photogrammetric mapping and geospatial data production and analysis. During which, he was primarily responsible for managing existing client relationships, providing estimates for budgeting and proposals, expanding relationships with partners, and monitoring project work engagements. He is certified as a GISCI Certified GIS Professional #90420. Drew's project experience includes:



- City of Chicopee, Massachusetts Planimetric Mapping Services
- Town of Braintree, Massachusetts 40 Scale Mapping
- Hudson, New Hampshire Digital Orthoimagery, Topography & Planimetric Updates

**Brian Tolley, CP, GISP - Project Manager:** With a BS in Geography, Brian has 29 years of experience relating to photogrammetry and mapping. Brian will develop and manage work breakdown structures; prioritize business and technical requirements; manage resource allocations and timelines; document and manage risk. He will be fully responsible for the successful technical performance of NV5 Geospatial and our team members. In addition, Brian will be in frequent communication with the City project manager and available on-call as needed. Brian is an ASPRS Certified Photogrammetrist (#1391) and GISCI Certified GIS Professional (#160943). His recent project experience includes:



- City of Bangor Maine Imagery and Planimetric Mapping
- City of Chicopee, Massachusetts Planimetric Mapping Services
- Shoreline Mapping Services Contract
- Coastal Geospatial Services Contracts

**Marlin Zook, PLS, CP – QA/QC Manager:** Marlin has over 47 years of experience providing quality geospatial services with NV5 Geospatial. He is an ASPRS Certified Photogrammetrist (#R920) and a professional land surveyor. For this program, Marlin will be responsible for the implementation of NV5 Geospatial's Quality Management System (QMS) by establishing a Quality Policy and Objectives, conducting management review, assuring the availability of resources, and communicating the importance of meeting client requirements. Marlin's project experience includes:



- City of Chicopee, Massachusetts Planimetric Mapping Services
- Town of Braintree, Massachusetts 40 Scale Mapping
- Hudson, New Hampshire Digital Orthoimagery, Topography & Planimetric Updates

**John Schmitt, CP, GISP – Acquisition Manager:** President and Principal-In-Charge, John Schmitt, began his 34-year career with Keystone Aerial Surveys as an aerial sensor operator and quickly became expertly skilled on the company's film cameras. John then attained his pilot's license and became proficient in all of Keystone's aircraft. During his career, John has flown hundreds of survey hours throughout the US and acquired thousands of flight hours on missions for oil, gas, engineering, mapping, federal, state and local government clients.



**Gerhard Sehnalek, PLS, CP – Photogrammetry Manager:** Gerhard leads Primus Consultants, LLC as Project and Production Manager and he manages and coordinates all Digital Mapping Projects. He is responsible for the Fully Analytical Aerial Triangulation (FAAT), stereo mapping, digital imaging, digital orthophoto, lidar classification, and GIS data production. Key responsibilities include: primary point of contact with the client, developing the Project Execution Plan (PEP), preparing project status reports, reviewing and approving all deliverables prior to submission to the client, supervising the work of the project staff, and maintaining the project budget, schedule, and Work Plan. Gerhard's project experience includes:



- NV5-QSI-Cape Cod Commission, MA--Planimetric Update Mapping
- NV5-QSI Town of Chelmsford, MA Planimetric data collection with 1 foot contours
- NV5-QSI-Town of Braintree, MA- New Planimetric Mapping and Orthos

## 4.0 Experience

NV5 Geospatial has a proven track record of providing quality mapping products and services on time and within budget. Our team's commitment to the surveying and mapping industries has enabled us to adopt new technologies and offer new services, enhancing our ability to provide the most accurate and versatile mapping and information tools available. NV5 Geospatial has successfully completed similar services of comparable scope and size as those required for the City's contract. The following project summaries provide further evidence of that experience. Additional information can be furnished upon request.

Table 2. Project Experience

#	Client Reference	Project Details	
1	City of Chicopee, MA Michelle Santerre (413) 594-1545 msanterre@chicopeema.gov	<b>City of Chicopee, Massachusetts Planimetric Mapping Services</b> NV5 Geospatial recently developed City-wide land base mapping including the production of detailed, three dimensional planimetric data collection and the creation of two-foot contours.	
2	City of Bangor, ME John Miller (270) 992-4242 <a href="mailto:johns.miller@bangormaine.gov">johns.miller@bangormaine.gov</a>	<b>City of Bangor, ME 100 Scale Mapping</b> NV5 Geospatial provided 100-scale mapping for the City of Bangor. The project area included 46 square miles plus a 200-foot buffer with sixteen flight lines and exposures.	
3	Town of Hudson, NH Elvis Dhima (603) 886-6008 <a href="mailto:edhima@hudsonnh.gov">edhima@hudsonnh.gov</a>	<b>Hudson, New Hampshire Digital Orthoimagery, Topography &amp; Planimetric Updates</b> NV5 Geospatial was tasked to acquire new 4-Band (Color and CIR) aerial photography at 4-inch GSD. At the same time, planimetric update mapping included an impervious layer to support the Town's stormwater efforts. The project area was just over 32 sq. miles and encompassed the entire Town of Hudson. Mapping was collected at 1"=50' scale using standard photogrammetric methods with NV5 Geospatial software product line DAT/EM Summit Evolution.	

## 5.0 Technical Proposal

NV5 Geospatial's technical approach is based on years of experience working on complex photogrammetric mapping projects and partner relations. Our coordination uses Keystone Aerial for flying and capturing with the UltraCam Eagle M3 sensor. NV5 Geospatial staff providing new photoID ground control points, where appropriate, is vital in setting up this source data to produce the digital orthoimages and a DEM suitable for 2-4 ft contours and 100 scale mapping supported by Primus Consultants. During the anticipated 6-month project, the NV5 Geospatial team will work together to meet delivery schedules. At all times during the lifecycle of this project, accuracy, quality, and communication are vital to a successful, on-time delivery to the City.

NV5 Geospatial's primary objective is to obtain 4-band, 3-inch resolution orthoimagery covering the entire City. We plan to capture the imagery in spring 2026, between April 1st and May 15th. The optimal conditions for imagery capture include a leaf-off scenario, and we suggest a time window between 11 am and 1 pm. Furthermore, we request that the sun angle be no less than 30 degrees during this period.

NV5 Geospatial believes all scope of work, project milestones, and preliminary database designs can be achieved via phone calls, Webex, or the GoToMeeting platform. An initial in-person meeting is not anticipated to be necessary. If a meeting is required, NV5 Geospatial will work with the City to determine a timeframe.

As the City will observe, our technical approach is systematic and well-structured. The process for this project includes a series of events: aerial acquisition and ground control support will be captured during the Spring of 2026 during peak sun angle and leaf-off conditions. This will be followed by ground control capture in the subsequent weeks. Upon inspection and acceptance of this data, image processing (AT, orthorectification, and color balancing) will commence. Before full-scale production, NV5 Geospatial recommends setting up a pilot delivery area of orthoimages with the City.

At NV5 Geospatial, we understand that the most challenging aspects of this project are maintaining constant open communication and dialogue. We are prepared for moments in projects like this where in- person meetings, phone calls, emails, and virtual meetings are required, all on the same day or week. We anticipate that the City will have appropriate resources to support us in these sometimes hectic but necessary moments, and we are ready to navigate these challenges together.

NV5 was the data provider for both the NOAA Coastal Bathymetric Lidar project in 2023 and USGS 3DEP QL1 Lidar project in 2020. Having access to this data will allow for a better update to the City DEM and contour generation.



Figure: Red line is NOAA Bathy data, purple is USGS Lidar

## 5.1 Project Kickoff Meeting

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Upon award of the contract, the Project Manager will conduct an in-person meeting with the City to review the project approach, discuss and outline any particular concerns and priorities, and demonstrate capacity and ability to meet schedule and quality requirements. **Feedback will be documented, distributed to all attendees, and referenced during the project lifecycle.**

## 5.2 Development of Pilot Area & Review Process

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For projects that involve innovative technologies, multiple stakeholders and end-users, long durations, aggressive schedules, or are otherwise complex, the pilot area is an important quality and schedule management tool. Successful pilot process definition and implementation are key to confirming quality and schedule are met. We must use the pilot process to define acceptable radiometry characteristics for City approval. Detailed discussion and development of the pilot area requirements, review process, modification process, and timeline will align project expectations internally and externally.

Problems are identified and resolved by communication:

- Discussion of quality and schedule, review of aerial data acquisition, quality control and mapping production plan
- Review and discussion of key success measures
- Documented meeting notes for reference during project lifecycle

## 5.3 Flight Planning for Aerial Acquisition

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Planning is the most critical aspect of flight operations, as proper project design, choice of photo scale, review of terrain data to confirm appropriate flying heights, planned overlap and sidelap, time of day, month of year, and choice of camera sensor all have critical impacts on the success of the project. These elements impact the budget, schedule, and quality of the overall project and involve the technical flight planner, the project manager, and the land surveyor. Ground control layout is done at this stage, considering physical limitations related to the terrain and/or technologies. Industry best practices are always followed, and feedback cycles with the client and end-users, whenever possible, are **essential to confirm that all expectations are aligned for the project before flight. Immediately after the flight, the photography and airborne GPS data are inspected to make sure that the flight was performed as planned.**

The NV5 Geospatial Team has assembled a preliminary flight plan on the following page, including the area covered, flying height, GSD, and overlap/side lap. The NV5 Geospatial team will use the latest state-of-the-art imaging sensor, the Vexcel UltraCam M3. The UltraCam M3 has two image footprint sizes—14,430 or 17,310 pixels across—and two focal lengths—100 mm or 7 mm. Our subcontractor, Blue Sky Aerial, selected the wider footprint, facilitating rapid data acquisition at high altitudes. The 100 mm lens provides less building lean. Another advantage is that UltraNav is an integrated unit consolidating all navigation and flight planning components for more straightforward installation and economical operations than similar “stand-alone” systems.

### 5.3.1 QA/QC Procedures

**All flights will be monitored with a daily flight log review and reference to weather conditions and forecasts to make certain that a timely collection of imagery. Additionally, airborne GPS/IMU data will be**

plotted against flight plans to confirm that data has been ultimately collected as planned. Imagery will undergo a review of histograms, and checks will be made to verify images are clear and that proper conditions were in place during collection.

### 5.3.2 Hardware & Software

Primary technologies used in this task are the Vexcel UltraCam sensor and the Vexcel post-processing workflow. Airborne GPS/IMU will be processed using Applanix software.

NV5 Geospatial presents the City with an advanced approach using the latest digital aerial imagery sensor technologies. This approach employs the **highest quality multispectral image data capture** using the Vexcel UltraCam sensor to provide 4-band orthoimagery (with 7.6 cm resolution orthorectified imagery and infrared orthorectified imagery) delivered in TIFF/SID format. On the following pages, we have provided an overview of our quality approach and detailed processes to complete the requirements for the 2026 project.

### 5.3.3 Flight Plans

Blue Sky Aerial, located in North Adams, MA, has one of the closest US-based aircraft, so collection of the project area can be easily captured during this ever-changing Spring flying season. Imagery will be acquired over consecutive days unless adverse weather conditions interrupt the acquisition schedule. NV5 Geospatial will supply the City with one original set of flight maps in a shapefile format before the acquisition occurs. The images below depict probable flight plans for the requested 3-inch resolution. The flight plan will be finalized and submitted for approval upon receipt of the City's final tile layout.

The flight plans include all planned exposure locations, flying heights, and forward and side overlaps and assure that all acquisition missions are conducted safely. Flight plans are filed with the Federal Aviation Administration (FAA) Air Traffic Control (ATC) center responsible for the airspace over the planned collection area. The flight plans will be finalized upon project initiation.

As per the RFP: Imagery acquisition flights shall consist of parallel flight lines and minimize breaks. Layout should specify a minimum of 60% forward overlap and 30% side overlap. These overlaps are crucial for assuring comprehensive coverage and high-quality imagery, as they allow for redundancy and better image stitching. To minimize building skew and displacement, the overlap ratio may be increased to 80% in the City's center. Below is our planned flight line to make sure RFP specs are met.

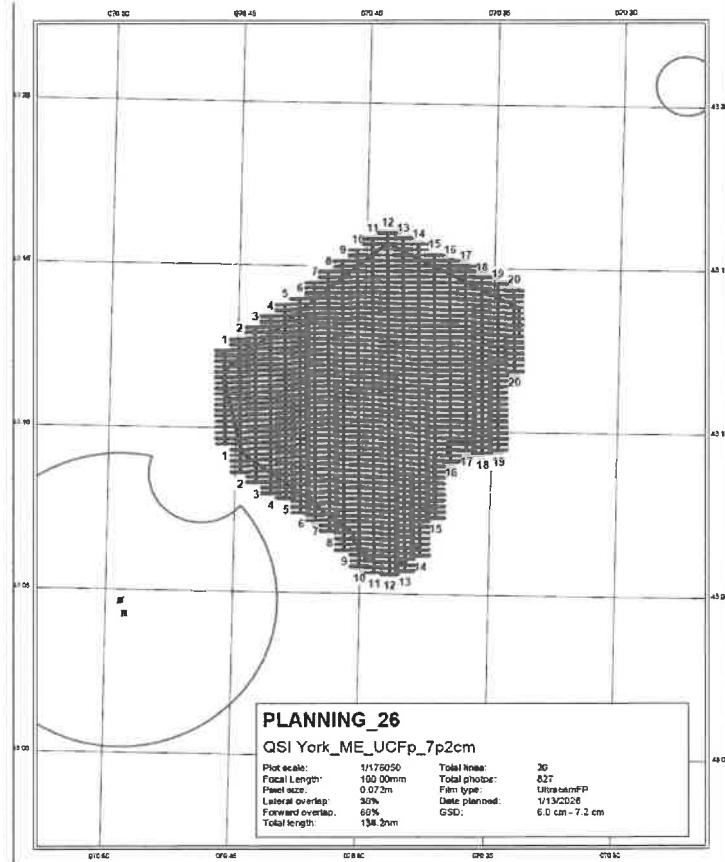


Figure 3. Proposed flight plan for 3-inch pixel resolution imagery with tighter overlap per RFP specs.

## 5.4 Ground Control

A certified photogrammetrist will determine the placement of necessary ground control to confirm that project accuracy is met. **Steve Hyde, PLS, a Maine-licensed Professional Land Surveyor, will oversee all survey work.** Federal Geodetic Control Committee standards will be applied to GPS RTK and fast static survey methodologies to confirm proper tie-in to the horizontal and vertical datums of NAD83 and NAVD88.

A control plan will be submitted as part of our pre-flight planning process and discussed during the project kickoff meeting.

Please note that NV5 Geospatial interprets the City RFP specs that a complete new ground control is necessary for this project. If the City is open to using their previous control network, our pricing will show this option. Below is what NV5 would require in order for that control to be used:

- Existing control count and report
- Accuracy order of existing control
- PID vs Panel count
- Descriptions of PIDs as paint vs fixed features

### 5.4.1 Surveying Methods

The NV5 Geospatial team will use both real-time correction network (RTCN) and static GNSS surveying techniques to derive coordinates of ground control points. RTCN techniques are implemented in all locations with sufficient network coverage to permit efficient ground control collection. Static techniques are implemented in remote areas where RTCN coverage is not available, making certain that **accurate ground control can be extended anywhere it is needed within the project area.** Additionally, NV5 Geospatial uses dual-frequency, survey grade GNSS receivers and antennas, such as the Trimble R-8 or an equivalent, in its survey operations. Each data observation is documented using survey logsheets, and the collected data and logsheets are



Figure 4. NV5 Geospatial's surveying crews are equipped with state-of-the-art robotic total stations and real time kinematic GPS receivers.

uploaded to a server for transfer to the production facility. The logsheets and GNSS observations are reviewed to make certain that all information required for post-processing is included.

#### 5.4.2 Control Accuracies

The location, density, distribution, and control quality needed to support a desired final accuracy depend on many factors. Some of these factors include the resolution of the acquired imagery, the absolute accuracy resolution and wanted accuracy standard, terrain, land cover, and the geographic extent of the project area. The control plan will be developed to **meet or exceed ASPRS Class 1 standards at 1"=100' scale mapping**. The quality of inputs, such as airborne GPS and IMU data, also impacts the final ground control requirements. NV5 Geospatial will establish a custom control layout and plan based on the final deliverables defined in the contract award. This plan will be shared for discussion at the project kickoff meeting. The NV5 Geospatial team has experience meeting and exceeding accuracy requirements specified by all levels of government agencies and commercial vendors. We will provide a final photogrammetric report detailing the inputs, methods, and outputs from all phases of the project, covering any new efforts, including mission planning, ground control survey, image acquisition, and accuracy of final deliverables.

### 5.5 Color Balancing & Aerial Triangulation

During flight activities, the camera operator and pilot utilize the onboard flight navigation system, which is loaded with the flight plan and integrated into the camera and GPS sensors, to confirm flight lines are accurate and camera exposure locations are correct. The collection process camera imaging and sensor functionality are monitored in real-time. All aerial photography will be flown with airborne GPS/IMU.

After collection, raw aerial imagery is post-processed by NV5 Geospatial using Microsoft proprietary software, allowing users to view all imagery spatially as thumbnails to review and control radiometry across project areas and between adjacent flight lines. The figure to the right illustrates the interface for manipulating the digital camera's four bands of data.

At this stage, special attention will be paid to developing image samples for review by the City. These samples will have varying brightness,

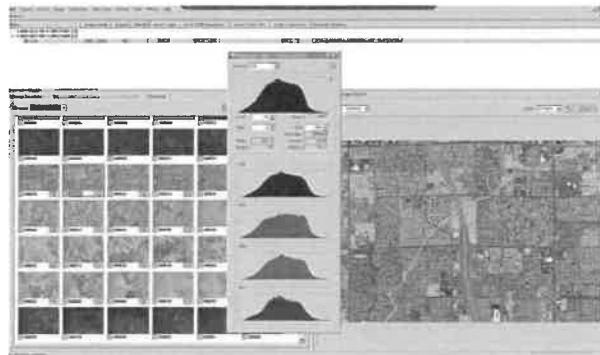


Figure 5. Histogram stretch in color balancing software.

contrast, and tone and will allow the City to specify the most desirable characteristics of the end product. The image histograms will be adjusted to allow as much detail as possible to be visible in the shadows. Through the piloting process, NV5 Geospatial will establish the processing parameters with the City before proceeding with subsequent steps.

NV5 Geospatial utilizes the most current softcopy aerial triangulation software with both automatic and manual stereo measurement capability. Upon completion, an aerial triangulation report will be compiled, which will demonstrate the accuracies achieved, as well as the tie-in to the ground control and GPS/IMU data.

The figure on the right illustrates the point measurement interface used for tying overlapping imagery together with "tie-points" and measuring paneled and photo-identifiable ground control. Both the Intergraph ISAT and Inpho Match-AT software provide sophisticated tools for analysis of tie point measurement accuracy as well as blunder detection and quality review of the aerial triangulation solution.

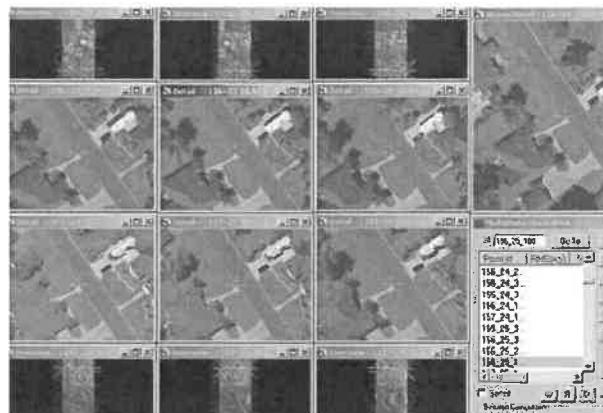


Figure 6. The aerial triangulation process outputs statistical information that supports an assessment of accuracy.

## 5.6 DEM Preparation

NV5 Geospatial has a team of stereo compilers with decades of terrain modeling experience using stereo photogrammetry and lidar. Our photogrammetric stereo compilation software includes BAE Systems SocetSet, Boeing KDMS, and Cardinal Systems VR2. CAD editing of the collected DTM data (breaklines and mass points) is primarily done in Autocad, with formatting applied for input into the orthoimage production phase. DEM review and collection will only occur as needed after the airborne GPS/IMU processing has been thoroughly evaluated and approved.

In this response, the use of existing lidar for the source elevation model in imagery



Figure 7. Image inspection.

orthorectification, where available, will be at the highest priority, and the development of new imagery-derived auto-correlated terrain modeling will supplement existing source elevation data of insufficient quality where necessary.

## 5.7 Orthoimagery Production

The orthorectification process begins upon acceptance of imagery through Data Checker and the creation of the exterior orientation data. Project parameters are assembled using Intergraph's Image Station Photogrammetric Manager (ISPM) application. OrthoPro is then used to spatially overlay information extracted from ISPM with the newly updated DTM. OrthoPro then creates the rectified images, generates seam lines, and mosaics the fixed images into larger blocks. Working in larger seam-matched blocks has yielded greater post-ortho quality review process efficiency. Critical steps in the orthoimage generation process include:

- Defining project parameters (coordinate system, units and file format)
- Ingest of production block project-wide surfaces (elevation data)
- Utilization of exterior orientation (E.O.) files
- Orthorectification
- Automated/manual seam line placement, mosaicking, and final color balancing
- Horizontal accuracy acceptance

The frames will be aerotriangulated as part of the larger image block and orthorectified to the appropriate DEM. The orthorectification process for the true-orthoimages will be enhanced by compiling breaklines at the top outermost rooflines of each building taller than a threshold level (usually 40-50 ft). Further, using very small, near-nadir sections of multiple images, the majority of distortion, known as building lean, will be removed.

NV5 Geospatial implements color correction of the atmospherically corrected images for storage and viewing as 8 bits per channel GeoTIFF images in the final processing step before individual tiles are clipped from the mosaic. Images generated from the ortho processing block are loaded into Trimble Inpho OrthoVista to perform the color correction, which allows visual and numerical inspection of calculated color corrections in real-time before the corrections are applied to the images. The histogram stretch generally reflects a natural logarithm function; this is necessary to accommodate how the human eye perceives light. Once the histogram stretch has been defined and applied, a simple linear scaling may be performed to arrive at the final 8-bit per channel format.



Figure 8. Inside one of NV5 Geospatial's production centers.

The OrthoVista project definition, which includes the histogram stretch files, seamlines, and tile extents, is a crucial starting point in our process. Using the foundation, we output one tile corresponding to the area selected for the Radiometric Sample using the OrthoVista mosaicking module. This module loads the images, seaml ine definition files, and histogram stretch files into the computer's RAM. Then, it produces a color-corrected, 8-bit per channel GeoTIFF image that matches the extent of the selected tile.

The process we use project-wide will be the same for the pilot. We will provide a final photogrammetric report detailing the inputs, methods, and outputs from all phases of the project, covering any new efforts, including mission planning, ground control survey, image acquisition, and accuracy of final deliverables. As the RFP outlines, all orthophotos will be delivered in MrSID, JPG, and GeoTIFF formats.

## 5.8 Planimetric Mapping

NV5 Geospatial has extensive experience delineating and classifying various planimetric and topographic features from aerial imagery. Our staff is proficient at feature extraction processing utilizing monoscopic (heads-up) and stereoscopic (softcopy photogrammetry) methodologies. NV5 Geospatial has expertise in planimetric feature extraction, impervious surface analysis, wetlands delineation, land use/land cover interpretation, benthic habitat mapping, and hydrologic analysis to support the National Hydrologic Dataset.

NV5 Geospatial performs stereoscopic feature extraction using softcopy workstations, followed by attribution and processing using an ArcGIS environment. The following graphic depicts our workflow for planimetric mapping.

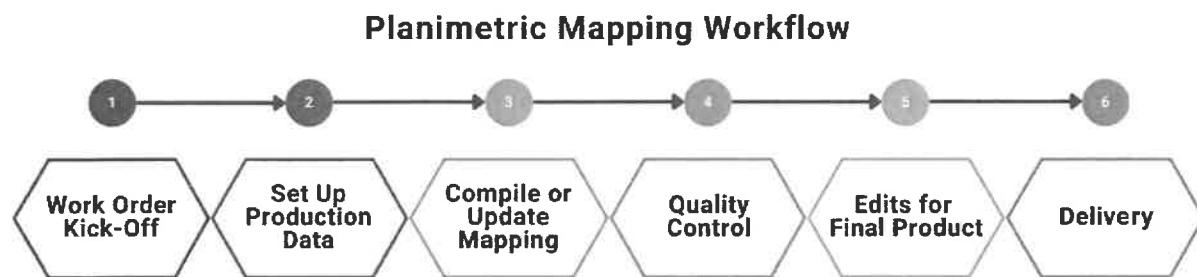


Figure 9. Planimetric workflow.

NV5 Geospatial's subsidiary, DAT/EM ([www.datem.com](http://www.datem.com)), has developed photogrammetric hardware and software products since 1987. DAT/EM has produced one specific product: the Summit Evolution product. Summit Evolution provides powerful tools for discovering and capturing 3D information from stereo data. The software includes CAD and GIS interfaces, 3D stereo vector superimposition, automated feature editing, contour generation, and many more tools. Through the Capture™ interface for enabled Summit products, image features from a Summit Evolution project are digitized directly into AutoCAD®, MicroStation®, ArcGIS®, or Global Mapper®. With DAT/EM SuperImposition™, those image features are overlaid on the Summit Evolution project for immediate feature verification. NV5 Geospatial will use the Summit Evolution Professional for orientation measurement, orthorectification, terrain visualization, contour generation, point translation feature collection, and DTM collection.

**Mapping will be performed using the DAT/EM Summit Evolution v7.3 digital stereo plotter software in conjunction with Esri ArcGIS v10.2.2.** Through its unique and customizable Capture interface, image features from a Summit Evolution project are digitized directly into an ArcGIS geodatabase. NV5 Geospatial stereo compilers will perform photo-interpretation and photogrammetric compilation of the topographic and planimetric data using the ArcGIS interface within DAT/EM Summit Evolution to create, modify, and attribute features. Attribution can be assigned on the fly or through predetermined domains specifying field properties and coded values provided by CCC.

### **Set-Up Mapping Data and Computing Environment**

A standardized data storage environment will be established to mitigate production interruptions that could adversely affect project scheduling. Each Analyst workstation has high-performance NVIDIA video cards, 6 GB of RAM, and dual 3.07 GHz processors. **Mapping will be performed primarily using the DAT/EM Summit Evolution 7.3 digital stereo plotter software module interfaced with Esri ArcGIS 10.2.2** to facilitate the direct data collection and attributing within a geo-database.

### **Data Preparation**

All source imagery, relevant references, and ancillary data are pre-assembled and organized to minimize potential task order startup delays. Aerial triangulation will be performed using the Intergraph ImageStation Automatic Triangulation (ISAT) software module and imported into the DAT/EM Summit Evolution Software. Project limits and/or model limits will be generated, and all files will be checked to certify proper projection, zone, datum, and unit information.

### **Planimetric and Topographic Mapping Update**

Using softcopy photogrammetric techniques, NV5 Geospatial Analysts can interpret, capture, and attribute planimetric and topographic features stereoscopically. Planimetric features are physical, natural, and cultural, independent of elevation, but must be horizontally accurate. NV5 Geospatial analysts will review source orthoimagery for features that are new, modified, or removed. In addition, NV5 Geospatial will perform automated algorithms with Digital Surface Models to detect changes for elevated features such as structures and use these as queues for aiding in the finding changes.

The Features to be addressed by the NV5 Geospatial analyst will include the following:

Table 3. Planimetric Features from Appendix B

Layer Name	Description	Feature Type	Notes
Building	Building footprints	Polygon	All structures greater than 100 sq. ft
CatchBasin	Catch basins	Point	
Culvert	Culverts	Polyline	
DeckPatio	Decks and Patios	Polygon	
DrivewayPaved	All paved driveways	Polygon	
DrivewayUnpaved	All unpaved driveways	Polygon	
Manhole	Manholes	Point	
ParkingPaved	All paved parking	Polygon	
ParkingUnpaved	All unpaved parking	Polygon	
Pond	All ponds	Polygon	All standing water bodies in the city boundaries are considered ponds
PoolAboveground	Above Ground Pools	Polygon	
PoolInground	Inground Pools	Polygon	
QuarryPit	All Quarries and Pits	Polygon	
Railroad	Abandoned and Active Railroads	Polyline	
RecFacility	Recreation Facility	Polygon	This is to include baseball, basketball, batting cages, equestrian, football, golf bunkers, golf fairways, golf greens, golf tee, other, playground, soccer, tennis, track and field, volleyball
River	Rivers	Polygon	
RoadCenterline	Centerlines of road	Polyline	
Roadway	Roadways	Polygon	
SidewalkCenterline	Centerlines of sidewalk	Polygon	
Sidewalk	Sidewalks	Polygon	
SpotElevation	Spot Elevations	Point	
Stair	Stairs	Polygon	Only in Public Right of Way
Stream	Streams	Polygon	
Tank	Tanks	Polygon	
Trail	Trails	Polyline	
Tree	Trees	Point	Only within the public ROW
UtilityPole	Utility poles	Point	
Wetland	Wetlands	Polygon	

### Internal Quality Control/Quality Assurance

NV5 Geospatial routinely develops comprehensive project tracking and client standard documents tailored to each client and project. These documents allow for tracking deliverables and tasks, guidance material, and QA/QC protocols. A client standard document enables clarity, definition, consistency, and accuracy in defining a common set of rules and standards that can be applied to arrive at a consistent classification and collection of features by different Analysts. The NV5 Geospatial Team Lead will track all progress through these documents.

The QC process involves an independent check of each feature captured to make certain that it is correctly delineated and classified. This process is performed by a Senior Analyst and is intended to identify any critical errors which could degrade the integrity of the map. These errors may have resulted from, but are not limited to, incorrect feature interpretation and coding, feature inconsistency, missing/improper annotations, or missing/incomplete data. If not identified and corrected, such errors could lead to significant inaccuracies in the final map, affecting its reliability and usability.

The data will be finalized by a Technical Specialist who will pre-set parameter files and batch routines to identify and eliminate any duplicates, dangles, overshoots, or gaps in the data.

## Delivery

A final set of files will be created and delivered to the client on media specified by the client. NV5 Geospatial proposes to provide final data and map products to the client that are consistent with the standards, protocols, and conventions of the client's Esri geodatabase. During all stages of the planimetric update, interaction with the selected 3rd party vendor will be made available to streamline the process and provide efficient, on-time delivery to the City.

NV5 Geospatial is proposing a pilot and four delivery blocks during this project. During all stages of the production period, precise topological integrity and edgematching standards for planimetric data production will be completed. Our internal QC performed by our Certified Photogrammetrist will confirm these standards. We will meet the ASPRS Class 1 accuracy standards the City has on its current dataset of 2 ft Horizontal and 2 ft Vertical accuracy.

A final set of files, and metadata, will be created that will be delivered to the client on media specified in the project scope. NV5 Geospatial, with its extensive experience with all AutoCAD formats (.dgn, .dwg, and .dxf) and ArcGIS formats (shapefile and geodatabase-personal, file, and enterprise), proposes to deliver final data and map products to the client that are consistent with the standards, protocols, and conventions of the client CAD Standards. This consistency and expertise will safeguard a seamless integration with the client's existing systems, adding value to our survey and photogrammetry projects.

## 5.9 Equipment List

### Acquisition Equipment



#### Aircraft

1	Cessna Conquest	2	Cessna Caravan
5	Cessna Grand Caravan	2	Piper Navajo



#### Digital Cameras

2	Vexcel Imaging UltraCam Eagle M3	1	Nikon DSLR-D800
2	Leica ADS100 (2 Systems)	1	Nikon DSLR D-800E
1	Phase One iXA180-531		

### Flight Planning, Management, and Airborne GPS Systems



#### Flight Planning, Management, and Airborne GPS Systems

13	Leica FlightPro	3	Z/I InFlight
3	Leica IPAS GNSS/IMU Navigation	4	Applanix X-Track
4	Track'air Flight Management Systems	12	Novatel Inertial Explorer
3	FMS Nav Systems	21	Applanix POS PAC
		13	Leica SPAN GNSS/IMU Navigation

## Production Equipment

	<b>Photogrammetry</b>		
25	DAT/EM Summit Evolution	4	Intergraph ISAT Licenses/Workstations
12	Intergraph SSK Softcopy Workstations	8	Inpho Match-T
24	BAE SOCET SET Feature Extraction Bundle UE	8	BAE SOCET SET ClearFlite UE
18	BAE SOCET SET ITE UE	6	Inpho Match-T DSM
	<b>Orthoimagery Processing</b>		
29	Digital Orthoimage Workstations	10	Intergraph OrthoPro Licenses
19	IRASC Licenses	9	Inpho OrthoMaster
20	Inpho OrthoVista Licenses	25	Adobe Photoshop Licenses
	<b>GIS / CADD</b>		
120	ArcGIS Licenses (with extensions)	6	AutoCAD Licenses
Unl.	Bentley GeoPAK Site	18	GeoMedia Licenses
55	Esri ArcView Licenses	1	Intergraph MGE GIS License
Unl.	Bentley GeoPAK Survey	Unl.	Bentley MicroStation Licenses
3	ArcGIS Server Licenses	4	Safe Software FME
Unl.	Bentley InRoads	Unl.	Bentley Descartes
1	ArcIMS License	7	Blue Marble Geographic Calculator

## Surveying Equipment

	<b>Geodesy</b>		
30	Trimble / Leica Dual Frequency GPS Receivers	12	Survey Vehicles
9	Leica / Trimble / Topcon Total Stations	9	TDS Software Data Collectors
		6	Leica / Zeiss / Sokkia Auto Levels

# Appendix

## Domestic Violence Policy

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The following is an excerpt from NV5 Geospatial's employee handbook.

### 400.14 Zero Tolerance for Workplace Violence

**THERE WILL BE ZERO TOLERANCE OF ACTS OR THREATS OF VIOLENCE IN OUR WORKPLACE. NV5 IS COMMITTED TO MAINTAINING A WORKPLACE THAT IS FREE FROM VIOLENCE OR THREAT OF VIOLENCE.**

All employees have the right to expect a place of employment that is free from behavior that is harassing, abusive, disorderly, or disruptive. Any violent behavior or behavior that creates a climate of violence, hostility, or intimidation will not be tolerated, regardless of origin. Proactive measures will be taken to minimize the potential for violent acts. The Company strives to respond appropriately to threats and acts of violence, and depending on the severity of the incident and/or other relevant considerations, may include termination from employment with NV5. Employees are prohibited from engaging in the following behaviors and situations (this list is not exhaustive):

- Violent or threatening physical contact (including fights, pushing, and physical intimidation.)
- Bringing weapons to the workplace
- Direct or indirect threats
- Threatening, abusive or harassing phone calls
- Destructive or sabotaging actions against Company or employees' personal property
- Stalking
- Violation of a restraining order
- Threatening acts or abusive language that leads to tension within the work environment

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on NV5 property shall be removed from the premises as quickly as safety permits, and shall remain off NV5 premises pending the outcome of an investigation. No existing NV5 policy, practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

### Reporting Procedure

Reporting procedures have been developed to encourage early reporting, support and stress reduction for employees as well as the prevention of violence. Any employee can report concerns or incidents to their immediate supervisor, a member of the Human Resources staff, or any member of management. NV5 will initiate an appropriate response. This response may include, but is not limited to, termination of employment and/or criminal prosecution of the person(s) involved.

All employees who obtain a protective restraining order, which lists NV5 premises as being a protected area, must provide to their immediate supervisor and Human Resources a copy of any temporary or permanent protective or restraining order. NV5 understands the sensitivity of the information requested and has developed confidentiality procedures, which recognizes and respects the privacy of the employee(s).

## Luke Vigue

---

**From:** Drew Meren <Drew.Meren@nv5.com>  
**Sent:** Friday, January 23, 2026 12:24 PM  
**To:** Luke Vigue  
**Subject:** RE: York Maine RFQ

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Luke,

My team has provided me with some input and pricing to support the Wetlands request.

Maine, currently, does not have a state wetland map. After doing some research, the state's Wetland Program Plan was developed by a consortium of state and federal agencies. Based on this information NV5 will only be providing an estimate on the NWI update.

If the City selects the 4Band imagery and hydrographic datasets, the NV5 team will complete a NWI compliant wetland mapping to a ¼ acre mapping unit to the entire project extents.

NV5 price for this add-on would be **\$9,875.00**.

Please let us know if you have any questions.

Thank you

Drew



Drew Meren, GISP  
Senior Account Manager - East Coast  
45180 Business Ct. Suite 800  
Dulles VA 20166  
M: 703.919.8038 | [nv5geospatial.com](http://nv5geospatial.com)

---

**From:** Luke Vigue <lvigue@yorkmaine.org>  
**Sent:** Thursday, January 22, 2026 10:44 AM  
**To:** Drew Meren <Drew.Meren@nv5.com>  
**Subject:** RE: York Maine RFQ

Absolutely.

Luke Vigue  
Assessor  
Town of York, Maine  
(207) 363-1005  
[lvigue@yorkmaine.org](mailto:lvigue@yorkmaine.org)

**From:** Drew Meren <[Drew.Meren@nv5.com](mailto:Drew.Meren@nv5.com)>  
**Sent:** Thursday, January 22, 2026 10:43 AM  
**To:** Luke Vigue <[lvigue@yorkmaine.org](mailto:lvigue@yorkmaine.org)>  
**Subject:** RE: York Maine RFQ

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I can get this to you. Can you give me a day to provide the estimate?  
Drew



**Drew Meren, GISP**  
Senior Account Manager - East Coast  
45180 Business Ct. Suite 800  
Dulles VA 20166  
**M:** 703.919.8038 | [nv5geospatial.com](http://nv5geospatial.com)

**From:** Luke Vigue <[lvigue@yorkmaine.org](mailto:lvigue@yorkmaine.org)>  
**Sent:** Thursday, January 22, 2026 10:17 AM  
**To:** Drew Meren <[Drew.Meren@nv5.com](mailto:Drew.Meren@nv5.com)>  
**Subject:** RE: York Maine RFQ

Thank you Drew. This is the response for the consultant.

Luke,  
This is what I assumed. I would follow up and ask Drew if he can get you a cost for Wetland delineation and also a separate cost on updated NWI data. With both options we would also want to know projected timing for delivery.

Luke Vigue  
Assessor  
Town of York, Maine  
(207) 363-1005  
[lvigue@yorkmaine.org](mailto:lvigue@yorkmaine.org)

**From:** Drew Meren <[Drew.Meren@nv5.com](mailto:Drew.Meren@nv5.com)>  
**Sent:** Thursday, January 22, 2026 9:50 AM  
**To:** Luke Vigue <[lvigue@yorkmaine.org](mailto:lvigue@yorkmaine.org)>  
**Subject:** RE: York Maine RFQ

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Luke,

Wetland delineation is not considered a planimetric or hydrographic data layer so our proposal does not include this effort. Wetlands delineation does require the need for a CIR band.

NV5 has the capabilities to preform wetland delineation if requested. Wetland is more of an environmental layer that follow National Wetlands Inventory (NWI) or state schema specifications.

It is also important to know that the CIR 4<sup>th</sup> Band is part of all of our digital sensors which is the reason there is no additional cost applied to this. We would not use a 3Band only sensor to capture this area.

NV5 is working with ME GeoLibrary to support the USGS 3DHP efforts going on in ME. As part of that project we can produce a wetlands NWI update for your area. This is for your information and we can discuss this further if interested.

Please advise if you require anything further.

Drew



**Drew Meren, GISP**  
**Senior Account Manager - East Coast**  
**45180 Business Ct. Suite 800**  
**Dulles VA 20166**  
**M: 703.919.8038 | [nv5geospatial.com](http://nv5geospatial.com)**

---

**From:** Luke Vigue <[lvigue@yorkmaine.org](mailto:lvigue@yorkmaine.org)>  
**Sent:** Thursday, January 22, 2026 9:26 AM  
**To:** Drew Meren <[Drew.Meren@nv5.com](mailto:Drew.Meren@nv5.com)>  
**Subject:** York Maine RFQ

Drew, our consultant is asking whether the wetlands will be delineated using the CIR Imagery?

Luke Vigue  
Assessor  
Town of York, Maine  
(207) 363-1005  
[lvigue@yorkmaine.org](mailto:lvigue@yorkmaine.org)

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## **PUBLIC HEARING NOTICE**

**Town of York – Selectboard**

**February 09, 2026**

**7:00 PM**

**York Public Library, Channel 3 and Townhall Streams**

The Town of York Selectboard will hold a Public Hearing regarding changes to:

- Traffic Safety Ordinance
- Municipal Solid Waste Ordinance



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## **PUBLIC HEARING NOTICE**

**Town of York – Selectboard**

**February 09, 2026**

**7:00 PM**

**York Public Library, Channel 3 and Townhall Streams**

The Town of York Selectboard will hold a Public Hearing regarding proposed amendments to the Harbor Ordinance:

**-SECTION 1: DEFINITIONS**

- Amend the definition of “personal watercraft”

**-SECTION 3: HARBOR USE REGULATIONS**

- Amend Subsection C- Personal Watercraft and Houseboats



## REQUEST FOR ACTION BY THE SELECTBOARD

DATE SUBMITTED: February 5, 2026	<input type="checkbox"/> DISCUSSION <input checked="" type="checkbox"/> ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED W/ CHANGES <input type="checkbox"/> DENIED <input type="checkbox"/> NO ACTION TAKEN VOTE: _____
DATE ACTION REQUESTED: February 9, 2026	
SUBJECT: Short-Term Residential Rental (STRR) Data Gathering Services	
<b>DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:</b> At the request of Board Leadership and Management, Planning Department staff have put together a draft list of potential STRR information the Town may want to gather if the Town entered into a service agreement with a STRR data gathering service firm. This information would be included in an RFP similar to the attached draft if the Town wanted to seek STRR data gathering services.  It is estimated that such a service could cost up to \$20,000.	
<b>RECOMMENDATION:</b> Staff recommends that the Selectboard provide feedback on specific information sought on the attached draft RFP to make sure information requested matches the information that the Board is seeking to obtain. It should be noted that the information obtained through this process would eventually become public information after it is presented to the Town, so the Board may want to consider any privacy concerns related to individual pieces of information sought.	
<b>PROPOSED MOTION:</b> I authorize the Town Manager to issue the attached RFP (with/without amendment) for STRR data collection, and to expend up to \$20,000 from the Building Permit Fee Fund for this purpose.	
<b>FISCAL IMPACT:</b> Up to \$20,000	
<b>DEPARTMENT LINE ITEM ACCOUNT:</b> Building Permit Fee Fund (6206-0000-1000) \$2,356,977	
<b>BALANCE IN LINE ITEM IF APPROVED:</b> \$2,336,977	

PREPARED BY: Dylan Smith, Planning Director REVIEWED BY: \_\_\_\_\_



## **REQUEST FOR PROPOSALS (RFP): Short-Term Residential Rental Data Services**

The Town of York (the Town) is requesting proposals from qualified firms that provide Short-Term Residential Rental (STRR) data gathering services.

The Town of York is receiving proposals from qualified firms that provide STRR data gathering services that would help provide the following information for the Town:

- STRR Property Characteristics
  - Property address
  - Owner(s) name and mailing address
  - Ownership type (primary residence, secondary/investment property)
  - Property type (single-family dwelling, two-family dwelling, multi-family dwelling, apartment, accessory dwelling unit or accessory structure)
  - Number of bedrooms and bathrooms at the property
  - A map showing the property's location
  - Maximum occupancy
  - Onsite Parking (number of spaces)
- STRR Listing Characteristics
  - Listing URL for each listing associated with each specific property
  - Listing ad ID for each listing associated with each specific property
  - Rental calendar showing current month's activity as well as past twelve months' rental activity
  - Host name (when available)
  - Stay limitations (minimum/maximum)
  - Rental frequency in a calendar year
  - PDF copy of each listing, as well as a history of all previous versions of the listing to identify any possible changes with a date stamp.
  - Rental type (whole dwelling, shared dwelling)
  - Bedrooms and bathrooms advertised
  - Maximum occupancy, per listing

The Town is seeking an agreement with the selected STRR data gathering service firm. The Town will select a firm whose submittals are responsive to this RFP and are in the best interest of the Town. Any document submitted in response to this RFP must provide sufficient detail and information to allow a complete evaluation of its merit. The Town reserves the right to cancel this solicitation at any time.



## REQUEST FOR ACTION BY SELECTBOARD

DATE SUBMITTED: February 5, 2026	<input type="checkbox"/> DISCUSSION <input checked="" type="checkbox"/> ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED W/ CHANGES <input type="checkbox"/> DENIED <input type="checkbox"/> NO ACTION TAKEN
DATE ACTION REQUESTED: February 9, 2026	VOTE: _____
SUBJECT: Amendments to the Traffic Safety Ordinance	

### DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

At our last meeting on January 26<sup>th</sup>, 2026 Lt. Luke Ernenwein presented to the Board multiple proposed changes to the current Traffic Safety Ordinance. The Board requested it be moved to a public hearing for consideration and discussion. Attached is the Traffic Safety Ordinance outlined with the proposed amendments. The Traffic safety Ordinance is a Selectboard Ordinance and does not need to go to the voters for approval.

RECOMMENDATION: N/A.

PROPOSED MOTION: Will depend on the outcome of the discussion by the Selectboard.

PREPARED BY:

REVIEWED BY:

## **TRAFFIC SAFETY ORDINANCE**

### **Section 1: Purpose**

This Ordinance is intended to protect and promote the health, safety and welfare of York's Citizens by regulating the movement and parking of motor vehicles on public ways within the corporate boundaries of the Town of York.

### **Section 2: Snow Removal**

To facilitate the plowing and removal of snow, the Director of Public Works, the Chief of Police or their designee, may order a no parking ban by declaring a snow emergency. When a snow emergency has been declared, there will be a total parking ban on any and all public ways. Once a snow emergency has been declared, the person declaring the snow emergency shall immediately notify local media that may include but not be limited to social media, code red, websites, radio, newspapers and television outlets advising the public of a parking ban. The police department and all sworn officers are hereby authorized to issue a parking ticket and have any vehicle towed that is found to be in violation. When feasible, officers shall make reasonable efforts to contact the owner to have the vehicle moved prior to towing. Any and all costs for the towing and or garage expense shall be paid by the owner of the vehicle that was removed.

### **Section 3: Surreys and Pedicabs**

Surreys, Pedicabs, and other three or four-wheel pedal driven vehicles with a capacity of more than one person are hereby prohibited from operation on the streets and ways of the Town and all sidewalks. (March 20, 1973)

### **Section 4: Tampering with Signs**

No person shall maliciously tamper with, deface, alter or destroy, any traffic or parking signs.

### **Section 5: Sleeping in Vehicles**

It shall be unlawful for any person to sleep overnight in any vehicle or trailer parked upon any public park, road, street or highway within the limits of the Town of York.

### **Section 6: Parking Permit Programs**

Parking permit programs may be established by the Board of Selectmen for the purpose of providing better access to centers of employment, retail shops, restaurants and tourist

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attractions. Permit programs adopted by the Board shall be appended to and become a part of this Ordinance. Copies of the amendments are available in the Town Clerks office.

**Section 7: Unlawful Parking and Standing**

- A. No person shall stop, stand, or park any motor vehicle or self propelled machinery in any street, way, highway, road, parking area or public place so that:
- B. It blocks in any manner a public way, private driveway or pedestrian crosswalk.
- C. It is double-parked, so-called, except by the verbal permission of the Chief of Police or by his designee.
- D. The vehicle's front wheels are not aligned in the direction of the curbing or the right side of the traveled way, except on a "one way" street, or in those areas listed in Traffic Schedule A, "No Parking Zones".
- E. Any part of said vehicle is in, over or on the area of the sidewalk or adjoining or adjacent marked parking space.
- F. Any part of said vehicle is within 12 feet of a fire hydrant.
- G. Any part of said vehicle is within 20 feet of the intersection of any Town or State Road.
- H. Any such vehicle is left unattended with the key left in the ignition lock.
- I. It hinders or interferes with the plowing or removal of snow.
- J. This paragraph shall not apply to:
  - Vehicles that are disabled to the extent that it is impossible to avoid stopping and temporarily leaving the vehicle;
  - Vehicles that are employed in construction, maintenance or repair of pipes and wires of a public utility in, on, along, over, across and under a public way; or
  - Authorized Emergency Vehicles as defined in Title 29-A M.R.S.A. § 2054.
- K. Authority of the York Police Department (YPD) to regulate parking for temporary purposes.
  - The Chief of Police or their designee may establish no parking areas utilizing official YPD no parking signs. These areas may be established for, but not limited to, special events, road construction or unforeseen activity that may pose a public safety risk.

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- The Chief of Police or their designee may authorize temporary parking in prohibited areas for special events, sporting events, or other activities that would need this exemption as deemed necessary by the Police Chief or their designee.

L. No person has the right to use an object or to stand in a parking spot to block the use of a parking space designated for motor vehicles only.

**Section 8: One-Way Streets**

Certain streets may be designated on either a seasonal or year round basis for one way traffic only. It shall be unlawful to travel against the designated flow of traffic on these streets. Streets so designated shall be listed in Traffic Schedule B, "One Way Streets".

**Section 9: Time Limited Zones**

The length of time that a vehicle may be parked in a particular area may be limited to ten minutes, fifteen minutes, 30 minutes, one hour or two hours on either a seasonal or year round basis. Parking spaces may also be reserved during specified times for use as loading zones for the exclusive use of delivery vehicles. Time zones so designated shall be listed in Schedule C, "Time Limited Zones".

**Section 10: Prohibitions against through Trucks and Buses**

Through traffic by trucks and buses on Town Ways shall be prohibited on all ways designated in Traffic Schedule D, "No through Trucks and Buses".

**Section 11: Limiting Certain Streets to Local Traffic Only and Deliveries Only**

Raydon Road, the entire length, from the intersection of Route 1A in a northeasterly direction to the intersection with US Route 1.

**Section 12: Parking Meter Zones**

~~Parking Meter Zones shall be established and except as provided in the Parking Permit Program (see Section 6) no vehicle shall be permitted to park in a metered space during effective metered parking hours without payment in accordance with the parking fees schedule set forth in Traffic Schedule E, "Parking Meter Zones and Fees". Schedule E shall also delineate effective dates and times of metered parking for each zone. The revenue collected from parking meters must be used:~~

- To purchase, maintain and police the meters;
- To construct and maintain public ways;
- To acquire, construct, maintain and operate public parking areas; and
- For no other purpose.

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**Section 12: Parking Meter Zones:**

Parking Meter Zones shall be established, and except as provided in the Parking Permit Program (see Section 6), no vehicle shall be permitted to park in a metered space during effective metered parking hours without payment in accordance with the parking fees schedule set forth in Traffic Schedule E, "Parking Meter Zones and Fees". Schedule E shall also delineate effective dates and times of metered parking for each zone. The revenue collected from parking meters must be used:

- (a) To purchase, maintain, and police the meters;
- (b) To construct and maintain public ways;
- (c) To acquire, construct, maintain, and operate public parking areas;
- (c-1) To provide for property tax relief;
- (c-2) To acquire, construct, maintain, and operate capital infrastructure projects; and
- (d) For no other purpose.

A vehicle that exhibits a permanent placard, a temporary placard, or a disability registration plate issued under Title 29 A, section 521 may park without meter payment.

**Section 13: Authorities to Remove Vehicles from a Public Way**

Any vehicle stopped, standing or parked in violation of this Ordinance or State Law may, at the expense of the registered owner, be removed by, or under the direction of, or at the request of, the Chief of Police or one of his authorized officers to a garage or storage place within the limits of the Town of York and impounded therein. Such police officer may use such force as may be necessary to enter such vehicle and cause the same to be placed in a condition to be moved, and may employ any reputable person engaged in the business of towing and storing vehicles for such purposes. The payment of removal or storage charges for any such vehicle does not preclude prosecution of the registered owner of said vehicle for any violation of this Ordinance.

The Chief of Police or one of his duly authorized officers, shall make every effort to notify the owner of any such vehicle, as promptly as possible, of its removal from the streets, ways, or public places under the control of the Town and as soon as possible a written notice that such vehicle has been impounded shall be sent by the Chief of Police to the owner at his or her last known address, as may be shown by the records of the Secretary of State or Registry of Motor Vehicles. If the owner is unknown, the Chief of Police shall cause notice of such impound to be published in any newspaper printed in the Town of York, giving the registration number, vehicle identification number, and the name, type and year of said vehicle.

- Before the owner of any such vehicle or his representative may remove it from the possession of the person towing or storing it, he or she shall:
- Furnish satisfactory evidence of his or her identity and of the ownership of said vehicle to the Chief of Police or to the person having possession of said vehicle;

- Pay to the person having possession of said vehicle all reasonable charges for towing and the storing of said vehicle;
- Sign a receipt for said vehicle.

The Chief of Police is authorized to, and shall establish, a schedule of charges for towing and storage and only those persons agreeing to such schedule shall be called to remove and store said vehicle.

#### **Section 14: Miscellaneous Regulations**

Vehicles exiting from the ~~TD Banknorth Property, 127 Long Sands Road Map 120/Lot 119~~ property located at ~~10 Long Sands Road (Map 50 / Lot 45)~~ at the intersection of York Street and Long Sands Road shall make a right turn only. (Adopted November 17, 1975)

The Board of Selectmen may establish trolley stops for the purpose of allowing trolley operators to pick-up and discharge passengers. All trolley operators using these stops must maintain an Intrastate Carrier Permit issued by the State of Maine. All Trolley stops shall be listed in Schedule F of this ordinance.

Certain parking spaces in the vicinity of the harbor in York River are restricted to use by vehicles with a Harbor Usage Permit. See Schedule H, Harbor Usage Permit Parking.

Three spaces in the parking lot located at 25 Railroad Avenue (across the street from the York Beach Fire Station), 3 spaces on the easterly side of Railroad Avenue between the York Beach Fire Station and the intersection with Bay Street, and one space directly in front of the York Beach Fire Station shall be reserved for exclusive use of firefighters in the course of their duties for the York Beach Fire Department.

~~Three (3) spaces directly behind the (3) Firefighter spots at 25 Railroad Ave. shall be designated Veteran parking only and shall be exempt from the parking fee. Vehicles parked in said parking spot shall have a valid veteran registration plate from any state. This shall also apply to Purple Heart, POW, and Gold Star Families.~~

Parking is prohibited between 1:00 AM and 4:00 AM in all parking spaces located along Beach Ball Field Road and Long Beach Avenue ~~Railroad Ave, Beach Street, York Street, and Ocean Ave~~ from May 15<sup>th</sup> to October 15<sup>th</sup> ~~for street sweeping.~~

For northbound vehicles exiting County Road, left turns onto Railroad Avenue shall be prohibited during the season when parking meters are enforced, as identified in Schedule E, Parking Meters.

The Town Manager, or their designee, may authorize handicap parking spaces on public ways.

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### **Section 15: Horse Drawn Vehicles**

The Board of Selectmen shall establish rules for the regulation of Commercial Horse Drawn Vehicles which shall be appended to and become a part of this Ordinance. (See Schedule G)

### **Section 16: Violations and Penalties**

Any person who violates this ordinance shall be subject to a civil penalty of \$100.00 for the first offense, \$150.00 for the second offense, and \$250.00 for the third and subsequent offenses. Except as provided in Section 18 violations and penalties for parking tickets ("tag").

### **Section 17: Waiver/Payment of Fines**

Any person charged with a violation of this section, shall be allowed to waive such violation and tender to the Town of York the fine amount if paid within 20 days of issuance of the summons. If the waiver fine is paid, no appearance before a District Court Judge or other judicial officer shall be required. If the offender pays the waiver fine, the matter will be closed in the York Police Records system and listed as a subsequent offense for future violations.

If the offender chooses not to pay the waiver fine, he/she shall appear in court on the specified date to answer for the ordinance violation. If the offender is found to have committed the offense in court, fines, applicable court fees, attorney's fees, and prosecution costs may apply.

### **Section 18: Violations and Penalties for Parking Tickets ("Tags")**

Any person violating any of the provisions of this Ordinance shall be punished by a fine of not less than \$15 and not more than \$250 for each offense to be recovered for the use of the Town; provided, however, that persons receiving "tags" for illegal parking may waive all court action and pay to the Chief of Police at the Police Station the applicable penalty set forth herein below in full satisfaction of such violation:

<b>VIOLATION</b>	<b>FINE</b>	<b>AFTER 10 DAYS</b>
Meter	\$50	\$75
Overtime	\$50	\$75
Hydrant	\$50 to 75	\$100
Handicap	\$250	\$250
Permit Parking	\$50 to 75	\$100
Horse Drawn Vehicle	\$50	\$75
No Parking Zone	\$75	\$100
Improper Parking	\$75	\$100

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- **Meters** — The sum of \$50, if paid within 10 days of the time when such “tag” was attached to the vehicle or the sum of \$75, if paid more than 10 days after the time when such “tag” was attached to the vehicle, but before a Court Summons is issued. (January, 22, 2024)
- **Overtime** — The sum of \$50, if paid within 10 days of the time when such “tag” was attached to the vehicle or the sum of \$75, if paid more than 10 days after the time when such “tag” was attached to the vehicle, but before a Court Summons is issued.
- **Hydrant** — The sum of \$50, if paid within 10 days of the time when such “tag” was attached to the vehicle or the sum of \$100, if paid more than 10 days after the time when such “tag” was attached to the vehicle, but before a Court Summons is issued.
- **Handicap** — The sum of \$250.
- **Permit Parking** — The sum of \$50, if paid within 10 days of the time when such “tag” was attached to the vehicle or the sum of \$100, if paid more than 10 days after the time when such “tag” was attached to the vehicle, but before a Court Summons is issued. (March 13, 2017)
- **Horse Drawn Vehicles** — The sum of \$50, if paid within 10 days of the time when notice of violation was given or the sum of \$75, if paid more than 10 days after the time when notice of violation was received, but before a Court Summons is issued
- **Other Violations** — The sum of \$50, if paid within 10 days of the time when such “tag” was attached to the vehicle or the sum of \$100, if paid more than 10 days after the time when such “tag” was attached to the vehicle, but before a Court Summons is issued. (April 8, 2019)

**Violations/Penalties**

Any person who fails to pay a parking ticket within 30 days of the violation will be subject to separate penalty of FAILURE TO PAY PARKING TICKET offense and may be used as grounds for your driver’s license to be suspended in the State of Maine. The fine attached to this violation is dependent on the total amount owed for unpaid parking tickets and associated late fees.

**Waiver / Payment of Fines**

Any person charged with a violation of this section, shall be allowed to waive such violation and tender to the Town of York the fine amount if paid within 20 days of issuance of the summons. If the waiver fine is paid, no appearance before a District Court Judge or other judicial officer shall be required. If the offender pays the waiver

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fine, the matter will be closed in the York Police Records system and listed as a subsequent offense for future violations.

### Section 19: Handicapped Parking

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A vehicle displaying a permanent placard, a temporary placard or a disability registration plate may park in a parking area with a meter/Kiosk without a charge and may park a length of time that does not exceed twice the otherwise allowed limit. In Accordance with Maine State Law.

### Section 20: Temporary Permits

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The police chief or her/his designee may issue parking permits for special events. The permit shall be issued for a specific date, time, and location. All temporary permits expire at 10:00 pm on the date specified. Requests for permits must be made in writing no less than seven (7) days prior to the special event. Events to be held in Ellis Park shall also have permission from the Ellis Park Board of Trustees.

### Section 21: Blocking of meter and or permit spots

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It shall be illegal to block off any metered and/or permit parking spot while meters are enforced (May 15 to October 15). Blocking off parking spots for special events or construction shall be approved by the chief of police or their designee. Requests must be made in writing at least seven (7) days prior to event date. Requests must have the following information: dates, times, spot numbers, and reason for closure. Closures longer than seven (7) days will require approval from the police chief, the Fire chief, the public works director, and code enforcement. A fee may be assessed for closures longer than seven (7) days. Municipal exemptions will be made for construction and emergencies. Any Parking spots in Ellis Park must have the approval of the board of trustees before applying for a permit.

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### **Schedule A - No Parking Zones**

**Acorn Street** - either side from its intersection with Oceanside Avenue to its intersection with Avenue A

**Agamenticus Road Avenue** - either side from CMP Pole #J19 westerly to Pole #J24. The entire length from the intersection with Shore Road on both ends.

**Airport Drive** – No Parking on the odd numbers side of the street or within twenty (20) Feet of any intersection, including the cut-through road.

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**Airport Drive Extension:** on the westerly side of the street from Broadway to Airport Drive. No Parking twenty (20) feet in from Broadway and fifty (50) Feet from Airport Drive.

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**Barrell Lane** - northeasterly side from junction of Route 1A, a distance of approximately 2/10 (two tenths) of a mile to the former York Harbor Village Corporation line

**Barrell Lane** - beginning at the intersection of Route 1A and running along the westerly side line of Barrell Lane a distance of 265' and further beginning at NET Pole #30-3 and ending at NET Pole #30-5 a distance of 260'. (Adopted at Selectmen's Meeting 4/26/94) **Northeasterly side from junction of Route 1A, a distance of approximately 2/10 (two tenths) of a mile to the former York Harbor Village Corporation line.**

**Barrell Lane Extension** - portion of roadway approximately 50 feet long situated between Barrell Lane and Route 1A: No parking on the easterly side thereof adjacent to St. Christopher's Church (4 Barrell Lane Map 109/Lot 125) property.

**Bath Road** - easterly side from junction of Route 1A to end of right of way.

**Bay Street** – either side from intersection with **Franklin Street Railroad Avenue** to intersection with Ocean Avenue.

**Bay Haven** - either side from Route 1A to the intersection of Freeman Street. (March 22, 1977)

**Beach Street** - northerly side from its intersection with the Beach Square and extending northerly and northeasterly to Freeman Street. (March 22, 1977)

**\*Beach Street** - northwesterly side from the southwesterly property line of the theater property, so-called, easterly to the intersection of Beach Street and the street which adjoins the Sun of a Beach property (former Seabreeze Hotel property).

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**Beacon Street** - either side from Route 1A extending ~~westerly or northwesterly~~ to Ridge Road. (March 18, 1975)

**Birch Hill Road** - ~~either side from Beech Ridge Road to Cider Hill Road, from CMP Pole #10 on either side of the roadway northerly to POLE #13,~~

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**Bog Road** - either side from the intersection with Scituate Road to the intersection with Route 91.

**Broadway Extension** - either side from Route 1A to Marietta Avenue. (March 10, 1975)

**Cape Neddick Road (Route 1A): No Parking on either side of the street from the intersection with Shore Road to Route One.**

**Church Street** - either side from its intersection with Long Beach Avenue, westward for 100 feet; also on the southwesterly side of the street an additional 620 feet to the end of the sidewalk in front of the Union Congregational Church (18 Church Street, Map 140/Lot 467).

**Church Street** - either side from the intersection of Long Beach Avenue to the intersection of Ridge Road and Railroad Avenue. Parking would be allowed for church services only on the easterly side of Church Street from NET pole #4 to NET pole #407 also located on the easterly side of Church Street.

**Cider Hill Road (Route 91)** - Either side from the intersection of Route 1 to the Eliot / South Berwick town line.

**Civil War Monument** - along any of the three sides of the monument triangle

**County Road** - southerly or southwesterly side of the street from the Beach Square to the parking lot in park property along the Goldenrod property (2 Railroad Avenue, Map 140/Lot 151).

**Eastern Point Road** - either side. (Adopted Annual Town Meeting 3/11/78)

**Freeman Street** - either side from Route 1A to Beach Street. (March 22, 1977)

**Garrison Avenue** - either side from Long Sands Road to Webber Road.

**Gull Street** - fire lane so designated at its entrance.

**Harbor Beach Road** - within sixty-five (65) feet in a northerly direction in front of the access ramp to York Harbor Beach.

**\*Harris Island Road**

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- Southwesterly side leading from Route 103 to the residence of Donald D. Durrell on Harris Island;
- No trailer parking on both sides of Harris Island Road;
- East side of Harris Island Road from CMP pole #43 to CMP pole #17;
- East side of Harris Island Road from Town Dock #1 lot to Route 103;
- Two (2) parking spaces shall be permitted for the Harbor Master on the west side of Harris Island Road;
- Five (5) parking spaces shall be available for commercial fisherman from 5am-8pm on the west side of Harris Island Road from Town Dock #1.

High Street – On the \*southern side of the road from Main Street to Freeman Street.

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**Kendall Road** - either side from its intersection with Broadway and its intersection with Ocean Avenue Extension.

~~\*Lindsay Road - either side on the one way sections beginning near the G. Roy Lunt residence, so called, and running along the east side of the Old Cemetery and Wilcox House to the Village Square and from York Street running along the west side of the Old Cemetery to the junction near the G. Roy Lunt residence, so called. On the south side of the one way section, entire length of one-way. From Loving Kindness Way to Sewells Bridge no parking either side.~~

~~\*Lindsay Road number 2 or Lindsay Road Spur one way. No parking either side~~

~~Lindsay Road – NP either side Loving Kindness Way to Sewells bridge.~~

~~Lilac Lane (Route 103) – either side from York Street to Barrell Lane~~

**Long Beach Avenue** - either side from Nubble Road northerly to its intersection with Broadway and Broadway Extension.

**Long Beach Avenue** - westerly side from ~~61-Long Beach Avenue the Nubble Road intersection southerly~~ to the Long Sands Road intersection.

- \* ~~easterly side from the intersection of Oceanside Avenue Extension to a point 200 feet south, or in a southerly direction from the intersection of Beacon Street (Special Meeting December 4, 1973)~~
- \* ~~either side in the area between NET Pole #14 and CMP Pole #56.1 on either side of the Webber Road intersection.~~
- \* ~~either side of Ridge Road for 300 feet in a southerly direction from the intersection of Church Street and Railroad Avenue~~

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**\*Long Sands Road** - either side from a point at and opposite CMP Pole #2 near the northerly end of the Village Parking Lot and York OB-GYN parking lot to the Ridge Road intersection at Bardwell's Corner. (Adopted at Selectmen's Meeting 5/11/81)

**Marietta Avenue** - either side for the entire length. (December 14, 1998)

**Milbury Lane** - On either side of Milbury Lane from the Norwood Farms Road intersection.

**Moulton Lane** - westerly side from the intersection of Route 1A to the southerly boundary of land of Malcolm Parsons.

**Mountain Road** - either side from the intersection of US Route #1 westerly along Mountain Road to CMP Pole #2

**Mountain Road** - either side from the intersection with Mount A Road to the South Berwick Town line.

**Mountain Road** - easterly side of the roadway from Mountain View Drive to the existing parking area at the Mt. A access road.

**Norton Avenue** - either side from Ridge Road to Acorn Street Extension. (November 15, 1976)

**Nubble Road** - either side commencing at the intersection of Broadway and continuing southerly, thence westerly along Nubble Road to the intersection of Route 1A. (March 18, 1975)

**Ocean Avenue** - southerly side from the easterly or southerly side of Hawk Street and extending southeasterly to the northerly or northwesterly side of Marietta Avenue.

**Ocean Avenue** - within seventy-five (75) feet of the corner of the northeasterly and easterly side from the intersection of Main Street or Railroad Avenue

**Ocean Avenue Extension** - the ocean side from Kendall Road to the intersection of Willow Avenue

**Oceanside Avenue** - northerly side from its intersection with Route 1A to its intersection with Acorn Street with the exception of one space shall be permitted for municipal vehicle parking at least 20 feet in a westerly direction from the intersection with Route 1A.

**Organug Road** - westerly side between the northerly boundary of the York Middle School (30 Organug Road, Map 110/Lot 259) extending across Organug Road and the southerly boundary of the York Middle School (30 Organug Road, Map 110/Lot 259) extending across Organug Road. (Adopted November 17, 1975)

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**Pine Hill Road South** - either side from CMP Pole #J7 and extending in a northeasterly direction along Pine Hill Road South to the York-Ogunquit town line, with the exception of ten (10) diagonal parking spaces directly in front of the Sandpiper Inn.

**\*Ridge Road** - either side by the Winebaum Building (former York Beach Post Office) from NET Pole number 66 to NET Pole #68. (Selectmen's Meeting 11/14/88)

**Ridge Road** - westerly side from the intersection of Oceanside Avenue Extension to a point 200 feet south, or in a southerly direction from the intersection of Beacon Street (Special Meetings November 20, 1972 and December 1973)

**Ridge Road** - easterly side from the intersection of Oceanside Avenue Extension to a point 200 feet south, or in a southerly direction from the intersection of Beacon Street (Special Meeting December 4, 1973)

**Ridge Road** - either side in the area between NET Pole #14 and CMP Pole #56.1 on either side of the Webber Road intersection.

**Ridge Road** - either side of Ridge Road for 300 feet in a southerly direction from the intersection of Church Street and Railroad Avenue.

**River Road** - either side from the intersection with Route 1 to the intersection with Shore Road except within the designated permit parking areas established in the Permit Parking Program Ordinance.

**\*\*Robert Stevens Drive** - No Parking on either side of Robert Stevens Drive from 1am-4am. (Selectmen's Meeting 3/13/2017)

**Route 1** - on either side of Route 1 from the Kittery town line to the Ogunquit town line.

**\*Route 1A (Cape Neddick)** - either side from the intersection of Route 1 and Route 1A in Cape Neddick to CMP Pole #38 by the Benton Chandler residence.

**Route 1A (Long Beach Avenue)** - westerly side within seventy five (75) feet of the intersection of Oceanside Avenue.

**Route 1A (Main St., YB)** - northeasterly or easterly side from the southern boundary of the York Police Station (36 Main Street, Map 145/ Lot 031) to the northerly boundary as it fronts on Route 1A.

**Route 1A (Main St., YB)** - easterly side from the intersection of Beach Street and extending to the intersection of Freeman Street

**\*Route 1A (Main St., YB)** - northerly or northwesterly side between a point on said street which is three hundred (300) feet northerly or northeasterly of a point on said street where the projection of the northerly or northeasterly property line of the Chases Garage premises,

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~~so-called, would intersect with said street line and thence extending in a southerly or southeasterly direction there from to a point on said street where the projection of the northerly or northeasterly side of the building wall of the store building owned by Garfields (5 Railroad Avenue, Map 140/Lot 027) would intersect said street, and which store building is adjacent to the store premises operated by said Garfield as a news and book store. (Special Meeting-October 2, 1974)~~

**Route 1A** (South Main St./Ocean Ave., YB) - either side from Broadway intersection to the Hawk Street intersection. (Selectmen's Meeting 9/24/90)

**Route 1A** (York St., YH) - southerly side from Pole J-47 to front entrance walk to Harbor Post Office (445 York Street, Map 108/Lot 029).

**Route 1A** - northerly side from Pole J-58S (by Cumings Drive) to Pole #J-56 (by Hillcroft Drive)

**Route 1A** - northerly side from CMP Pole #J-31 to Pole J-34.

**Route 1A** - southerly side from CMP Pole #J-28 to a point opposite Pole #J-30.

**Route 1A** - northerly side from a point twenty (20) feet westerly of CMP Pole #J-54 to Lines Lane.

**Route 1A** (York St., YH) - northerly side Sentry Hill Road West to a point twenty (20) feet westerly of Pole J-37.

**Route 1A** (York St., YH) - westerly side from Orchard Lane to Sentry Hill Road East. (Adopted at Selectmen's Meeting 10/10/89)

\***Route 1A** (York St., YH) - westerly side from Sentry Hill Road west to a point directly opposite Clark Lane (by Ropke property). (Adopted at Selectmen's Meeting 10/10/89).

**Route 1A** (York St., YH) - easterly side from CMP Pole #41 (just past Harmon Park Road) to Varrell Lane (Adopted at Selectmen's Meeting 10/10/89)

**Route 1A** (York St., YH) - southerly side from junction Bath Road to CMP Pole #j-54 - 9 P.M. until 8 A.M. (May 15 through October 1).

**Route 1A** (York St., YH) - northerly side from junction Lines Lane to Sentry Hill Road East (May 15 through October 1).

**Route 1A** (York St., YH) - southerly side "Theater Zone" - rear entrance of Lancaster Block to Varrell Lane - 6 P.M. until midnight. (May 15 through October 1)

**Route 1A** (York St., York Village) - from a point opposite NET Pole #3/5 extending easterly to a point opposite NET Pole #J/7 also described as from the easterly side of

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Salisbury Avenue to the westerly side of the York Village Fire Station (1 Firehouse Drive, Map 109/Lot 177) drive entrance.

**Route 1A** (York St., York Village) - southerly side from CMP Pole #8 northeasterly to Route 103 intersection (Adopted at Selectmen's Meeting 9/24/90).

**Route 1A (York St., York Village)** - southerly side from the junction of the easterly sideline of Barrell Lane Extension and the southerly side of Route 1A (York Street) extending easterly to the former Harbor Corporation line.

**Route 1A (York St., York Village)** - opposite the York Village Elementary School (124 York Street, Map 114/Lot 259) from the day after Labor Day through June 30th annually: beginning on the southerly side of Route 1A at a point 100 feet westerly of the Elementary School westerly property line and extending along Route 1A (York Street) to a point 100 feet easterly of the Elementary School easterly property line.

**\*Route 1A (York St., York Village)** - northerly side from the steps leading to the residence of Charles Roberts to the intersection of Moulton Lane.

**Route 1A (York St., York Village)** - in the part of the Village Square, which is within 20 feet of either side of the westerly entrance to York Hospital (15 Hospital Drive, Map 109/Lot 183).

**\*Route 1A (York St., York Village)** - southwesterly side in York Village in the area in front of the fire station bounded northwesterly by the driveway of Lester M. Bragdon and southeasterly by the former Williams Avenue.

**\*Route 1A (York St., York Village)** - either side between the upper driveway to the Town Hall and the lower driveway to the Town Hall.

**Route 91** - within ten (10) feet of the pavement on either side from the intersection of Route 1 westerly to CMP Co. Pole J3

**Route 103** - Easterly side (Lilac Lane) from York Street to Barrell Lane

**Route 103** - Westerly side (Lilac Lane) from York Street (Route 1A) to CMP Pole #8 South of the 103 Bridge

**Scotland Bridge Road** - from the intersection of Cider Hill Road to Malcolm Read on the westerly side of the road.

**Scotland Bridge Road** - along the easterly side of the roadway from the curbing at 20 Scotland Bridge Road to Scotland Bridge.

**Scotland Bridge Road** -

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- from the intersection of Cider Hill Road to Malcolm Road on the westerly side of the road.
- along the easterly side of the roadway from the curbing at 20 Scotland Bridge Road to Scotland Bridge.
- Either side of the roadway from Malcom Road to the intersection with Beech Ridge Road

**Shore Road**—either side from the centerline of the channel of the Cape Neddick River 950 feet in a southerly direction on Shore Road. (March 16, 1976)

**\*Shore Road**—either side from CMP Co. Pole #J205, by Cape Neddick Lobster Pound, northerly across bridge to CMP Co. Pole #J210. (Adopted at Selectmen's Meeting August 29, 1983)

**Shore Road**—from the easterly side of said Shore Road from the junction of Agamenticus Avenue and Shore Road, extending in a southerly direction along Shore Road to the Cape Neddick River Bridge. Also, on the westerly side of Shore Road, beginning at the intersection of River Road and extending in a southerly direction for 320 feet.

**Shore Road**—

- either side from the centerline of the channel of the Cape Neddick River 950 feet in a southerly direction on Shore Road. (March 16, 1976)
- either side from CMP Co. Pole #J205, by Cape Neddick Lobster Pound, northerly across bridge to CMP Co. Pole #J210. (Adopted at Selectmen's Meeting August 29, 1983)
- from the easterly side of said Shore Road from the junction of Agamenticus Avenue and Shore Road, extending in a southerly direction along Shore Road to the Cape Neddick River Bridge. Also, on the westerly side of Shore Road, beginning at the intersection of River Road and extending in a southerly direction for 320 feet.
- From River Road to the Ogunquit Line on either side.

**Short Sands Road**- either side from the intersection with Route 1 to the intersection with Ridge Road.

**Simpson Lane** - easterly side from junction of Route 1A to end of Town way, westerly side from junction of Route 1A to a point forty (40) feet from hydrant with no parking ten (10) feet either side of hydrant. (Adopted at Selectmen's Meeting 11/25/91)

**Surf Street** - either side from its intersection with Beach Street and extending northerly and northwesterly to High Street. (March 22, 1977)

**Thompson Street** and Beach Street (both so-called) - northerly side from the end of the metered parking zone and extending northerly to Freeman Street.

**Varrell Lane** - from junction of Route 1A to Harmon Park Road—no parking of vehicles towing boat trailers and/or boat trailers (Adopted at Selectmen's Meeting 9/24/90).

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- from junction of Route 1A to Harmon Park Road - no parking of vehicles towing boat trailers and/or boat trailers (Adopted at Selectmen's Meeting 9/24/90).
- easterly side from junction Route 1A to end of right of way
- westerly side from Harmon Park Road to end of right of way.

**Barrell Lane** easterly side from junction Route 1A to end of right of way

**Varrell Lane** westerly side from Harmon Park Road to end of right of way.

**Webber Road** - either side from the intersection of Ridge Road to the intersection of Route 1A (Long Beach Avenue).

**Williams Avenue** - either side from its intersection with Route 1A for the entire length to the rear entrance to York Hospital (15 Hospital Drive, Map 109/Lot 183). (Adopted at Selectmen's Meeting 12/7/81)

**Willow Avenue** - either side for its entire length. (Selectmen's Meeting 9/24/90)

**York Street (Route 1A) – (REPLACES ALL ROUTE 1A CROSSED OUT ABOVE)**

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- From the intersection with Route 1 to the entrance of Village elementary school No Parking either side.
- From the entrance of Village elementary school to Woodstone Lane no Parking on the Southern side of the street.
- From Woodstone Drive to the monument parking in marked spots only
- From the monument to the property at 280 York Street parking in marked spots only.
- From 280 York Street to the northern entrance to Lilac Lane Parking for church services in on the easterly side of the street by St. Christopher's Church.
- From Lilac Lane to the Northern entrance of Barrell Lane No parking either side.
- From the northern entrance to Barrell Lane to Verrell Lane parking for church services only in from Barrell Lane to Harmon Park Road on the Southerly side of the street. No Parking on Northern Side of the street.
- From Verrell Lane to Simpson Lane Parking in marked spots only in front of the property located at 435 & 438 York Street. there shall be a loading zone in front of the York Harbor Post office located at 445 York Street during business hours only. It shall be no parking in the off hours of the PO.
- From Simpson Lane to Harbor Beach Road Parking on the southerly side of the street in the marked spots only.
- From Harbor Beach Road to Starboard Lane Parking on the Easterly side of the street in marked spots only. Two (2) handicapped spot shall be in front of the York Harbor Reading Room Property at 491 York Street. There shall be Loading Zone on the westerly side of the street next to the stone wall attached to the property at 490 York Street.
- From Starboard Lane to Woodbridge Road Parking on the Easterly side of the street in Marked spots only. There shall be Marked parking in front of the church at 546 York Street.
- From Woodbridge Road to Norwood Farms Road parking on the easterly side of the street in Marked spots only.

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- From Norwood Farms Road to the property at 701 York Street (Libby's Camp Ground) No Parking either side of the street.
- From 701 York Street to Long Sands Road intersection Parking on the easterly side of the street in Marked Spots only. There shall be parking in marked ten (10) spots on the westerly side in front of the property 750 York Street (Camp Eaton)

**Schedule B**  
**One-Way Streets**

**Beach Ball Field Road**, so called, traffic will be one way, entering from Church Street to (and in the direction toward) Bay Street (April 27, 2004)

**Beach Street** - in a northerly direction from the square toward Freeman Street

**Clark Lane** - one way from westerly entrance exiting at its easterly junction with Route 1A (Adopted Annual Town Meeting 4/28/84)

**\*Lindsay Road** - beginning near the residence of G. Roy Lunt and running along the east side of the Old Cemetery and Wilcox House to the Village Square one way northbound and the road beginning at York Street opposite the First Parish Congregational Church (180 York Street, Map 115/Lot 013) and running along the west side of the Old Cemetery to the junction with Lindsay Road near the residence of G. Roy Lunt one way southbound.

**York Beach Village** – in the village area of York Beach there shall be year-round, one-way circulation on the following loop of roads:

**Railroad Avenue** – from the intersection with Ocean Avenue, one-way to the intersection with Church Street;

**Church Street** – from the intersection with Railroad Avenue, one-way to the intersection with Long Beach Avenue;

**Long Beach Avenue** – from the intersection with Church Street, one-way to the intersection with Ocean Avenue; and

**Ocean Avenue** – from the intersection with Long Beach Avenue, one-way to the intersection with Railroad Avenue.

(Amended April 25, 2011)

**Surf Street** - in a northerly direction from Beach Street to High Street.  
(March 22, 1977)

**Schedule C**  
**Time Limited Parking Zones**

**Subsection 1—Two Hour Parking Zones May 15 through October 1**

**Route 1A (York Street, YH)**—southerly side from junction Barrell Lane to Pole #J54 excepting restricted and No Parking Areas.

**Route 1A (York Street, YH)**—northerly side Sentry Hill Road east to Sentry Hill Road west.

**Route 1A (York Street, YH)**—northerly side 20 feet westerly Pole #J 37 to Pole #J 34.

**Route 1A (York Street, YH)**—westerly side Varrell Lane from junction 1A to Harmon Park Road.

**Route 1A (York Street, YH)**—southerly side from Pole #J50 to Pole #59 (9 A.M. – 6:00 P.M. only). (Adopted at Annual Town Meeting 3/11/78)

**Route 1A (York Street, YH)**—westerly side from Sentry Hill Road east to Sentry Hill Road west (Adopted at Selectmen's Meeting 10/10/89).

**Route 1A (York Street, YH)**—easterly side from Varrell Lane to No Parking area west of Post Office entrance. (Adopted at Selectmen's Meeting 10/10/89).

**Subsection 2—One Hour Time Zones**

**Freeman Street**—southeasterly side (ocean) from intersection of Bay Haven Road from the first Monday of June until the second Monday of September until the second Monday of September. (March 20, 1973).

**Long Beach Avenue**—westerly side from Nubble Road to 100 feet south of Oceanside Avenue—limited to 10 minutes at any time between the hours of 9 A.M. and 9 P.M. from the first Monday of June until the second Monday of September. (March 20, 1973 and March 16, 1976)

**Route 1A (York Street, York Village)**—northerly side of the highway in York Village between the easterly entrance to the driveway leading to the Town Hall and the junctions of York Street and Long Sands Road for a longer period than one between the hours of 9 A.M. and 6 P.M. any day; nor for a longer period than thirty minutes between the hours of 6 P.M. and 9 P.M. any day.

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**Subsection 3 – 15 Minute Time Limit. When using loading zones, hazard lights must be activated.**

**Harris Island Road –**

- The two parking spaces immediately north of CMP pole #15 shall be posted for 15 minute temporary parking to allow for loading and unloading of small hand-carried boats using the Strawberry Island access point.
- Two (2) spaces on the east side of the road from Strawberry Island Gate to CMP pole #14.1 for 15 minute, temporary parking for loading and unloading of small hand carried boats using the strawberry island access point.

**Ocean Avenue** – on the southwesterly side of the road, 3 spaces generally in front of 9 Ocean Avenue (currently York Beach Groeery and Deli) and 2 spaces in front of 1 Ocean Avenue (currently Kearsage House).

**Oceanside Avenue** – 1 space on the northern side at least 20 feet in a westerly direction from the intersection with Route 1A.

**Railroad Avenue** – on the northerly side of the road, 1 space in front of 7 Railroad Avenue (currently Sweet Josie).

**Railroad Avenue** – on the northerly side of the road, 1 space in front of 21 Railroad Avenue (currently the Chamber of Commerce Visitor Information Office).

**Railroad Avenue** – on the southerly side of the road, 1 space in front of 16 Railroad Avenue (currently Pizza by Paras restaurant).

**Route 1A (York St.)** – (one) 1 space in front of the York Harbor Post Office (445 York Street).

**Route 1A (York St., York Village)** – from front steps of the York Village Crafts (211 York Street, Map 109/ Lot 041) extending easterly towards Hospital Drive to the beginning of the statutory no parking zone associated with the intersection of York Street and Hospital Drive.

**Route 103/ Wiggle Wiggle Bridge/Stedman Woods parking area** – the parking space closest to the Route 103 bridge. Posted for 15-minute temporary parking to allow for loading and unloading of small hand-carried boats.

**Shore Road** - On the westerly side of Shore Road, beginning at the end of the no parking zone and extending 60' to CMP pole #212.

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**Subsection 4 – 30 Minute Time Limit.**

**Beach Street** – on the southerly side of the road, the 2 parking spaces closest to the intersection of Beach Street with Main Street.

**Subsection 5 – Temporary Loading Zone.**

**County Road** – on the easterly side of the road, 1 parking space in front of 3 Main Street (currently Whispering Sands store) shall be reserved for use as a loading zone for delivery vehicles between the hours of 6:00 AM and 2:00 PM. (NOTE: The address for Whispering Sands is not a typo. It is still listed as 3 Main Street in the Assessing database. The street frontage for the property is actually on County Road.)

**Railroad Avenue** – on the northerly end of the Town parking lot at 25 Railroad Avenue, 1 space in front of 21 Railroad Avenue (currently the Daily Grind coffee shop).

**Subsection 6 – No Parking 8:00pm to 8:00am**

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Airport Drive Extension – 20 feet from either intersection (Airport Drive & Broadway)  
On the western side of the street.

Ridge Road – From the intersection of Short Sands Road to 300 feet from Church Street  
on the southerly side of the road.

October 15th to May 15th there shall be no parking in the above zones

**Schedule D**  
**No Through Trucks and Buses**

Buses are prohibited on the following Roads with the following three exceptions:

1. Buses owned by the Town or Operated under the direction of the Town.
2. Buses with a seating capacity of 20 or fewer passengers that are owned by a facility having a principal place of business in York.
3. Locally operated Trolley or Shuttle Service.

Kendall Road

High Street

Ellis Short Sands park – Buses and trucks are prohibited from parking and or driving through the park from May 15 to October 15.

Harbor Beach Read:

Buses are prohibited on Harbor Beach Rd. with the following three exceptions:

1. Buses owned by the Town or Operated under the direction of the Town.
2. Buses with a seating capacity of 20 or fewer passengers that are owned by a facility having a principal place of business in York.
3. Locally operated Trolley or Shuttle Service.

## **Schedule E** **Parking MetersZones**

A. A—Vehicle parking shall be controlled by single space and kiosk multi pay by space meters in the locations listed below. Enforcement will begin on May 15th and continue through October 15th each calendar year, between the hours of 8:00 A.M. and 10:00 P.M. Parking spaces controlled by kiosks shall be charged a rate of \$4.00/hour. See Zone number below for pricing and restrictions:

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Rates Single, Non-Commercial Vehicle up to 10 passengers

<u>Zone #</u>	<u>Zone Name</u>	<u>Rate:</u>		
79888	Long Beach	\$ 4.00 / Hour		
79892	Ellis Park	\$ 4.00 / Hour		
79893	Short Sands	\$ 4.00 / Hour		
79889	Mt. Agamenticus	\$ 2.00 / Hour		
TBD	York Harbor	\$4.00 / Hour		
TBD	Wiggly Bridge	\$ 8.00	2 Hour Max	

Commercial Rates Single, Commercial Vehicle Van / Bus Over 10 passengers

<u>Zone #</u>	<u>Vehicle Size</u>	<u>Rate</u>
79890	10-35 Passengers	\$50.00 / Day
79891	36 + Passengers	\$100.00 / Day

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The following public ways are controlled by kiosk multi space meters:

Zone 79888 – Long Beach Ave:

- Long Beach Avenue / York Street
- York Street- westerly side between CMP pole #'s 115-117

Zone 79892 – Ellis Park:

- Ellis Short Sands Park

Zone 79893 -- Short Sands

- Beach Street
- Country Road
- Long Beach Avenue
- Ocean Avenue- Short Sands Park
- Railroad Avenue
- Railroad Avenue- Animal Kingdom Parking Lot Area

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- ~~York Street westerly side between CMP pole #'s 115-117~~

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**Zone 79889, 79890, 79891 (All 3 MT A zones)**

- ~~Mt. Agamenticus both at the summit and the base.~~

**Zone TBD**

- ~~York Street from Norwood Farms Road to Varrell Lane~~
- ~~Zone TBD~~
- ~~Route 103 at Wiggly Bridge\*~~

~~B. Vehicles longer than twenty feet (one (1) parking space) in length shall be restricted from parking in all metered spaces. Vehicles may occupy one metered space only. (April 27, 2004)~~

1. ~~Available parking space at the York High School parking lot may be utilized for vehicles longer than twenty feet, or too wide for conventional vehicle parking spaces.~~
2. ~~Additional handicap parking is also available at the York High School parking lot.~~

**Oversized Vehicles:**

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Oversized vehicles are prohibited in any of the above parking Zones. Oversized vehicles are Longer than twenty (20) feet in Length, OR Wider than seven (7) Feet OR taller than eight (8) Feet in height. Dimensions include anything attached to the vehicle.

- Vehicles are restricted to one (1) Parking space.
- Parking of trailers and equipment is prohibited.
- Parked vehicles shall not have any part of the vehicle or equipment attached in the bike lane, crosswalk, or sidewalk.
- Mopeds and motorcycles shall be parked in a metered spot and pay the above fee.
- No Parking of bikes and other unregistered vehicles or equipment.
- Parking shall be prohibited in all above locations between 1:00 am and 5:00 am to allow for street cleaning.
- Parking spaces shall only be used to park a registered vehicle.

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\*\* Route 103 Wiggly bridge shall have a 2-hour maximum, and the fee to park shall be \$8.00.

## **Schedule F** **Trolley Stops**

- On the southeasterly side of Long Beach Avenue near the intersection with Webber Road.
- On the Southeasterly side of Long Beach Avenue at the bathhouse.
  - On the southeasterly side of Long Beach Avenue near the intersection of Nubble Road.

## **Schedule G** **Commercial Operation of Horse Drawn Vehicles Ordinance**

Added to the Traffic Safety Ordinance by Selectmen's Vote on April 14, 2003

### **1. Purpose**

The purpose of this Ordinance is to provide for public safety and convenience, to manage traffic and to provide for the welfare of the animal(s). The Ordinance applies only to commercial operation as defined below.

### **2. Definitions**

- A. Operation of a Horse Drawn Vehicle: Any carriage, wagon, cart, sled or sleigh, or other device, whose principal means of propulsion, is a single or a two-horse hitch.
- B. Commercial Operation: A business enterprise that upon payment of a fee offers rides in a horse drawn vehicle.
- C. Business Enterprise: Any individual, partnership, corporation, association or other legal entity.

### **3. Regulations**

- A. The commercial operation of a horse drawn vehicle without a permit is prohibited except as provided in this ordinance.
- B. The Town Clerk shall issue a maximum of two carriage permits annually for the commercial operation of horse drawn vehicles along the specific route described below. Each permit entitles the permit holder to operate a single carriage only. Permits will be available on the first Monday in January at the Town Clerks office during the Clerk's regular business hours. If there are more qualified applicants than permits as of the close of business on that Monday then the permits shall be issued on a first come, first served basis with priority preference to York taxpayers; provided, however, there shall be a right of first refusal for existing permit holders for an overall term not to exceed five (5) years. Permits will be one hundred dollars (\$100). Permits are non-transferable, except where there is a change of ownership of the business, in which case the permit is transferable to the new owner for the balance of that permit period.
  1. Permit Holders are restricted to operation in the following area: Ocean Ave., to Railroad Ave., to Church Street, to Long Beach Ave., to Broadway Ave., to Mosley Ave., to Ocean Ave. Ext., to Ocean Ave.

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Except as otherwise provided, passenger pick up and discharge will be done only in front of the Trolley Stop on Ocean Ave.

- C. The vehicle to be used must be inspected by the Police Department before a permit is granted. Prior to operation, the operator of the horse drawn vehicle must certify in writing that the horses will be equipped with their leather, rubber or borium horse shoes in order to prevent damage to the road surface.
- D. The Owner must carry liability insurance in an amount not less than \$500,000 general liability, combined single limit. Evidence of insurance must be presented prior to the issuance of a permit, with the town as an additional named insured. Thirty (30) days advance notice of cancellation shall be required.
- E. Prior to the issuance of a permit, a veterinary certificate showing that the horse(s) is (are) capable of performing the work required, and that it is (they are) in suitable health shall be presented.
- F. Horse drawn vehicles shall not operate when the temperature is 90 degrees or over, or in a combined temperature and humidity of 140 degrees or over, or in weather detrimental to either the horse or the public.
- G. Horses shall not be worked more than 8 hours in any continuous 24-hour period. There shall be rest period of 15 minutes after each 2-hour working period.
- H. A manure catching device shall be use. The operator shall be responsible for cleaning up any spillage immediately. Failure to clean up spillage will result in revocation of the permit. Disposal of such spillage shall be in a covered container provided by the operator. The operator shall ensure that the container is disposed of properly.
- I. The commercial operation of horse drawn vehicles for weddings, parades and other events may be allowed in York upon review and approval of the Chief of Police.
- J. Nothing in the ordinance shall be construed as regulating recreational horse riding.

**4. Severability**

The invalidity of any section or provision of this Ordinance shall not affect the validity of any other section or provision of this Ordinance.

**5. Enforcement**

The Chief of Police or any of his designated officers will enforce this Ordinance.

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**6. Civil Penalty**

Any person adjudicated in violation of this Ordinance shall be liable for a civil penalty.

**7. Effective Date**

This Ordinance shall become effective immediately upon approval by a majority vote of the York Board of Selectmen.

*The Commercial Operation of Horse Drawn Vehicles Ordinance was re-created as a Word file by the Community Development Department on December 20, 2010, because it was found to be missing from the Traffic Safety Ordinance. It is identical in content and organization to the version labeled as the "3/12/03 Draft," which was adopted by Selectmen's vote on April 14, 2003.*

## **Schedule H** **Harbor Usage Permit Parking**

From June 1<sup>st</sup> through September 30<sup>th</sup> each year, between 5 a.m. and 5 p.m. daily, parking along the easterly side of Harris Island Road from CMP pole #15 to CMP pole #17 shall be limited to vehicles with a Harbor Usage Permit from the Town. (Amended 4/25/2011)

## **Schedule I:** **Employee Permits (Lifeguards, ect)**

Every year the police chief or their designee will issue permits for town of York employees that to perform their duties need to park their vehicles in a town parking spot. This permit shall be transferable to any vehicle that the employee may use. The permit shall hang from the rearview mirror and shall be displayed while on duty. This permit is only to be used while an employee is performing a municipal function. Violations of this section may result in the revocation of the permit. Permits must be returned to their supervisor and the police department at the end of their employment and or assignment. No other permits shall be allowed.

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The following public ways are available for employees to park only:

1. The head in spots at the center for active living at 36 Main Street.
2. The three (3) designated fire department spots at 25 Railroad Ave.

### Lifeguard Parking / Emergency Vehicle Parking:

- A. Each lifeguard stand should have one (1) assigned parking spot that shall be marked and signed.
- B. Overflow parking shall be in places above or at York High School.
- C. After 5:00pm, they said reserved parking shall be used by emergency personnel, Police, and public works.

## **Schedule J:** **Municipal Parking Spots**

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The Town of York shall establish parking spaces that are for municipal use only. They shall be used for municipal use only while performing a municipal function. Vehicles using the municipal spots shall be marked vehicles or vehicles with town of York employee passes or Fire department credentials.

The following areas are municipal parking only:

- Three (3) spaces in the parking lot located at 25 Railroad Avenue (across the street from the York Beach Fire Station), three (3) spaces on the easterly side of Railroad Avenue between the York Beach Fire Station and the intersection with Bay Street, and

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one space directly in front of the York Beach Fire Station shall be reserved for exclusive use of firefighters in the course of their duties for the York Beach Fire Department.

- One (1) spot on Oceanside Ave, 20 feet from either intersection.
- One (1) Spot at Harbor Beach by the bathhouse. (Cleaning bathhouse, etc.)
- Five (5) spots in front of the old York Beach School at 36 Main Street
- Two (2) spots on Harris Island Road in front of the Harbormaster's Shack.

**Schedule K:**  
**Construction Parking Plan**

The code enforcement officer or their designee may request a parking/staging plan for any construction project within the town of York that may interfere with traffic and parking. The said plan must have a signed agreement with a property owner to provide adequate off-street parking for construction vehicles, equipment, or space to store construction supplies out of the public right of way for the duration of the construction project. Failure to comply with this ordinance may result in civil violations up to and including revocation of said building permit.

IF a parking space is used with CE permission, that space shall have a fee equal to the total day rate of said space.

**Schedule L:**  
**Low-speed vehicles**

It shall be illegal to operate a vehicle registered as a low-speed vehicle west of Route 1. Travel on Route 1 is prohibited. Crossing Route 1 is prohibited. Travel on Route 103 from Barrell Lane to the Kittery Town Line is prohibited.

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**SCHEDULE OF AMENDMENTS:**

<b>Parking Meter Fees:</b>	(Adopted at Selectmen's Meeting 2/13/89)	
	(Amended at Selectmen's Meeting 12/23/97)	
	(Amended at Selectmen's Meeting 7/20/98)	
	(Amended at Selectmen's Meeting 11/16/15)	
	(Amended at Selectmen's Meeting 3/13/17)	
<b>Traffic Ordinance:</b>	Adopted 9/9/97	Vote: 4-0-0
	Amended 12/23/97	Vote: 3-1-0
	Amended 02/24/98	Vote: 5-0-0
	Amended 07/20/98	Vote: 3-2-0
	Amended 12/14/98	Vote: 5-0-0
	Amended 07/12/99	Vote: 5-0-0
	Amended 09/27/99	Vote: 5-0-0
	Amended 09/27/99	Vote: 5-0-0
	Amended 06/12/00	Vote: 3-0-0
	Amended 07/23/01	Vote: 3-2-0
	Amended 09/17/01	Vote: 5-0-0
	Amended 05/20/02	Vote: 5-0-0
	Amended 04/14/03	Vote: 4-0-0
	Amended 04/27/04	Vote: 5-0-0
	Amended 03/26/07	Vote: 4-0-0
	Amended 04/09/07	Vote: 4-0-0
	Amended 07/21/08	Vote: 5-0-0
	*Amended 04/27/09	Vote: 5-0-0
	Amended 05/04/09	Vote: 5-0-0
	Amended 06/08/09	Vote: 5-0-0
	Amended 04/25/11	Vote: 4-0-0
	Amended 04/22/13	Vote: 5-0-0
	Amended 04/22/13	Vote: 5-0-0
	Amended 04/22/13	Vote: 5-0-0
	Amended 06/10/13	Vote: 4-1-0
	Amended 05/11/15	Vote: 4-0-0
	Amended 11/16/15	Vote: 5-0-0
	Amended 12/14/15	Vote: 5-0-0
	Amended 1/25/16	Vote: 5-0-0
	Amended 6/27/16	Vote: 4-0-0
	Amended 6/29/16	Vote: 5-0-0
	Amended 10/24/16	Vote: 5-0-0
	Amended 3/13/17	Vote: 5-0-0
	Amended 7/24/17	Vote: 5-0-0
	Amended 3/11/19	Vote: 5-0-0
	Amended 4/08/19	Vote: 5-0-0
	Amended 9/28/20	Vote: 3-1-0

**Town of York, Maine**

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- \* *Corrections of 7/18/2012.* While considering edits to the 4/25/11 version of the Ordinance (edits which were not enacted), 14 instances of un-approved changes were discovered in the 4/25/11 version of the Traffic Safety Ordinance. Research showed the April 25, 2011 version of the Ordinance was word processed starting with a version of the Ordinance which included amendments never approved by the Board of Selectmen. It was also missing the revision date of April 27, 2009. This information is based on a comparison of documents starting with the July 21, 2008 version and moving forward through subsequent amendments, as documented in a memo from the Community Development Director to the Town Manager dated June 27, 2012. To remedy this problem, the missing revision date has been added to the list of revisions above, and the 14 improper changes have been removed, restoring the text in these sections to match exactly the text as written in the 7/21/08 version of the Ordinance. All these changes were in Schedules A and B – the descriptions of No Parking Zones and One-Way Streets. Each section of text affected by these changes is denoted by an asterisk ("\*").
- \*\* *Corrections of 4/29/2021.* While reviewing the ordinance on April 28<sup>th</sup>, 2021 it was discovered that an amendment to Schedule A- No Parking Zones was approved by the Board of Selectmen on March 13, 2017. The amendment prohibited parking on both sides of Robert Stevens Drive from 1-4am and had not been added to the certified version of the ordinance. On April 29<sup>th</sup>, 2021, this prior approved amendment was added to the final certified version. The section of text affected by this change is denoted by a double asterisk ("\*\*").

**Town of York, Maine**

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## REQUEST FOR ACTION BY THE SELECTBOARD

DATE SUBMITTED: February 5, 2026

DISCUSSION

ACTION

APPROVED

APPROVED W/ CHANGES

DENIED

NO ACTION TAKEN

VOTE: \_\_\_\_\_

DATE ACTION REQUESTED: February 9, 2026

SUBJECT: Ordinance Regulating Solid Waste Collection, Recycling, and Disposal

### DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

In January of this year, staff discussed the need to amend the voter-approved “Ordinance Regulating Solid Waste Collection, Recycling, and Disposal” with the Selectboard. Since that time, staff from the Planning, Public Works, and Town Manager’s Departments have met to review and develop proposed ordinance amendments for Consideration of the Selectboard. Those amendments are attached to this form.

Further deliberation and input from the Selectboard is necessary surrounding section 4.16 “Residences”, which is the section that specifies that condominiums and apartments with 5 or more units on a single property do not receive curbside trash collection. We have received multiple comments surrounding this provision. The Tax Assessor is currently developing a list of condominiums and apartments with 5 or more units, and we hope to have that list available for review by the Board at the 02/09/26 meeting.

Additional language has been added to the end of section 5.2 “Provision of Town Contractor” to specify that waste collection will not be the responsibility of the Town in developments where the Planning Board has specified that private collection be required as part of any plan approval. For example, a condominium or apartment building where a dumpster is required due to lack of space for individual trash cans; or a subdivision where concerns from abutters may have led the Planning Board to specifically designate private trash collection and/or storage areas, dumpsters, etc.

RECOMMENDATION: Management recommends the Board deliberate on the draft ordinance, provide feedback to Town staff on any proposed modifications, and set a second public hearing for 02/23/26.

PROPOSED MOTION: I move that a second public hearing on the Ordinance Regulating Solid Waste Collection, Recycling, and Disposal be scheduled for 02/23/26.

PREPARED BY: Peter Joseph, Town Manager

**THE TOWN OF YORK**  
**ORDINANCE REGULATING SOLID WASTE COLLECTION, RECYCLING & DISPOSAL**

**SECTION 1: PURPOSE.**

- 1.1 REGULATE WASTE DISPOSITION. To allow the Town to regulate the disposal and *diversion* of solid waste to ensure that wastes are properly and cost effectively separated, collected, transported and disposed, to adhere to respective State and Federal environmental regulations and statutes, and to effectively manage the Town's transfer station and compost facility.
- 1.2 REQUIRE AND ENCOURAGE RECYCLING. To allow the Town to mandate and encourage the recycling of solid waste materials, to ensure that State goals regarding recycling are met, lessen degradation to the environment by reducing the volume of waste placed in landfills or burned at waste-to-energy plants and to manage solid waste disposal costs.
- 1.3 MANAGE THE COST OF WASTE DISPOSAL. To allow the Town to exercise local management of as many solid waste disposal costs as possible,
- 1.4 *SUSTAINABILITY OF WASTE PROCEDURES. To allow the Town to make waste contract agreements, procedures, and decisions based on sustainable best practices with reference to the Town Climate Action Plan.*

**SECTION 2: AUTHORITY.** This Ordinance is adopted pursuant to the authority granted under Article Vill-A of the Maine Constitution, 30A MRSA § 3001 and 38 MRSA § 1304B and § 1305.

**SECTION 3: APPLICABILITY.** This Ordinance shall apply to any person, firm, company or other legal entity generating, collecting, transporting, recycling or disposing solid waste materials within or from the Town of York, Maine.

**SECTION 4: DEFINITIONS.** For purposes of this Ordinance and for rules and regulations adopted by the ~~Board of Selectmen~~ *Selectboard* to implement this Ordinance, the following terms shall have the following meanings. Terms not defined shall have the customary dictionary meaning.

- 4.1 APPROVED RECYCLING CONTAINERS - Containers or bins approved and issued by the *waste service provider*, which shall be used for the purpose of separating waste and recyclable materials, allowing for the collection of these materials.
- 4.2 ~~[RESERVED]~~ APPROVED REFUSE CONTAINERS - Tied plastic bags which may be placed in a covered metal or plastic container manufactured for the purpose of storing solid waste; or other containers approved by the Town, which shall be used for the purpose of separating refuse and allowing the collection of these materials. Containers shall not have a capacity of more than 30 gallons nor weigh, when filled, more than 60 pounds.
- 4.3 ~~[RESERVED]~~ BOARD OF SELECTMEN - The ~~Board of Selectmen of the Town of~~ *York, Maine*.

4.4 COMMERCIAL ESTABLISHMENT - Any and all commercial businesses, industrial facilities, *short-term residential rentals*, and structures or groups of structures on a property containing five or more dwelling units that are not defined as "Residences." ~~in this Ordinance.~~

4.5 WASTE CONTRACTOR~~COMMERCIAL HAULER~~ - Any person, firm, company or other legal entity that collects and/or transports commercial or industrial solid waste of any kind as a business or for compensation, operating within the Town of York, Maine.

4.6 ~~[RESERVED]DISPOSAL FACILITY~~ - ~~A facility approved by the Board of Selectmen Selectboard for use by the Town for the purpose of disposing of Solid Waste, Refuse and/or Recyclable Materials.~~

4.7 ~~[RESERVED]FERROUS METALS~~ - Any iron containing material categorized as #1 and #2 steel, cast iron and/or white goods containing light iron.

4.8 HAZARDOUS WASTE - Waste with inherent properties which make such waste dangerous to manage by ordinary means, including, but not limited to, chemicals, explosives, pathological wastes, radioactive wastes, toxic wastes and other wastes defined as hazardous at any time by the State of Maine or the Resource Conservation and Recovery Act of 1976, as amended, or other Federal, State or local laws, regulations, orders, or other actions promulgated or taken with respect thereto.

4.9 LIQUID WASTE - All unwanted or discarded material with sufficient liquid content to be free flowing, including by way of example and not by limitation, waste motor oil, antifreeze, paints, motor fuels, solvents, rinse water and septic tank sludge.

4.10 ~~[RESERVED]MANDATORY RECYCLABLE MATERIALS~~ - All solid waste materials that the Board of Selectmen ~~Selectboard~~ have determined by regulations adopted pursuant to this Ordinance that residences shall separate for the purposes of recycling.

4.11 ~~[RESERVED]MANDATORY RECYCLING~~ - The requirement that person(s) must separate recyclables from their trash waste

4.12 ~~[RESERVED]NON-FERROUS METALS~~ - Any metal devoid of iron content, such as copper, brass, aluminum or lead.

4.13 ~~[RESERVED]PERSON~~ - Any individual, firm, corporation, partnership, association, municipality, quasi-municipal corporation, school, State agency or any other legal entity.

4.14 RECYCLABLES - Manufactured and/or non-manufactured materials, substances and/or residues that may be re-used or reprocessed into a similar or different use.

4.15 ~~[RESERVED] RECYCLING~~ - The separating, collecting and/or reprocessing of recyclables.

4.16 RESIDENCES - Any dwelling unit which is legally existing pursuant to the York Zoning Ordinance ~~home, apartment or condominium, or ADU~~. The term, "residence," shall not include motels, hotels, rooming houses, tourist cottages, and similar establishments; structures or groups of structures on a property containing five or more dwelling units; and any commercial or industrial establishment.

4.17 SOLID WASTES - any acceptable discarded or unwanted solid organic or inorganic material with insufficient liquid content (except waste oil) to be free flowing.

4.18 ~~[RESERVED]TOWN~~ - The Town of York, York County, Maine.

4.19 ~~[RESERVED]~~ TOWN HAULER - The hauler(s) contracted or designated by the Town of York to collect and transport solid waste and/or recyclable materials from residences.

4.20 ~~[RESERVED]~~ UNACCEPTABLE WASTE - Includes the following materials:

- a. Hazardous waste
- b. Bulk demolition or construction debris from building and roadway project or locations
- c. Liquid wastes
- d. Abandoned or junk vehicles
- e. Dead animals or portions thereof, or other pathological wastes
- f. Water treatment residues
- g. Tree stumps
- h. Automobile batteries

4.21 ~~[RESERVED]~~ VOLUNTARY RECYCLABLE MATERIALS - All solid waste materials that the Board of Selectmen ~~Selectboard~~ determine, by regulations established pursuant to this "Ordinance," that the Town will encourage, but not require, residences to separate for the purpose of recycling.

4.22 ~~[RESERVED]~~ VOLUNTARY RECYCLING - The standard that requests and encourages residences and commercial establishments to voluntarily separate recyclables from their trash waste.

4.23 WHITE GOODS AND SCRAP METAL - All large appliances, including by example and not by limitation, stoves, refrigerators, freezers, washing machines, clothes dryers, dishwashers and air conditioners and all scrap metal, including by example and not by limitation, wire, metal fencing, sheet metals, clean metal barrels and bar stock.

4.24 TEXTILE WASTE - fabric materials and items that are thrown away or discarded, including clothing, bedding, curtains and soft rugs.

4.25 WASTE - all waste produced within municipal boundaries excluding recycling, food waste, and yard waste.

4.26 FOOD WASTE - food or food ingredients that are intended for human consumption that are wasted, occurring anywhere in the entire supply chain or consumer chain.

4.27 YARD WASTE - organic materials generated from the maintenance and upkeep of landscapes and gardens, primarily consisting of plant matter such as grass clippings, leaves, branches, and other vegetative debris

## SECTION 5: COLLECTION, TRANSPORTATION, RECYCLING AND DISPOSAL OF SOLID WASTES FROM RESIDENCES.

5.1 BOARD OF SELECTMEN- SELECTBOARD AUTHORITY TO ESTABLISH RULES AND REGULATIONS - The Board of Selectmen ~~Selectboard~~ is hereby granted the authority, after a duly noticed public hearing, to establish rules and regulations to govern the collection, transportation, separation, recycling and disposal of solid wastes generated by or located on the premises of residences. Rules and regulations may be enacted to implement any aspect of solid waste requirements for residences. The rules and regulations shall be reviewed and revised as required to satisfy the needs of the Town, changes in State and Federal laws and regulations and costs the Town may incur to provide solid waste management services to residences. The

~~Board of Selectmen Selectboard~~ shall establish an effective date for rules and regulations, which are adopted. The rules and regulations shall be on file in the Town Hall. The ~~Selectboardmen~~ are specifically authorized to adopt rules and regulations to require residences to perform mandatory recycling and to request and encourage participation in Voluntary Recycling. The rules and regulations adopted to implement Mandatory Recycling and/or Voluntary Recycling requirements shall, at a minimum, identify the solid waste materials that shall be subject to these requirements, the containers used to separate recyclables for collection, the frequency and method of collection, and the Town official responsible for implementing these rules and regulations. ~~The Board of Selectmen Selectboard is specifically authorized to adopt rules and regulations to require refuse waste collected from residences to be delivered to a Town designated disposal facility.~~

**5.2 PROVISION OF TOWN HAULER-CONTRACTOR (S)** - The ~~Board of Selectmen Selectboard~~ shall ensure that all residences of the Town shall be provided with curbside collection service for ~~refuse~~-waste, not subject to mandatory recycling requirements, that is delivered to a disposal facility, by the Town Hauler Contractor (s). The originally scheduled routes, and any major amendments thereto, shall be *made available to the public published in a local newspaper widely circulated within the Town*. The ~~Board of Selectmen Selectboard~~ shall be authorized to enter into any contract necessary and to prescribe rules and regulations necessary to provide this service. The ~~Board of Selectmen Selectboard~~ shall be authorized to establish the method and frequency of collection of all mandatory recyclables and voluntary recyclables for residences and to enter into any contract necessary to provide a Town Hauler Contractor (s) involved with providing this service. If a Town Hauler Contractor (s) is contracted to provide the collection of mandatory recyclables and/or voluntary recyclables, the originally scheduled routes, and any major amendments thereto, shall be published in a local newspaper widely circulated within the Town. The ~~Board of Selectmen Selectboard~~ shall be authorized to enter into any contract necessary to provide this service. The Town shall *not* be responsible for providing the service to residences located on streets or roads not maintained by the Town or the State of Maine, *if the conditions of such streets or roads reasonably prevent such collection in the judgment of the Superintendent of Public Works. The Town shall not be responsible for providing solid waste or recycling collection service to any residence(s) for which the Planning Board has specified private collection as part of any plan approval. Should a private agreement between any such residence(s) and a solid waste removal company end without a renewed agreement in place, the Town shall not assume any responsibility for waste removal from said residence(s). The Town shall use the following criteria to determine if road conditions are acceptable for the purpose of providing collection services: the road conforms to the road standards identified in Town ordinances and Planning Board Subdivision Regulations; and/or the road is a minimum of fourteen feet in width, is regularly maintained to easily allow year-round access and is less than one quarter mile in length. The Public Works Director shall be designated as the Town official responsible for determining if a private road satisfies Town collection standards. Only refuse waste, mandatory recyclables and voluntary recyclables shall be collected, subject to the rules and regulations adopted pursuant to this ordinance.*

## SECTION 6: COLLECTION, TRANSPORTATION, RECYCLING AND DISPOSAL OF SOLID WASTE FROM COMMERCIAL AND MUNICIPAL ESTABLISHMENTS.

### 6.1 REQUIREMENT TO DISPOSE OF SOLID WASTE - All Commercial and *Municipal*

Establishments are required to ensure all solid wastes, generated by or located on the premises of their establishments, are properly collected, transported, separated, recycled and/or disposed in accordance with the provisions of the ordinance and the laws of the State of Maine. The Town shall not pay for the cost of disposing of *waste from commercial establishments* waste.

## SECTION 7: YORK TRANSFER STATION AND COMPOSTING FACILITY.

7.1 ~~Board of Selectmen Selectboard~~ AUTHORITY - The ~~Board of Selectmen Selectboard~~ is hereby granted authority, after a duly noticed public hearing, to establish detailed operating rules and regulations for the York Transfer Station and Composting Facility. The rules and regulations shall be entitled, "Rules and Regulations to Operate the York Transfer Station and Composting Facility". The rules and regulations shall be reviewed and revised as required to satisfy the needs of the Town, changes in State and Federal laws and regulations and the economics of operating the Transfer Station and Composting Facility. The ~~Board of Selectmen Selectboard~~ shall establish the effective date for all rules and regulations enacted. The rules and regulations shall be prominently displayed at the site and on file in the Town Hall. The rules and regulations shall identify the following operating concerns and may address other operating concerns identified by the ~~Selectmen Selectboard~~:

- A. The Town official responsible for supervising operation of the York Transfer Station and Composting Facility;
- B. The hours of operation of the York Transfer Station and Composting Facility;
- C. and, Fees for use of the York Transfer Station and Composting Facility and method of paying such fees.
- D. All vehicles using the York Transfer Station and Composting Facility shall have attached in a conspicuous place a permit sticker, which shall be available at the Town Clerk's office, Town Hall, York, Maine. The ~~Board of Selectmen Selectboard~~, after a duly noticed and called public hearing, is authorized to establish the cost of the permit sticker.
- E. Only solid waste generated in the Town of York will be accepted at the Transfer Station and Composting Facility. ~~The following solid waste materials will not be accepted at the Transfer Facility. Acceptable and unacceptable wastes may be determined by regulations promulgated by the Selectboard pursuant to the authority granted by this ordinance.~~
  - a. ~~Mandatory and Voluntary Recyclable materials from residences and commercial establishments as defined by rules and regulations adopted pursuant to the Ordinance.~~
  - b. ~~Grubbing, and tree stumps and tree butts~~
  - c. ~~Septic sludge, pesticides and chemicals~~
  - d. ~~Hazardous wastes~~

- e. ~~Excessive quantities of brush unless prior approval is obtained from the Town official responsible for supervising the Transfer Station and Composting Facility operations.~~
- f. ~~Dead animals or portions thereof or other pathological wastes.~~
- g. ~~white goods and scrap metal~~
- h. ~~Textile waste~~
- i. ~~Other wastes identified by the Board of Selectmen Selectboard.~~

F. No picking of solid waste or other materials within the Transfer Station and Composting Facility is permitted and no person shall remove materials from the facility unless prior approval is obtained from the Town official responsible for supervising the facility operations.

G. Loitering in or on the Transfer Station and Composting Facility property shall not be allowed. Use of or presence within the property without permission of the Town official responsible for supervising the facility operations, other than during posted hours of operation, shall be considered trespassing.

SECTION 9: PENALTIES - Any person, firm or corporation who violates any provision of the Ordinance shall be subject to a fine of *up to \$500* \$100.00 for each violation. Each day such a violation is continued is a separate offense.

SECTION 10: WAIVER/PAYMENT OF FINES - Any person charged with a violation of this section, shall be allowed to waive such violation and tender to the Town of York the fine amount if paid within 20 days of issuance of the summons. If the waiver fine is paid, no appearance before a District Court Judge or other judicial officer shall be required. If the offender pays the waiver fine, the matter will be closed in the York Police Records system and listed as a subsequent offense for future violations. If the offender chooses not to pay the waiver fine, he/she shall appear in court on the specified date to answer for the ordinance violation. If the offender is found to have committed the offense *by a* in-court, fines, applicable court fees, attorney's fees, and prosecution costs may apply.

SECTION 11: *[RESERVED] IMPLEMENTATION* ~~Board of Selectmen Selectboard~~ shall be authorized to enter into any contract necessary to implement this Ordinance.

SECTION 12: EFFECTIVE DATE The Ordinance shall become effective upon its adoption by Town vote.



## REQUEST FOR ACTION BY SELECTBOARD

DATE SUBMITTED: February 5, 2026	<input type="checkbox"/> DISCUSSION <input checked="" type="checkbox"/> ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED W/ CHANGES <input type="checkbox"/> DENIED <input type="checkbox"/> NO ACTION TAKEN
DATE ACTION REQUESTED: February 9, 2026	VOTE: _____
SUBJECT: Amendments to the Harbor Ordinance	

### DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

The Harbor Board is proposing an amendment to Section 1: Definitions of the Harbor Ordinance. The purpose of this amendment is to clarify the definition, and use of “personal watercraft” within tidal waters of the Town of York. The Harbormaster and a representative of the Harbor Board will be in attendance to discuss the amendment. The available options to the Board would be to table this amendment for continued discussion, move the amendments to a second public hearing on February 26<sup>th</sup>, or move the amendments to the May General Referendum.

RECOMMENDATION: Pending any questions or amendments from the Selectboard the recommendation is to move the amendment to the May General Referendum.

PROPOSED MOTION: Will depend on the outcome of the discussion by the Selectboard.

PREPARED BY:

REVIEWED BY:

## **Proposed Amendments**

to be considered at the

### **May 2026 Special General Referendum**

#### Amendment

1. Harbor Ordinance

## **Amendment #** *Harbor Ordinance*

**Ballot Language:** The following language would appear on the ballot:

### Article X

The Town hereby ordains amendment of the Harbor Ordinance.

Statement of Fact: The purpose of this amendment is to clarify the definition, and use of “Personal Watercraft” within tidal waters of the Town of York.

**Amendment:** Modify Section 1 Definitions with the following:

PERSONAL WATERCRAFT: Any motorized vessel utilized primarily for recreational purposes that is capable of exceeding 20 miles per hour. This term applies only to a vessel that uses an inboard motor powering a jet pump as the vessel’s primary source of propulsion and is designed to be operated by a person sitting, standing or kneeling on the vessel rather than the conventional manner of sitting, standing or kneeling inside the vessel. The term includes, but is not limited to, a Jet Ski, Wave Rider, wet bike, surf jet, miniature speedboat, and hovercraft. Personal watercraft also includes any motorized watercraft whose operation is controlled by a water skier. This term does not include dinghies, skiffs, tenders, canoes, kayaks and other like vessels, used primarily for transporting persons and goods at speeds of less than five miles per hour. Any motorized watercraft that is fourteen (14) feet or less in hull length as manufactured, has as its primary source of propulsion an inboard motor powering a jet pump and is capable of carrying one or more persons in a sitting, standing or kneeling position. The term includes, but is not limited to, a jet ski, wave rider, wet bike, surf jet, miniature speedboat, and hovercraft. “Personal watercraft” also includes any motorized watercraft whose operation is controlled by a water skier. “Personal watercraft” does not include a motorized watercraft that does not have a horsepower rating greater than 15 horsepower and does not generate an unreasonable amount of noise.

**Amendment:** Modify Section 3- Harbor Use Regulations, subsection C- Personal Watercraft and Houseboats with the following:

### C. Personal Watercraft and Houseboats

It shall be unlawful to *dock, moor, or* operate a personal watercraft, as well as *or* anchor or moor a houseboat upon the tidal waters within the Town within an area encompassed by the mouth and the source of the York River; and upon the Cape Neddick River and all its tributaries within the Town within an area encompassed by a speed marker buoy 200 yards

**Draft Amendments to be voted in May 2026**

DRAFT – December 2, 2025

east of the Shore Road Bridge and the source of the Cape Neddick River; within Brave Boat Harbor; and within any bathing area at a defined beach. *Personal Watercraft that are docked, moored, or operated for official Town business under the direction and authorization of the Town or pursuant to a special use permit issued by the Town are exempt from this provision for the duration permitted in accordance thereof.*



## REQUEST FOR ACTION BY SELECTBOARD

DATE SUBMITTED: February 5, 2026

DISCUSSION

ACTION

APPROVED

APPROVED W/ CHANGES

DENIED

NO ACTION TAKEN

VOTE: \_\_\_\_\_

SUBJECT: Citizens Petition: "Revenue-Bond Preference for Self- Supporting Capital Projects."

### DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

On January 27<sup>th</sup>, 2026 we received a citizens petition titled, "Revenue-Bond Preference for Self- Supporting Capital Projects." The petition has been certified by the Town Clerk and has met the requirements of the Town of York Home Rule Charter. Per Article II, Section 22, "The Selectboard shall call a public hearing in the manner prescribed in Article II, Section 21.B and shall within forty-five (45) days after said public hearing call a Special General Referendum for the purpose of submitting to a vote the question of adopting such ordinance." Setting a public hearing date is the next required step in this process.

RECOMMENDATION: Set a public hearing for the citizens petition titled, "Revenue-Bond Preference for Self- Supporting Capital Projects."

PROPOSED MOTION: I move to set a public hearing for the citizens petition titled, "Revenue-Bond Preference for Self- Supporting Capital Projects," on \_\_\_\_\_.

PREPARED BY: Kathryn Lagam

REVIEWED BY: REB



# *Town of York*

186 York Street  
York, Maine 03909-1314

**Town Manager/**  
Selectboard  
(207)363-1000

**Town Clerk/**  
Tax Collector  
(207)363-1003

Finance/  
Treasurer  
(207)363-1004

**Code Enforcement**  
(207)363-1002

**Planning**  
(207)363-1007

**Assessor**  
(207)363-1005

**Police Department**  
(207)363-1031

**Dispatch**  
(207)363-4444

**York Beach Fire**  
Department  
(207)363-1014

**York Village Fire**  
Department  
(207)363-1015

**Public Works**  
(207)363-1011

**Harbor Master**  
(207)363-1000

**Center for Active**  
Living  
(207)363-1036

**Parks and**  
Recreation  
(207)363-1040

**Fax**  
(207)363-1009  
(207)363-1019

[www.yorkmaine.org](http://www.yorkmaine.org)

**To: York Selectboard**  
**From, Lynn Osgood, Town Clerk**  
**Date: January 27, 2026**

I hereby certify that the attached Citizens Petition, Titled, "Revenue-Bond Preference for Self-Supporting Capital Projects" meets the Town of York Home Rule Charter, Article II, Section 22 with 158 certified signatures of York registered voters.

**Lynn M Osgood**  
Town Clerk/Tax Collector  
Registrar of Voters

**TOWN OF YORK, MAINE**  
**CITIZEN PETITION FOR ORDINANCE ENACTMENT**  
Proposed Ordinance: "Revenue-Bond Preference for Self-Supporting Capital Projects"  
Special Referendum or May 2026 Annual Town Meeting

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## **6. Circulator Instructions**

Each circulator is required to personally witness every signature on the petition signature pages they submit and must complete the associated circulator affidavit. Only individuals registered to vote in the Town of York may sign the petition. All signers must provide their printed name, signature, street address, and the date of signing.

## **7. Clerk's Receipt**

Received by the Town Clerk of York, Maine this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Total petition sheets received: \_\_\_\_\_

Total signatures: \_\_\_\_\_

Town Clerk (signature) \_\_\_\_\_

Town Clerk (printed name): \_\_\_\_\_

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TOWN OF YORK, MAINE  
CITIZEN PETITION FOR ORDINANCE ENACTMENT  
Proposed Ordinance: "Revenue-Bond Preference for Self-Supporting Capital Projects"  
Special Referendum or May 2026 Annual Town Meeting

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## **Revenue-Bond Preference Ordinance Petition Package**

This document includes the complete proposed ordinance, a summary explaining it, petition signature pages, and a circulator affidavit(s), all prepared for submission in accordance with §21.03 of the Town Charter of the Town of York, Maine.

**TOWN OF YORK, MAINE**  
**CITIZEN PETITION FOR ORDINANCE ENACTMENT**  
Proposed Ordinance: "Revenue-Bond Preference for Self-Supporting Capital Projects"  
Special Referendum or May 2026 Annual Town Meeting

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## **Proposed Ordinance**

### **Section 1. Purpose and Intent**

York's long-term fiscal health benefits from a clear distinction in the funding of maintaining what it needs and adding what it merely wants. Capital investments essential to safety, legal compliance, or core municipal functions constitute needs and merit stable, tax-supported funding and timely investment. By contrast, wants—capital investments intended to enhance quality of life or convenience but not required for core operations or compliance—should, wherever possible, be self-sustaining so as to mitigate the compounding effect on the property-tax burden of York's citizens.

To that end, the Town of York maintains a policy of funding needed capital investments with either property-tax-backed General Obligation Bonds or Revenue Bonds or a hybrid, and prefers, whenever feasible, to fund wanted capital investments with Revenue Bonds, which are backed by project-generated revenues arising from use or operation. These revenues may include user fees, charges, rents, assessments, comparable payments, or other dedicated nontax sources. This ordinance establishes the criteria governing the issuance of such Revenue Bonds in lieu of General Obligation bonds by the Town.

### **Section 2. Definitions**

- a) The term "**Revenue-Producing Facility**" refers to any business, utility, structure, or improvement that is reasonably able to generate specific income sufficient to pay its operating costs and debt obligations by imposing user fees, rents, or other charges for its use or operation.
- b) "**Reasonably be expected to generate, or be capable of generating, revenue from use or operation**" means that the proposed facility, improvement, or system is of a type that ordinarily yields income through user fees, rentals, service charges, or comparable receipts, and that, based on customary practice and the information required under Section 4 (Feasibility Report), it is intended, designed, or structurally suited to generate such revenue sufficient to contribute toward meeting operating costs and debt obligations. This standard does not require guaranteed profitability, but it does require a good-faith, evidence-based showing, as documented in the feasibility report prepared under Section 4(1), that the project meets the characteristics of a revenue-producing facility as defined in 30-A M.R.S.A. §5402(2).
- c) A "**Revenue Bond**" is a type of bond issued under the Municipal Revenue-Producing Facilities Act, 30-A M.R.S.A. §§5401– 5420 and is a type of municipal bond that is *repaid solely from the revenues generated by the specific project or facility it finances*, rather than from property taxes or the general taxing authority of the municipality.

**TOWN OF YORK, MAINE**  
**CITIZEN PETITION FOR ORDINANCE ENACTMENT**  
Proposed Ordinance: "Revenue-Bond Preference for Self-Supporting Capital Projects"  
Special Referendum or May 2026 Annual Town Meeting

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- d) A "**General-Obligation Bond**" is a bond supported by the Town's commitment, including its taxing authority and full financial backing.
- e) A "**Hybrid Bond**" is a debt instrument that combines features of both (d) and (e).

### **Section 3. Applicability**

This ordinance applies to proposed capital projects undertaken for the acquisition, construction, or improvement of:

- (1) recreation, community, or cultural facilities that the Selectboard and Budget Committee deem may reasonably be expected to generate, or are capable of generating, revenue from their use or operation, including, but not limited to, user fees, charges, rents, assessments, or similar payments;
- (2) parking, harbor, water, sewer, solid-waste, or telecommunications systems; and
- (3) any other facilities that constitute revenue-producing entities under the Municipal Revenue-Producing Facilities Act, 30-A M.R.S.A. §§5401– 5420.

In the event of ambiguity concerning the classification of a facility or project, this Section shall be construed in a manner consistent with the Purpose stated in Section 1 and, where not proscribed by law, shall favor the classification of qualifying facilities as revenue-producing.

### **Section 4. Required Feasibility Analysis**

Prior to submitting any such project for financing consideration, the Town Manager or a designated representative shall prepare for the Selectboard and Budget Committee a Revenue Feasibility Report that details:

- (1) Projected gross revenues, operating expenses, and net operating income.
- (2) A Debt Service Coverage Ratio (DSCR) of no less than 1.25x using conservative revenue estimates.
- (3) A sensitivity analysis demonstrating the project's capacity to service debt in the event of a 10% reduction in revenues.
- (4) Confirmation of legal eligibility pursuant to the provisions of the Municipal Revenue-Producing Facilities Act, 30-A M.R.S.A. §§5401– 5420.

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**TOWN OF YORK, MAINE**  
**CITIZEN PETITION FOR ORDINANCE ENACTMENT**  
Proposed Ordinance: "Revenue-Bond Preference for Self-Supporting Capital Projects"  
Special Referendum or May 2026 Annual Town Meeting

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### **Section 5. Financing Determination**

**(a) Revenue Bond Determination.** If the Revenue Feasibility Report called for by Section 4 demonstrates that expected net revenues are sufficient to meet or exceed the coverage ratio outlined in Subsection (2) above, the Budget Committee shall establish Revenue Bonds as the sole funding method for the project.

**(b) General-Obligation or Hybrid Determination.** If the Revenue Feasibility Report called for by Section 4 demonstrates that net revenues are inadequate, the Budget Committee may, by majority vote, establish General-Obligation or hybrid financing as the specific funding method for the project. The Committee shall provide an accompanying written statement detailing the necessity and rationale for this determination.

**(c) Tax Impact Disclosure.** Any proposed debt financing under this exception must include an estimate of the resulting property-tax impact per \$100,000 of assessed value.

### **Section 6. Voter Oversight**

If the overall project cost exceeds the amount that triggers a charter-required referendum, the ballot question must specify both the type of bond to be issued and the source of repayment funds. For example: "Shall the Town of York authorize revenue bonds, to be repaid solely from user fees and rentals, for constructing the proposed Community Center?"

### **Section 7. Annual Reporting**

The Town Manager is required to present a summary of all outstanding debt in each Annual Budget Report. This summary shall distinguish between general-obligation, hybrid, and revenue bonds and indicate the proportion of each category relative to the total debt.

### **Section 8. Effective Date**

This ordinance shall take effect upon adoption and shall apply to all projects initiated thereafter.

Adopted by the Voters of the Town of York, Maine, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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**TOWN OF YORK, MAINE**  
**CITIZEN PETITION FOR ORDINANCE ENACTMENT**  
**Proposed Ordinance: "Revenue-Bond Preference for Self-Supporting Capital Projects"**  
**Special Referendum or May 2026 Annual Town Meeting**

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## **Explanatory Note for Voters**

### **Ballot Question**

Shall the Town of York adopt an ordinance entitled "Revenue-Bond Preference for Self-Supporting Capital Projects," requiring that municipal capital projects to be funded with bonded debt and deemed by its Selectboard and Budget Committee to be reasonably capable of supporting their own operating and debt-service costs through fees, rentals, or other dedicated revenues be financed through the issuing of revenue bonds rather than that of property-tax-backed general-obligation bonds?

### **Summary**

This ordinance would establish a standing local policy directing the Town of York to use revenue bonds—rather than general-obligation bonds—whenever it is deemed as feasible by its Selectboard and Budget Committee for certain self-supporting municipal projects when they are to be funded with bonded debt. Examples include facilities such as community centers, parking facilities, harbors, water or sewer utilities, and other projects that generate user fees or rental income sufficient to repay their debt service.

### **Effect of a "Yes" Vote**

A "YES" vote would require the Town of York to use Revenue Bonds for debt funding of approved capital projects that its Selectboard and Budget Committee have deemed sufficiently self-supporting, such that the associated debt service paid can be satisfied from user fees, rentals, or project revenues—not from property taxes—unless feasibility tests show otherwise. This would limit the growth of tax-supported debt and shift financial responsibility to the users of the facility.

### **Effect of a "No" Vote**

A "NO" vote would leave current practice unchanged. The Town could continue to debt fund both self-supporting and non-self-supporting projects alike using debt instruments backed by property taxes to retire their debt burden, without requiring a revenue-feasibility analysis or any preference for self-supporting financing.

### **Fiscal Impact**

This ordinance does not, by itself, authorize any borrowing or spending. It establishes a process for evaluating and financing future projects. If implemented, the ordinance could reduce long-term property-tax obligations by requiring self-supporting projects to pay their own way with their revenues, potentially maintaining or improving the Town's debt profile

**TOWN OF YORK, MAINE**  
**CITIZEN PETITION FOR ORDINANCE ENACTMENT**  
**Proposed Ordinance: "Revenue-Bond Preference for Self-Supporting Capital Projects"**  
**Special Referendum or May 2026 Annual Town Meeting**

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and credit position over time and mitigating the compounding effect on the property-tax burden of York's citizens.

TOWN OF YORK, MAINE  
CITIZEN PETITION FOR ORDINANCE ENACTMENT  
Proposed Ordinance: "Revenue-Bond Preference for Self-Supporting Capital Projects"  
Special Referendum or May 2026 Annual Town Meeting

## Explanatory Note for Voters

### **Ballot Question**

Shall the Town of York adopt an ordinance entitled "Revenue-Bond Preference for Self-Supporting Capital Projects," requiring that municipal capital projects reasonably capable of supporting their own operating and debt-service costs through fees, rentals, or other dedicated revenues be financed through revenue bonds rather than property-tax-backed general-obligation bonds?

### **Summary**

This ordinance would establish a standing local policy directing the Town of York to use revenue bonds—rather than general-obligation bonds—whenever feasible for certain categories of self-supporting municipal projects. Examples include facilities such as community centers, parking facilities, harbors, water or sewer utilities, and other projects that generate user fees or rental income sufficient to repay their debt service.

### **Effect of a "Yes" Vote**

A "YES" vote would require the Town of York to use Revenue Bonds for eligible, self-supporting capital projects. Such projects would be repaid from user fees, rentals, or project revenues—not from property taxes—unless feasibility tests show otherwise. This would limit the growth of tax-supported debt and shift financial responsibility to the users of the facility.

### **Effect of a "No" Vote**

A "NO" vote would leave current practice unchanged. The Town could continue to finance self-supporting and non-self-supporting projects alike using General Obligation Bonds backed by property taxes, without requiring a revenue-feasibility analysis or any preference for self-supporting financing.

### **Fiscal Impact**

This ordinance does not, by itself, authorize any borrowing or spending. It establishes a process for evaluating and financing future projects. If implemented, the ordinance could reduce long-term property-tax obligations by requiring self-supporting projects to pay their own way through user fees, potentially maintaining or improving the Town's debt profile and credit position over time while mitigating the compounding effect on the property-tax burden of York's citizens.

## **Circulator's Notes/Talking Points**

### **1. General Obligation Bonds (the usual way)**

Paid back with property taxes. If the project goes over budget or under-performs, taxpayers are on the hook. For example, if the Town builds a Community Center using general-obligation bonds, the debt is paid with property taxes, so everyone pays, no matter how the facility performs.

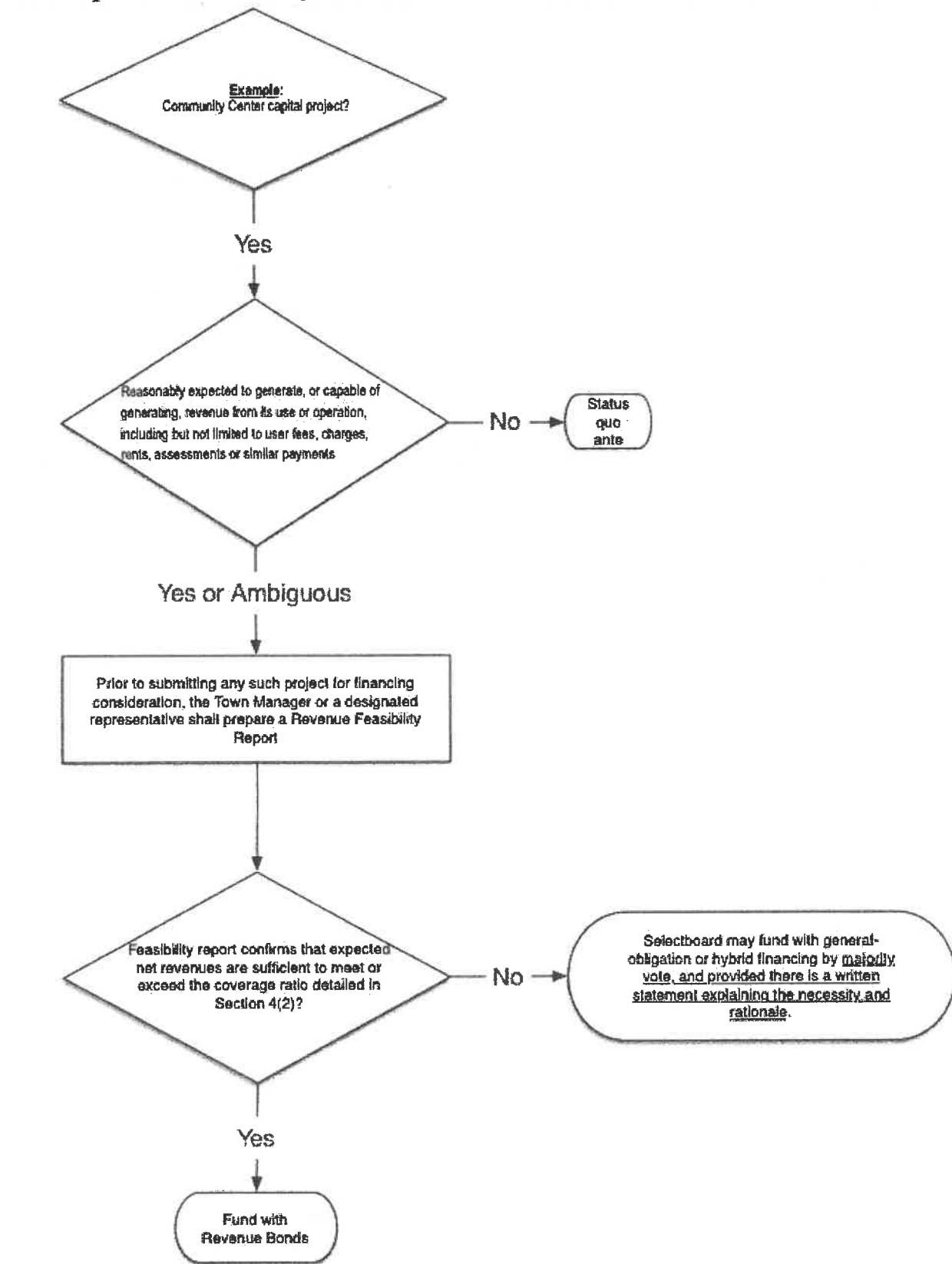
### **2. Revenue Bonds (pay as you go: what this petition requires the Town to consider first)**

Paid back with the project's own revenues, not property taxes. If the project can't support itself, the Town cannot shift the cost onto taxpayers. For example, a Community Center would need to cover its costs from its own revenues — events, programs, rentals, memberships, etc. The risk stays with the project, not with taxpayers.

### **3. The phrase in Section 2, Definitions (a) — “sufficient to pay operating costs and debt obligations”**

Matters because Maine's revenue-bond laws require that a revenue-producing facility be capable, in theory, of supporting itself. Even if many projects won't actually break even, this definition forces the Town to present the numbers up front. Since our priority is transparency and disclosure, this language strengthens our legal footing and helps ensure the Town meets that standard. Without it, the Town could claim that any project generating even trivial income qualifies—which would defeat the purpose.

#### 4. Example: A Community Center



## 5. Needed vs Wanted Projects

### Town of York, Maine — Fiscal Distinction Between "Needed" and "Wanted"

Needed— Core, Mandatory, Essential	Wanted— Discretionary, Enhancing, Optional
Definition: Required to maintain safety, legal compliance, or essential municipal functions.	Definition: Improve quality of life or convenience, but not required for core operations or compliance.
Examples: Police, Fire, EMS staffing and apparatus; road and bridge maintenance; seawall and drainage repair; school operations; special education; wastewater and solid-waste systems; mandated facility replacements.	Examples: New Community/Recreation Center; turf athletic fields; park acquisitions (e.g., Norton's Pond); decorative streetscaping; expanded trail networks; non-mandated facility upgrades.
Funding Mechanisms: Property-tax-based General Fund; General Obligation (GO) bonds; occasionally grants for infrastructure.	Funding Mechanisms: Revenue bonds, user fees, enterprise funds, grants, donations, or surplus ("pay-as-you-go") funding.
Budget Priority: High — failure to fund threatens safety, service continuity, or legal standing.	Budget Priority: Low-to-moderate — failure to fund delays improvement but doesn't impair essential services.
Typical Timing: Included in annual operating or 5-Year Capital Plan Tier 1.	Typical Timing: Often placed as stand-alone warrant articles or Tier 2 discretionary projects.
Fiscal Impact: Usually justified tax impact; contributes to predictable baseline mill rate.	Fiscal Impact: Variable tax impact; may increase mill rate if funded via GO bonds instead of self-supporting revenue sources.
Policy Test: "If we don't fund this, will the town fail to meet obligations or protect public safety?" → Yes = Need.	Policy Test: "If we don't fund this, will anyone lose a required service?" → No = Want.

#### Fiscal Takeaway

York's long-term fiscal health depends on distinguishing between maintaining what we have and adding what we want. Needs merit stable, tax-based funding and timely investment. Wants should, wherever possible, stand on their own feet—through revenue bonds, user fees, or outside funding—to avoid compounding York's property-tax burden.



## REQUEST FOR ACTION BY THE SELECTBOARD

DATE SUBMITTED: February 5, 2026

DISCUSSION

ACTION

APPROVED

APPROVED W/ CHANGES

DENIED

NO ACTION TAKEN

VOTE: \_\_\_\_\_

DATE ACTION REQUESTED: February 9, 2026

SUBJECT: Letter of Support for York Hospital Integration

**DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:** York Hospital has requested that the Town Manager submit a letter of support as part of the Hospital's Certificate of Need (CoN) submission to the State of Maine. They have suggested a draft letter, which is attached to this form. CoN review and approval by the State of Maine is required prior to the merger of any regulated healthcare provider, such as the proposed merger of York Hospital into the MaineHealth network.

York Hospital has indicated that if the CoN is approved, the merger process could occur as soon as April-May of this year.

Given the significance of this proposed merger for the Town as a whole, Management is seeking Selectboard concurrence with the attached letter of support prior to issuance.

**RECOMMENDATION:** Approve the issuance of the attached letter of support, either with or without amendment.

**PROPOSED MOTION:** I authorize the Town Manager to execute the attached letter of support for the proposed York Hospital Integration (with / without amendment).

Submitted by Peter E. Joseph, Town Manager

**DRAFT**  
**INSERT LETTERHEAD**

February 10, 2026

Rich Lawrence, Senior Healthcare Financial Analyst  
Division of Licensing and Regulatory Services  
Department of Health and Human Services  
41 Anthony Avenue  
State House Station #11  
Augusta, Maine 04333-0011

RE: CoN Application for York Hospital Integration

Dear Mr. Lawrence,

On behalf of the Town of York, I am writing to express my strong support for the proposed integration of York Hospital into MaineHealth. I believe this partnership is essential to preserving the healthcare services that the families, neighbors, and visitors to York depend on every day.

Our community now understands the current healthcare landscape presents significant challenges for smaller independent hospitals. Rising costs, inadequate reimbursements, workforce shortages, and payer pressures threaten their sustainability. We have witnessed this throughout Maine and the entire country and see that without the support of a larger partner, we face the very real possibility of losing local healthcare services for our seasonal and year-round community members, vacationers, and employees of our local businesses.

I know that MaineHealth is the right partner for York County. They are the only Maine health system with solid financial foundation and a proven record of maintaining access to care in rural communities. MaineHealth has the financial strength and operational expertise to offer stability and ensure the sustainability of York Hospital for years to come. With their physical proximity to York Hospital along with extensive clinical networks, it makes them uniquely positioned to support existing and future healthcare services in our community. The partnership will offer access to enhanced specialty services, advanced technology, and expanded clinical expertise, while York

Hospital continues to retain its local board, respected voice in the community and commitment to southern York County.

This partnership preserves what matters most—access to high-quality healthcare close to home for our York residents, visitors, and organizations. I urge you to approve the proposed integration as a critical investment in the health and future of our community.

Sincerely,

Peter E. Joseph  
Town Manager  
Town of York, Maine



## REQUEST FOR ACTION BY SELECTBOARD

DATE SUBMITTED: February 5, 2026

DISCUSSION

ACTION

APPROVED

APPROVED W/ CHANGES

DENIED

NO ACTION TAKEN

VOTE: \_\_\_\_\_

DATE ACTION REQUESTED: February 9, 2026

SUBJECT: Property Redemption Request

### DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

Options for the property:

1. Approve the Property Redemption Request for the total taxes, interest, costs, and any additional conditions.
2. Deny the Property Redemption Request and keep the property under Town ownership.

### RECOMMENDATION:

PROPOSED MOTION: I move to approve the property redemption of Tax Map 0021 Lot 0014, located at 99 Freeman Street, as requested, subject to all conditions being met and all taxes, interest and administrative costs paid in full by no later than February 13, 2026 with cash or certified bank check.

### FISCAL IMPACT:

### DEPARTMENT LINE ITEM ACCOUNT:

### BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY: Kathryn Lagan REVIEWED BY: \_\_\_\_\_



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TO: Selectboard  
FROM: Kathryn Lagasse, Assistant Town Manager/HR Director  
DATE: February 5, 2026  
RE: Tax Foreclosure Redemption: Map 0021 Lot 0014; 99 Freeman Street

Pebbledene Trust, former property owner of property identified as Tax Map 0021 Lot 0014, located at 99 Freeman Street in York, Maine, request to redeem this property for which the Town has foreclosed after the maturing of tax lien for Tax Year 2023.

We are recommending to the Selectboard, that Pebbledene be allowed to redeem this property providing the following condition(s) are met:

***Condition #1*** – All past years and current years taxes, interest, administrative and lien costs, which total \$87,337.78 shall be paid in full, to the Town of York, by no later than **February 13, 2026**.

FY2023 TAXES AND INTEREST	\$ 258.58
FY2024 TAXES AND INTEREST	\$ 43,415.14
FY2025 TAXES AND INTEREST	\$ 18,015.98
FY2026 TAXES AND INTEREST	\$ 18,521.90
SEWER LIEN	\$ 6926.18
ADMINISTRATIVE/LIEN COSTS	<u>\$ 200.00</u>
	\$ 87,337.78

#### Parcel Information

<u>Map-Lot</u>	<u>Size of Lot</u>	<u>Assessed Value</u>
0021 0014	.92 Acres	\$2,182.300



## REQUEST FOR ACTION BY SELECTBOARD

DATE SUBMITTED: February 5, 2026

DISCUSSION

ACTION

APPROVED

APPROVED W/ CHANGES

DENIED

NO ACTION TAKEN

VOTE: \_\_\_\_\_

DATE ACTION REQUESTED: February 9, 2026

SUBJECT: Property Redemption Request

### DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

Options for the property:

1. Approve the Property Redemption Request for the total taxes, interest, costs, and any additional conditions.
2. Deny the Property Redemption Request and keep the property under Town ownership.

### RECOMMENDATION:

PROPOSED MOTION: I move to approve the property redemption of Tax Map 0059 Lot 0018 B, located at 281 US Route 1, as requested, subject to all conditions being met and all taxes, interest and administrative costs paid in full by no later than February 13, 2026 with cash or certified bank check.

### FISCAL IMPACT:

### DEPARTMENT LINE ITEM ACCOUNT:

### BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY:

REVIEWED BY: \_\_\_\_\_



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TO: Selectboard  
FROM: Kathryn Lagasse, Assistant Town Manager/HR Director  
DATE: February 5, 2026  
RE: Tax Foreclosure Redemption: Map 0059 Lot 0018 B; 281 US Route 1

5 YRL 47S FAMILY LTD PARTNERSHIP, former property owner of property identified as Tax Map 0059 Lot 0018 B, located at 281 US Route 1 in York, Maine, request to redeem this property for which the Town has foreclosed after the maturing of tax lien for Tax Year 2023.

We are recommending to the Selectboard, that 5 YRL 47S FAMILY LTD PARTNERSHIP be allowed to redeem this property providing the following condition(s) are met:

***Condition #1*** – All past years and current years taxes, interest, administrative and lien costs, which total \$7,875.58 shall be paid in full, to the Town of York, by no later than **February 13, 2026**.

FY2023 TAXES AND INTEREST	\$ 1998.36
FY2024 TAXES AND INTEREST	\$ 2080.82
FY2025 TAXES AND INTEREST	\$ 1913.36
FY2026 TAXES AND INTEREST	\$ 1683.04
ADMINISTRATIVE/LIEN COSTS	<u>\$ 200.00</u>
	\$ 7,875.58

#### Parcel Information

<u>Map-Lot</u> 0059 0018 B	<u>Size of Lot</u> 1.01 Acres	<u>Assessed Value</u> \$198,300
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## REQUEST FOR ACTION BY SELECTBOARD

DATE SUBMITTED: February 5, 2026

DISCUSSION

ACTION

APPROVED

APPROVED W/ CHANGES

DENIED

NO ACTION TAKEN

VOTE: \_\_\_\_\_

DATE ACTION REQUESTED: February 9, 2026

SUBJECT: Property Redemption Request

### DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

Options for the property:

1. Approve the Property Redemption Request for the total taxes, interest, costs, and any additional conditions.
2. Deny the Property Redemption Request and keep the property under Town ownership.

### RECOMMENDATION:

PROPOSED MOTION: I move to approve the property redemption of Tax Map 0059 Lot 0018, located at 285 US Route 1, as requested, subject to all conditions being met and all taxes, interest and administrative costs paid in full by no later than February 13, 2026 with cash or certified bank check.

### FISCAL IMPACT:

### DEPARTMENT LINE ITEM ACCOUNT:

### BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY:

REVIEWED BY: \_\_\_\_\_



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TO: Selectboard  
FROM: Kathryn Lagasse, Assistant Town Manager/HR Director  
DATE: February 5, 2026  
RE: Tax Foreclosure Redemption: Map 0059 Lot 0018 ; 285 US Route 1

4 YRH 35P FAMILY LTD PARTNERSHIP former property owner of property identified as Tax Map 0059 Lot 0018, located at 285 US Route 1 in York, Maine, request to redeem this property for which the Town has foreclosed after the maturing of tax lien for Tax Year 2023.

We are recommending to the Selectboard, that 4 YRH 35P FAMILY LTD PARTNERSHIP be allowed to redeem this property providing the following condition(s) are met:

***Condition #1*** – All past years and current years taxes, interest, administrative and lien costs, which total \$71,614.99 shall be paid in full, to the Town of York, by no later than **February 13, 2026**.

FY2023 TAXES AND INTEREST	\$ 18,162.14
FY2024 TAXES AND INTEREST	\$ 19,201.80
FY2025 TAXES AND INTEREST	\$ 17,681.54
FY2026 TAXES AND INTEREST	\$ 16,369.51
ADMINISTRATIVE/LIEN COSTS	<u>\$ 200.00</u>
	\$ 71,614.99

#### Parcel Information

<u>Map-Lot</u>	<u>Size of Lot</u>	<u>Assessed Value</u>
0059 0018	2.09 Acres	\$1,928,700



## REQUEST FOR ACTION BY SELECTBOARD

DATE SUBMITTED: February 5, 2026

DISCUSSION

ACTION

APPROVED

APPROVED W/ CHANGES

DENIED

NO ACTION TAKEN

VOTE: \_\_\_\_\_

DATE ACTION REQUESTED: February 9, 2026

SUBJECT: Property Redemption Request

### DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

Options for the property:

1. Approve the Property Redemption Request for the total taxes, interest, costs, and any additional conditions.
2. Deny the Property Redemption Request and keep the property under Town ownership.

### RECOMMENDATION:

PROPOSED MOTION: I move to approve the property redemption of Tax Map 0059 Lot 0018 A, located at 291 US Route 1, as requested, subject to all conditions being met and all taxes, interest and administrative costs paid in full by no later than February 13, 2026 with cash or certified bank check.

### FISCAL IMPACT:

### DEPARTMENT LINE ITEM ACCOUNT:

### BALANCE IN LINE ITEM IF APPROVED:

PREPARED BY:

REVIEWED BY: \_\_\_\_\_



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TO: Selectboard  
FROM: Kathryn Lagasse, Assistant Town Manager/HR Director  
DATE: February 5, 2026  
RE: Tax Foreclosure Redemption: Map 0059 Lot 0018 A ; 291 US Route 1

5 YRL 47S FAMILY LTD PARTNERSHIP former property owner of property identified as Tax Map 0059 Lot 0018 A, located at 291 US Route 1 in York, Maine, request to redeem this property for which the Town has foreclosed after the maturing of tax lien for Tax Year 2023.

We are recommending to the Selectboard, that 5 YRL 47S FAMILY LTD PARTNERSHIP be allowed to redeem this property providing the following condition(s) are met:

***Condition #1*** – All past years and current years taxes, interest, administrative and lien costs, which total \$34,807.86 shall be paid in full, to the Town of York, by no later than **February 13, 2026**.

FY2023 TAXES AND INTEREST	\$ 8938.25
FY2024 TAXES AND INTEREST	\$ 9313.71
FY2025 TAXES AND INTEREST	\$ 8573.87
FY2026 TAXES AND INTEREST	\$ 7782.03
ADMINISTRATIVE/LIEN COSTS	<u>\$ 200.00</u>
	\$ 34,807.86

#### Parcel Information

<u>Map-Lot</u>	<u>Size of Lot</u>	<u>Assessed Value</u>
0059 0018 A	2.31 Acres	\$916,900



## REQUEST FOR ACTION BY SELECTBOARD

DATE SUBMITTED: February 4, 2026	<input type="checkbox"/> DISCUSSION <input checked="" type="checkbox"/> ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED W/ CHANGES <input type="checkbox"/> DENIED <input type="checkbox"/> NO ACTION TAKEN VOTE: _____
DATE ACTION REQUESTED: February 9, 2026	
SUBJECT: Board and Committee Appointments	

### DISCUSSION OF OPTIONS AVAILABLE TO THE BOARD:

There are 2 people that are interviewing tonight.

There is 1 person who is interviewing for the York River Partnership Wild and Scenic Stewardship Committee. There is an alternate (non voting) position available.

There is 1 person who is interviewing for the Recycling Committee. There are 3 regular and 2 alternate positions that are available.

**RECOMMENDATION:** To appoint interviewees to the York River Partnership Wild and Scenic Stewardship Committee (alternate) and to the Recycling Committee.

### PROPOSED MOTION:

I move to appoint \_\_\_\_\_ as an alternate member of the York River Partnership Wild and Scenic Stewardship Committee with a term expiring 6/30/28.

I move to appoint \_\_\_\_\_ as a regular member of the Recycling Committee with a term expiring on 6/30/2028.

PREPARED BY: Diana Janetos

REVIEWED BY: \_\_\_\_\_