

## MEMO



**TO: Planning Board**  
**FROM: Heather Ross, Land Use Tech**  
**DATE: June 24, 2019**  
**RE: Application Review – York Harbor Motel**  
**780 York Street**  
**Map & Lot: 0038-0059**

### OVERVIEW

This is a sketch plan submission to demolish four existing structures and to construct one 8-unit building.

### JURISDICTION

This is an application for a preliminary plan. Jurisdiction is limited by Site/Sub §5.3 as well as zoning §18-A.5-A.

### RECOMMENDATIONS

1. Application Acceptance. I have reviewed all application materials and believe there is enough information to review the application as a preliminary. It should be noted, that the plan submitted will change. The applicant has stated that parking spaces numbered 19-30 are not to be on the final plan. The applicant has also been working with the water district, and there may be changes to the location of the water easement.
2. Public Hearing. Following the application acceptance vote or lack thereof, conduct the public hearing to identify any issues or concerns relevant to the decision-making process. The Board, at its discretion, can allow a public hearing for a preliminary plan.
3. Substantive Review and Deliberation. I believe the relevant issues for the Planning Board to discuss as part of this application include but are not limited to:
  - A. **Zoning:** This property is wholly located within in the Bus-2 Zone.
  - B. **Flood Zone:** The property is in both the AO-Depth 1 and AE-EL 10 Flood Zones. A Flood Zone Permit is required prior to construction or other development begins within any areas of special flood hazard. Flood Hazard Development Permits for conditional uses are reviewed and approved by the Planning Board per the Floodplain Management Ordinance. I would recommend that the Planning Board request the plan be reviewed by Sue Baker, Coordinator of the Maine Floodplain Management program.
  - C. **Shoreland Zone:** Portions of this property are within the Stream Protection and Limited Residential Shoreland Zones.

The applicant has shown a projected decrease of lot coverage on the overall site. The applicant will also need to show the percentages of current and post construction coverage specifically for the area within the shoreland zone, to determine compliance with Zoning 8.1.3, or that there is no increase in coverage within the shoreland zone.

The applicant has proposed to renovate six existing brick type piers. It will be important for the applicant to specify if this is a renovation of the existing piers, or a demo and reconstruct, as they are currently non-conforming to the required 100' shoreland zoning setback.

- D. **HDC:** Per Zoning 12.17, the Historic District Commission must review the demolition of structures older than 75 years. The Board should encourage the applicant to proceed with an application to the HDC.
- E. **Site Design Review:** Per Zoning 18.9, the project will require review by the Board of Design Review. The Board should encourage the applicant to proceed with an application to the Board of Design Review.
- F. **Traffic:** It appears this business would not have a significant impact on local traffic, as there is no increase in the number of units. The applicant is requesting a waiver of an Initial Assessment of Traffic Impacts.
- G. **Parking:** The applicant proposes to address the Board and identify changes.
- H. **Lighting:** Lighting specs should be discussed. The applicant should provide lighting specs prior to final submittal to ensure that lighting for the new building would not project onto neighboring properties.
- I. **Stormwater:** Stormwater management will be important on site, due to the sensitive shoreland areas. The applicant has submitted a detailed stormwater management report.
- J. **Erosion Control:** The Board will want to ensure that erosion control measures are in place prior to demolition of structures and soil disturbance. The Code Enforcement Department prefers the contractor utilize an "erosion control sock" or berm.
- K. **Buffers:** Planning Board will want to review the landscape plan to ensure appropriate buffering/visual screening is utilized on the perimeter abutting neighbors.
- L. **Utilities:** This property has both year-round water and sewer. The applicant will need to show approval from the Water District and Sewer District regarding the connection of this new structure to public water and public sewer.
- M. **Refuse Disposal:** The location of a dumpster pad is shown on the site plan set. The note should contain detail showing that it will be screened as required by zoning.
- N. **Waivers:** The applicant is proposing the following waivers:

Initial Assessment of Traffic Impacts  
High Intensity Soil Survey

**O. Other items of concern for full application:**

- a) **State and Federal Permits:** The applicant will need to show that they have received any required state and federal permits for the proposed work.
- b) **Local Approvals:** The applicant will need to show that they have received approvals from the Historic District Commission and Board of Design Review.
- c) **Timeline/Phasing:** The applicant will need to provide an estimated timeline for construction and any proposed phasing of the development per Site/Sub §7.30.