

PLANNING BOARD APPLICATION FORM



INSTRUCTIONS

This application form must be filled out completely and accurately for any application to the Planning Board. Attach additional information, plans, studies, etc. as required.

PROJECT INFORMATION

Project Name: YCSA - York Community Service Association
Project Description: YCSA will purchase 855 US Route 1 and create new office space, Food Pantry and Thrift Store so that the company can be all under one roof.
Street Address: 855 US Rt. 1
Tax Map(s) & Lot(s): Tax map 94 Lot 69 B

AUTHORIZED REPRESENTATIVE

Identify the one person who will be the primary contact for this project.

Name: Michelle Surdoral, YCSA Executive Director
e-mail: msurdorale ycsame.org Phone #: 207-650-8704

PROPERTY OWNER(S)

Identify the owner or owners of all property involved in this application. Attach additional sheets if necessary. The property owner is the applicant.

Name: YCSA - York Community Service Association
Mailing Address: PO Box 180 York ME 03909

By signing, I certify that the information provided is true and accurate, and that my authorized representative, if applicable, has my consent to represent this application.

Owner's Signature: Michelle Surdoral, YCSA Date: Oct 21, 2016

In the event there is more than one owner, all must sign. Attach additional sheets if necessary.

York Community Service Association (YCSA)

Planning Board Application

Submitted by Michelle Surdoval, Executive Director

October 12, 2016

YCSA is requesting Planning Board review of the following project: 1) to enclose the existing pavilion at 855 US Route One in order to relocate the YCSA Food Pantry, currently located at 38 Woodbridge Road, and 2) to upgrade sight plans to meet Town requirements.

YCSA has a Purchase and Sale Agreement to purchase the property located at 855 US Route One. YCSA would like to move all three of its current locations, which are spread out throughout York and Cape Neddick, to this one property. The main building would house the YCSA Thrift Store (currently located at 1320 US Route One, Cape Neddick), the YCSA Food Pantry (listed above), and the YCSA Family Service Office, the Town of York's General Assistance Office and the YCSA administrative office (currently located at 48 Woodbridge Road, York Village). By consolidating all three of the YCSA locations, YCSA is intending to improve client services by conveniently having all services in one location, and to decrease operational expenses.

The Main building would include the YCSA Thrift Store, the YCSA Family Service Office and the Town of York's General Assistance office, the YCSA administrative office, a small community conference room, a computer work station for client's usage, and work space/storage area for the YCSA Food Pantry.

Proposed Pavilion Renovation

The pavilion space would house the YCSA Food Pantry, which is open on Thursday's from 12:30 p.m. -3:00 p.m. and 5:00 p.m. -7:00 p.m. Volunteer set-up and donation time is between 7:30 a.m.- 11:00 a.m.

The proposed **Pavilion Renovation** consists of:

- 1) Close in walls with wood-framing, spray foam insulation, clapboard siding on exterior walls and GWB on interior walls.
- 2) Seal existing concrete floors.
- 3) Install new double doors on south elevation (main entrance).
- 4) Install single door and double hung window, and 6' x 8' walk-in freezer on west elevation.
- 5) Install 2 - 60" x 80" windows to match windows in main building on east elevation.
- 6) Upgrade panel to 100 AMP service.
- 7) Install mini-split heat pump.
- 8) Install new LED light fixtures and outlets to interior space.

Site Plan Improvements

Site plan improvements are based on recommendations made by the DPW after a site visit.

- 1) Install 2 – 30" island like dividers on either side of existing sign to designate entrances/exits into parking area.
- 2) Install two additional light fixtures to illuminate new dividers.
- 3) Install island like divider in front of parking area facing proposed Food Pantry building.
- 4) Parking designation plan.