



## MEMO

**TO: Planning Board**  
**FROM: Dylan Smith, Planning Director**  
**DATE: April 11, 2017**  
**RE: Application Review—15 Hannaford Drive**  
**Map & Lot: 0111-0023**

### OVERVIEW

The proposal is an expansion is to an approved site plan, located at 15 Hannaford Drive. The general intent is to expand off the northwest side of the building, provide additional loading docks and an additional paved area for shipping, receiving, and employee parking. The site expansion will develop roughly .32 acres of a 4.4 acre lot.

### JURISDICTION

This is an application for a revision to an approved Route 1 use permit, which requires the Board's approval. Jurisdiction is limited by (Site/Sub §5.6) and (Zoning §6.3). Because this is a minor Route 1 use permit/site plan (less than 10,000 s.f. of floor space) the Board can waive the two-step process (Preliminary/Final Plan approval). I think it is reasonable to do so and find there is enough information to begin the review and hearing process.

### RECOMMENDATIONS

- A. Application Acceptance. I have reviewed all application materials and even though some information is pending (i.e. letters from York Sewer, HDC, Dean etc.) believe there is enough information to begin the review process and for the Board to take jurisdiction of the plan. The Board may allow for concurrent review (prelim/final) in one review period based on this being a minor site plan.
- B. Public Hearing. Following the application acceptance vote, conduct the public hearing to identify any issues or concerns relevant to the decision-making process.
- C. Substantive Review and Deliberation. I believe the relevant issues for the Planning Board include:

1. Preservation of Natural Features. *See Site/Sub §6.3.7 and 7.3.* I could not locate volume counts for all materials brought to and from the development site. This should be located on the grading and or landscape plan.
2. Assessment of Traffic Impacts. *See Site/Sub §6.3.8.* I am aware that the applicant has reached out to Dean and expect something from him soon. How much additional truck traffic might this expansion cause. What is the current amount coming from this site?
3. Sewer Connection Review. *See Site/Sub §6.3.24.* The developer must submit evidence that the York Sewer has the capability to collect and treat the wastewater. I don't anticipate an issue and I see a letter was submitted, but a response is key.
4. Performance Guarantee. *See Site/Sub §6.4.25 and Zoning 6.3.21.* A financial capacity statement from a bank that addresses whether or not the applicant can successfully undertake and complete the proposed project should be included. Per *zoning 6.3.21.1* an escrow account or letter of credit is due to the town to pay for costs associated with having to reseed, regrade, stabilize and vegetate etc. the site if the project is not completed. This could be waived if the Board deems it appropriate given their financial capacity to finish the project etc.
5. Parking. *See Zoning §6.3.2.* Parking calculations need to be clearly marked on the plan based on the use(s).
6. Glare and Lighting. *See Zoning §6.3.6.* Lighting fixtures should be provided to show how or if glare will be an issue. This should be measured in foot candles to ensure compliance with the relevant section of the ordinance. A little more detail will help aid in this assessment and to ensure safety on site.
7. Water Run-off. *See Zoning §6.3.7.* This is important based on the parking lot expansion. The applicant has submitted a stormwater management plan to the Town Engineer. The applicant should continue to work with the Town Engineer moving forward as there were some issues that needed to be ironed out. Once the final design is established and acceptable, a letter from the Town Engineer should be obtained that specifies the designed stormwater system is properly functioning and in compliance with town standards.
8. Bufferyards and Landscaping of Bufferyards. *See Zoning §6.3.9 and 6.3.10.* The applicant has requested a waiver of this provision (specifically 6.3.10). I believe the applicant had met with the former Assistant Planner about this

waiver request and the assistant found it acceptable based on the existing buffer yards being “woody.” Based on a drive-by it appears the buffers are fairly lush with existing vegetation and appear to be meeting the intent of the ordinance.

9. Landscaping of Parking Lots. *See Zoning §6.3.11.* Parking “rows” that are greater than 100’ in length should include/be separated by a 100 s.f. planting island (*Zoning 6.3.11.3*). One or more interior planting islands shall be provided for each 100 feet or fraction thereof of the parking row. I think if the applicant adds some vegetation to the corner of the parking area (southwest corner of proposed parking area) this would suffice this regulation. However, based on the current proposed layout, it seems like a betterment in design than what is there today.

10. Utilities. *See Zoning §6.3.12.* The site is proposed to be serviced by public water and sewer. Any required notes from the water and sewer district should be included on the final plan (water district notes are included).

11. Building and Site Design Requirements. *See Zoning §6.3.13.* As an industrial building abutting I-95 I feel as though the design is in keeping with that which already exists and is fairly hidden from view. I think the key to a successful site plan for this development is making sure stormwater is optimally treated as it is located in an MS4 area.

12. General.

- I am aware that this is a revision to an approved plan. The current approved plan needs to be included in the submission.
- All plans need to be stamped by the certified engineer preparing the plan page.
- Signature space for the sewer district needs to be included.
- A final “sign-off” from the town engineer regarding the stormwater design needs to be obtained.
- Other final letters from interested parties need to be obtained for the record (DPW, etc).

D. Decision. At this point, I can’t recommend conditional approval until the concerns above are addressed. Once the applicant has addressed those concerns and the Planning Board’s concerns, then conditional approval and relevant findings of fact may be submitted, reviewed and approved.

