



MEMO

TO: Planning Board
FROM: Scott Hastings, Assistant Town Planner
DATE: November 4, 2016
RE: Application Review — YCSA
855 Route 1
Map & Lot: 0094-0069-B

OVERVIEW

This site has been previously reviewed by the board, most recently in 2001 to approve the pavilion and related site work. The proposal is to locate the offices, services, and retail thrift store of York Community Service Association in the primary building on site. The pavilion is proposed to be enclosed and house the YCSA food pantry operation.

JURISDICTION

This is a revision of an approved Site Plan and as such the changes must be approved by the Planning Board. The process to handle revisions is contained in Site Plan and Subdivision Regulations §5.6. Scope of matters to be considered by the Board is limited by §5.6.3 to only those matters proposed to be changed.

RECOMMENDATIONS

1. Application Acceptance. I have reviewed all application materials as it relates to the plan revision request in the application and find there is sufficient information for the Board to begin its review process.
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.
3. Substantive Review and Deliberation. I believe the relevant issues for the Planning Board as part of this application include:
 - A. **Dimensional Requirements**: The existing location of the primary building and the pavilion are in violation of front and side setbacks. Existing conditions also have pavement in the front, side and rear bufferyards. These conditions are existing and

approved. The proposal does not increase non-conformity in terms of setbacks and bufferyards.

- B. **Parking:** Approximately 4800sqft of office and retail is proposed to be located in the primary building which would require 24 parking spaces. The pavilion will have approximately 1200sqft of space when enclosed. The food pantry does not have a clear parking requirement but if judged at the same 1 space per 200sqft as the other uses on site would require an additional 6 spaces for a total of 30. The proposal has 25 spaces on site. The applicant requests that the planning board accept this number. The board can set parking requirements for unspecified uses per §15.1.1.3 and can reduce required spaces per §15.1.1.4. Given the limited and overlapping use of the pavilion space (the food pantry is only open one day a week) it is reasonable to approve this parking amount.
 - C. **Septic:** The applicant has not submitted information as to the current septic systems ability to handle. The board can condition their approval such that the code office must review the septic capacity for appropriateness.
 - D. **Impervious Surface:** Existing conditions on the site are non-conforming as to impervious surface coverage.
 - E. **Lighting:** Two new light fixtures are proposed at the entrance way for traffic safety as requested by Public Works.
 - F. **Trip Generation:** a trip generation report has been submitted to Public Works for their approval.
 - G. **Landscaping:** The current conditions are not in compliance with the bufferyard landscaping requirements. As this is a revision to an approved plan that does not include any changes that would worsen non-conformity the board has minimal jurisdiction to discuss landscaping.
 - H. **Department Review:** The application has been submitted to the Fire department, Police Department, and Water District for their review.
 - I. **Site design standards:** The proposal to enclose the pavilion includes using clapboard siding which is in compliance with §6.3.13.
4. Decision. If the applicant can show a reduction in impervious surface to offset the increase due to the new freezer adjacent to the pavilion, the board is comfortable with the parking proposed, and no issues are raised in the department review then the board can approve this application. It should include the following condition:
- The Code Enforcement Office review and approve the existing septic as appropriate for the new use.