

**York Planning Board  
Agenda  
Thursday, September 28, 2006, 7:00 PM  
York Public Library**

**Call to Order, Determination of Presence of Quorum**

Chairman Glen MacWilliams began the meeting at 7:00 by introducing the Planning Board and staff. A full quorum was present: Glen MacWilliams, Vice Chairman Tom Manzi, Glenn Farrell, Barrie Munro, Richard Smith, and alternate Lee Corbin. Town Planner Steve Burns represented staff. Jon Discher from the Planning Office was also there. Patience Horton took minutes. The meeting was televised.

The meeting order was switched slightly by reviewing Minutes before Public Input.

**Minutes**

The September 14, 2006 minutes were reviewed. Lee Corbin found a spelling error in Jim Katsiaficas's first name.

**Motion** Barrie Munro moved to approve the Minutes, with one change, as submitted. Tom Manzi seconded the motion, which passed, 5-0.

**Public Input**

**Open to the Public to address any issue other than the scheduled public hearings.**

Chairman Glen MacWilliams opened the Public Input session, but no one came forward to speak.

**Field Changes**

There were no field changes.

**New Business**

**Work Priorities Discuss work to be completed between now and November 2007.**

Town Planner Steve Burns had distributed a Work Priorities Memo dated September 28, 2006, to the Planning Board, from which the conversation was structured. Beginning with Professional Goals, he said that Town Manager Rob Yandow had encouraged establishing his own goals and goals for the Planning Department. Among other things, Steve Burns had pinpointed improvement of his own GIS skills and knowledge of parliamentary skills, which had involved reading *Roberts Rules* and being tested on it, on-line, which, he said, was not an easy task. He described how the Town's use of GIS would ultimately progress to a point where someone can click on a land parcel and determine many things, including the answer to the most common request, whether or not a tax bill

has been paid on the property. Clicking on a property parcel will someday give a person access to all the filed documents associated with the lot, as well.

Moving on to goals for the department, he said they are committed to completing the Inventory & Analysis and Historical & Archeological chapters of the Comp Plan in the coming year. The Board talked about other projects they would like to see undertaken. Barrie Munro hoped to see a better balance between open space and resource protection for cluster housing and non-cluster housing. Glen MacWilliams asked for an integrated groundwater and surface water plan, as well as having a presentation about contours, water, and soils. Richard Smith said he was interested in scaled back road designs. Barrie Munro said that large parking lots should also be scaled back, because they are never fully occupied. Steve Burns said that innovative parking management would ultimately replace standard mechanical calculations for parking. Richard Smith suggested working on one rural zone per year. Lee Corbin commented that Transfer Development Rights would have a part in protecting large, un-fragmented acreage. She also asked that the policy change about cluster design in rural areas should be knocked off the list of goals. Steve Burns said the some Shoreland changes are going to be difficult.

He summarized the most important goals resulting from the conversation. They included improvement of non-cluster design standards; soils, contours, and water; the scaling back of local road design and construction standards; the overhaul of parking standards; the concentration on only one rural zone; and the Transfer Development Rights with respect to the blocks of land in the Mount Agamenticus region.

**Riparian Corridor Protection. Jon Discher has been analyzing stream corridor conditions Town-wide. He will present his findings to date, and will discuss plans to complete this work.**

Jon Discher had handed a Memo to the Planning Board (September 21, 2006) regarding Riparian Corridor Protection. As well, he had handed out four versions of an aerial photo, demonstrating different map overlays signifying different types of information, Stream Order, Unregulated Streams, Riparian Buffer Condition, and Hydro Layer. It also contains comprehensive charts of the Stream Order Inventory, Unregulated Stream Lengths, and Percentage of Buffer Intact with 100-foot Streams, all categorized by the different watersheds.

With Stream Order, the smallest streams are considered first order, and two streams combined make second order. Two second order streams come together to form third order. The York River is the only fourth order stream in York. There is a total of 143 miles of streams in York. Measurements were taken from the maps. Twenty-nine percent of the streams are Unregulated Streams. Steve Burns said that the though the first order of streams is not regulated, they are largely protected because the streams go through the wetlands—which are regulated. Jon Discher said that the unregulated stream length tables may not be accurate, so he and GIS Manger Brett Horr will be going into the field to figure out if measurements are right or wrong. Jon Discher's used the aerial map to dis-

cuss the Riparian Buffer Condition in the York River watershed as well as other streams with 100-foot buffers. This aspect of the study has to do with the relationship of soil in the retention of water. Jon Discher also discussed the more accurate Hydro Layer Map that the Planning Department had recently acquired for analysis. When the overall report is finished, it will be put out for public comment on November 14, when there will be a public forum for the report.

Steve Burns said that when Jon Discher has finished this aspect of the work, he will move on to impervious surface analysis, so that how much water drains into each of the streams can be determined. As well, a consultant has been retained to report on an Impervious Surface by Watershed analysis.

**Shoreland Zoning and Map Revisions. The State has amended its administrative rules that dictate the minimum content of local shoreland zoning controls. This will be the initial discussion of the subject.**

Steve Burns said that York is obligated to comply with the new State guidelines for Shoreland zoning ordinances within two years. Among the requirements, it will involve map changes and regulation of habitat areas. The bluff along the York River will have to be determined. Most of the changes will be easy, he said. He will be attending a training workshop in October, and anyone who wants to go from the board can go with him. Mike Morse will do the workshop. Mike Morse will ultimately determine whether the changes York makes in compliance are suitable. Steve Burns handed out copies of Shoreland Zoning News with the headline, "New State Guidelines Finally!"

**Inventory & Analysis Chapters. Discuss Municipal Capacity and Historic & Archeological Resources chapters of the Comprehensive Plan. These final two chapters will complete our update of the Inventory & Analysis Section.**

Steve Burns said that three years ago, the Planning Board set out to write ten chapters for the Comp Plan, of which eight are finished. The remaining two, Historic & Archeological Resources and Municipal Capacity, are in process. He talked about York's history from about 1630 (that's when the sprawl began, he joked). York was the first town in Maine with a charter. A map is being prepared showing the known prehistoric (Indian) sites. He showed a map of the 219 cemeteries and family burial grounds in York. It is important to document them, before they get lost. They are all private. The town does not own any other them. He showed another map of Government-owned Property. The many parcels include Rachel Carson land near Brave Boat Harbor, and the land owned by Water Districts, Department of Transportation and other branches of Municipality.

**Site Plan & Subdivision Amendments. Discuss amendments to these Regulations.**

Steve Burns said that amendments have to be made to the procedural part of the regulations, so that applicants fully understand that they have to come back for approval of field changes. Conditional approval also has to have expiration, so that at some point there is a

cutoff. Completeness standards have to be made for both preliminary and final plans. Low impact development standards can be substituted for an existing standard.

Glenn Farrell suggested that signature lines for the design professionals should be added to the occupancy permit. The board discussed this.

**Motion** Barrie Munro moved that the Board recommend that a letter be sent to the Code Enforcement Office requiring signature lines for the design professionals on the occupancy permit. Tom Manzi seconded the motion, which passed, 5-0.

The board discussed the layers of approval laid out in the Site Plan and Subdivision Regulations. Barrie Munro said that the Preliminary Plan is the key, critical submission, and it should be as extensive as it can be. For example, drainage cannot wait for the final plan, because the drainage might not work. Lee Corbin commented on the expense involved, if the applicant decides not to go forward. Glen MacWilliams answered that there is expense involved, but not greater than the expense associated with a proposal.

Steve Burns said that items would be put together for a public hearing in October. He also described low impact design standards, with an example. Parking lot curbing (like that in front of the library building in which this meeting was held) would draw water down into a garden area in a parking lot rather than barricading it away, as it now does. Many members expressed their support of such a design standard.

## **Other Business/Adjourn**

In other business, Glen MacWilliams referred to a letter from Louis Tragard and John Galanes of York, dated September 19, 2006, about a lot owned by Robert Letourneau. Steve Burns described the discussion he had had with them about nine acres that are split between Eliot and York, three to six acres, respectively. Robert Letourneau had apparently developed a three-house subdivision on the York side without involving the York Planning Board. The letter's authors were concerned about further development practices and asked if they had recourse. Steve Burns had told them in conversation that, initially, written notification should be sent to the York and Eliot Planning Offices and Code Enforcement Offices. The letter at hand was evidence of that initial notification.

In other business, violations along Route 1 were discussed. Glen MacWilliams said that a conversation should begin with the landowners who are in violation. He said he would like to write them a letter and have them come and speak to the Board in a Public Hearing. He hoped to set ground rules on how to improve the situation with having to enforce. Barrie Munro said that several months ago, the CEO department had indicated that letters were pending, but they were never sent out. The Planning Office will prepare a new letter for Glen MacWilliam's signature, said Steve Burns.

In other business, Glen MacWilliams said that he had been invited to speak to the Kennebunk Comp Plan committee. There are members there who don't understand what com-

prehensive planning is. He will be going on October 3. Kennebunk had written a comp plan that was shot down by the voters. Barrie Munro said that the Land Use Regulations booklet explains what the comp plan is intended to do. The town is charged to meet state guidelines.

The meeting ended. The time was 9:10.