Town of York
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York, Maine 03909-1314

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(207)363-1000

Town Clerk/
Tax Collector
(207)363-1003

Finance/
Treasurer
(207)363-1004

Code Enforcement
(207)363-1002

Planning
(207)363-1007

Assessor
(207)363-1005

Police Department
(207)363-1031

Dispatch
(207)363-2557

York Beach Fire
Department
(207)363-1014

York Village Fire
Department
(207)363-1015

Public Works
(207)363-1011

Harbor Master
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Senior Center/
General Assistance
(207)363-1036

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Recreation
(207)363-1040

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www.yorkmaine.org

BOARD OF SELECTMEN'S MEETING AGENDA
7:00PM TUESDAY, APRIL 1, 2014
YORK PUBLIC LIBRARY

Call to Order

A. Citizens' Forum – The Citizens' Forum is open to any member of the audience for comments on items listed on this meeting agenda. All comments should be respectful in tone and should be directed to the Chair. Comments should be brief and to the point. Questions that require extended answers or that cannot be readily answered will be referred to the Town Manager for follow-up. Anyone who wishes to submit a written request for future agenda items can do so on the form available at this meeting or may obtain the form through the Town Manager's Office.

B. Unfinished Business

1. Discussion and Possible Action to Separate the Police Station Project and Connector Road for Purposes of Planning Board Review
2. Discussion and Possible Action on Police Station and Connector Road Application for Planning Board
3. Special Event Permit: York Beach Fire Department's Annual Parade and Muster
4. Special Event Permit: Spring Ride for the Troops
5. Special Event Permit: Big A 50K
6. Pole Location Permit: Pine Hill Road

C. New Business

1. Discussion and Possible Action Regarding 65 Old Post Road

D. Other Business

E. Citizens' Forum

Adjourn

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: March 21, 2014	**Type of Action:**
Date Action Requested: April 1, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Discussion and Possible Action to Separate the Police Station and Connector Road for the purposes of Planning Board Review	

TO: **BOARD OF SELECTMEN**

FROM: Torbert Macdonald

RECOMMENDATION:

PROPOSED MOTION:

Discussion: Please see the Action Form for the March 24, 2014 Meeting.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: _____ Reviewed By: _____

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: March 20, 2014	**Type of Action:**
Date Action Requested: March 24, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____

Subject: Discussion and Possible Action to Separate the Police Station Project and Connector Road for the purposes of Planning Board Review

TO: **BOARD OF SELECTMEN**

FROM: Torbert Macdonald; Selectperson

RECOMMENDATION:

PROPOSED MOTION:

Discussion: See attached.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: _____ Reviewed By: _____

(1) Discussion and possible action to separate the Police Station project and Connector Road for purposes of Planning Board Review.

REFERENDUM QUESTION

(A) Voters in 2002 authorized the expenditure of $1.6 M ($1.4?) for the construction of a Connector Road from Rte one to Ridge Road in York Beach.

Do you favor

(A) The presently planned Road from Ridge Road to Rte 1 one as a separate Road parallel to the Wild Kingdom Road with a separate exit on Route one.

OR (B) A new Road configuration which at some point west of the Police Station site combines with the Wild Kingdom Road to form a single exit on route one.

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: March 21, 2014	**Type of Action:**
Date Action Requested: April 1, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Police Station and Connector Road Application for the Planning Board	

TO: **BOARD OF SELECTMEN**

FROM: Robert G. Yandow, Town Manager

RECOMMENDATION:

PROPOSED MOTION:

Discussion: Please see the Action Form for the March 24, 2014 Meeting.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Melina M Arey Reviewed By: _____

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: March 21, 2014	**Type of Action:**
Date Action Requested: March 24, 2014	☐ **Procedural** ☒ **Formal Action**
Regular _X_ **Work Session**	☐ **Other:** _____
Subject: Police Station and Connector Road Application for the Planning Board	

TO: Board of Selectmen

FROM: Robert G. Yandow, Town Manager

RECOMMENDATION:

PROPOSED MOTION:

Discussion: On March 11, 2013 the Board of Selectmen voted 4-1 to "authorize the Town Manager to apply for all local, state and federal permits and approvals necessary for construction of a new police station and connector road between Ridge Road and US Route 1."

On June 3, 2013 the Board of Selectmen conducted a work session to address outstanding issues related to the police station project. On July 10, 2013 the Board of Selectmen meet with Andrew Johnston, police station project engineer, to discuss moving forward with the project in anticipation of applying for new permits for the project.

On July 22, 2013 the Board of Selectmen discussed authorizing SMRT to complete design plans for the police station and a Ridge Road access point. After discussion it was decided that Andrew Johnston would provide more information about what was necessary to complete the plans. On August 12, 2013 the Board of Selectmen did, in fact, vote 3-2 to authorize SMRT to complete the plans for the police station with a Ridge Road access point.

On October 7, 2013 the Board of Selectmen had a discussion on the next steps for the police station and connector road projects. Much of this discussion centered on the connector road and where it

would intersect with Route 1 , along with the financial ramifications of not using the rock pile to build the connector road so that the USACE restoration could be completed in a timely fashion.

On October 21, 2013 the Board of Selectmen voted 3-2 "to authorize SMRT to complete the engineering documents for the connector road as currently designed."

On February 20, 2014 Andrew Johnston, Authorized Representative for the Police Station and Connector Road Project, presented project information to the Planning Board at an informal Sketch Review.

As a result of the February 20, 2014 Sketch Review, Andrew Johnston submitted information formally to Lee Jay Feldman and Stephen Bradstreet, contract planners appointed by the Planning Board to review the Police Station and Connector Road Project. The contract planners have scheduled an April 3, 2014 public hearing regarding "a Completeness review on the Preliminary site plan application for the development of an 18,000 square foot building, Collector road between Ridge Road and Route 1 and a Cell tower communications Pad."

The application to the Planning Board is very large and the individual components can be located on the Planning Board page on the Town's website listed under "Police Dept./Connector Road Application Page". SMRT is compiling a hard copy of the application that will be presented to the Planning Board and a copy will be available for inspection at town hall. Attached you will find the application narrative submitted by Andrew Johnston, along with some information that was not part of the original application.

FISCAL IMPACT:
DEPARTMENT LINE ITEM ACCOUNT:
BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Robert B. Yandow Reviewed By: _____

NOTICE OF PUBLIC HEARING
York Planning Board
Thursday, April 3rd
7:00 PM
York Public Library

The York Planning Board will hold a Public Meeting regarding:

- **<u>Town of York Police Station</u> 414 Ridge Road Map & Lot 0094-0077 to hold a** Completeness review on the Preliminary site plan application for the development of an 18,000 square foot building, Collector road between Ridge Road and Route 1 and a Cell tower communications Pad.

ARCHITECTURE ENGINEERING PLANNING INTERIOR DESIGN COMMISSIONING

Town of York Police Department

New Public Safety Building & Access Road

Application for Preliminary Site Plan Review

14th March 2014

Submitted to:

Town of York Planning Board

Submitted by:

SMRT
144 Fore St., P.O. Box 618
Portland, Maine 04101
p 207.772.3846

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: York Police Department: New Public Safety Building and Connector Road

Project Description: Construction of an 18,000+/-sf police station building and the associated access, parking and utilties infrastructure. Construction of a Connector Road between ridge Road and US Route 1 to also serve the Police Station site.

Street Address: 1051 US Route 1

Tax Map(s) & Lot(s): Assessing ID # 134-101

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

Name: Andrew Johnston

e-mail: ajohnston@smrtinc.com Phone #: 207-772-3846

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: Town of York

Mailing Address: 186 York Street, York, Maine 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: Robert B. Yandow Date: 3.14.14

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

Table of Contents

1. **Development Context Narrative**
2. **Project Narrative & Impact Statements**
3. **Shoreland Permit Narrative**
4. **Wetland Permit Narrative**
5. **Organizational Charts**
6. **Figures**
    a. **Vision Plan**
    b. **Zoning Plan**
    c. **New Developable Area Plan**
    d. **Organizational Charts**

Attachments

Attachment 1 - Building Plans and Renderings
Attachment 2 - Financial Capacity Information
Attachment 3 - Property Deeds and Easements
Attachment 4 - Undeveloped Habitat, Watershed and Floodplain Information
Attachment 5 - Wetland Delineation Report
Attachment 6 - Buffer Restoration Plan
Attachment 7 - Traffic Summary
Attachment 8 - Utility Capacity Letters
Attachment 9 - Historical Resources Correspondence
Attachment 10 - Fire Chief Correspondence
Attachment 11 - Site Lighting Fixture Cut Sheets
Attachment 12 - Stormwater Reports and Addenda
Attachment 13 - Earthwork Calculations

Development Context

The overall context of the proposed development has been reviewed using the information and maps in the York Comprehensive Plan and the Beginning with Habitat maps issued by Maine Department of Inland Fisheries and Wildlife.

The natural resource inventory plan contained in the Comprehensive Plan shows the site to be outside any mapped un-fragmented habitat areas. The closest of these is a <250 acre area shown to the north of the York Wild Kingdom.

The project site is within the Coastal Watershed-Central according to the Surface Waters and Watersheds Map in the Comprehensive Plan.

The Maine Department of Inland Fisheries and Wildlife (IF&W) map series cover a number of topics related to natural resource areas and functions, wildlife habitat areas and conservation lands.

The High Value Plant and Animal Habitats Map identifies the presence of rare, threatened, or endangered wildlife, rare, or exemplary plants and natural communities, and essential or significant wildlife habitats. None of the listed resources are shown in close proximity to the project site.

The IF&W Undeveloped Habitat Blocks map highlights areas that are likely to provide the best opportunity to conserve large relatively undisturbed habitat blocks. The project site is identified on this plan as an undeveloped Forest Area<500 acres. The map shows this as an isolated undeveloped block, surrounded on all sides by existing development.

The Public and Conservation Lands map shows parcels within the town and surrounding area that are protected through public ownership, or private conservation. There are no such parcels shown in the area around the project site. In fact, all identified parcels are on the west side of I-95.

The project site is identified on the IF&W Wetlands Characterization map. In particular, the wetland that is characterized as a Shoreland Wetland on the town inventory is shown as afforested wetland with plant and animal habitat value. The adjoining downstream wetland, on the north side of the York Wild Kingdom Road is shown as also providing runoff and flood flow alteration value, presumably by the capacity of this area to retain and store floodwaters

The final map in the IF&W series identifies US Fish and Wildlife Service Trust Species Habitats. The IF&W trust species list includes animals and plants that regularly occur in the Gulf of Maine region and are;

- Endangered, threatened, or candidate species for either category,
- Identified as species of concern, or
- Migratory birds, or fish that show significant and persistent decline in populations.

The map identifies areas that could potentially be valuable habitat for any of these species. The potential habitats are split into three categories representing the top 25% (most important), next 25% (moderately important) and bottom 50% (less important). The majority of the project site is shown in the bottom 50% category, with a small strip associated with the Shoreland Wetland area shown in the moderately important category.

Project Narrative

Background:
The 2009 update to the Town of York Comprehensive Plan highlighted significant deficiencies in the existing Town Police Department facility. These included a lack of sufficient space, lack of adequate parking, poor handicapped accessibility and fire code and safety concerns. The need for a new Police Station to better serve the needs of the town, and to accommodate future growth projections is clearly stated in the Municipal Capacity - Inventory & Analysis section of the document. The town, assisted by professional consultants has investigated a number of alternative sites in order to establish a feasible and appropriate location for the new facility. The site between Ridge Road and Route 1 was selected as the most suitable available site by the town in 2010. Subsequent preliminary design and permitting investigations were undertaken to establish site constraints and budget costs for the development. The conceptual level design and cost information was presented to town residents in May 2011, in the form of two referendum questions asking for funding for the design and construction of the connector road and the police station. In both cases the votes were in favor of the projects.

Existing Site:
The site for the new police station and connector road is located between Ridge Road and Route 1, adjacent to the York Wild Kingdom property. The entire property is approximately 56 acres in size, including a small 1.9 acre triangular shaped parcel on the north side of the York Wild Kingdom property. The address of the property is 1051 US Route ,1and it is shown on The Town of York GIS Map as Assessing ID 134-101 , Parcel ID 0094-0077. The property spans three separate zones in the town. The northwest portion of the site (towards Route 1) is in the RT1-4 zone. The central portion of the property is in the GEN-3 zone and the southeast portion of the property (towards Ridge Road) is in the RES-7 zone. The site of the new police station facility spans the GEN-3 and RES-7 zones. Municipal offices are an allowed use in both of these zones. The Shoreland Zone mapping shows a Mixed Use Shoreland Zone associated with the largest (central) wetland on the project site. There is also a small area of Shoreland Zone at the Ridge Road end of the site. The site zoning is shown on ***Figure b*** of this submission.

The topography of the site is gently rolling with typical slopes of between 2% and 10%, upland areas sloping towards intermittent drainage features that occur throughout the property. Subsurface soil conditions at the site typically comprise topsoil, marine deposits, sandy loams and glacial till. Groundwater is expected to be within three to four feet of the surface at most locations and shallow ledge was observed in a number of preliminary probes and borings that were recently undertaken at the site. Maine Geological Survey information indicates that underlying bedrock in the area is igneous granite and metamorphic schist.

A number of the drainage features on the site are associated with protected natural resources. A freshwater wetland delineation was originally undertaken by Stantec (then Woodlot Alternatives) in 2007. In 2012 further work was undertaken at the site to verify the previously delineated wetland edges and to identify and characterize a number of vernal pools that were identified in the proximity of the site. The identified natural resource boundaries and buffers were used in developing the designs for the connector road alignment and the police station. The natural resource inventory plan contained in the Comprehensive Plan shows the site to be outside any mapped un-fragmented habitat areas. The closest of these is a <250 acre area shown to the north of the York Wild Kingdom. The Natural Resource Inventory Map is Included in **Attachment 2.**

The project site is within the Coastal Watershed-Central according to the Surface Waters and watersheds map in the Comprehensive Plan. This is further identified as Subwatershed C6 in

the build-out analysis completed for the town in 2001. There is a single flood plain on the property associated with the most easterly drainage feature. A flood zone A (no elevation) is delineated on FEMA Flood Insurance Rate Map Community Panel Number 230159 0026D. Watershed and Floodplain maps are included in ***Attachment 4.***

Project Design:
The basic elements and technical aspects of the project design have not changed since it was originally proposed under the previous review submission in 2012. The proposed development consists of two parts. The first is the new through road between Route 1 and Ridge Road to provide access to the police station and to serve as a new roadway connection to York Beach, and the second is building/site development at the police station site.

Low Impact Development Design
The latest update to the Comprehensive Plan (Volume I, Section 3.22) proposes the adoption of a Green Enterprise Recreation Overlay District in this part of York. The proposed language for this district emphasizes the need for sustainable low-impact design approaches, the need to provide for pedestrian and non-vehicular traffic, the desire to support existing businesses, and the wish to protect natural habitats and surface water quality to the maximum practical degree. The design for the police station site and new connector road considers these important planning priorities and incorporates low impact design (LID) techniques to many aspects of the project.

The road alignment is designed to avoid and minimize impacts to natural resources to the maximum practical extent, while maintaining a safe and functional thoroughfare that will meet the needs of the police department and provide congestion relief for the York Beach area. Stormwater treatment for runoff from the road is provided through the use of LID Best Management Practices (BMPs), including stormwater buffers, filter strips and bioretention cells. The roadway corridor includes an eight-foot wide multi-use trail that is separated from the vehicular roadway by a five foot wide grass esplanade. The multi-use trail will be paved from Ridge Road to the Police Station site to facilitate year-round pedestrian and bicycle access. From the police station to Route 1 the trail will be stone dust and will be suitable for the expected seasonal use of this connection.

The police station building is being designed to meet LEED© Silver standards, reflecting the importance that is being given to energy efficiency and environmental footprint throughout the design and construction processes. A geothermal heat recovery system is planned for the building, and the structure has been oriented to maximize solar potential. The site plan for the police station provides the town ordinance minimum required parking spaces to reduce the impervious footprint, and further LID BMPs are used for stormwater treatment in and around the new facility. These include filtering roof drip strips, Bioretention cells and underdrained filters, all of which will aid in reducing runoff from developed areas and providing water quality treatment for any discharge from the site. It is hoped that this project will set the standard for further development of this important area of York and encourage similar techniques to be used in future proposals.

Connector Road:
In order to allow for efficient access to all part of town, the YPD must be able to access the York Beach community as well as Route 1. To achieve this, a roughly 4,800 LF connecting road between these two points will be constructed within a new Right-Of-Way. The horizontal and vertical geometry of the road has been designed to meet Town of York Collector Street standards, while meeting the goal of avoiding and minimizing impacts to adjacent natural resources to the maximum extent practical. The road will have a paved width of 24 feet with 3 reinforced shoulders at each side. Turning lanes will be provided at the intersection with

Route 1, with two outward lanes extending approximately 200-feet onto the site. In addition, a six-foot wide paved shoulder is provided at the intersection approach, and a further three-feet of unpaved reinforced edge. This will allow additional space for emergency vehicles to pass when the road is congested. The road structure will be typical bituminous pavement, with a section of 21" aggregate subbase, 3" crushed aggregate base and a total of 4" of hot bituminous pavement (1½" and 2½"). No curbing is proposed. Crossing culverts will be constructed at locations where the new road crosses the existing drainage features on the property. Where culvert crossings are located on delineated streams, the culverts will be oversized to accommodate a natural "bed" in the invert of the pipe.

An 8ft wide multi-use trail will be constructed along the new road alignment, connecting Ridge Road to the police station site. The sidewalk will be constructed with a minimum of 10" of crushed aggregate base and 2" of hot bituminous pavement. A stone dust pedestrian/bicycle path will be constructed through the remainder of the property, connecting the police station to US Route 1.

The third party Traffic Review Engineer has indicated that further traffic analysis, including summer traffic counts and license plate surveys would be beneficial to informing the final design of the Route I and Connector Road intersection. The town is proposing to construct the Connector Road under this application, but not to open it to traffic pending receipt of this information and finalization of the design. The project will return to the Planning Board for further approval prior to opening the road, once the final design for the intersection has been reviewed.

Alternative Alignments
A number of alternative routes and design criteria were explored for the new Connector Road before the design presented in this application was chosen. These included an option to connect to the York Wild Kingdom Road. However, this could not be achieved in a cost effective manner that met the objectives of the town and the abutting property owner. In addition, a number of alternative alignments based on the current Route 1 connection location and using different design criteria were explored. The presented design represents most favorable environmental alternative and one that meets the key objectives of the project in the most cost effective manner.

Police Station Site
The police station site is located on a small knoll to the east side of the new access road, approximately 1,000 feet from Ridge Road, allowing easy access to both Route 1 and the York Beach area. The York Police Department building is an approximately 18,000 SF building that will provide appropriate accommodations for police station staff in a modern, energy efficient environment. The design of the building provides a structure which is, first and foremost, a response to functional needs of the department. Operational needs have determined the configuration of the building areas with respect to each other, and internally. The shape of the building has been driven by the desire of the town to have a building with sloped roofs. The designers' efforts have aimed to avoid a flat roof area by making bays of enclosed areas with a width of approximately 65'. With a 6/12 roof, this results in a ridge approximately 32' above the eaves. It should be noted that the orientation of the building has been located to maximize the solar orientation and facilitate the possible addition of solar collectors in the future. Building plans and a rendering are included in ***Attachment 1.***

Access and Parking:
The police station will be accessed at two locations from the new through road. The westerly access will be for staff, cruisers and official visitors, and the easterly access will be for the public. The Town of York code requirement for parking for this type of facility is established as

four spaces for every 1,000 SF of floor area. At 18,000 SF the resultant requirement is 72 parking spaces. While the initial program suggested more parking than that, the LEED Silver requirement has led to a decision not to seek that additional parking. All parking shall be 90 degrees to access aisles.

Traffic

The project comprises the construction of new public safety building to house the current York Police Department facilities. The existing Police Station is located a short distance away in the same area of town at 36 Main Street. As such, it will not generate any *additional* traffic in the town, or on the local road network. The project also includes construction of a new Connector Road between Route 1 and Ridge Road. This will provide additional infrastructure to alleviate congestion on other adjacent routes. The project is thus expected to be of net benefit to traffic circulation on the local road network. A summary of the traffic evaluation for the project, including sight distances at the ends of the new Connector Road, and recommendations on turning lanes is included in ***Attachment 7***. Please note that the traffic analysis undertaken for this application assumes that the Connector Road will not be opened to the Route 1 connection. *The third party Traffic Review Engineer has indicated that further traffic analysis, including summer traffic counts and license plate surveys would be beneficial to informing the final design of the Route I and Connector Road intersection. The town is proposing to construct the Connector Road under this application, but not to open it to traffic pending receipt of this information and finalization of the design. The project will return to the Planning Board for further approval prior to opening the road, once the final design for the intersection has been reviewed.*

Utilities:

Power and communications -The new facility will be served by three-phase power from the CMP system in Ridge Road. The new service will run underground from the street to the police station site. A pad-mounted transformer will be installed adjacent to the new Police Station with ongoing secondary service to the building. Communications and cable conduits will be installed in the same trench as the electrical service to the specifications of the governing utilities.

Sewer - Sewer service for the new Police Station will be provided by York Sewer District. A new gravity sewer extension will be constructed as part of this project. The new sewer will connect to the existing system in Caddy's Way, across land recent purchased by York Sewer District. It will extend into the site, serving the new police station facility and continuing up the Connector Road to provide potential future sewer access to abutting property owners. A sewer capacity letter is included in ***Attachment 8***.

Water - Water service to the site will be provided by the York Water District. A new 8" Ductile Iron diameter water main will be constructed between Ridge Road and the Police Station site to provide fire and domestic supply. York Water District has also indicated that a loop to the end of the main in Caddy's Way may be beneficial to overall system performance, and that consideration should be given to sizing the new main for expected future growth in the area. Domestic and fire services for the new facility will be tapped off the new service main. A fire hydrant will be installed in the roadway adjacent to the new building to provide external fire-fighting protection. A water capacity letter is included in ***Attachment 8***.

Stormwater Management

Stormwater from the newly developed areas of the site and roadway will be captured and treated in accordance with the State of Maine Chapter 500 Stormwater Law. Small Bioretention cells and vegetated buffers will be used to treat runoff from the new roadway. Filtering drip strips and bioretention cells in and adjacent to parking lots and around the

building will treat runoff from these areas. In addition, a number of areas alongside the road will be utilized as Stormwater Buffers. These areas will be deed restricted in accordance with MDEP requirements.

The stormwater management BMPs are primarily designed to treat runoff from developed areas for water quality. However, in addition to this primary function, they will also serve to slow and detain runoff so that flows to downstream resources are not increased. The new Connector Road will cross several drainageways that convey runoff from upstream areas to the west of the site, across the property in a generally easterly direction. Surface flows in these drainageways will be conveyed under the new road in a series of culvert crossings. The culverts will be sized to convey the peak design 100-year flood flow at each location. At two locations, the crossings are defined as natural streams. In these cases the culvert crossings will be oversized and constructed with a natural "bed" within the pipe to maintain the hydraulic conditions at either side of the crossing. The original Stormwater Management Report, and the three subsequent addenda are included in ***Attachment 12***.

In addition to the permanent measures described above, a comprehensive array of temporary soil erosion and sediment control measures are proposed to protect the site and downstream resources during construction of the project. Soil erosion BMPs are shown on the accompanying plans and notes.

Landscaping and Lighting
A preliminary landscaping plan has been developed for the site to create an attractive environment around the new police station facility and supplement the existing vegetation that will remain around the site perimeters. Some additional plantings are also proposed around the new entrance to the Connector Road from US Route 1. Lighting for the police station parking lot is designed to provide safe and adequate lighting without intruding on adjacent properties, or the adjacent roadway. Light locations are shown on the site electrical plan and fixture cut sheets are included in ***Attachment 11***.

Historic Resources
Letters have been sent to Maine Historic Preservation Commission and York Historic District. We are currently awaiting responses. Copies of the letters are included in ***Attachment 9***.

Fire Department Review
An initial meeting was held with Chief Bridges on October 26th 2011. Further correspondence was undertaken throughout the development of the plans during the previous permitting of the project. The project has been designed to meet all local and state fire codes. Copies of correspondence and meeting minutes are included in ***Attachment 10***.

Natural Resources
Natural resource protection was one of the primary objectives considered during the evolution of the concept design for the new facility and connector road. The design was developed to achieve the program goals while **avoiding** natural resources impacts and, where unavoidable, **minimizing** those impacts.

After selection of the site, existing conditions information was gathered including mapping of natural resources and the associated regulatory setbacks. The mapping information was used to develop a preliminary design that met appropriate site and safe road alignment guidelines, while avoiding and minimizing natural resource impacts to the greatest practicable extent. A copy of the Wetland Delineation Report is included in ***Attachment 5***.

Preliminary meetings were held with natural resource consultants and regulators at the State and Federal levels during development of the design to ensure that the design objectives could be met, and that the project would meet the criteria required by the relevant permit guidelines. A pre-application meeting with State and Federal regulators set parameters for mitigation of the potential wetland and vernal pool buffer impacts. A mitigation plan, designed to address the impacts was developed and submitted with the state and federal permit applications.

The project design limits all proposed direct wetland impacts to the Right-of-Way associated with the new road. The majority of these are associated with necessary crossings of drainage features on the site. There are no wetland impacts on any single lot (existing, or proposed).

Some areas of unauthorized clearing occurred at the site following previous project approval and the start of construction. Restoration of these areas is included as part of this submission and described in the section below

Restoration of Previously Impacted Areas
Following previous approval of this project, significant areas of unauthorised clearing occurred at the site. These areas were outside the limits of disturbance shown on the project plans, or presented in previous permit applications. The plans submitted with this application include details of proposed restoration and re-planting in these areas, in order to bring the site into conformance with current State and Federal permits, and to resolve locally administered Shoreland Permit violations. The plans and supporting documents in this submission give priority to restoration activities and include safeguards to ensure that no clearing is undertaken without prior approval. A copy of the Buffer Restoration Plan for impacted areas within State and Federal jurisdiction is included as ***Attachment 6***.

Permitting
The project has a current USACE Programmatic General Permit. A permit amendment will be required with revised plans showing the Communication Tower, the associated stormwater facilities, and revised sewer service location. Implementation of the Buffer Restoration Plan will be required to achieve compliance with the permit.

The project has a current Maine Department of Environmental Protection Natural Resource Protection Act Permit. An Amendment will be required to cover the addition of the Communication Tower, the associated stormwater facilities and the revised sewer service location. Implementation of the Buffer Restoration Plan will be required to achieve compliance with the permit.

In addition to the Site Plan Review, Shoreland Permit Review and Wetlands Permit Review that will be undertaken by the Planning Board, the project design needs to address the local Shoreland Permit violations to the satisfaction of the Code Enforcement Office. A Flood Hazard Development Permit will also be required to authorize the proposed flood plain crossing at the Ridge Road end of the Connector Road.

Construction Sequence
New construction on the project will give priority to tasks required to restore areas that were subject to previous unauthorized clearing. These areas will be cleared of debris, planted and stabilized in order achieve conformance with previously issued permits and resolve recorded violations.

1. Prior to construction all clearing limits and limits of disturbance shown on the project plans shall be clearly staked in the field for approval by the Project Engineer. No clearing or cutting shall be undertaken until the limits have been approved.
2. All stormwater buffers shown on the plans and referenced in the project approvals shall be clearly survey located and marked with rebar pins at each corner, as required by the conditions of the Maine DEP permit issued for the project. Temporary fencing shall be erected to clearly delineate these areas during construction.
3. Site construction will begin with processing of the existing rock debris pile that is adjacent to the impacted vernal pool.
4. Rock will be removed from the top of the debris pile until such time as it is sufficiently stable to remove the area of rock closest to the vernal pool. Rock from the stockpile will be processed and used as granular borrow on the project site.
5. As soon as it is safe and practical, rock debris will be removed from the restoration area within 100 feet of the wetland edge associated with the impacted vernal pool.
6. The stockpile of loam and woody debris adjacent to the vernal pool will be spread across the restoration area, as described in the Buffer Restoration Plan. Excess material will be moved out of the restoration area and re-used on the site.
7. The addition of organic material, grading and stabilization of the restoration area shall be undertaken at the earliest possible opportunity so that seeding and planting can take place while construction of other aspects of the project continues.
8. As soon as base grades have been established and the restoration area has been stabilized, perimeter fencing shall be erected with signs identifying it as a protected natural resource area.
9. Restoration of plantings shall be undertaken under the supervision of the project wetland scientist.
10. Construction of the remainder of the project shall continue once the restoration area is stabilized and adequately protected.

Waiver Request
The applicant respectfully requests the following waivers from the Town of York Site Plan and Subdivision Regulations;

1. **Section 6.4.14.2 requires street cross sections every fifty feet along the entire street proposed in the development.** The applicant requests a waiver from this provision on the following grounds. The proposed street cross section is relatively uniform throughout the length and has only three different section configurations. These are clearly shown on the site plan and details. In our opinion this information, along with the detailed road profile information clearly shows the alignment, elevations and sections required for accurate construction of the road. Adding repeated similar cross sections along the length of the road would be redundant.

2. **Section 6.3.32 requires that a High Intensity Soil Survey be submitted indicating the suitability of the soil conditions for the uses proposed.** The applicant requests a waiver from this requirement on the grounds that a high intensity soil survey is neither warranted nor appropriate for this type of development. Maine DEP requires Class A High Intensity Soil Surveys for only two classes of projects. The first is for a specific area of land that is to be used for wastewater disposal, or disposal of other wastes. The second is for residential and commercial subdivisions that utilize on-site wastewater disposal and have lot areas of less than two acres. The primary reason for undertaking a High Intensity Soil Survey is to determine the capability of surficial soils to accept, treat and disperse relatively high intensity waste disposal functions. The proposed project will be connected to municipal sewer and will not include any on-site disposal of waste materials. Therefore, this information will not be helpful or relevant

to the development. A geotechnical investigation has been undertaken to determine depth to bedrock, soil bearing capacity and other physical parameters for use in the design of the building foundation and pavement sections.

3. **Section 9.5.9 of the Town of York Site Plan and Subdivision Regulations states that the maximum centerline grade of a road shall be 2% within 75 feet of an intersection.** The applicant requests a waiver from the is standard on the grounds that the intersection approach grade is not critical at signalized intersections, and that the proposed design grades meet the standard of good engineering practice. As noted during the engineering review of this project, the design road grade at the approach to the Route 1 intersection exceeds the standard in Section 9.5.9 of the Town of York (). The American Association of State Highway and Transportation Officials (AASHTO) design manual - A policy on Geometric Design of Highways and Streets (AASHTO 2004) recommends a maximum grade of 3% in the vicinity of intersections where this is practical. The manual goes on to state that "Where existing conditions make such designs too expensive, grade should not exceed 6% at the intersection approach." The reasoning behind these criteria is that the accelerating and stopping distances for vehicles on a grade of 3% differ little from the corresponding distances on the level. This standard is applied for two reasons. Firstly, to ensure that decelerating vehicles approaching an un-signalized intersection have sufficient distance to safely stop. Secondly, and more relevant in this case, that accelerating vehicles leaving the stopped position are not unduly delayed by a significant rising grade - this could potentially increase conflicts with vehicles travelling on the intersecting roadway. The design grade at the approach to the signalized US Route 1 intersection is 2% for a distance of forty feet from the intersection. The profile then enters and vertical curve, with the grade increasing to a maximum of 3.8% at a distance of seventy-five feet from the intersection. The design falls well within the parameters recommended in the referenced AASHTO guide.
4. **Section 7.18.6 requires that proper and complete monumentation shall be installed prior to final approval of the application.** The applicant requests a waiver from this provision on the grounds that monumentation of the new road right-of-way will be subject to possible damage by construction traffic and earth moving operations. Some of the proposed monuments are located in areas where significant grade change is proposed. It is proposed that monumentation be installed in these areas as soon as earthwork is complete.

Summary

The new York Police Station project is designed to address the significant deficiencies in the current facility described in the Comprehensive Plan. The location for the project has been selected as the most appropriate available site and the preliminary design has been tailored to meet appropriate road safety and design standards while avoiding and minimizing impacts to natural resources. The new building and associated facilities will benefit the community and allow the police department to better serve the Town of York over the coming years.

Impact Statements

a) Water supply for domestic consumption - The new facility will have no significant impact on the overall domestic water consumption within the community. The new police station will allow re-location of existing staff from the existing police department building that is served by the same York Water District system. A new water main and service will be constructed to serve the new facility and this infrastructure could potentially serve additional future service connections. A letter indicating capacity to serve the facility from York Water District is included in ***Attachment 8***.

b) Water supply for fire protection. The new facility will be served by a new water main that will be constructed in the Connector Road as part of this project. The fire protection requirements for the new building will not be significantly different from those at the existing police department building.

c) Wastewater treatment and disposal. The new facility will connect to the same York Sewer District system as the current police station building. The flows will be similar as the facility will be staffed by existing employees that will be re-located to the new building. A new sewer system will be constructed in the Connector Road to serve the police station facility. A letter from York Sewer District indicating capacity to serve this project in included in ***Attachment 8***.

d) Police, fire, ambulance services. This new facility will obviously be of significant benefit to the police department. It addresses significant deficiencies in the current facility and will allow the department to better serve the town. The construction of the new Connector Road will create an additional route between ridge Road and Route 1 for use by emergency services.

e) Stormwater management. The development of the project includes the construction of several stormwater Best Management Practices that will capture, detain and treat runoff from the site and surrounding areas. The system is designed to ensure that there will be no increase in peak flow to off-site downstream areas, and that water quality treatment is provided in accordance with current local and state standard. Although the project will not solve the reported flooding problems in the York Beach area, the design will ensure that flooding frequency is not increased and that surface water quality is not impacted.

f) The project will re-locate the existing police department facility and therefore will not generate any additional traffic per se. The addition of new infrastructure will add capacity to the road network and reduce congestion.

g) On-site parking is adequate for the proposed use. There will be no parking along the new Connector Road. No off-site parking impacts are anticipated.

h) Water quality. The project will have no significant impact on water quality. Wastewater will discharge to the York Sewer district system and stormwater treatment facilities will ensure that there is no degradation of surface waters due to runoff from the development.

i) Environmental quality. The road alignment and geometry has been designed to avoid and minimize impacts to natural resources to the maximum practical degree. The new building is designed to meet LEED © Silver Standard and incorporates a number of innovative energy efficiency and environmental design features. The overall project will have the minimum possible environmental impact.

j) Historic and archaeological resources. Correspondence has been sent to MHPC and YHDC to determine the presence of any significant historic resources at the site. We are awaiting responses.

k) Fiscal impacts. The construction of this project is funded by the issue of municipal bonds, approved through a referendum vote by the people of York.

l) The scale of the project is governed by the current needs of the York Police Department with allowance for some future growth during the design life of the new building. The building is approximately 18,000sf and the new impervious area associated with the site improvements is just under two acres.

m) N/A

n) N/A

The following drawings are included with this application:

G1001	COVER SHEET
GI002	SITE NOTES AND LEGEND
1-6	EXISTING CONDITIONS SHEETS
1 OF 2	STANDARD BOUNDARY PLAN
2 OF 2	STANDARD BOUNDARY PLAN
CE001	EROSION CONTROL NOTES
CE101	EROSION CONTROL PLAN
CE501	EROSION CONTROL DETAILS
CG101	GRADING AND DRAINAGE PLAN
CG501	GRADING AND DRAINAGE DETAILS
CG502	GRADING AND DRAINAGE DETAILS
CP101	SITE LAYOUT AND UTILITY PLAN
CP102	ROAD GEOMETRY PLAN
CP201	ROAD PLAN AND PROFILE
CP202	ROAD PLAN AND PROFILE
CP203	ROAD PLAN AND PROFILE
CP501	SITE DETAILS
CP502	SITE DETAILS
CP503	SITE DETAILS
CU101	UTILITY PLAN
CU501	UTILITY DETAILS
CU502	UTILITY DETAILS
ES101	ELECTRICAL SITE/LIGHTING PLAN
LP101	PLANTING & LANDSCAPING PLAN
LP501	PLANTING & LANDSCAPING DETAILS

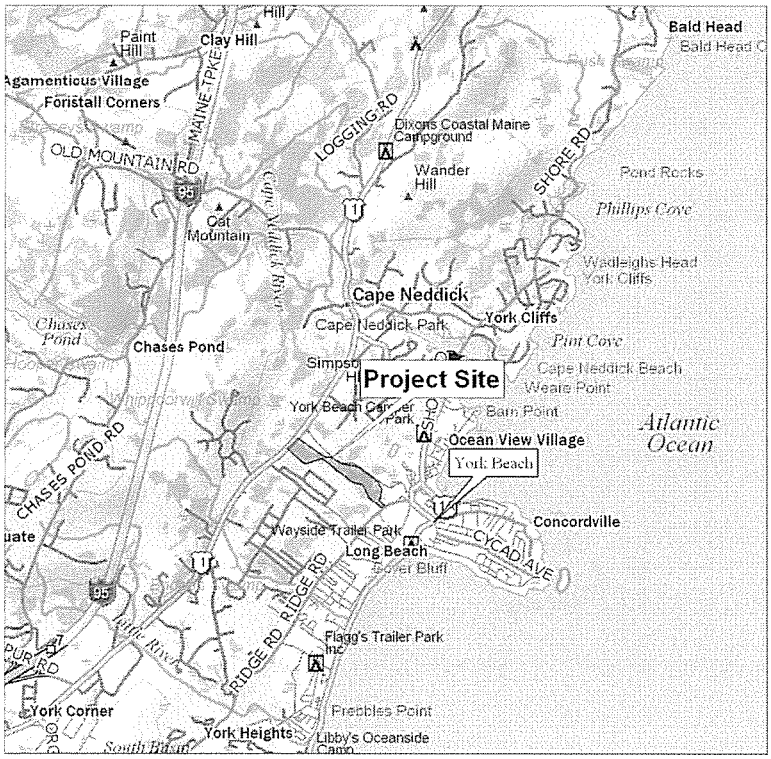


Image taken from Delorme Maps

Project No. 06122-10
December 2011

York Police Department
New Public Safety Building &
Connector Road

Site Location Plan

Shoreland Permit Narrative

Part of the site is within a Mixed Use Shoreland District, as shown on the Town of York Zoning Map and the Overall Existing Conditions Site Plan Sheet. Public buildings and facilities for the Town of York are permitting in sections of Shoreland Zone except those located within 250 feet of the Normal High Water Mark of the Atlantic Ocean, the York River and its tributaries, and the section of Cape Neddick River located east of Route One, provided applicable structure setbacks of the Shoreland Zoning Subdistrict are met.

Within the Mixed Use Subdistrict, all principal and accessory structures and substantial expansions of such structures shall set back 100 feet (but 35 feet on Harris Island only) from the normal high water mark of any waterbody, or from the upland edge of any coastal wetland or of an inland wetland of 10 or more acres in size. For Inland Wetlands with a contiguous area of 4 or more acres, but less than 10 acres, the setback shall be 75 feet.
The proposed Police Station building is more than 75-feet from the upland edge of the closest wetland within the Mixed Use Shoreland District.

Erosion and Sediment Control

Soil erosion and sediment control measures are described in plan and narrative format on the project plan sheets. The dedicated soil erosion plan sheets and details describe a full range of soil erosion and sediment control measures that have been designed for the proposed development.

The design of the road and the site improvements associated with the new Police Station building has been tailored to match the existing conditions topography to the maximum practical extent. The town subdivision and road construction standards include specific vertical geometry design parameters that have to be applied to the new Connector Road. At some locations these parameters, along with property and natural resource constraints, and the need for crossing storm drain culverts require that the road elevation deviates from the existing ground surface. Every effort has been made to minimize these deviations, and hence limit the earthwork and limits of disturbance associated with the new construction.

Erosion and sediment control measures will be in place throughout the extent and duartion of the construction activities. This project falls under the jurisdiction of the State of Maine Pollution Discharge Elimination System (MPDES) General Permit for Construction Activities. As such, weekly inspections and reports on soil erosion and sediment control measures will be required until permanent stabilization of all disturbed area is achieved.

Requirements for temporary and permanent stabilization of disturbed areas are described on the Erosion Control Notes plan sheet (CE001).

Disturbance to natural drainageways will be minimized to maximum extent practicable. New drainageways and roadside swales are designed to convey the maximum predicted peak flow during the 25-year design storm event. All new drainage channels will be stabilized with vegetation.

Clearing or Removal of Vegetation for Activities Other Than Timber Harvesting

The project design limits the clearing of trees and other vegetation to that necessary for the development of permitted uses on the site. The road grading has been designed to limit the area of disturbance required to construct a road that meets the town standards for collector roads and minimizes disturbance of adjacent natural resources in accordance with town, State and federal regulatory standards.

Similarly, the police station site design has been developed to maximize the retention of existing vegetation while providing improvements that meet the critical needs of the York Police Department.
Clearing operations will be conducted in a manner that minimizes soil disturbance, and an extensive array of soil erosion and sediment control Best Management Practices (BMPs) have been designed to effectively stabilize disturbed areas, and protect downstream receiving areas.
Limited cutting of vegetation is proposed within wetland areas, associated with required road crossings. At each location the crossing is located and designed to minimize and avoid wetland impacts to the maximum practical extent. Mitigation will be provided form wetland impacts in accordance with guidelines issued by Maine DEP and US army Corps of Engineers.

Following earlier approval of this project, significant areas of unauthorised clearing occurred at the site. The plans submitted with this application include details of proposed restoration and re-planting in these areas, to bring the site into conformance with current State and Federal permits and to resolve locally administered Shoreland Permit violations. The plans and supporting documents in this submission give priority to restoration activities and include safeguards to ensure that no clearing is undertaken without prior approval.

Stormwater Runoff
A Low Impact Development (LID) approach has been taken to the stormwater design for the proposed development. This emphasizes the use of natural buffers, swales and filter strips to capture and treat stormwater runoff from develop areas proximate to the source. Where filter strips and buffers cannot be designed to meet the current State stormwater regulations, small scale bioretention cells have been used to provide equivalent treatment. This type of design approach minimizes clearing and disturbance associated with the construction of stormwater management infrastructure. Roof edge drip strips are used around the perimeter of the new police station building to capture, filter and treat the roof runoff before allowing it to slowly drain towards the natural drainageways and wetlands.

Road and Driveway Construction
Earthen embankments for road and driveway construction have been designed at a maximum slope of 2:1 (horizontal:vertical). All earth embankment slopes will be stabilized with vegetation and erosion control matting, where applicable. Riprap stone slope stabilization and retaining walls have been incorporated into the design where these elements can be utilized to minimize wetland impacts and clearing of existing vegetation.

The new Connector Road crosses a number of wetlands and drainageways to provide essential access to the new police station building. At each location the road crossing has been located and designed to minimize wetland impacts and maximize setbacks from wetland areas at the approaches to the crossing.

Grades on the new roadway meet the town standard for Collector Roads. The centerline grade of the road does not exceed 6% at any location.

Runoff from the new roadway is directed into roadside swales, wooded buffers and at some locations bioretention cells and underdrained filters. All of these BMPS are designed to treat runoff water quality and capture, detain and disperse stormwater in a manner that promotes natural infiltration. Crossing culverts are designed to maintain existing flow patterns in drainageways and minimize disruption to the natural hydrology.

Soils

A Geotechnical Report for the project was issued by SW Cole Engineering Inc. in November 2011. This information supplements a previously undertaken Preliminary Geotechnical Evaluation of the site by RW Gillespie and Associates. The investigations included a total of 29 test borings and 112 auger probes throughout the area of road and site development. The investigations generally encountered dark brown topsoil and forest duff up to 2.0 feet in thickness, overlying silty sand with varying amounts of gravel ranging from 2.0 to 8.0 feet in depth. Refusal surfaces (probable bedrock) were encountered at depths ranging from the ground surface to 16 feet. It is anticipated that some ledge removal will be required to achieve even grades for the building foundation, and in isolated areas of the new roadway alignment. It is also possible that organic deposits of varying depths may be encountered at wetland crossings. However, the soils conditions through most of the site are generally favorable for site development with no evidence to suggest the presence of weak, fine grained cohesive soils. The use of standard soil erosion and construction techniques will be sufficient to avoid adverse environmental impacts either during or after construction of the project.

Water Quality Protection

The project does not propose to locate, store, or discharge any noxious substances that could contaminate, pollute or harm water quality.

Essential Services

The installation of all proposed new utilities is kept within the Right-of-Way of the new Connector road except at the service connections to the new police station building. Electricity, sewer and water mains will follow the road to the building site. A sewer connection to the existing line in Ridge Road will be installed within the existing ROW. The possibility of looping the water main to connect with an existing line in Caddy's Way is being investigated. This line would be installed in a new easement that crosses the existing CMP power line corridor that runs through the property.

Parking Areas

The new parking area for the police station building meets the required setback distance of 75-feet from the nearest wetland edge. Runoff from parking areas is captured and treated in stormwater BMPs before allowing treated flow to discharge in a non-erosive manner to downstream receiving waters.

Restoration of Previously Impacted Areas

Restoration of the areas of unauthorized clearing within the Shoreland Zone at the site is described in the Buffer Restoration Plan included as ***Attachment 6*** of this submission. Priority will be given to restoration of the impacted area as soon as construction resumes at the site. The construction sequence is described in the Project Narrative.

Standards

Section 18.2.6 of the Town of York Zoning Ordinance describes the Standards for Review of Shoreland Permits. They are listed below;

a. Will not result in unsafe or unhealthful conditions - The project does not propose any uses, processes, storage, or disposal of materials that could present a risk to safety or health. The primary function of development is to provide a new efficient headquarters for the York Police Department so that they can continue to protect public safety.
b. Will not result in soil erosion and sedimentation - As described above, a comprehensive soil erosion and sediment control plan has been developed for the project. The plan includes temporary and permanent measures that will ensure that there is no significant soil erosion or sedimentation as a result of the development.
c. Will not result in water pollution - The area of the proposed development has been kept to the minimum area required to achieve a viable and functional facility. A comprehensive stormwater management plan has been developed for the project. Runoff from new impervious areas will be captured and treated in a variety of BMPs that are specifically designed to meet State and federal water quality protection standards. Wastewater disposal is provided through a connection to the York Sewer district system. The project is not expected to have any significant detrimental impact on water quality.
d. Will not adversely impact spawning grounds, fish, aquatic life, bird and other wildlife habitats - The proposed project will not directly impact the shoreland wetland and maintains an adequate buffer from the wetland edge to minimize any potential for adverse impacts to aquatic, or other wildlife habitats.
e. Will conserve shoreland vegetation - The project maintains adequate buffers from the shoreland wetland and will not result in undue disturbance of shoreland vegetation.
f. Will conserve visual points of access to inland and coastal waters, and shoreland vistas as viewed from public facilities and public roads - At present the shoreland wetland in the proximity of the site is not visible from public facilities, or roads. The interior portions of the site are largely inaccessible and viewsheds of the wetlands are limited by thick vegetation. The new Connector Road will enhance views of the shoreland wetland and associated stream, both at the crossing locations and where the new road runs close to the wetland edge. The area at the western edge of the wetland will also be visible from the new Public Safety Building.
g. Will conserve actual points of access to waters - There is limited access through the site to the Ice Pond located on the southwest side of the new road. Currently there is a small track that leads across private property into the site from Ridge Road. The edge of the pond can then be accessed through the thick vegetation that covers the dam at the northeast end. The new road and sidewalk will provide improved public access to this area. Similar improvements to public access will be gained to the other streams and wetlands on the property from the multi-use trail that extends along the new right-of-way.
h. Will conserve natural beauty - The road and site development have been designed to avoid impacts to natural resources to the maximum extent practical, and minimize the disturbance required to achieve the core objectives of the project. The site topography outside the new right-of-way and the majority of the vegetation on the site will remain unchanged.
i. Will avoid problems associated with floodplain development and use - The construction of the new Connector Road requires a single flood plain crossing at the outlet to the Ice Pond near Ridge Road. An approximate 100-year flood boundary is indicated on the

FEMA Flood Insurance Rate Map at this location. No base elevation has been determined, indicating that the extents of the flood plain have been estimated by FEMA, and that no detailed hydrologic analysis has been done on this segment. However the outline corresponds approximately with a surveyed elevation of 11 feet. The proposed road crossing encroaches into the flood plain and the fill required for the construction will result in a minor reduction in the flood storage capacity. The volume of fill required within the flood plain, and below the base flood elevation has been calculated, and compensatory storage will be provided through excavation of stormwater BMPs and site grading in the vicinity of the flood plain wetland. This will ensure that there is no net loss in flood storage capacity within the catchment due to the project. The road crossing is designed to accommodate the peak flow from a 500-year design storm event, and vertical headwalls are provided at each end of the crossing to protect the integrity of the road structure and crossing utilities. Thus the project will avoid the two most common problems associated with floodplain development and use; the loss of flood volume storage and loss or damage to property due to construction within flood prone areas.

j. Will not interfere with existing navigational uses - There are no navigational uses within the waterways adjacent to the project site.
k. Will not unreasonably alter the natural flow or storage capacity of any water body - Please see response to item i), above. A similar approach is taken at the non- flood plain wetland crossings. None of the other drainageways have flood plains associated with them, so the primary focus at these locations is to accommodate the natural flow without undue interference, or modification. This is achieved through the use of adequately sized crossing culverts with appropriate inlet and outlet protection.
l. Will adequately provide for the disposal of wastewater - wastewater from the project will discharge to the York sewer District system in Ridge Road via new gravity and pressure sewers in the street.
m. Will conserve protective buffers from the normal high water mark of adjacent wetlands - The location of the improvements will conserve buffers from the existing wetland edge of Shoreland Wetlands at all locations, except where crossing are necessary to provide access to permitted uses. A minimum buffer of 75-feet has been maintained from the site improvements associated with the police station development and the edge of the Shorleand Wetland. Areas impacted by previous clearing at the site will be restored as part of this project.
n. Will conserve the amount of pervious surface - The project design makes every effort to preserve previous and landscaped areas and limit the construction of new impervious surfaces. Where these are required, runoff is captured, treated and dispersed through soil and underdrain treatment systems that mimic natural pervious surfaces and limit surface runoff.

Wetland Permit Narrative

The wetland systems on the site have been delineated and evaluated by Stantec Consulting (Stantec). The original delineation was undertaken in 2007 and a subsequent verification was undertaken in October 2011 to confirm the wetland boundaries. A Wetland Delineation and Vernal Pool Survey Report was issued to November 30, 2011. A copy is included in ***Attachment 5***.

The project has been designed to avoid and minimize wetland impacts to the maximum extent practical, as required by local, State and Federal regulations. The horizontal and vertical alignment of the proposed Connector Road has been designed to follow existing grades and avoid protected natural resources while still meeting the Town of York design standards and engineering best practices for road design. The new police station has been sited at a location that creates no wetland impacts for this portion of the development.

All of the wetland impacts for the project are within the Right-of-Way (ROW) for the new road. There is no wetland impact on any single lot as a result of this project.

There are no plans for further development of the site at this stage and although "lots" will be created by the division of the existing parcels by the new road ROW these are not part of an overall plan to develop the property.

The proposed use, fill, and alteration of the site will not increase the risk of off-site flooding and will not increase stormwater discharge from the property during the 2 and 50 year design storm events. A full stormwater report, including analysis of all contributing areas and runoff and routing calculations will be submitted with the final review application package.

Applications for State and federal permits associated with the proposed wetland fills at the sit and impacts to vernal pool buffers will be submitted at the end of January.

Preservation of Natural and Historic Features.

The grading plans for the development are shown on several sheets. Plan Sheet CG101 shows the site grading around the new Police Station building and associated site improvements. Sheets CP201 -CP204 show the alignment and grading of the proposed new Connector Road. The site grading, and hence the extents and magnitude of the proposed cuts and fills are shown graphically on these sheets. An overall determination of earthwork quantities has been undertaken by the project construction team and is included as ***Attachment 13*** of this submission. The attachment includes graphical representations and numerical quantities for cut and fill volumes at the site. The road profile sheets have been revised to include identification of all areas where the proposed elevation will change more than five feet from the existing conditions. The road plan and profile sheets show all grading associated with the new road and locations where this work extends beyond the limits of the right-of-way are shown on the plan sheets.
The site grading has been developed to minimize cuts and fills while meeting Town of York standards for road design and producing an efficient and feasible layout for the project. The road alignment has been developed to minimize impacts to protected natural resources and follows existing topography to the extent practical, while maximizing setbacks and minimizing deep cuts, which could require ledge removal. General site grading maintains slopes at less than 20%, except for shoulder slopes and reinforced embankments associated with road construction.

Retention of wildlife habitat values following development of the site has been maximized through the incorporation of strategies to avoid and minimize natural resource impacts and to limit the extent of clearing required to meet the project objectives.

The limited access through the site to the edge of the Ice Pond will be improved by the construction of the new road and multi-use trail. Currently there is a small track that leads across private property into the site from Ridge Road. The edge of the pond can be accessed through the thick vegetation that covers the dam at the northeast end. The new road and sidewalk will provide improved public access to this area. Similar improvements to public access will be gained to the other streams and wetlands on the property from the multi-use trail that extends along the new right-of-way.

There is no information to indicate that there are any significant historical resources on the project site. Correspondence from the State of Maine Historic Preservation Commission is included in ***Attachment 9*** of this submission.

Figures

Attachment 1 - Building Plans and Rendering

Attachment 2 - Financial Capacity Information

TO: York Planning Board

FROM: Wendy Anderson, Director of Finance

RE: Financial Capacity for Police Station Project

DATE: March 6, 2014

On May 21, 2011 the voters authorized an expenditure of $6,810,539 for construction of a new police station and an expenditure of $1,626,882 for construction of a connector road between US Route 1 and Ridge Road in York Beach. The voter approved total for the two projects was $8,437,421.The approved costs were based on engineering estimates provided by SMRT Architects.

On June 4, 2012 the Board of Selectmen approved a Guaranteed Maximum Price (GMP) of $6,620,100 from PC Construction for all costs related to construction of the police station project and connector road. The GMP did not include administrative costs. The GMP for construction was some $59,593 lower than the engineering estimates for construction only. After acceptance of the GMP of $6,620,100 there was $1,817,321 left in voter approved funds for administrative costs for the two projects. Since the GMP was approved by the Selectmen, approximately $2,058,000 has been spent on the projects, leaving approximately $6,379,421 available.

PC Construction will be returning to the Board of Selectmen at some point in the future with a revised GMP based on current costs to construct the police station and connector road.

Attachment 3 - Title, right, or interest

BERGEN & PARKINSON, LLC
Attorneys at Law
62 Portland Road
Kennebunk, Maine 04043

3 pr JW

Doc# 2010020934
Bk 15871 Pg 326 - 328
Received York SS
05/28/2010 3:47PM
Debra L. Anderson
Register of Deeds

Maine R.E. Transfer Tax Paid

QUITCLAIM DEED WITH COVENANT

KNOW ALL MEN BY THESE PRESENTS, that Dewey Roger Horn, of York, Maine, Harry H. Horn, of Mount Olive, North Carolina, and Samuel Horn, of York, Maine, for consideration paid, grant to The Inhabitants of the Town of York, a body corporate and politic, located at York in the County of York and State of Maine, whose mailing address is 186 York Street, York, Maine 03909, with Quitclaim Covenant, the following land:

A certain lot or parcel of land situated at York Beach, in the Town of York, County of York and State of Maine, bounded as follows:

On the northeast by land of York's Wild Kingdom, Inc., described in a deed recorded in Book 2730, Page 293, of the York County Registry of Deeds;
On the northwest by land of Donald Blinn, described in a deed recorded in Book 3164, Page 12, of the York County Registry of Deeds;
On the south and west by the southwesterly sideline of a proposed road crossing the land of the Grantors as shown on a plan entitled "Proposed Master Plan, York Police Station" dated 3-03-10 by SMRT, a copy of which is attached hereto as Exhibit A and incorporated herein by reference;
On the southeast by the following parcels: (1) land of Roger R. Norton, III and Melody L. Norton (YCRD Book 13824, Page 211); (2) land of M H Parson & Sons Lumber Co. (YCRD Book 4624, Page 224); and (3) Patrick J. Cragin, Trustee (YCRD Book 15173, Page 402).

The above described premises are conveyed together with all appurtenant rights and easements, in common with remaining land of the Grantors.

The Grantors, for themselves and their heirs and assigns, for the benefit of the remaining land of the Grantors, except and reserve a perpetual easement for ingress and ingress and installation of utility services in, over and through a strip of land 50 feet in width and lying northeasterly of and adjacent to the full length of the southwesterly sideline of the within conveyed premises.

Being a portion of the premises described in a deed from Rhoda Iris Freeland to Harry H. Horn, Samuel Horn, and Dewey Roger Horn as tenants in common dated January 17, 1979, and recorded in the York County Registry of Deeds in Book 2536, Page 280.

Executed and delivered this 28th day of May, 2010.

Witness

Dewey Roger Horn

Witness

Harry H. Horn

Witness

Samuel Horn

State of Maine
York, ss.

May 28, 2010

Personally appeared before me the above named Dewey Roger Horn and Samuel Horn and acknowledged the foregoing instrument to be their free act and deed.

~~Notary Public~~ Attorney at Law

Print name: David J. Jones Bar # 710

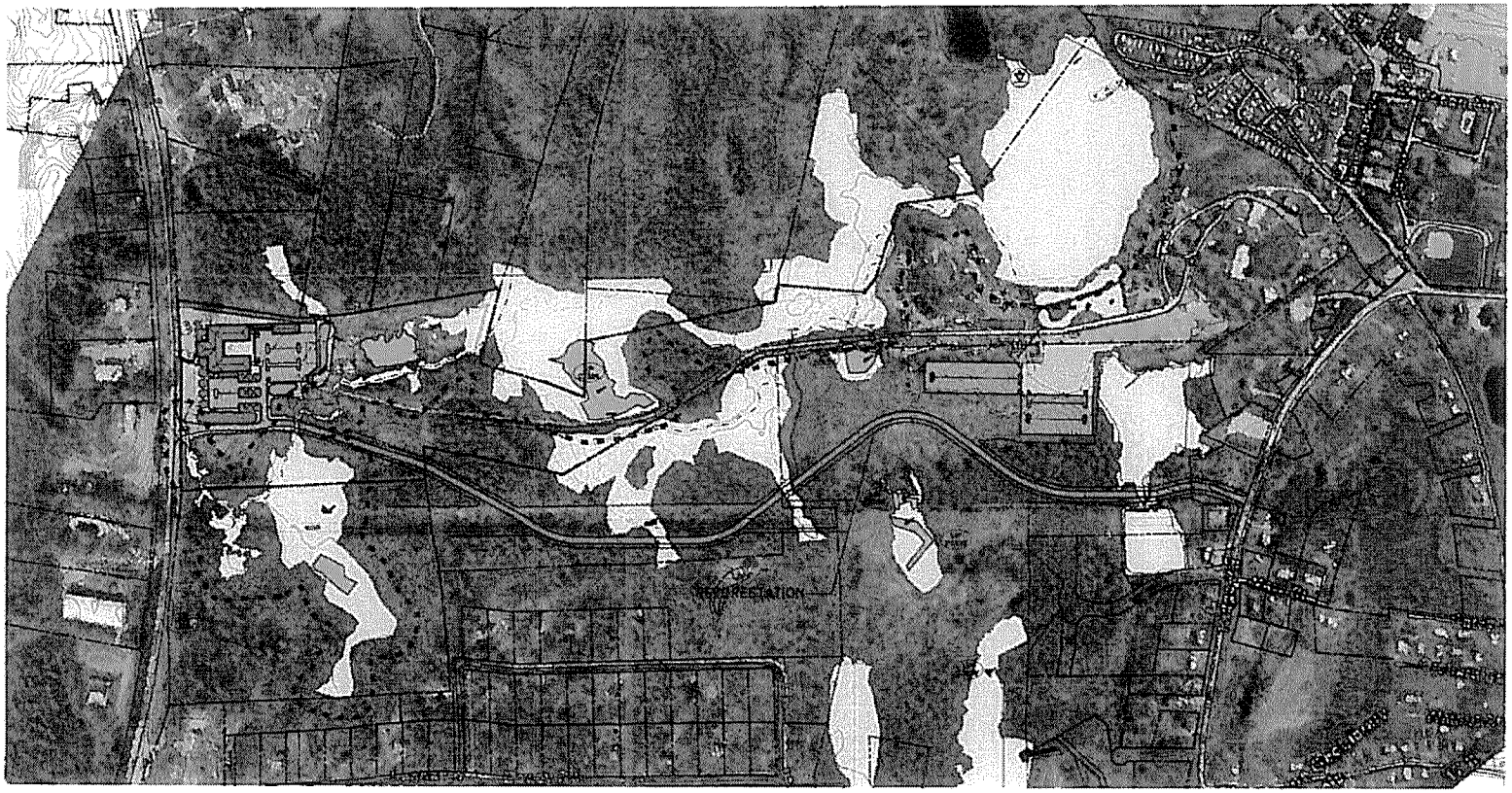
State of North Carolina
Wayne, ss.

May 20, 2010

Personally appeared before me the above named Harry H. Horn and acknowledged the foregoing instrument to be his free act and deed.

Notary Public

Print name: Scott Smith



PREPARED BY:

SMRT

0 400'

1" = 200'

SHEET TITLE:

PROPOSED MASTER PLAN

PROJECT:

YORK POLICE STATION

DATE: 3-03-10

SCALE: 1" = 40'

PROJ. NO.: 06122-06

FIGURE:

4

Attachment 4 - Undeveloped Habitat, Watershed and Floodplain Information

Attachment 5 -Wetland Delineation Report

Attachment 6 - Buffer Restoration Plan

Attachment 7 - Traffic Analysis

Gorrill-Palmer Consulting Engineers, Inc.
Engineering Excellence Since 1998

PO Box 1237
15 Shaker Rd.
Gray, ME 04039

207-657-6910
FAX: 207-657-6912
E-Mail:mailbox@gorrillpalmer.com

March 13, 2014

Mr. Andrew Johnston, PE
SMRT
144 Fore Street
PO Box 618
Portland, ME 04104

Subject: Traffic Assessment for Proposed Police Station
York, Maine

Dear Andrew,

Project Understanding

It is our understanding that The Town of York is now proposing to construct the police station with access only to Ridge Road with the potential for emergency access only to Route 1. The purpose of this review is to estimate the traffic which may be generated by the police station and evaluate the intersection of the access road to the police station and Ridge Road.

Estimated Trip Generation

Traffic Engineers normally utilize the Institute of Transportation Engineers (ITE) publication "Trip Generation" to estimate traffic to and from a proposed land use during the AM and PM peak hours normally used in the traffic analysis. However, this publication does not contain any studies of police stations. We considered counting the existing police station but the building is shared with the senior center and separating out only the Police station traffic would be difficult so we have relied on information supplied by the Department.

The York Police Department has indicated that they project a staff of 63 officers in 2016, three quarter of whom drive to work each day. These 63 officers are broken down into 40 patrol units of which ten may arrive in the morning peak. Assuming these ten officers and 23 remaining staff (63-40) arrive in the AM peak hour yields a total of 33 trip ends (23+10). There are also volunteers and visitors to the station but those trips are not anticipated during the peak hours.

Existing Traffic Volumes

Since the timing of this assessment did not allow for collection of turning movements on Ridge road at the proposed driveway, Gorrill Palmer Consulting Engineers utilized the July 17, 2010, Saturday volumes contained in the "Final Traffic Circulation Study, Town of York, Maine" completed by our firm in 2011. These counts included the intersection of Ridge Road and Railroad Ave which were referenced for this assessment and shown in Figure 2. The peak hour on Saturday occurred from 3:15 to 4:15 PM on Saturday. Weekday counts were not available so these counts were used since they represent peak conditions in July which were used for the above referenced study. These counts have been increased by 1% per year to approximate 2015 conditions when the police station is scheduled to open. The 2015 pre-development volumes are shown in Figure 3.

2015 Post Development Traffic

The 2015 post development traffic was estimated by added the 2015 pre-development traffic volumes to the estimated traffic to be generated by the police station which should be conservative since the peak police station traffic should not coincide with the peak hour of Ridge Road. We have assumed most of the 90% of the traffic entering to be conservative in assessing the need for a left turn lane.

Capacity Analysis

Gorrill-Palmer Consulting Engineers, Inc. completed capacity analyses for the follow intersections:

- Intersection of Access Road and Maine Street which is unsignalized.
- Intersection of Route 16 and Main Street which is signalized

The analysis was completed with the HCS software. Levels of service rankings are similar to the academic ranking system where an 'A' represents little control delay and an 'F' represents significant delay.

The following table summarizes the relationship between delay and level of service for both unsignalized and signalized intersections:

Level of Service Criteria for Unsignalized Intersections

Level of Service	Control Delay per Vehicle (sec)
A	Up to 10.0
B	10.1 to 15.0
C	15.1 to 25.0
D	25.1 to 35.0
E	35.1 to 50.0
F	Greater than 50.0

The results of the capacity analysis shows that the traffic exiting the driveway will operate at a level of service B. A copy of the analysis is included in the Appendix.

Left Lane Analysis

The Figure 8-31 of the MaineDOT Highway Design Guide contains a chart for estimating whether a left turn lane in warranted. A copy of this chart is included in the Appendix which shows a left turn lane is not warranted.

Collision History

Gorrill-Palmer Consulting Engineers, Inc. obtained the crash data from MaineDOT for the period of 2010-2012. Crash information is attached.

In order to evaluate whether a location has a crash problem, MaineDOT uses two criteria to define High Crash Location (HCL). Both criteria must be met in order to be classified as an HCL.

1. A critical rate factor of 1.00 or more for a three-year period. (A Critical Rate Factor {CRF} compares the actual crash rate to the rate for similar intersection in the state. A CRF of less than 1.00 indicates a rate of less than average) **and:**
2. A minimum of eight crashes over the same three-year period.

Based on the crash data supplied by MaineDOT this section of Ridge Road is not a high crash location as there were 2 crashes along Ridge Road in the vicinity of the project.

Site Lines

The Maine Department of Transportation has guidelines for sight distances at driveways within urban compacts. The sight line standards for driveways in an urban compact are as follows:

Maine DOT Standards for Sight Distance

Posted Speed (mph)	Sight Distance
25	200
30	250
35	305
40	360
45	425
50	495
55	570

Gorrill-Palmer Consulting Engineers, Inc. has evaluated the available sight lines at the proposed driveway in accordance with Maine DOT standards.

The Maine DOT standards are as follows:

Driveway observation point:	10 feet off major street travelway
Height of eye at driveway:	3 ½ feet above ground
Height of approaching vehicle:	4 ¼ feet above road surface

We have evaluated the sight lines based on the Ridge Road speed limit of 25 mph. The results of the sight line analysis exiting the site drive is summarized in the following table.

Sight Line Evaluation

Direction	Speed (mph)	Recommended Sight Line (ft)	Actual Sight Line (ft)
Exiting onto Ridge Road Looking:			
Left	25	200	Over 200
Right	25	200	Over 200

As shown, the sight lines for the driveways meet Maine DOT requirements. Gorrill-Palmer Consulting Engineers, Inc. recommends that all plantings and grading to be located within the sight triangle not exceed 3 feet in height and be maintained at or below that height. Signage should not interfere with sight lines. In addition, we recommend that during construction, when heavy equipment is entering and exiting into the site, that appropriate measures, such as signage and flag persons, be utilized in accordance with the Manual on Uniform Traffic Control Devices.

Recommendations

Based on this traffic assessment, it is our opinion that the proposed access to the police station from Ridge road can be accommodated and operate safely.

Sincerely,

Gorrill-Palmer Consulting Engineers, Inc.

Thomas L. Gorrill, P.E., PTOE
President

TLG/tlg/JN2471.02/Johnston 3-13-14

Location Map

Figure No. 1

YORK POLICE STATION, YORK, MAINE

Design:	RED	Scale:	NONE
Draft:	LAN	Date:	MAR 2014
Checked:	TLG	File Name:	2471_02_TRAF.dwg

GP Gorrill–Palmer Consulting Engineers, Inc.
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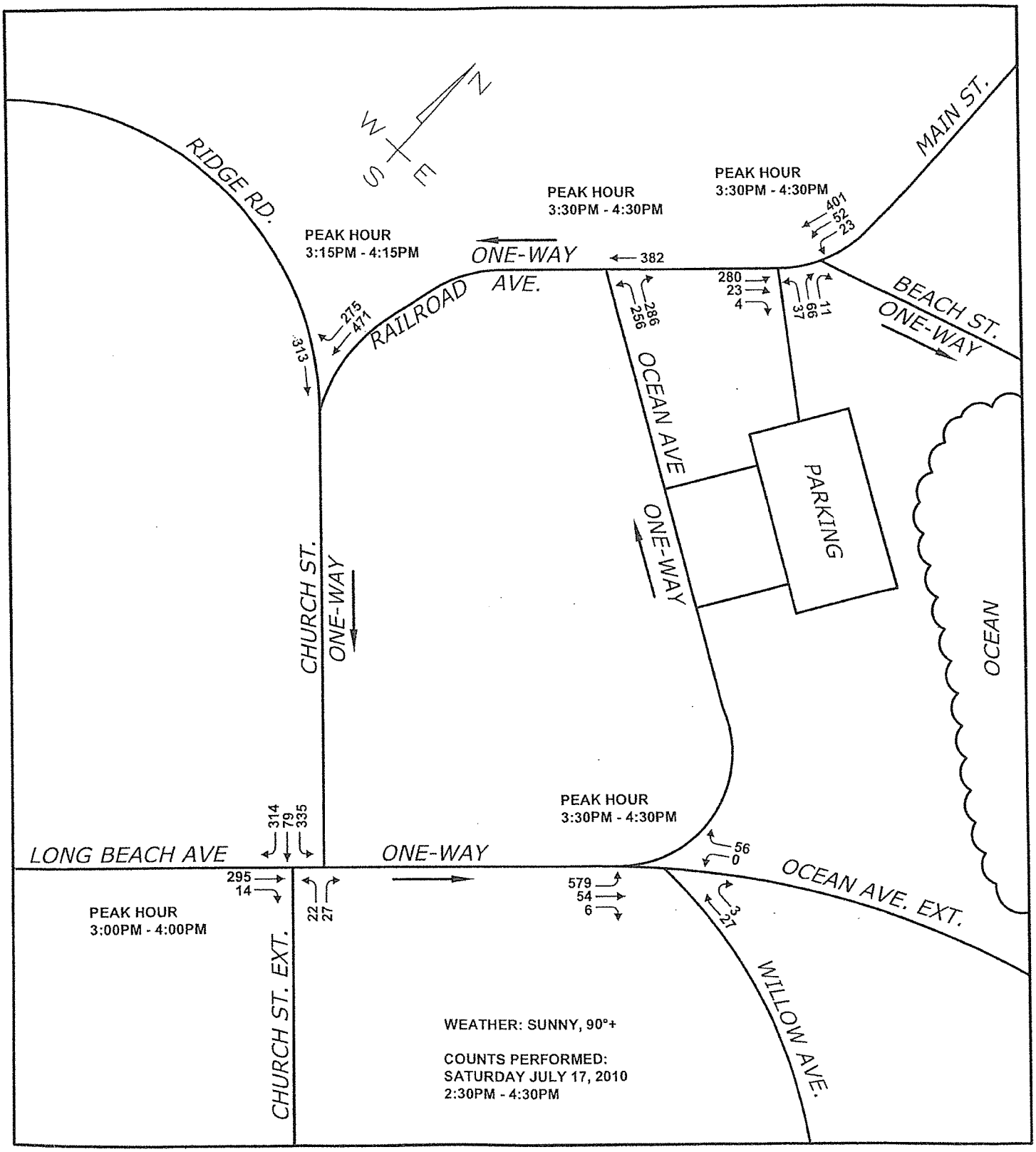
Raw Traffic Volumes - Saturday

Figure No. 2



TRAFFIC CIRCULATION STUDY, YORK, MAINE

Design: RED Scale: NONE
Draft: DB Date: JULY 2010
Checked: JJB File Name: 2423 TRAF.dwg

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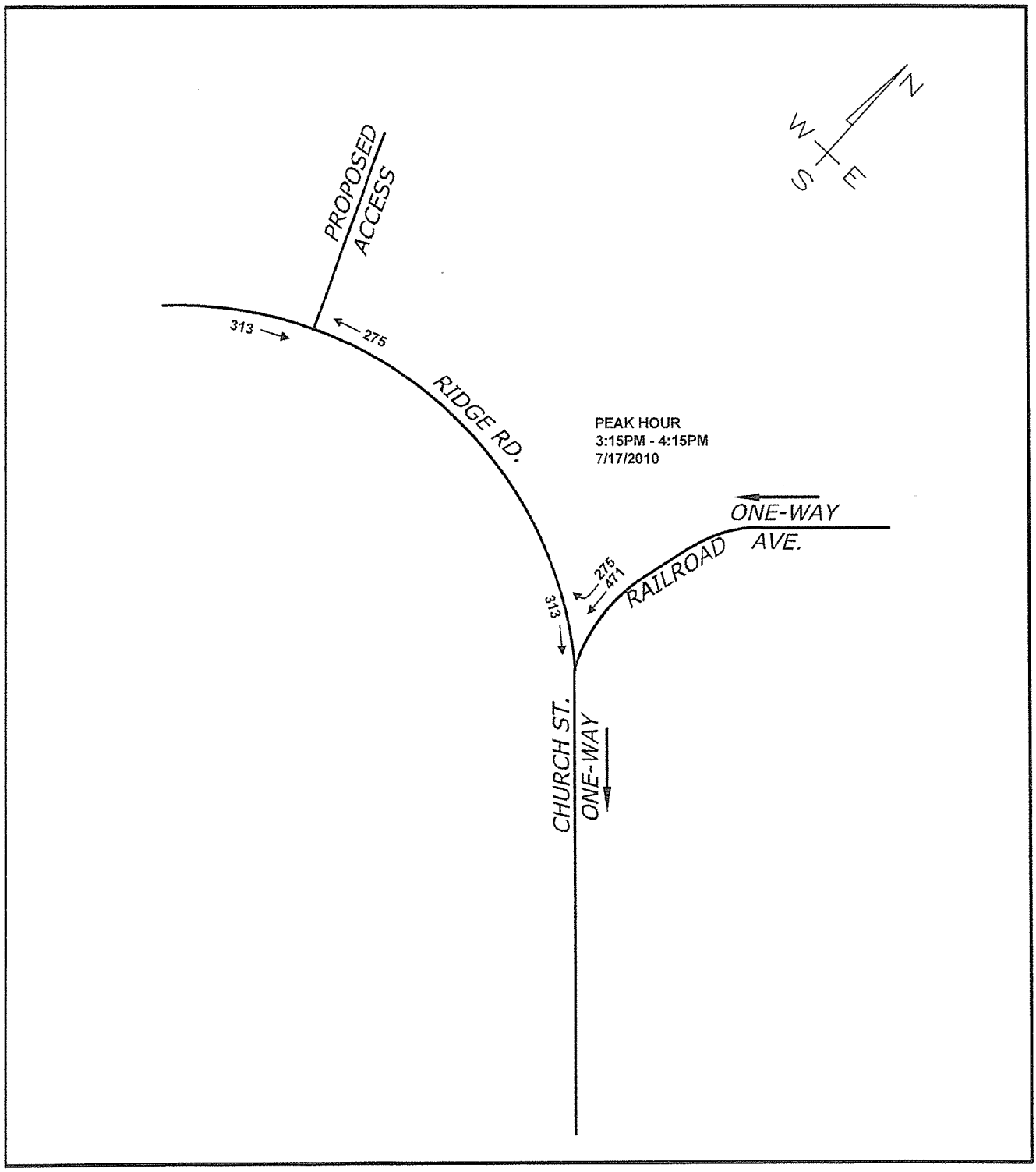
Raw Data Volumes - 2010

Figure No. 2



YORK POLICE STATION, YORK, MAINE

Design:	RED	Scale:	NONE
Draft:	LAN	Date:	MAR 2014
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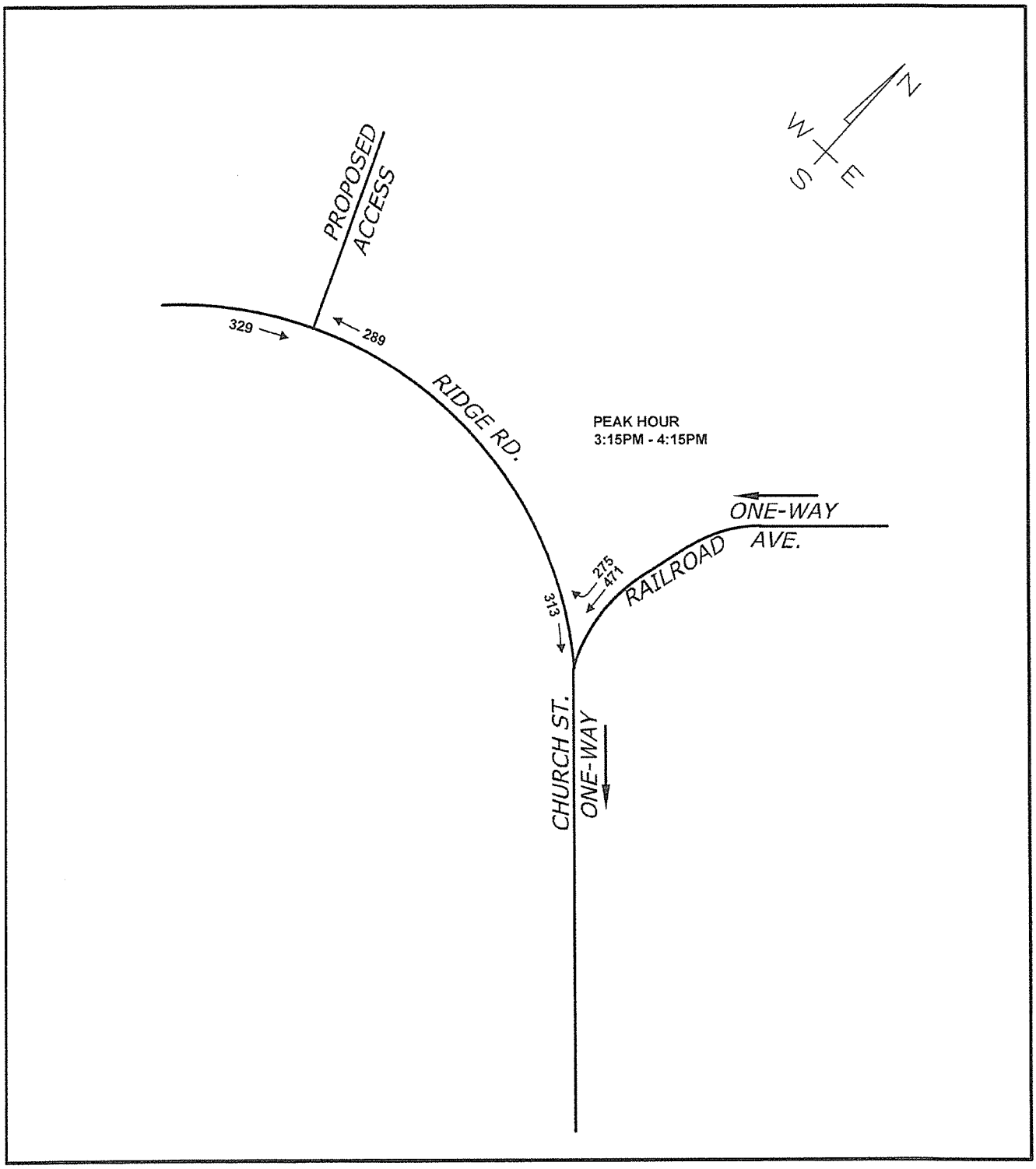
2015 Predevelopment Volumes

Figure No. 3



YORK POLICE STATION, YORK, MAINE

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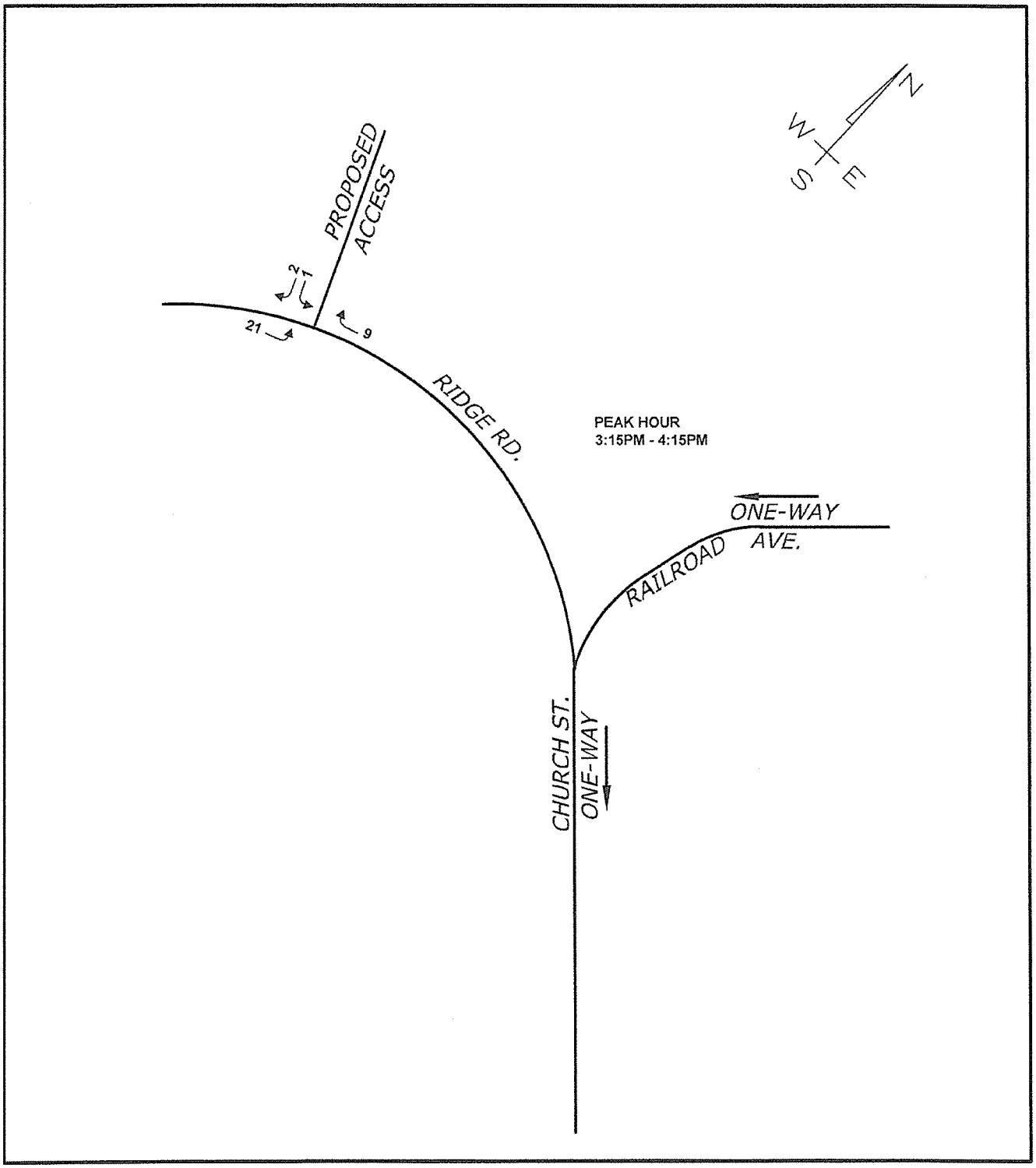
2015 Development Trips -AM Peak Hour

Figure No. 4



YORK POLICE STATION, YORK, MAINE

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Draft:	LAN	Date:	MAR 2014
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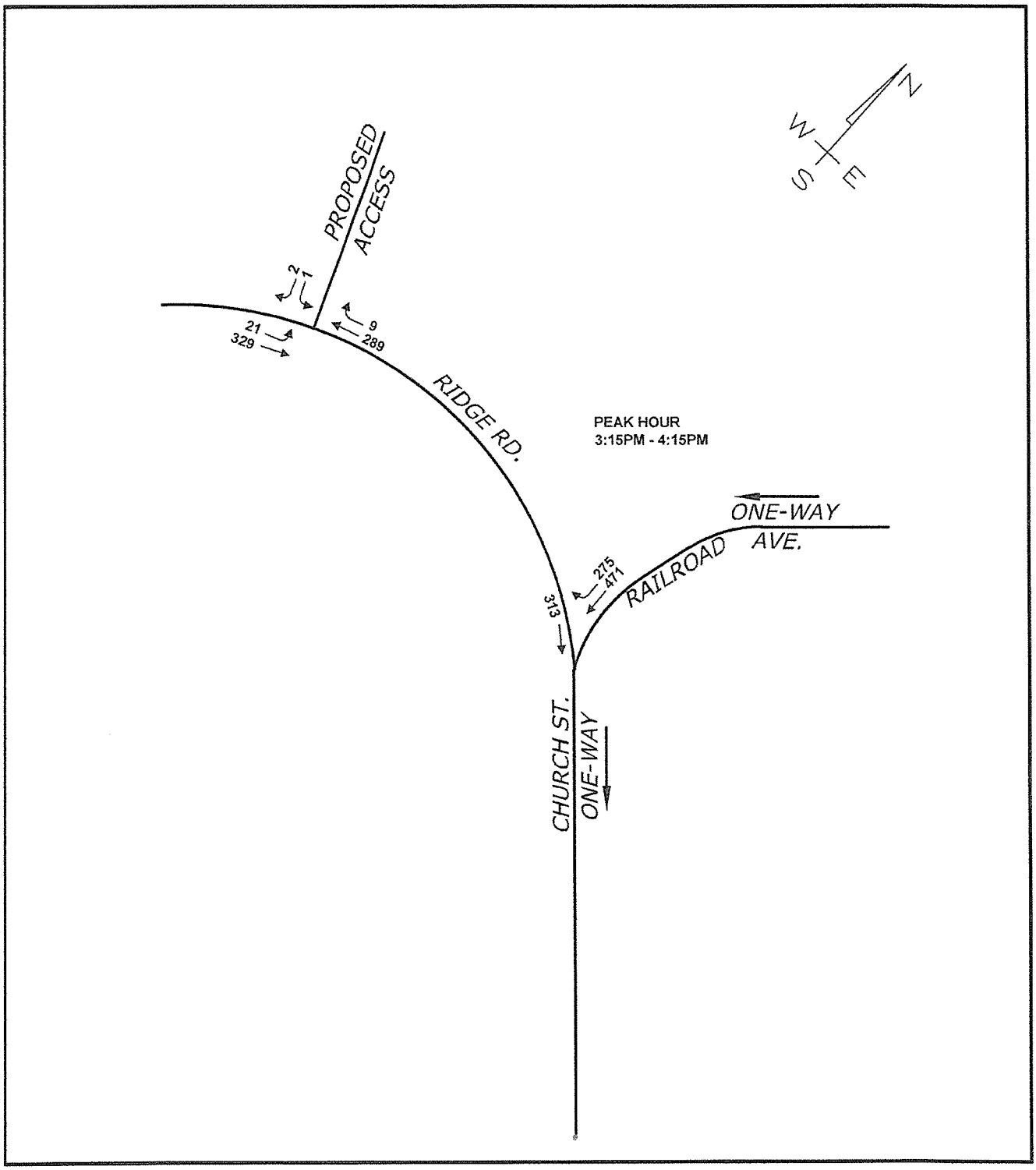
2015 Postdevelopment Volumes

Figure No. 5



YORK POLICE STATION, YORK, MAINE

Design: RED Scale: NONE
Draft: LAN Date: MAR 2014
Checked: TLG File Name: 2471_02_TRAF.dwg

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HCS+: Unsignalized Intersections Release 5.6

TWO-WAY STOP CONTROL SUMMARY

Analyst: TLG
Agency/Co.: Gorrill Palmer
Date Performed: 3/13/2014
Analysis Time Period: Saturday Peak hour
Intersection: Ridge Road and Police Station
Jurisdiction:
Units: U. S. Customary
Analysis Year: 2015
Project ID: 2015 post-development
East/West Street: Ridge Rd
North/South Street: Police station DW
Intersection Orientation: EW Study period (hrs): 0.25

Vehicle Volumes and Adjustments

Major Street: Approach	Eastbound			Westbound		
Movement	1	2	3	4	5	6
	L	T	R	L	T	R
Volume	21	329			289	9
Peak-Hour Factor, PHF	0.90	0.90			0.90	0.90
Hourly Flow Rate, HFR	23	365			321	10
Percent Heavy Vehicles	2	--	--		--	--
Median Type/Storage	Undivided			/		
RT Channelized?						
Lanes	0	1			1	0
Configuration	LT					TR
Upstream Signal?		No			No	

Minor Street: Approach	Northbound			Southbound		
Movement	7	8	9	10	11	12
	L	T	R	L	T	R
Volume				1	0	2
Peak Hour Factor, PHF				0.90	0.90	0.90
Hourly Flow Rate, HFR				1	0	2
Percent Heavy Vehicles				2	2	2
Percent Grade (%)		0			0	
Flared Approach: Exists?/Storage				/		No /
Lanes				0	1	0
Configuration					LTR	

Delay, Queue Length, and Level of Service

Approach	EB	WB	Northbound			Southbound		
Movement	1	4	7	8	9	10	11	12
Lane Config	LT						LTR	
v (vph)	23						3	
C(m) (vph)	1228						552	
v/c	0.02						0.01	
95% queue length	0.06						0.02	
Control Delay	8.0						11.6	
LOS	A						B	
Approach Delay							11.6	
Approach LOS							B	

HCS+: Unsignalized Intersections Release 5.6

Phone: Fax:
E-Mail:

TWO-WAY STOP CONTROL(TWSC) ANALYSIS

Analyst: TLG
Agency/Co.: Gorrill Palmer
Date Performed: 3/13/2014
Analysis Time Period: Saturday Peak hour
Intersection: Ridge Road and Police Station
Jurisdiction:
Units: U. S. Customary
Analysis Year: 2015
Project ID: 2015 post-development
East/West Street: Ridge Rd
North/South Street: Police station DW
Intersection Orientation: EW Study period (hrs): 0.25

Vehicle Volumes and Adjustments

Major Street Movements	1 L	2 T	3 R	4 L	5 T	6 R
Volume	21	329			289	9
Peak-Hour Factor, PHF	0.90	0.90			0.90	0.90
Peak-15 Minute Volume	6	91			80	2
Hourly Flow Rate, HFR	23	365			321	10
Percent Heavy Vehicles	2	--	--		--	--
Median Type/Storage	Undivided			/		
RT Channelized?						
Lanes	0	1			1	0
Configuration	LT					TR
Upstream Signal?		No			No	

Minor Street Movements	7 L	8 T	9 R	10 L	11 T	12 R
Volume				1	0	2
Peak Hour Factor, PHF				0.90	0.90	0.90
Peak-15 Minute Volume				0	0	1
Hourly Flow Rate, HFR				1	0	2
Percent Heavy Vehicles				2	2	2
Percent Grade (%)		0			0	
Flared Approach: Exists?/Storage				/		No /
RT Channelized?						
Lanes				0	1	0
Configuration					LTR	

Pedestrian Volumes and Adjustments

Movements	13	14	15	16
Flow (ped/hr)	0	0	0	0

Lane Width (ft)	12.0	12.0	12.0	12.0
Walking Speed (ft/sec)	4.0	4.0	4.0	4.0
Percent Blockage	0	0	0	0

Upstream Signal Data

	Prog. Flow vph	Sat Flow vph	Arrival Type	Green Time sec	Cycle Length sec	Prog. Speed mph	Distance to Signal feet
S2 Left-Turn							
Through							
S5 Left-Turn							
Through							

Worksheet 3-Data for Computing Effect of Delay to Major Street Vehicles

	Movement 2	Movement 5
Shared ln volume, major th vehicles:	365	
Shared ln volume, major rt vehicles:	0	
Sat flow rate, major th vehicles:	1700	
Sat flow rate, major rt vehicles:	1700	
Number of major street through lanes:	1	

Worksheet 4-Critical Gap and Follow-up Time Calculation

Critical Gap Calculation

Movement	1 L	4 L	7 L	8 T	9 R	10 L	11 T	12 R
t(c,base)	4.1					7.1	6.5	6.2
t(c,hv)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
P(hv)	2					2	2	2
t(c,g)			0.20	0.20	0.10	0.20	0.20	0.10
Percent Grade			0.00	0.00	0.00	0.00	0.00	0.00
t(3,lt)	0.00					0.70	0.00	0.00
t(c,T): 1-stage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2-stage	0.00	0.00	1.00	1.00	0.00	1.00	1.00	0.00
t(c) 1-stage	4.1					6.4	6.5	6.2
2-stage								

Follow-Up Time Calculations

Movement	1 L	4 L	7 L	8 T	9 R	10 L	11 T	12 R
t(f,base)	2.20					3.50	4.00	3.30
t(f,HV)	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
P(HV)	2					2	2	2
t(f)	2.2					3.5	4.0	3.3

Worksheet 5-Effect of Upstream Signals

Computation 1-Queue Clearance Time at Upstream Signal

	Movement 2		Movement 5	
	V(t)	V(l,prot)	V(t)	V(l,prot)
V prog				

Total Saturation Flow Rate, s (vph)
Arrival Type
Effective Green, g (sec)
Cycle Length, C (sec)
Rp (from Exhibit 16-11)
Proportion vehicles arriving on green P
g(q1)
g(q2)
g(q)

Computation 2-Proportion of TWSC Intersection Time blocked	Movement 2		Movement 5	
	V(t)	V(l,prot)	V(t)	V(l,prot)
alpha				
beta				
Travel time, t(a) (sec)				
Smoothing Factor, F				
Proportion of conflicting flow, f				
Max platooned flow, V(c,max)				
Min platooned flow, V(c,min)				
Duration of blocked period, t(p)				
Proportion time blocked, p	0.000		0.000	

Computation 3-Platoon Event Periods	Result
p(2)	0.000
p(5)	0.000
p(dom)	
p(subo)	
Constrained or unconstrained?	

Proportion unblocked for minor movements, p(x)	(1) Single-stage Process	(2) Two-Stage Process Stage I	(3) Two-Stage Process Stage II
p(1)			
p(4)			
p(7)			
p(8)			
p(9)			
p(10)			
p(11)			
p(12)			

Computation 4 and 5
Single-Stage Process

Movement	1 L	4 L	7 L	8 T	9 R	10 L	11 T	12 R
V c,x	331					737	737	326
s								
Px								
V c,u,x								
C r,x								
C plat,x								

Two-Stage Process

7	8	10	11

	Stage1	Stage2	Stage1	Stage2	Stage1	Stage2	Stage1	Stage2
V(c,x)								
s						1500		1500
P(x)								
V(c,u,x)								
C(r,x)								
C(plat,x)								

Worksheet 6-Impedance and Capacity Equations

Step 1: RT from Minor St.	9	12
Conflicting Flows		326
Potential Capacity		715
Pedestrian Impedance Factor	1.00	1.00
Movement Capacity		715
Probability of Queue free St.	1.00	1.00
Step 2: LT from Major St.	4	1
Conflicting Flows		331
Potential Capacity		1228
Pedestrian Impedance Factor	1.00	1.00
Movement Capacity		1228
Probability of Queue free St.	1.00	0.98
Maj L-Shared Prob Q free St.		0.98
Step 3: TH from Minor St.	8	11
Conflicting Flows		737
Potential Capacity		346
Pedestrian Impedance Factor	1.00	1.00
Cap. Adj. factor due to Impeding mvmnt	0.98	0.98
Movement Capacity		338
Probability of Queue free St.	1.00	1.00
Step 4: LT from Minor St.	7	10
Conflicting Flows		737
Potential Capacity		386
Pedestrian Impedance Factor	1.00	1.00
Maj. L, Min T Impedance factor	0.98	
Maj. L, Min T Adj. Imp Factor.	0.98	
Cap. Adj. factor due to Impeding mvmnt	0.98	0.98
Movement Capacity		379

Worksheet 7-Computation of the Effect of Two-stage Gap Acceptance

Step 3: TH from Minor St.	8	11
Part 1 - First Stage		
Conflicting Flows		
Potential Capacity		
Pedestrian Impedance Factor		
Cap. Adj. factor due to Impeding mvmnt		
Movement Capacity		
Probability of Queue free St.		

Part 2 - Second Stage		
Conflicting Flows		
Potential Capacity		
Pedestrian Impedance Factor		
Cap. Adj. factor due to Impeding mvmnt		
Movement Capacity		
Part 3 - Single Stage		
Conflicting Flows		737
Potential Capacity		346
Pedestrian Impedance Factor	1.00	1.00
Cap. Adj. factor due to Impeding mvmnt	0.98	0.98
Movement Capacity		338
Result for 2 stage process:		
a		
y		
C t		338
Probability of Queue free St.	1.00	1.00
Step 4: LT from Minor St.	7	10
Part 1 - First Stage		
Conflicting Flows		
Potential Capacity		
Pedestrian Impedance Factor		
Cap. Adj. factor due to Impeding mvmnt		
Movement Capacity		
Part 2 - Second Stage		
Conflicting Flows		
Potential Capacity		
Pedestrian Impedance Factor		
Cap. Adj. factor due to Impeding mvmnt		
Movement Capacity		
Part 3 - Single Stage		
Conflicting Flows		737
Potential Capacity		386
Pedestrian Impedance Factor	1.00	1.00
Maj. L, Min T Impedance factor	0.98	
Maj. L, Min T Adj. Imp Factor.	0.98	
Cap. Adj. factor due to Impeding mvmnt	0.98	0.98
Movement Capacity		379
Results for Two-stage process:		
a		
y		
C t		379

Worksheet 8-Shared Lane Calculations

Movement	7	8	9	10	11	12
	L	T	R	L	T	R
Volume (vph)				1	0	2
Movement Capacity (vph)				379	338	715
Shared Lane Capacity (vph)					552	

Worksheet 9-Computation of Effect of Flared Minor Street Approaches

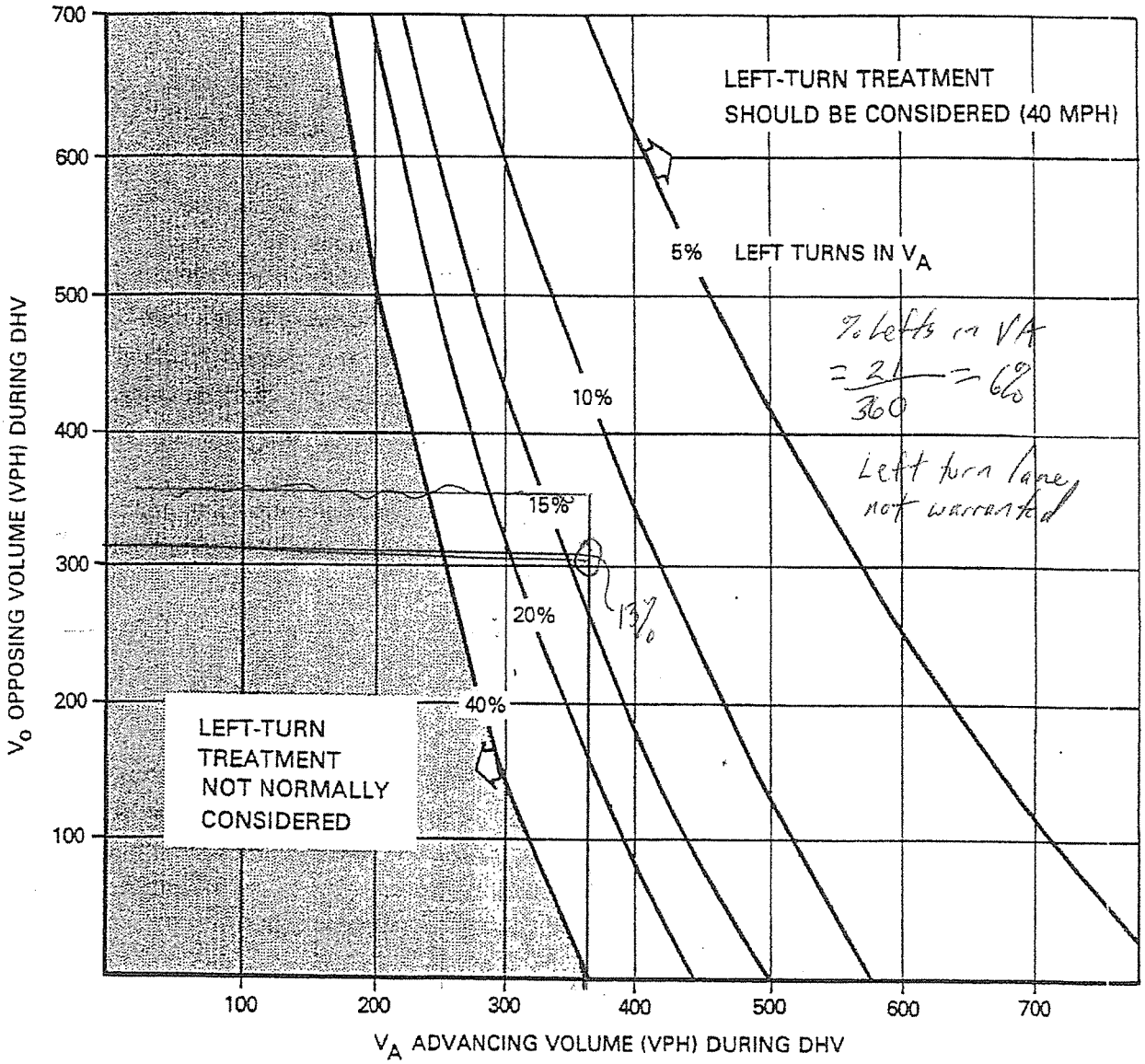
Movement	7	8	9	10	11	12
	L	T	R	L	T	R
C sep				379	338	715
Volume				1	0	2
Delay						
Q sep						
Q sep +1						
round (Qsep +1)						
n max						
C sh					552	
SUM C sep						
n						
C act						

Worksheet 10-Delay, Queue Length, and Level of Service

Movement	1	4	7	8	9	10	11	12
Lane Config	LT						LTR	
v (vph)	23						3	
C(m) (vph)	1228						552	
v/c	0.02						0.01	
95% queue length	0.06						0.02	
Control Delay	8.0						11.6	
LOS	A						B	
Approach Delay							11.6	
Approach LOS							B	

Worksheet 11-Shared Major LT Impedance and Delay

	Movement 2	Movement 5
p(oj)	0.98	1.00
v(il), Volume for stream 2 or 5	365	
v(i2), Volume for stream 3 or 6	0	
s(il), Saturation flow rate for stream 2 or 5	1700	
s(i2), Saturation flow rate for stream 3 or 6	1700	
P*(oj)	0.98	
d(M,LT), Delay for stream 1 or 4	8.0	
N, Number of major street through lanes	1	
d(rank,1) Delay for stream 2 or 5	0.2	



Instructions: 1. The family of curves represent the percent of left turns in the advancing volume (V_A). The designer should locate the curve for the actual percentage of left turns. When this is not an even increment of 5, the designer should estimate where the curve lies.

2. ~~A.~~ Read V_A and V_O into the chart and locate the intersection of the two volumes.

3. ~~B.~~ Note the location of the point in #2 relative to the line in #1. If the point is to the right of the line, then a left-turn lane is warranted. If the point is to the left of the line, then a left-turn lane is not warranted based on traffic volumes.

VOLUME WARRANTS FOR LEFT-TURN LANES AT UNSIGNALIZED INTERSECTIONS ON 2-LANE HIGHWAYS (40 mph)

Figure 8-19

Maine Department Of Transportation - Traffic Engineering, Crash Records Section

Crash Summary Report

Report Selections and Input Parameters

REPORT SELECTIONS

☑ **Crash Summary I** ☐ **Section Detail** ☑ **Crash Summary II** ☑ **1320 Public** ☐ **1320 Private** ☐ **1320 Summary**

REPORT DESCRIPTION

Ridge Rd

REPORT PARAMETERS

Year 2010, Start Month 1 through Year 2012 End Month: 12

Route: **3170699**	Start Node: **56124**	Start Offset: **0**	☐ **Exclude First Node**
	End Node: **51636**	End Offset: **0**	☑ **Exclude Last Node**

Maine Department Of Transportation - Traffic Engineering, Crash Records Section

Crash Summary I

Nodes															
Node	Route - MP	Node Description	U/R	Total Crashes	Injury Crashes K	A	B	C	PD	Percent Injury	Annual M Ent-Veh	Crash Rate	Critical Rate	CRF
56124	3170699 - 0	Int of CHURCH ST RAILROAD AV RIDGE RD	2	0	0	0	0	0	0	0.0	2.465	0.00	0.36	0.00
												Statewide Crash Rate:	0.11	
Study Years: 3.00		NODE TOTALS:		0	0	0	0	0	0	0.0	2.465	0.00	0.36	0.00

Maine Department Of Transportation - Traffic Engineering, Crash Records Section

Crash Summary I

Sections																	
Start Node	End Node	Element	Offset Begin - End	Route - MP	Section Length	U/R	Total Crashes	Injury Crashes K	A	B	C	PD	Percent Injury	Annual HMVM	Crash Rate	Critical Rate	CRF
51636	56124	3139832	0 - 0.45	3170699 - 0	0.45	2	2	0	0	0	1	1	50.0	0.00591	112.84	313.94	0.00
Int of RIDGE RD ROGERS RD				RD INV 31 70699											Statewide Crash Rate: 125.44		
Study Years: 3.00				**Section Totals:**	0.45		2	0	0	0	1	1	50.0	0.00591	112.84	313.94	0.36
				Grand Totals:	0.45		2	0	0	0	1	1	50.0	0.00591	112.84	409.90	0.28

Crash Summary

Section Details														
Start Node	End Node	Element	Offset Begin - End	Route - MP	Total Crashes	Injury Crashes K	A	B	C	PD	Crash Report	Crash Date	Crash Mile Point	Injury Degree
51636	56124	3139832	0 - 0.45	3170699 - 0	2	0	0	0	1	1	2011-14334	10/28/2011	0.16	C
											2011-10093	09/09/2011	0.43	PD
				Totals:	2	0	0	0	1	1				

Attachment 8 - Utility Capacity Letters

Attachment 9 - Historical Resources Correspondence

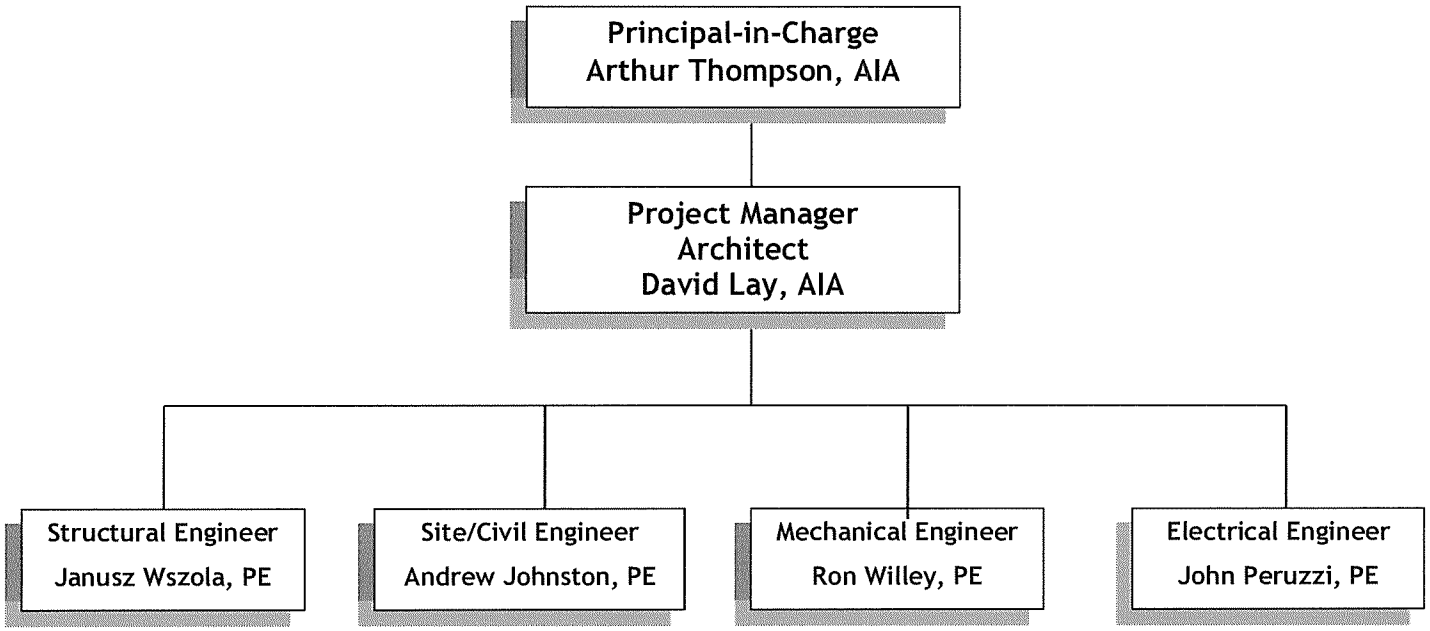
Attachment 10 - Fire Chief Correspondence

Attachment 11 - Site Lighting Fixtures and Cut Sheets

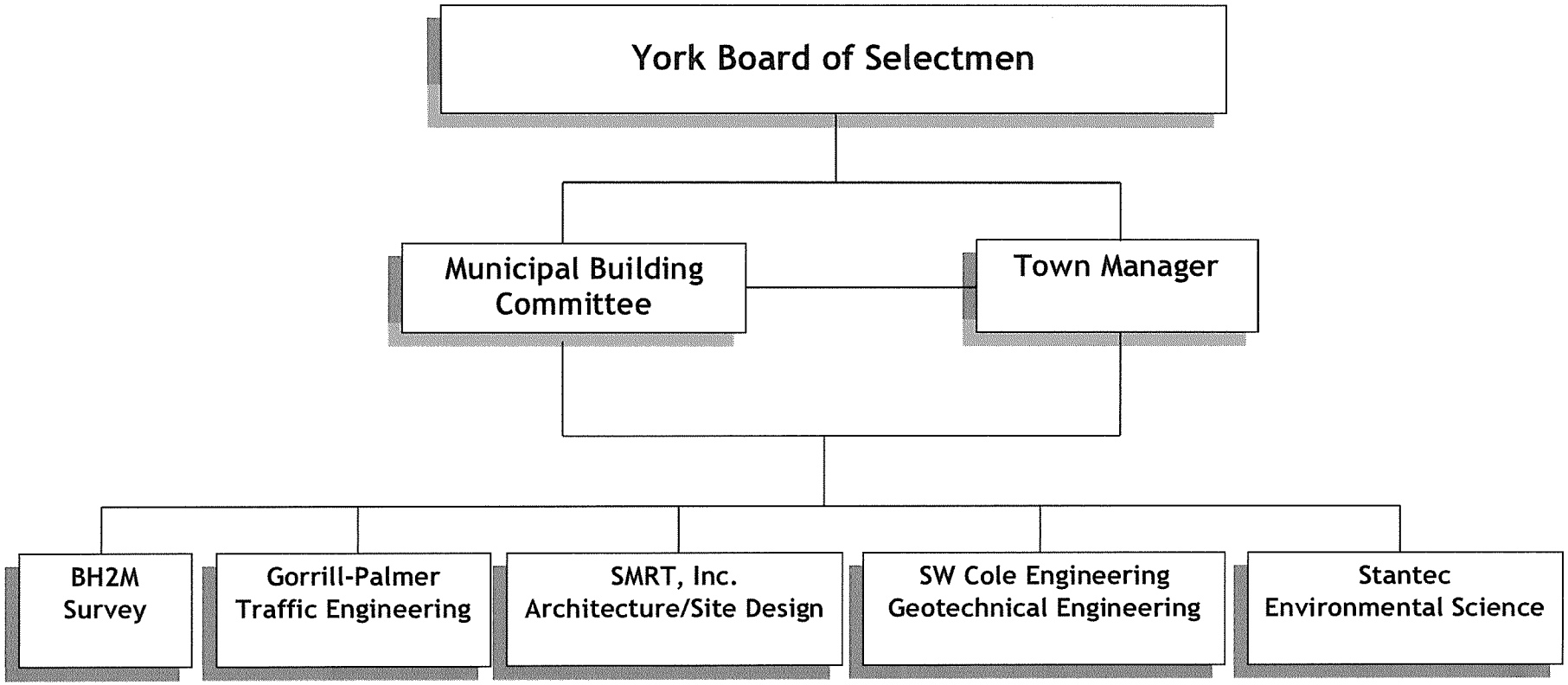
Attachment 12 - Stormwater Report and Addenda

Attachment 13 - Earthwork Calculations

SMRT Project Organizational Chart



Project Organizational Chart



AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: March 21, 2014	**Type of Action:**
Date Action Requested: April 1, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Special Event Permit: York Beach Fire Department's Annual Parade and Muster	

TO: **BOARD OF SELECTMEN**

FROM: Melissa M. Avery, Assistant to the Town Manager

RECOMMENDATION: Approve the Special Event Permit application for the York Beach Fire Department's *Annual Parade and Muster*

PROPOSED MOTION: I move to approve Special Event Permit application for the York Beach Fire Department's *Annual Parade and Muster* on Sunday, June 29th, 2014

Discussion: All appropriate departments have been notified and given approval, see attached.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Melissa M Avery Reviewed By: _____

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: March 20, 2014	**Type of Action:**
Date Action Requested: March 24, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Special Event Permit: York Beach Fire Department's Annual Parade and Muster	

TO: **BOARD OF SELECTMEN**

FROM: Melissa M. Avery, Assistant to the Town Manager

RECOMMENDATION: Approve the Special Event Permit application for *York Beach Fire Department's Annual Parade and Muster*

PROPOSED MOTION: I move to approve Special Event Permit application for *York Beach Fire Department's Annual Parade and Muster* on Sunday, June 29, 2014

Discussion: All appropriate departments have been notified and given approval, see attached.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Melissa M. Avery Reviewed By: Robert B. Gardner

Town of York, Maine
Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 2/28/14

Name of Event: York Beach Fire Dept Annual Parade & Muster

Type of Event: Annual Parade & Muster

Organization Name: York Beach Fire Dept Phone #: 363-1014

Organization Address: 18 Railroad Ave City York Beach State: Me Zip: 03910

Applicant Name: Mark Gay Phone #: 337-2124

Applicant Address: P.O. Box 543 City: York Beach State: Me Zip: 03910

Contact Name for Day of Event: Mark Gay Contact Phone # 337-2124

Date of Event: June 29, 2014 Day of Week: Sunday

Starting Time: 11:00 Ending Time: 1400

Assembly Area: Main St. @ Atlantic Ave North Shore Rd.

Dispersal Area: Parade ends at Y.B.F.D trucks that stay for Muster Park at Baseball Field

Event Route: Main, Railroad, Church, Long Beach Ave, Oceanside Ave Beacon, Long Beach, Nubble, Broadway, Willow, Ocean, Railroad Ave

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)
50 - 75

Describe number of bands, vehicles, signs, floats, or other articles carried or displayed along with method of participation (walking, bicycles, motorcycles etc):

15 - 20 Fire Trucks

Describe how group is organized and supervised to insure order: Fire Chiefs & officers of the Dept

Purpose of the Event: Firefighter Compitition

The above information is true to the best of my knowledge and belief.

Signature of Applicant: Mark W. Gay

For Town Use Only

Reviewed by:

Department	**Initials**	
Police Department	Szeniawski	03-06-2014
Public Works	Lessard	03-06-2014
Parks/Recreation	Sullivan	03-06-2014
Village Fire	Apgar	03-06-2014
York Beach Fire	Bridges	03-06-2014
Code Enforcement	Burns	03-06-2014
York Ambulance	Prince	03-06-2014

Special Conditions:

Police: YPD has a Safety and Security Plan in place with the organization.

Any Questions: Lieutenant Charlie Szeniawski (207) 363-1031

Town Manager

Date

Melissa M. Avery

From: David K. Bridges
Sent: Thursday, March 06, 2014 10:36 AM
To: Melissa M. Avery
Cc: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David Apgar; Stephen H. Burns; Ellen Prince
Subject: Re: Special Event Permit: York Beach Fire Department's Annual Parade and Muster

I fully support this event. Dave

Sent from my iPhone. Dave

On Mar 6, 2014, at 9:16 AM, "Melissa M. Avery" <mmavery@yorkmaine.org> wrote:

Attached is the Special Event Permit application for the *York Beach Fire Department's Annual Parade and Muster* on Sunday, June 29, 2014.

Thank you,
Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

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<York Beach Fire's Annual Parade and Muster.pdf>

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Melissa M. Avery

From: Michael J. Sullivan
Sent: Thursday, March 06, 2014 10:03 AM
To: Melissa M. Avery; Charles J. Szeniawski; Dean Lessard; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: RE: Special Event Permit: York Beach Fire Department's Annual Parade and Muster

Parks and Recreation has no issues.

Michael J. Sullivan, Director
Parks and Recreation

Town of York, Maine
186 York Street
York, Maine 03909
(207) 363-1040
msullivan@yorkmaine.org

From: Melissa M. Avery
Sent: Thursday, March 06, 2014 9:17 AM
To: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: Special Event Permit: York Beach Fire Department's Annual Parade and Muster

Attached is the Special Event Permit application for the *York Beach Fire Department's Annual Parade and Muster* on Sunday, June 29, 2014.

Thank you,
Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

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Melissa M. Avery

From: Charles J. Szeniawski
Sent: Thursday, March 06, 2014 10:30 AM
To: Melissa M. Avery; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Owen T. Davis
Subject: RE: Special Event Permit: York Beach Fire Department's Annual Parade and Muster

Police Department has a safety and security plan in place for this event

---

From: Melissa M. Avery
Sent: Thursday, March 06, 2014 9:17 AM
To: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: Special Event Permit: York Beach Fire Department's Annual Parade and Muster

Attached is the Special Event Permit application for the *York Beach Fire Department's Annual Parade and Muster* on Sunday, June 29, 2014.

Thank you,
Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

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Melissa M. Avery

From: David Apgar
Sent: Thursday, March 06, 2014 11:55 AM
To: Melissa M. Avery
Subject: RE: Special Event Permit: York Beach Fire Department's Annual Parade and Muster

Village Fire approval.

David Apgar
Deputy Fire Chief
York Village Fire Dept
Fire Inspector
207-451-8258

From: Melissa M. Avery
Sent: Thursday, March 06, 2014 9:16 AM
To: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: Special Event Permit: York Beach Fire Department's Annual Parade and Muster

Attached is the Special Event Permit application for the *York Beach Fire Department's Annual Parade and Muster* on Sunday, June 29, 2014.

Thank you,
Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

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Melissa M. Avery

From: Dean Lessard
Sent: Thursday, March 06, 2014 12:25 PM
To: Melissa M. Avery
Subject: RE: Special Event Permit: York Beach Fire Department's Annual Parade and Muster

Hi Missy
I have reviewed the attached special event permit. DPW doesn't anticipate any issues. DPW recommends approval.

Thanks
Dean

Dean A. Lessard, P.E. | *Director of Public Works*
Town of York, Maine
186 York Street | York, Maine 03909
Phone: (207) 363-1010, Ext. 6201
Fax: (207) 363-1012
E-Mail: dlessard@yorkmaine.org
Online: www.yorkmaine.org

Follow us!
Facebook: www.facebook.com/YorkMainePublicWorks

From: Melissa M. Avery
Sent: Thursday, March 06, 2014 9:17 AM
To: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: Special Event Permit: York Beach Fire Department's Annual Parade and Muster

Attached is the Special Event Permit application for the *York Beach Fire Department's Annual Parade and Muster* on Sunday, June 29, 2014.

Thank you,
Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

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Melissa M. Avery

From: Stephen H. Burns
Sent: Thursday, March 06, 2014 12:16 PM
To: Melissa M. Avery
Subject: RE: Special Event Permit: York Beach Fire Department's Annual Parade and Muster

Missy,

I have no code issues with this event.

Steve

Stephen H. Burns
Community Development Director

From: Melissa M. Avery
Sent: Thursday, March 6, 2014 9:17 AM
To: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: Special Event Permit: York Beach Fire Department's Annual Parade and Muster

Attached is the Special Event Permit application for the *York Beach Fire Department's Annual Parade and Muster* on Sunday, June 29, 2014.

Thank you,
Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

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Melissa M. Avery

From: Ellen Prince [ellenprince@gmail.com]
Sent: Thursday, March 06, 2014 9:22 AM
To: Melissa M. Avery
Cc: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns
Subject: Re: Special Event Permit: York Beach Fire Department's Annual Parade and Muster

All good with York Ambulance.

Ellen

On Thu, Mar 6, 2014 at 9:16 AM, Melissa M. Avery <mmavery@yorkmaine.org> wrote:

Attached is the Special Event Permit application for the *York Beach Fire Department's Annual Parade and Muster* on Sunday, June 29, 2014.

Thank you,

Missy

Melissa M. Avery

Assistant to the Town Manager

Town of York, Maine

186 York Street, York, ME 03909

Phone: (207) 363-1000 - Fax: (207) 363-1019

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AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: March 21, 2014	**Type of Action:**
Date Action Requested: April 1, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Special Event Permit: Spring Ride for the Troops	

TO: BOARD OF SELECTMEN

FROM: Melissa M. Avery, Assistant to the Town Manager

RECOMMENDATION: Approve the Special Event Permit application for Patriot Riders of New England's 7th *Annual Spring Ride for the Troops*

PROPOSED MOTION: I move to approve Special Event Permit application for Patriot Riders of New England's 7th *Annual Spring Ride for the Troops* on Sunday, April 27th, 2014

Discussion: All appropriate departments have been notified and given approval, see attached.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Melissa M Avery Reviewed By: _____

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: March 21, 2014	**Type of Action:**
Date Action Requested: March 24, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Special Event Permit: Spring Ride for the Troops	

TO: **BOARD OF SELECTMEN**

FROM: Melissa M. Avery, Assistant to the Town Manager

RECOMMENDATION: Approve the Special Event Permit application for Patriot Riders of New England's 7th *Annual Spring Ride for the Troops*

PROPOSED MOTION: I move to approve Special Event Permit application for Patriot Riders of New England's 7th *Annual Spring Ride for the Troops* on Sunday, April 27th, 2014

Discussion: All appropriate departments have been notified and given approval, see attached.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Melissa M Avery

Reviewed By: Robert B. Gardner

Town of York, Maine
Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 3-11-14

Name of Event: 2014 Spring Ride for the troops - 7th annual

Type of Event: Breakfast and escorted motorcycle ride

Organization Name: Patriot Riders of N.E. Phone #: 207-467-0429

Organization Address: P.O Box 1259 City Sanford State: ME Zip: 04073

Applicant Name: Kandace Minihane Phone #: 207-332-7131

Applicant Address: 9 Hannaford Dr City: York State: ME Zip: 03909

Contact Name for Day of Event: Phil Thain Contact Phone # 1-207-467-0429
Kandace Minihane 1-207-332-7131

Date of Event: 4/27 Day of Week: Sunday

Starting Time: 7:30 AM Ending Time: 11:15 AM

Assembly Area: American Legion Parking Lot Hannaford dr.

Dispersal Area: Same

Event Route: Exit American Legion right onto Hannaford dr left onto Rt. 91 - Right onto Rt. 1 - Right onto Wilson Rd Kittery - Right onto Rt. 236 Eliot - Right onto Rt 4 So. Berwick. Ending in Arundel

Same as last year.

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed) 200-500

Describe number of bands, vehicles, signs, floats, or other articles carried or displayed along with method of participation (walking, bicycles, motorcycles etc):

200 to 500 motorcycles for an escorted Scenic Ride through Maine.. Ending at Bentleys 1601 Portland Rd Arun ME

Describe how group is organized and supervised to insure order: Patriot Riders, Legion volunteers and local volunteers to control parking and order

Purpose of the Event: Fundraiser to take care of our troops & their familie

The above information is true to the best of my knowledge and belief.

Signature of Applicant: Kandace Minihane

For Town Use Only

Reviewed by:

Department	**Initials**	
Police Department	Szeniawski	03-21-2014
Public Works	Lessard	03-21-2014
Parks/Recreation	Sullivan	03-14-2014
Village Fire	Apgar	03-14-2014
York Beach Fire	Bridges	03-14-2014
Code Enforcement	Burns	03-14-2014
York Ambulance	Prince	03-14-2014

Special Conditions:

Police: YPD will have a Safety and Security Plan in place with the organization.

Any Questions: Lieutenant Charlie Szeniawski (207) 363-1031

Beach Fire: Each year the YBFD helps to honor the Troops by flying an American flag off their Ladder 1 and we would be more than willing to do it again with 4 weeks notice.

Any Questions: Fire Chief Dave Bridges (207)363-1014

Town Manager

Date

Melissa M. Avery

From: Charles J. Szeniawski
Sent: Friday, March 14, 2014 12:08 PM
To: Melissa M. Avery; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Scott I. Randall
Subject: RE: Special Event: 7th Annual Spring Ride for the Troops

I cannot sign off on this until they have their safety and security meeting . Supposedly someone from the Patriot Riders is setting a meeting up for next week in order that we can get all the contacts and the town contacts for all the municipalities they travel through.. We have been advised to expect upwards of 400 riders . Ptl. Scott Randall will attend when we are notified of the meeting he will take the lead on the safety plan as he has the past few years.

From: Melissa M. Avery
Sent: Friday, March 14, 2014 8:15 AM
To: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: Special Event: 7th Annual Spring Ride for the Troops

Attached is the Special Event Permit Application for the Patriot Riders of New England's "*7th Annual Spring Ride for the Troops*", scheduled to take place on Sunday, April 27th, 2014 from 7:30AM – 11:15AM at the American Legion. Please let me know when you've have a chance to review.

Let me know if you have any questions!
Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

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Melissa M. Avery

From: Michael J. Sullivan
Sent: Friday, March 14, 2014 11:13 AM
To: Melissa M. Avery
Subject: RE: Special Event: 7th Annual Spring Ride for the Troops

Parks and Recreation has no issues with this event.

Michael J. Sullivan, Director
Parks and Recreation

Town of York, Maine
186 York Street
York, Maine 03909
(207) 363-1040
msullivan@yorkmaine.org

From: Melissa M. Avery
Sent: Friday, March 14, 2014 8:15 AM
To: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: Special Event: 7th Annual Spring Ride for the Troops

Attached is the Special Event Permit Application for the Patriot Riders of New England's "*7th Annual Spring Ride for the Troops*", scheduled to take place on Sunday, April 27th, 2014 from 7:30AM – 11:15AM at the American Legion. Please let me know when you've have a chance to review.

Let me know if you have any questions!
Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

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Melissa M. Avery

From: David K. Bridges
Sent: Friday, March 14, 2014 8:52 PM
To: Melissa M. Avery
Cc: David K. Bridges
Subject: Re: Special Event: 7th Annual Spring Ride for the Troops

This event takes place in the Village District so I have no problem with this event. Each year we help honor those by flying the American flag off our Ladder 1 and we would be more than willing to do it again but we need to have more than 4-6 days notice. Please give us 4 weeks notice. Dave

Sent from my iPhone. Dave

On Mar 14, 2014, at 8:15 AM, "Melissa M. Avery" <mmavery@yorkmaine.org> wrote:

> Attached is the Special Event Permit Application for the Patriot Riders of New England's "*7th Annual Spring Ride for the Troops*", scheduled to take place on Sunday, April 27th, 2014 from 7:30AM – 11:15AM at the American Legion. Please let me know when you've have a chance to review.
>
> Let me know if you have any questions!
> Missy
>
> ---
>
> Melissa M. Avery
> *Assistant to the Town Manager*
>
> Town of York, Maine
> 186 York Street, York, ME 03909
> Phone: (207) 363-1000 - Fax: (207) 363-1019
>
> Please consider the environment before printing this email.
>
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>
> <Spring Ride for the Troops.pdf>

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Melissa M. Avery

From: Ellen Prince [ellenprince@gmail.com]
Sent: Friday, March 14, 2014 8:38 AM
To: Melissa M. Avery
Cc: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns
Subject: Re: Special Event: 7th Annual Spring Ride for the Troops

OK with York Ambulance. PD can let us know if they need help covering any intersections.

Ellen

On Fri, Mar 14, 2014 at 8:15 AM, Melissa M. Avery <mmavery@yorkmaine.org> wrote:

Attached is the Special Event Permit Application for the Patriot Riders of New England's "*7th Annual Spring Ride for the Troops*", scheduled to take place on Sunday, April 27th, 2014 from 7:30AM – 11:15AM at the American Legion. Please let me know when you've have a chance to review.

Let me know if you have any questions!

Missy

Melissa M. Avery

Assistant to the Town Manager

Town of York, Maine

186 York Street, York, ME 03909

Phone: (207) 363-1000 - Fax: (207) 363-1019

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Melissa M. Avery

From: Stephen H. Burns
Sent: Friday, March 14, 2014 8:28 AM
To: Melissa M. Avery
Subject: RE: Special Event: 7th Annual Spring Ride for the Troops

Missy,

I have no code issues with this event.

Steve

Stephen H. Burns
Community Development Director

From: Melissa M. Avery
Sent: Friday, March 14, 2014 8:15 AM
To: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: Special Event: 7th Annual Spring Ride for the Troops

Attached is the Special Event Permit Application for the Patriot Riders of New England's "*7th Annual Spring Ride for the Troops*", scheduled to take place on Sunday, April 27th, 2014 from 7:30AM – 11:15AM at the American Legion. Please let me know when you've have a chance to review.

Let me know if you have any questions!
Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
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Phone: (207) 363-1000 - Fax: (207) 363-1019

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Melissa M. Avery

From: David Apgar
Sent: Friday, March 14, 2014 9:31 AM
To: Melissa M. Avery
Subject: RE: Special Event: 7th Annual Spring Ride for the Troops

Village Fire approval.

David Apgar
Deputy Fire Chief
York Village Fire Dept
Fire Inspector
207-451-8258

From: Melissa M. Avery
Sent: Friday, March 14, 2014 8:15 AM
To: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: Special Event: 7th Annual Spring Ride for the Troops

Attached is the Special Event Permit Application for the Patriot Riders of New England's "*7th Annual Spring Ride for the Troops*", scheduled to take place on Sunday, April 27th, 2014 from 7:30AM – 11:15AM at the American Legion. Please let me know when you've have a chance to review.

Let me know if you have any questions!
Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

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Melissa M. Avery

From: Dean Lessard
Sent: Friday, March 21, 2014 11:05 AM
To: Melissa M. Avery
Subject: RE: Special Event: 7th Annual Spring Ride for the Troops

Hi Missy
I have reviewed the attached special event permit. DPW does not anticipate any issues with this event. DPW recommends approval.

Thanks
Dean

Dean A. Lessard, P.E. | *Director of Public Works*
Town of York, Maine
186 York Street | York, Maine 03909
Phone: (207) 363-1010, Ext. 6201
Fax: (207) 363-1012
E-Mail: dlessard@yorkmaine.org
Online: www.yorkmaine.org

Follow us!
Facebook: www.facebook.com/YorkMainePublicWorks

From: Melissa M. Avery
Sent: Friday, March 14, 2014 8:15 AM
To: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: Special Event: 7th Annual Spring Ride for the Troops

Attached is the Special Event Permit Application for the Patriot Riders of New England's "*7th Annual Spring Ride for the Troops*", scheduled to take place on Sunday, April 27th, 2014 from 7:30AM – 11:15AM at the American Legion. Please let me know when you've have a chance to review.

Let me know if you have any questions!
Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

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Melissa M. Avery

From: Charles J. Szeniawski
Sent: Friday, March 21, 2014 9:57 AM
To: Melissa M. Avery
Cc: Scott I. Randall
Subject: FW: Special Event: 7th Annual Spring Ride for the Troops

Missy with the new information Scott will be able to put a safety plan in play we will support the event..

From: Scott I. Randall
Sent: Friday, March 21, 2014 9:47 AM
To: Melissa M. Avery
Cc: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: Re: Special Event: 7th Annual Spring Ride for the Troops

I received a text message last evening from the president of the Maine chapter patriot riders. He said that they have spoken to every police department but kittery. He said once they have done that he will be in touch and update their permit
Thanks
Scott Randall.

Sent from my iPhone

On Mar 21, 2014, at 8:18 AM, "Melissa M. Avery" <mmavery@yorkmaine.org> wrote:

> Morning Lieutenant
>
> Any news on the Safety and Security Meeting on the *Spring Ride for the Troops* yet?
>
> Missy
>
> ---
>
> Melissa M. Avery
> *Assistant to the Town Manager*
>
> Town of York, Maine
> 186 York Street, York, ME 03909
> Phone: (207) 363-1000 - Fax: (207) 363-1019
>
> Please consider the environment before printing this email.
>
> ---
>
> **From:** Charles J. Szeniawski
> **Sent:** Friday, March 14, 2014 12:08 PM
> **To:** Melissa M. Avery; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
> **Cc:** Scott I. Randall
> **Subject:** RE: Special Event: 7th Annual Spring Ride for the Troops
>
> I cannot sign off on this until they have their safety and security meeting . Supposedly someone from the Patriot Riders is setting a meeting up for next week in order that we can get all the contacts and the town contacts for all the municipalities they travel through.. We have been advised to expect upwards

of 400 riders . Ptl. Scott Randall will attend when we are notified of the meeting he will take the lead on the safety plan as he has the past few years.

From: Melissa M. Avery
Sent: Friday, March 14, 2014 8:15 AM
To: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: Special Event: 7th Annual Spring Ride for the Troops

Attached is the Special Event Permit Application for the Patriot Riders of New England's "*7th Annual Spring Ride for the Troops*", scheduled to take place on Sunday, April 27th, 2014 from 7:30AM – 11:15AM at the American Legion. Please let me know when you've have a chance to review.

Let me know if you have any questions!
Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

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AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: March 21, 2014	**Type of Action:**
Date Action Requested: April 1, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Special Event Permit: Big A 50K	

TO: **BOARD OF SELECTMEN**

FROM: Melissa M. Avery, Assistant to the Town Manager

RECOMMENDATION: Approve the Special Event Permit application for the *Big A 50K*

PROPOSED MOTION: I move to approve Special Event Permit application for the *Big A 50K* on Saturday, May 3rd, 2014

Discussion: All appropriate departments have been notified and given approval, see attached.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Melissa M Avery Reviewed By: _____

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: March 20, 2014	**Type of Action:**
Date Action Requested: March 24, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Special Event Permit: Big A 50K	

TO: **BOARD OF SELECTMEN**

FROM: Melissa M. Avery, Assistant to the Town Manager

RECOMMENDATION: Approve the Special Event Permit application for *Big A 50K*

PROPOSED MOTION: I move to approve Special Event Permit application for *Big a 50K* on Saturday, May 3, 2014

Discussion: All appropriate departments have been notified and given approval, see attached.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Melissa M. Avery Reviewed By: Robert S. Gendron

Town of York, Maine
Special Event Permit Application

This application for a special event permit is hereby presented to the York Town Manager, 186 York Street, York, ME 03909.

Date: 2-17-2014

Name of Event: Big A 50K

Type of Event: Trail Running Race

Organization Name: Richard Collins Phone #: 207-363-8882

Organization Address: 6 Old Mountain Rd City: Cape Neddick State: ME Zip: 03902

Applicant Name: SAME as above Phone #: —

Applicant Address: — City: — State: — Zip: —

Contact Name for Day of Event: Richard Collins Contact Phone # 207-363-8882

Date of Event: MAY 3, 2014 Day of Week: SATURDAY

Starting Time: 7:00 AM Ending Time: 4:00 PM

Assembly Area: Top of Mt Agamenticus

Dispersal Area: SAME

Event Route: On trails around Mt Agamenticus detailed course route can be supplied if necessary

Approximate Number of Persons Attending (If more than 500, Insurance coverage needed)
60

Describe number of bands, vehicles, signs, floats, or other articles carried or displayed along with method of participation (walking, bicycles, motorcycles etc):

none

Describe how group is organized and supervised to insure order: Runners are responsible for navigation. course will be marked

Purpose of the Event: Fund raising for Mt A. Conservation. Recreation

The above information is true to the best of my knowledge and belief.

Signature of Applicant: [signature]

Loop 1 (3.0 miles)

Mileage	Landmark	Trail	Elevation
0	**Start/Finish Summit of Mt. A**	Gate at end of parking lot	675'
	Vultures View Tr.	Go straight over summit to left of octagonal platform and to left of old ski lift tower. Take left after lift tower (loop 1) and then right on to Vultures View Tr.	
	Ring Tr.	Left on Ring	
1.1		Cross paved Summit Rd. and take right at trail junction to parking lot at base of mountain (bath rm.)	
1.2	Mountain Rd.	Intersection of Mountain Rd and Mt Agamenticus Summit	353'
		Follow Mountain Rd to the right (west). Immediately changes to dirt.	
2	Wintergreen Trailhead	Go right on Wintergreen Tr. - Red blazes	
		Climb Wintergreen Tr. to Ring Tr.	
2.4	Ring Tr.	Right onto Ring Tr.	
2.6	Blueberry Bluff Tr.	left on Blueberry Bluff Tr.	
		Follow Blueberry Bluff Tr. to Summit of Mt. A	

Loop 2 (7.3 miles)

Mileage	Landmark	Trail	Elevation
3	**Summit of Mt. A**	**Aid Station and bath rm.**	675'
3.1	Sweet Fern Trailhead	Go straight over summit to left of octagonal platform and to left of old ski lift tower. Descend Sweet Fern Tr. (loop 2 sign) to Ring Tr.	
3.3	Ring Tr.	Go right on Ring Tr.	
	Chestnut Oak Tr.	Follow Ring Tr. to 4-way intersection and continue straight onto Chestnut Oak Tr. (white blazes)	
		Go downhill, over two bridges to Porcupine Tr.	
3.6	Porcupine Tr.	Turn left on Porcupine Tr.	
3.7		Take right on unmarked trail after wooden bridge	
		(Ignore sign on left with arrow to 2nd Hill)	
		Follow single track trail to top of 2nd Hill	
4	Top of 2nd Hill	Go down ridge to the north passing "New Trail" sign (aka. Dragonfly East Tr.)	555
		Descend on single track, ignoring two trails to the left.	
		There is a right horseshoe bend at ~4.6 mi	
5	Notch Tr.	At junction with woods road take right toward Wheel Tr. This is the Notch Trail, marked with lime green blazes	
5.2	Sign Post #22 - Junction of Notch Tr. And Wheel Tr.	**Water stop. You will be pass through here again in 2.9 miles**	
	Wheel Tr.	Bear left at fork on Wheel Tr. - do not go right on Notch Tr. Red boundary marks on trees will be on your right	
5.3	Sign Post #25 - junction of Great Marsh Tr. and Wheel Tr.		
	Great Marsh Tr.	Turn left toward Old County Rd.(this is Great Marsh Tr.) and go ~50 yds and take right onto trail to Third Hill. There is a "No Motor Vehicles" sign immediately after the turn	
5.4	Unnamed singletrack tr.	Follow woods road up, ignoring white blazed trail to right,	
		Follow single track to top of 3rd Hill	

6.3	Top of 3rd Hill		526'
		Turn around and head back the way you came	
6.4	Cairn Tr. (unnamed)	At about .1 from 3rd hill summit take left onto cairn trail	
6.6	Shelf Tr. (unnamed)	After hairpin turns, continue straight onto Shelf Tr.	
7.1		bear right at next trail junction	
7.2	Sign Post - Junction Great Marsh Tr.		
	Great Marsh Tr.	Take left towards Old Mountain Rd. (not sure what is on sign)	
7.3		Take right at course marking and follow white blazes	
		Take left at course marking and cross small creek continuing to follow white blazes, climbing to the Notch Tr.	
7.6	Notch Tr.	Take right on Notch Tr. (lime green blazes)	
7.7		Continue on Notch Tr. Past sign to 2nd Hill on left	
8.1	Sign Post #22 - Junction of Notch Tr. And Wheel Tr.	**Water stop.**	
	Notch Tr.	Bear sligtly left, continuing on Notch Tr.	
		Stay right where there is a trail to the left and sign to 2nd hill. This is where you came down off 2nd Hill earlier in loop.	
8.5	Dragonfly West Tr. (unnamed)	After wet area and slight rise take a left - sign to Second Hill. This is the second Dragonfly left.	
9		After big stone wall on left take next right continuing to	
9.05	Porcupine Tr.	quick left on Porcupine Tr.(up)	
9.3		bear right at big cairn and stay on Porcupine Tr.	
9.5	Chestnut Oak Tr.	Right on Chestnut Oak Tr. (you came down this earlier)	
9.8	Ring Tr.	left on Ring Tr.	
10	Witch Hazel Tr.	Right on Witch Hazel, passing by Big Hemi to the Summit	
10.35	**Start/Finish Summit of Mt. A**		675'

For Town Use Only

Reviewed by:

Department	**Initials**	
Police Department	Szeniawski	02-19-2014
Public Works	Lessard	02-19-2014
Parks/Recreation	Sullivan	02-19-2014
Village Fire	Apgar	03-17-2014
York Beach Fire	Bridges	02-18-2014
Code Enforcement	Burns	03-14-2014
York Ambulance	Prince	02-18-2014

Special Conditions:

Police: Will need multiple direct contacts as the communications center will have to handle all emergency calls should someone be injured, Resource Officer Gary Stevens would be responding on ATV.

Any Questions: Lieutenant Charlie Szeniawski (207) 363-1031

York Ambulance: Will need a crew on Mount Agamenticus. Other vehicles (i.e. ATV) will be needed as well.

Any Questions: Ellen Prince (207)363-4403

Code Enforcement: Requires Water District and Mount Agamenticus Steering Committee approval. Received Water District approval on 2/20/2014 and Mount Agamenticus Steering Committee approval on 3/14/2014.

Any Questions: Steve Burns (207)363-1007

Town Manager

Date

Melissa M. Avery

From: Michael J. Sullivan
Sent: Wednesday, February 19, 2014 11:34 AM
To: Ellen Prince; Melissa M. Avery
Cc: Charles J. Szeniawski; Dean Lessard; David K. Bridges; David Apgar; Stephen H. Burns
Subject: RE: Special Event Permit: Big A 50K

They didn't have a permit last year. From what I understand it was very low key. Robin called me about the event this year and I told her they should fill out and submit a special event application. Robin is aware of the event and the route and doesn't believe there will be any significant impact to the trails. Parks and Recreation Recommends approval.

Michael J. Sullivan, Director
Parks and Recreation

Town of York, Maine
186 York Street
York, Maine 03909
(207) 363-1040
msullivan@yorkmaine.org

From: Ellen Prince [mailto:ellenprince@gmail.com]
Sent: Wednesday, February 19, 2014 9:59 AM
To: Melissa M. Avery
Cc: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns
Subject: Re: Special Event Permit: Big A 50K

I went through last year's event permits and did not see this one. If I had I would have had a crew up there for this event, at the very least made them aware of it.

Missy - was there a permit and I just missed it?

Thank you,
Ellen

On Wed, Feb 19, 2014 at 8:04 AM, Melissa M. Avery <mmavery@yorkmaine.org> wrote:

This is the applicants response to your questions lieutenant:

"Parking will be at the top of the mountain. We will have someone in charge of directing folks. We (the race directors) take the direction of Robin and Roger as to what is most appropriate for parking arrangements. Last year went off without a hitch and we plan to have similar numbers this year.

We have two race directors. All communication should be through one of us.

Melissa M. Avery

From: Dean Lessard
Sent: Wednesday, February 19, 2014 3:47 PM
To: Melissa M. Avery
Subject: Re: Special Event Permit: Big A 50K

Hi Missy
I have reviewed the attached special event permit. DPW doesn't anticipate any issues with this event. DPW recommends approval.

Thanks
Dean

Sent from my iPhone

> On Feb 18, 2014, at 3:07 PM, "Melissa M. Avery" <mmavery@yorkmaine.org> wrote:
>
> Attached is Richard Collins' Special Event Permit application for the "Big A 50K" on May 3, 2014.
>
> Missy
> _____
> Melissa M. Avery
> Assistant to the Town Manager
>
> Town of York, Maine<http://www.yorkmaine.org/>
> 186 York Street, York, ME 03909
> Phone: (207) 363-1000 - Fax: (207) 363-1019
>
> Please consider the environment before printing this email.
>
>
> _____
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> <Big A 50K.pdf>

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Melissa M. Avery

From: David Apgar
Sent: Monday, March 17, 2014 2:56 PM
To: Melissa M. Avery
Subject: RE: Special Event Permit: Big A 50K

I think I was holding off because of some of the earlier questions regarding this event. Either way, Village Fire approval. Thanks.

David Apgar
Deputy Fire Chief
York Village Fire Dept
Fire Inspector
207-451-8258

From: Melissa M. Avery
Sent: Monday, March 17, 2014 2:42 PM
To: David Apgar
Subject: FW: Special Event Permit: Big A 50K

Hi Dave,

Did you have a chance to review this Special Event Permit Application?

Thanks!
Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

Please consider the environment before printing this email.

From: Melissa M. Avery
Sent: Tuesday, February 18, 2014 3:07 PM
To: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: Special Event Permit: Big A 50K

Attached is Richard Collins' Special Event Permit application for the "*Big A 50K*" on May 3, 2014.

Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

Melissa M. Avery

From: Charles J. Szeniawski
Sent: Wednesday, February 19, 2014 11:56 AM
To: Melissa M. Avery; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Cc: Owen T. Davis
Subject: RE: Special Event Permit: Big A 50K

With the info they have now provided We are all set with this event

Sent from my Verizon Wireless 4G LTE smartphone

-------- Original message --------
From: "Melissa M. Avery"
Date:02/19/2014 08:04 (GMT-05:00)
To: "Charles J. Szeniawski" ,Dean Lessard ,"Michael J. Sullivan" ,"David K. Bridges" ,David Apgar ,"Stephen H. Burns" ,Ellen Prince
Subject: RE: Special Event Permit: Big A 50K

This is the applicants response to your questions lieutenant:

"Parking will be at the top of the mountain. We will have someone in charge of directing folks. We (the race directors) take the direction of Robin and Roger as to what is most appropriate for parking arrangements. Last year went off without a hitch and we plan to have similar numbers this year.

We have two race directors. All communication should be through one of us.
Richard Collins – 603-502-7349
Bob Najar - 603-828-1934

I am planning to run the race, so Bob will be your primary contact between 7:30AM and 3:00PM on race day."

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

Please consider the environment before printing this email.

From: Charles J. Szeniawski
Sent: Tuesday, February 18, 2014 3:30 PM
To: Melissa M. Avery; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: RE: Special Event Permit: Big A 50K

I believe we need a course route provided . Also where are the participants going to be directed to park and will someone be in charge of that area. Also A couple of direct contacts as our communications center will have to handle all emergency calls should someone be injured our Resource Officer Gary Stevens would be responding on ATV .

Melissa M. Avery

From: Ellen Prince [ellenprince@gmail.com]
Sent: Tuesday, February 18, 2014 3:31 PM
To: Melissa M. Avery
Cc: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns
Subject: Re: Special Event Permit: Big A 50K

York Ambulance will need a crew up on the Mountain for this event. Other vehicles (i.e., ATV) will be needed as well. This might be a good example to use for our meeting on Friday!

On Tue, Feb 18, 2014 at 3:07 PM, Melissa M. Avery <mmavery@yorkmaine.org> wrote:

Attached is Richard Collins' Special Event Permit application for the "*Big A 50K*" on May 3, 2014.

Missy

Melissa M. Avery

Assistant to the Town Manager

Town of York, Maine

186 York Street, York, ME 03909

Phone: (207) 363-1000 - Fax: (207) 363-1019

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--
Ellen Prince
Asst. Chief

Melissa M. Avery

From: Stephen H. Burns
Sent: Wednesday, February 19, 2014 9:23 AM
To: Melissa M. Avery; Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Ellen Prince
Cc: 'Don Neumann'
Subject: RE: Special Event Permit: Big A 50K

Missy,

The proposed event occurs on Town property and on other property owned by the York Water District, and perhaps others as well. I think all property owners should be identified and informed of the proposed event, and should be asked to agree to it before the Town needs to make its decision. Further, I think the event organizer should be required to obtain a supporting vote from the Mount A Steering Committee because it doesn't seem consistent with the work that Committee has been doing through the years, though perhaps I'm mistaken in this regard. An affirmative vote of the Steering Committee would resolve that aspect of this concern.

Steve

Stephen H. Burns
Community Development Director

From: Melissa M. Avery
Sent: Tuesday, February 18, 2014 3:07 PM
To: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: Special Event Permit: Big A 50K

Attached is Richard Collins' Special Event Permit application for the "*Big A 50K*" on May 3, 2014.

Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

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Melissa M. Avery

From: Stephen H. Burns
Sent: Thursday, February 20, 2014 12:12 PM
To: Melissa M. Avery
Subject: FW: Special Event Permit: Big A 50K

Input from York Water District.

Stephen H. Burns
Community Development Director

From: Don Neumann [mailto:dneumann@yorkwaterdistrict.org]
Sent: Thursday, February 20, 2014 12:00 PM
To: Stephen H. Burns
Cc: 'Gary Stevens'
Subject: RE: Special Event Permit: Big A 50K

Steve,
YWD is ok with this as long as the steering committee reviews and approves.

Thank you

Don

From: Stephen H. Burns [mailto:sburns@yorkmaine.org]
Sent: Thursday, February 20, 2014 9:31 AM
To: 'Don Neumann'
Subject: FW: Special Event Permit: Big A 50K

Part 1 of 2

Stephen H. Burns
Community Development Director

From: Melissa M. Avery
Sent: Wednesday, February 19, 2014 8:04 AM
To: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: RE: Special Event Permit: Big A 50K

This is the applicants response to your questions lieutenant:

"Parking will be at the top of the mountain. We will have someone in charge of directing folks. We (the race directors) take the direction of Robin and Roger as to what is most appropriate for parking arrangements. Last year went off without a hitch and we plan to have similar numbers this year.

We have two race directors. All communication should be through one of us.
Richard Collins – 603-502-7349
Bob Najar - 603-828-1934

Melissa M. Avery

From: Robin Kerr
Sent: Friday, March 14, 2014 11:33 AM
To: Melissa M. Avery
Subject: RE: Special Event Permit: Big A 50K

Hi Missy-

The Mount Agamenticus Steering Committee met Wednesday and reviewed the permit request from Rich Collins for the Big A 50K event to be held this May.

The Committee is aware of the event and approves of it taking place on their respective lands. Based on a history of trail running in the region, we don't anticipate any impact to the trails or our work objectives. There will be no particular hardship for the Steering Committee or staff and it is a good fit for the mountain.

We sincerely appreciate the opportunity to review and offer input regarding requests to the Town that take place in the Mt. Agamenticus region.

Please let me know if I can be of further assistance. I'm happy to help!

Thank you,
Robin

~~~~~~~~~~~~~~~~~~~~~~

Robin L. Kerr
Conservation Coordinator
186 York Street
York, ME 03909
207.361.1102
www.agamenticus.org

From: Melissa M. Avery
Sent: Thursday, February 20, 2014 3:12 PM
To: Michael J. Sullivan; Robin Kerr
Subject: FW: Special Event Permit: Big A 50K

Hi Mike and Robin,

Can we get this to the Mount A Steering Committee as Steve recommended? Let me know if there is anything I can do or anything you need for it!

Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

Please consider the environment before printing this email.
~~~~~~~~~~~~~~~~~~~~~~

Melissa M. Avery

From: David K. Bridges
Sent: Tuesday, February 18, 2014 8:06 PM
To: Melissa M. Avery; Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David Apgar; Stephen H. Burns; Ellen Prince
Cc: David K. Bridges
Subject: RE: Special Event Permit: Big A 50K

I'm having a hard time with this one from a safety issue and then from a conservation issue. Robin has worked very hard to re-do, re-work, bring in soil, re-direct the trail etc to preserve the area and now we're going to allow it to be over-worked just to raise money to re-do, re-work, bring in soil etc. The safety issue seems immense and yes I know people run it now, walk it now and mountain bikers travel it now but not sanctioned by the dept heads of the town. I agree with Ellen (York Ambulance) about needing medical services staged with ATV's at a minimum, Charlie has it correct about communications, that area has none. A 50K race is 31 miles yet the map only describes 10-11 miles if I read it correctly. Where are the other 20 miles? This sounds like an excellent example for Friday's meeting. Dave

---

From: Melissa M. Avery
Sent: Tuesday, February 18, 2014 3:07 PM
To: Charles J. Szeniawski; Dean Lessard; Michael J. Sullivan; David K. Bridges; David Apgar; Stephen H. Burns; Ellen Prince
Subject: Special Event Permit: Big A 50K

Attached is Richard Collins' Special Event Permit application for the "*Big A 50K*" on May 3, 2014.

Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

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AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: March 21, 2014	**Type of Action:**
Date Action Requested: April 1, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Pole Location Permit: Pine Hill Road	

TO: **BOARD OF SELECTMEN**

FROM: Melissa M. Avery, Assistant to the Town Manager

RECOMMENDATION: Approve the Pole Location Permit for Pine Hill Road

PROPOSED MOTION: I move to approve the Pole Location Permit for 1 pole on Pine Hill Road, in a Westerly direction, 50 feet from pole #24.

Discussion: The permit request has been reviewed by Director of Public Works, Dean Lessard and an onsite inspection of the area completed; Mr. Lessard has given his approval of the permit requested.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Melissa M Avery Reviewed By: _____

AGENDA ITEM NUMBER: ____

REQUEST FOR ACTION BY BOARD OF SELECTMEN

Date Submitted: March 21, 2014	**Type of Action:**
Date Action Requested: March 24, 2014	☐ **Procedural** ☒ **Formal Action**
Regular X **Work Session** __	☐ **Other:** _____
Subject: Pole Location Permit: Pine Hill Road	

TO: **BOARD OF SELECTMEN**

FROM: Melissa M. Avery, Assistant to the Town Manager

RECOMMENDATION: Approve the Pole Location Permit for Pine Hill Road

PROPOSED MOTION: I move to approve the Pole Location Permit for 1 pole on Pine Hill Road, in a Westerly direction, 50 feet from pole #24.

Discussion: The permit request has been reviewed by Director of Public Works, Dean Lessard and an onsite inspection of the area completed; Mr. Lessard has given his approval of the permit requested.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared By: Melissa M Avery

Reviewed By: Robert B. Yandow

Form 4503

Notification: 102134689

Work Order: 1000512866

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Northern New England Telephone Operations LLC ME, dated 01/30/2014, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of York, approximately located as follows:

1. Starting Point: 24
2. Road (State & CMP): Pine Hill Road
3. Direction: Westerly
4. Distance: 50' feet
5. Number of Poles: 1

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By: _____

By: _____

By: _____

By: _____

By: _____

Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____

Clerk

Form 4501

Notification: 102134689

Work Order: 1000512866

CENTRAL MAIN POWER COMPANY
APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: York, Maine

To the:
- ☐ City
- ☒ Town
- ☒ County of: York, Maine

☒ Central Maine Power hereby applies for permission to:

- ☒ Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.
- ☐ Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

☒ Central Maine Power Company and Northern New England Telephone Operations LLC ME jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: 24
2. Road (State & CMP): Pine Hill Road
3. Direction: Westerly
4. Distance: 50' feet
5. Number of Poles: 1

☒ Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.

☐ Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

☐ Public Notice of this application has been given by publishing the text of the same ☒ Not Published

In:

On:

CENTRAL MAINE POWER COMPANY

By: Elaine Titherington Date: 01/30/2014

Northern New England Telephone Operations LLC ME

By: Faye Flagg Date: 1-31-14

Form 4502

Notification: 102134689

CENTRAL MAINE POWER COMPANY

Work Order: 1000512866

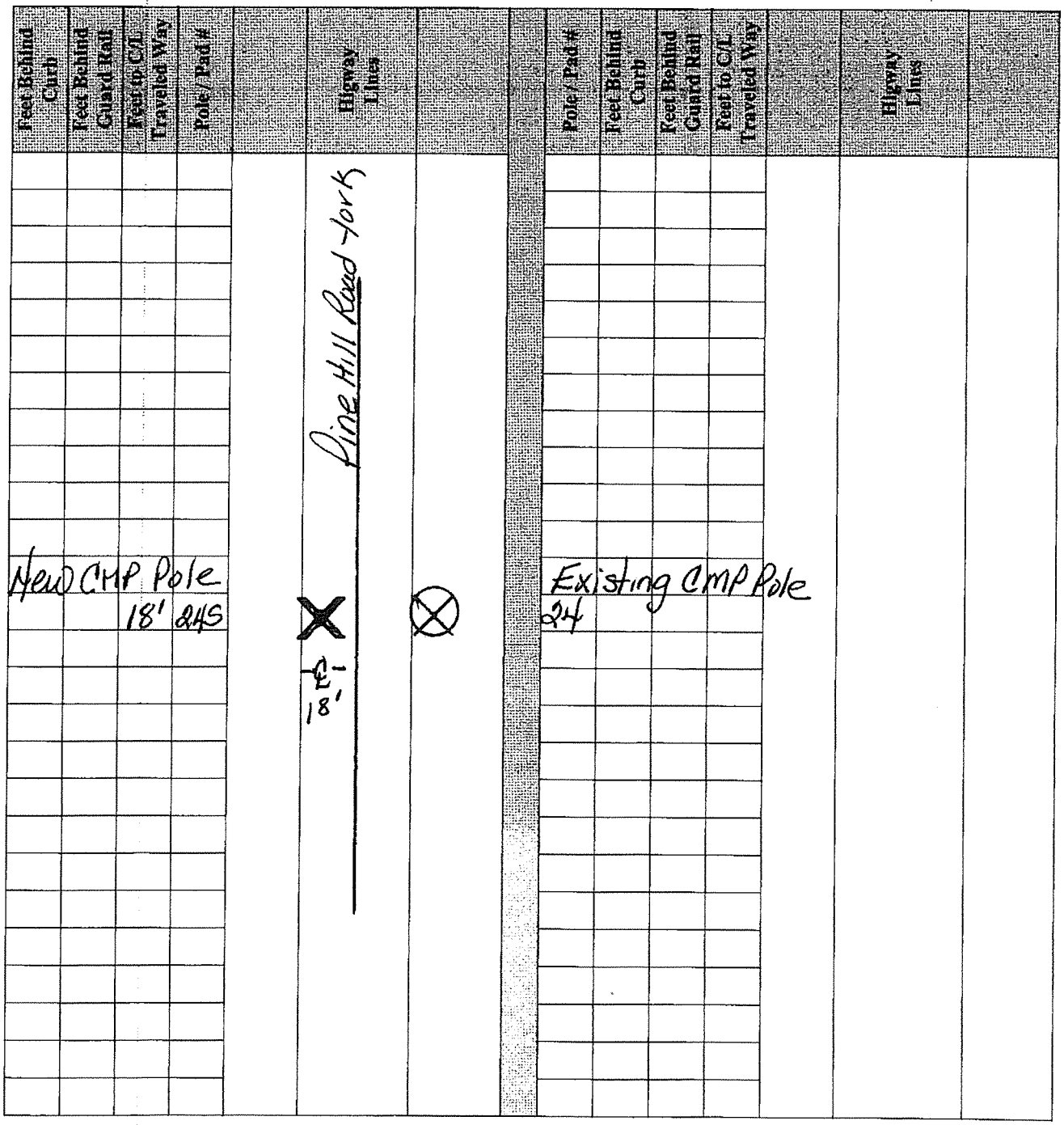
SKETCH TO ACCOMPANY APPLICATION FOR POLE OR UNDERGROUND LOCATIONS

Page **of**

City / Town: York **Date:** 01/30/2014

Street: Pine Hill Road **By:** Elaine Titherington

Facilities to consist of wood poles and appurtenances with a minimum clearance of wire and cables not less than 21 feet over the public highway, and/or underground facilities to consist of buried cables, conduits, transformers and manholes for operation at 7200 volts to ground single phase. Construction to be suitable for future operation at a voltage not to exceed 22KV to ground single phase. Right-of-way limits indicated are based on the best field information available. Poles/ Pads are staked. For further information call: Elaine Titherington at Central Maine Power Company tel: 207-490-3047 . Pole/Pad spans shown are approximate.



Melissa M. Avery

From: Dean Lessard
Sent: Friday, March 21, 2014 11:02 AM
To: Melissa M. Avery
Subject: RE: Pole Location Permit: Pine Hill Road

Hi Missy
I have reviewed the attacked pole permit on Pine Hill Rd. DPW recommends approval.

Thanks
Dean

Dean A. Lessard, P.E. | *Director of Public Works*
Town of York, Maine
186 York Street | York, Maine 03909
Phone: (207) 363-1010, Ext. 6201
Fax: (207) 363-1012
E-Mail: dlessard@yorkmaine.org
Online: www.yorkmaine.org

Follow us!
Facebook: www.facebook.com/YorkMainePublicWorks

From: Melissa M. Avery
Sent: Friday, March 21, 2014 8:17 AM
To: Dean Lessard
Subject: FW: Pole Location Permit: Pine Hill Road

Hey Dean,

Did you get a chance to look at this Pole Location Permit on Pine Hill?

Missy

Melissa M. Avery
Assistant to the Town Manager

Town of York, Maine
186 York Street, York, ME 03909
Phone: (207) 363-1000 - Fax: (207) 363-1019

Please consider the environment before printing this email.

From: Melissa M. Avery
Sent: Monday, March 03, 2014 2:11 PM
To: Dean Lessard
Subject: FW: Pole Location Permit: Pine Hill Road

Hey Dean,

Did you get a chance to review this pole location permit?

Missy

March 4, 2014

Re: 65 Old Post Road, York, Maine – driveway permit

To whom it may concern;

This letter is to inform you that an application for a curb cut for a driveway permit on the property located at 65 Old Post Road, York, Maine, has been denied due to inadequate sight distance.

Dean Lessard
Director of Public Works
(207) 363-1010
dlessard@yorkmaine.org

MBLU:	0094/ 0008/ / / /
Location:	65 OLD POST ROAD
Owner Name:	SOULE JEFFREY S/JEAN W
Account Number:	002102

Parcel Value

Item	Assessed Value
Buildings	0
Xtra Bldg Features	0
Outbuildings	0
Land	95,700
Total:	**95,700**

Owner of Record

SOULE JEFFREY S/JEAN W
350 GUILFORD RD
DURHAM, CT 06422

Ownership History

Owner Name	Book/Page	Sale Date	Sale Price
SOULE JEFFREY S/JEAN W	7970/ 8	8/1/1996	33,500

Land Use

Land Use Code	Land Use Description
1300	RES ACLNDV MDL-00

Land Line Valuation

Size	Assessed Value
1.61 AC	95,700

Construction Detail

Building # 1

STYLE Vacant Land **MODEL** Vacant

Building Valuation

Living Area: 0 square feet **Replacement Cost:** 0 **Year Built:**

Building Value: 0

Extra Features

Code	Description	Units
No Extra Building Features		

Outbuildings

Code	Description	Units
No Outbuildings		

Building Sketch

Vacant Land, No Sketch

TOWN OF YORK
Driveway Installation Permit

MAP: 94 LOT: 8 DATE: 2/6/2014

LOCATION OF PROPERTY: 65 OLD POST RD.

APPLICANT'S NAME: PATCO CONSTRUCTION, INC.

MAILING ADDRESS: 1293 Main St, Sanford ME 04073

PHONE NUMBER: 207-324-5574 ex 115 Cell: 207-651-7181

APPLICANT'S SIGNATURE 2/6/2014 DATE

PRIOR TO SUBMITTING CULVERT APPLICATION. PLEASE MARK THE PROPOSED DRIVEWAY.

FOR OFFICE USE ONLY: DO NOT WRITE BELOW THIS LINE.

SKETCH OF REQUIRED WORK:

DESCRIPTION OF REQUIRED WORK: _____

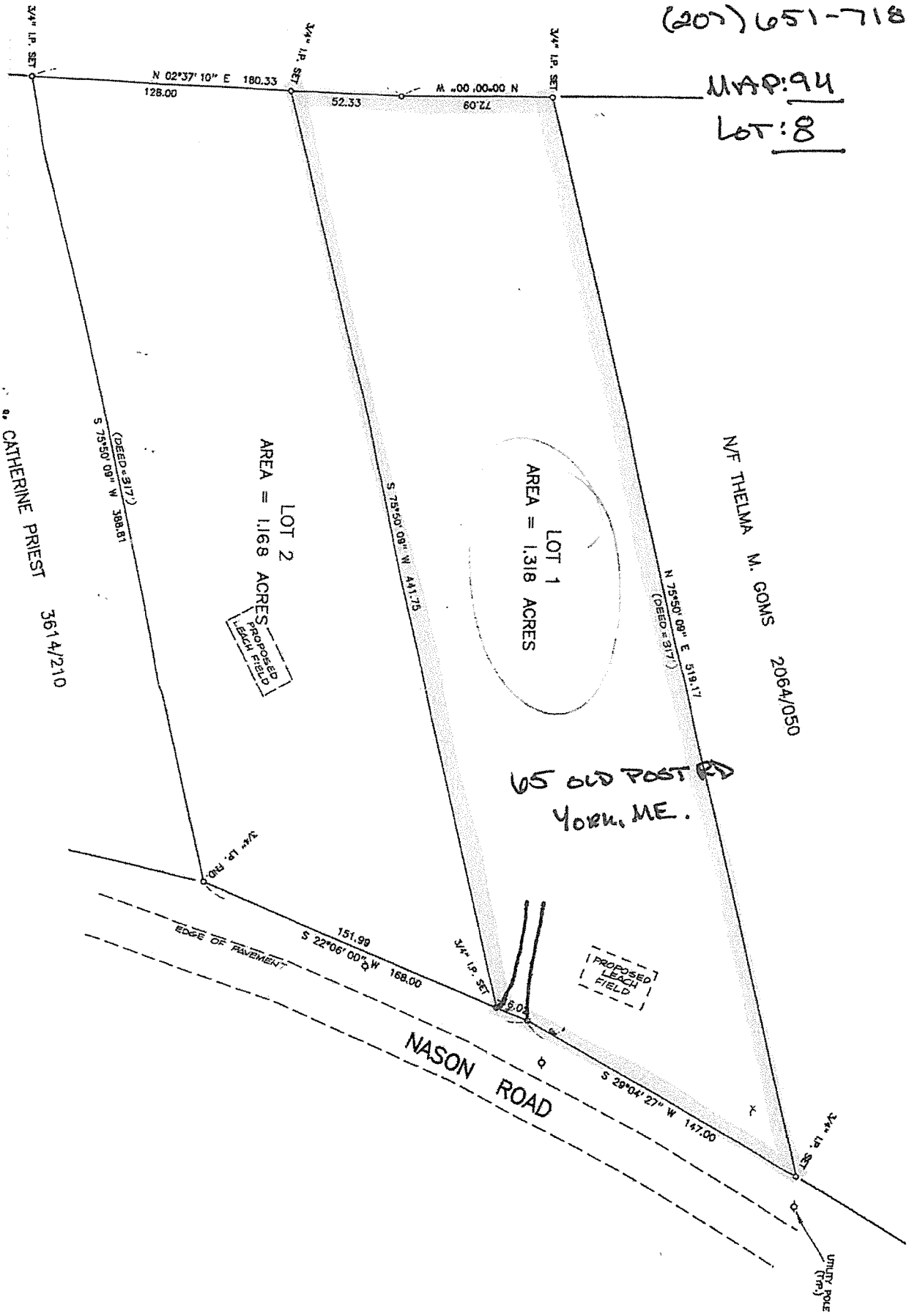
AUTHORIZED PUBLIC WORKS SIGNATURE DATE

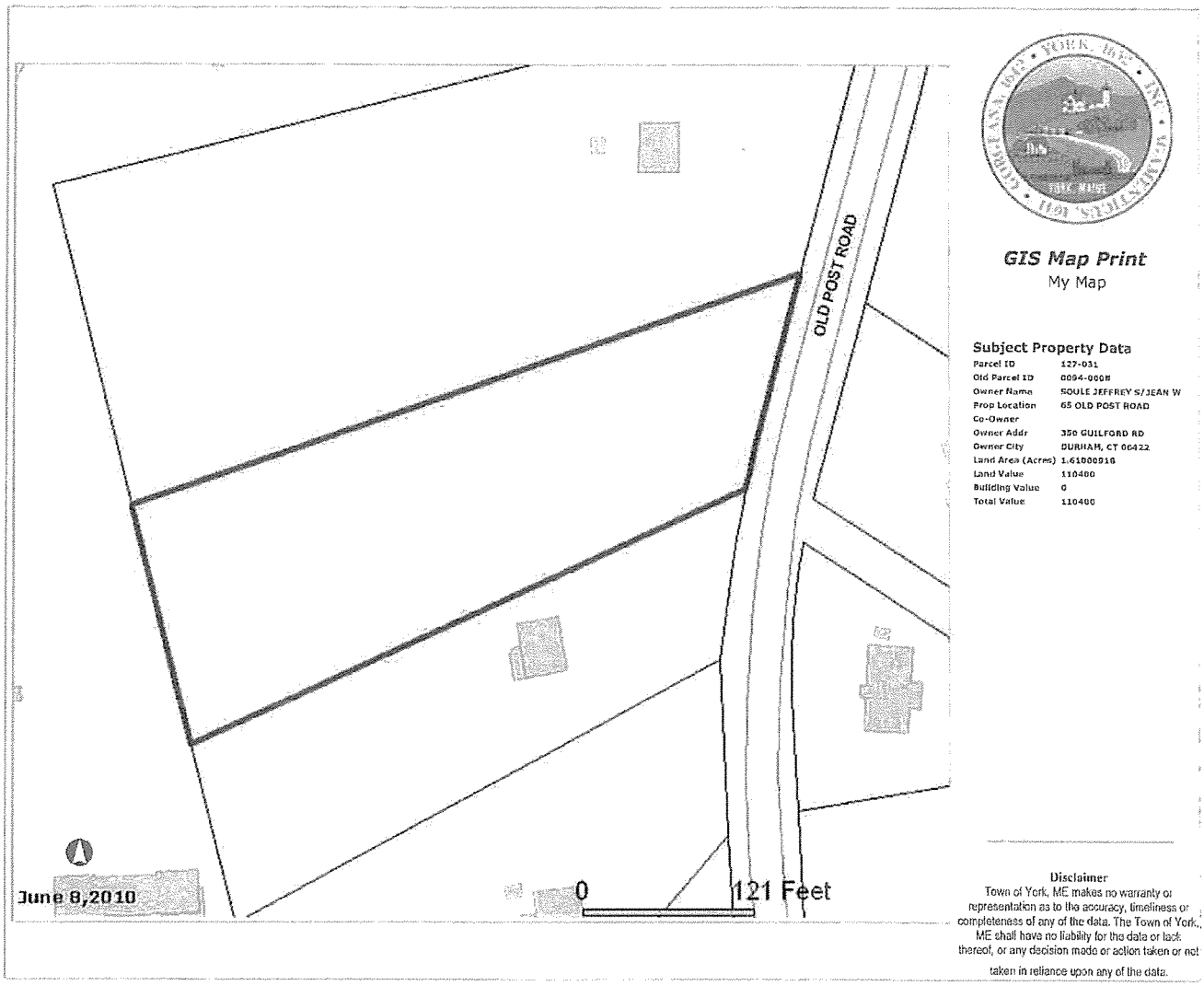
FINISH WORK INSPECTED: _____ PERMIT EXPIRES: _____

PERMIT IS NOT VALID UNLESS SIGNED BY THE TOWN OF YORK DIRECTOR OF PUBLIC WORKS OR HIS AGENT.

Patco Construction
(207) 651-7181

MAP: 94
LOT: 8





GIS Map Print

My Map

Subject Property Data

Parcel ID	127-031
Old Parcel ID	0094-0008
Owner Name	SOULE JEFFREY S/JEAN W
Prop Location	65 OLD POST ROAD
Co-Owner	
Owner Addr	350 GUILFORD RD
Owner City	DURHAM, CT 06422
Land Area (Acres)	1.61000916
Land Value	110400
Building Value	0
Total Value	110400

Disclaimer

Town of York, ME makes no warranty or representation as to the accuracy, timeliness or completeness of any of the data. The Town of York, ME shall have no liability for the data or lack thereof, or any decision made or action taken or not taken in reliance upon any of the data.

Street Opening and Culvert Ordinance

Town of York, Maine

Most Recently Amended: November 5, 2013

Dates of Past Amendments: November 6, 2012

Date of Original Enactment: November 2, 2010

ENACTMENT BY THE LEGISLATIVE BODY

Date of the vote to amend this Ordinance: November 5, 2013.

Certified by the Town Clerk: _____ on 11/6/13.
(signature) *(date)*

STREET OPENING AND CULVERT ORDINANCE

SECTION 1: PURPOSE

The purpose of this Ordinance is to protect the safety of the traveling public, and to protect public infrastructure from undue adverse impacts by ensuring all work in Town streets and rights-of-way are properly constructed.

SECTION 2: APPLICABILITY

The provisions of this Ordinance apply to any excavation, construction, filling or culvert installation work which occurs in a public street, sidewalk, right-of-way or drainage way, except as follows:

A. **Town Projects.** Work undertaken by the Town, or by others working under the direction of the Town, shall not be required to obtain a permit, but shall be required to meet or exceed the general provisions and the construction specifications contained in this Ordinance.

B. **Work in Advance of Road Repaving or Reconstruction.** Before a Town road is re-paved or reconstructed, it is desired that any utility repairs, improvements, extensions or upgrades be completed in advance to minimize the future need to cut into the road afterwards. The Town shall provide a minimum of 60 days advanced notice to all utilities which are known to have underground infrastructure within the right-of-way. Upon receipt of such notice, the utility shall be authorized to prepare its infrastructure without being required to obtain a permit. All such work shall be required to meet or exceed the construction specifications contained in this Ordinance, but paving by the utility shall not be required.

C. **Work on Utility Service Lines.** Except along State roads within the Urban Compact where State rules must be followed, utility providers may work on underground service lines between their mains and buildings served without being required to obtain a permit provided no such work disturbs the surface or sub-surface of a public road or sidewalk, or impacts any Town drainage infrastructure. All work shall be required to meet or exceed any applicable specifications contained in this Ordinance. At least 3 days prior to commencement of such work, the utility provider shall provide to the Superintendent a completed application form as advance notification of the proposed project. Approval of the permit shall not be required except when the Superintendent determines there is an unusual situation that requires a permit.

SECTION 3: DEFINITIONS

PUBLIC – In the context of a public street, sidewalk, right-of-way or drainage way, public means that the facility or property which the Town of York either owns or holds an easement for use and/or maintenance.

SUPERINTENDENT – The Superintendent of Public Works.

SECTION 4: ADMINISTRATION

The Superintendent shall administer this Ordinance.

SECTION 5: STREET OPENINGS

5.1. General Provisions.

A. **Permit Required.** A Street Opening Permit shall be obtained from the Superintendent prior to creating any opening in any public street, sidewalk or right-of-way.

B. **Winter Permits.** No Street Opening Permit will be issued for work between December 1st in any one year and March 15th of the following year. The Superintendent may make exceptions to accommodate emergencies, and to accommodate projects which are scheduled to avoid summertime construction and traffic disruption.

C. **Utility Emergencies.** In the case of an emergency situation involving a utility, the utility may excavate without a Street Opening Permit. However, the utility shall be responsible for obtaining a Street Opening Permit as soon as possible after the emergency and, in any case, before the excavation is permanently resurfaced.

D. **Dig Safe.** Compliance with 23 MRSA §3360-A shall be required.

E. **Reserved.**

F. **Financial Security.** The Superintendent shall require the applicant to post in advance a bond, secured letter of credit, or cash for a project which will cost $50,000 or more, or when blasting is proposed. The Town and quasi-municipal water or sewer districts shall be exempt from this requirement. The amount of the security shall be equal to 125% of the cost of all work which would be necessary for the Town to completely repair the infrastructure in the event the applicant fails to fulfill their responsibilities at any point in the project. The purpose of the financial security shall be to guarantee proper completion of all work and protection of the Town infrastructure. When posted, the value of the security may be reduced once during the course of the project, but never such that it is less than 125% of the cost of

remaining work. The balance shall be retained until the final inspection of all work pursuant to §5.2.B.4. The Board of Selectmen shall be solely responsible for reductions and releases of all financial securities.

G. Traffic Control. All work zone traffic control applications and traffic control devices shall conform to the latest edition adopted by the State of Maine of the Manual on Uniform Traffic Control Devices (MUTCD), Part 6, when used on any street or highway open to public travel. Only traffic control devices including signs, barricades, vertical panels, drums, warning lights, arrow boards, changeable message signs, cones and tubular markers that meet the requirements of American Traffic Safety Services Association (ATSSA), "Quality Standard for Work Zone Traffic Control Devices- 2006" shall be used.

H. State Laws. Actions pursuant to this Ordinance shall be consistent with provisions of State law. In particular, the following sections of Title 23 are applicable: §3351-9, and §3351.

5.2. Standards.

A. Responsibilities of the Applicant.

1. The applicant shall be responsible for preparing and submitting to the Superintendent an application for the proposed street opening. This application shall:
   a. Be on a form provided by the Public Works Department;
   b. State the purpose of the street opening;
   c. Show the physical extent of excavation;
   d. Include a $100 application fee.
   e. Provide a plan and materials specifications for filling and resurfacing the street opening to demonstrate compliance with the construction specifications of this Ordinance;
   f. Specify the timeframe for work;
   g. Detail the plan for traffic control and protection of public safety during the project;
   h. Obtaining any other required permits;
   i. Provide the financial security, if required (see §5.1.F); and
   j. Provide other information relevant to the application.
2. The applicant shall be responsible for all completing all work in accordance with the Street Opening Permit obtained pursuant to this Ordinance. All costs are the responsibility of the applicant.
3. The applicant shall be responsible for maintaining the temporary surface and keeping it safe for travel until permanent resurfacing is completed. If it is not

possible to maintain the temporary surface in a condition safe for all modes of travel, the applicant shall establish and maintain barriers and warning devices.

4. The applicant shall notify the Superintendent at least 2 business days prior to the installation of the permanent pavement. The Superintendent may allow less advance notice on a case by case basis, particularly following emergency utility repairs.
5. The applicant shall be fully responsible to correct any deficiencies identified by Town inspection. All costs are the responsibility of the applicant.
6. The applicant shall guarantee the quality of their work and materials for two years following completion of the original repair work, or until the Superintendent issues a written acceptance of the repairs, whichever occurs earlier. At any time during this guarantee period, the applicant shall re-excavate, re-fill and/or re-surface the area as directed by the Superintendent to remedy the defects. The applicant shall be given a reasonable amount of time to perform this work, and if they fail then it shall be performed by the Department of Public Works. The applicant shall be responsible for the full cost of such repair work, plus a surcharge if completed by the Department of Public Works.

B. Responsibilities of the Superintendent.

1. The Superintendent, or his or her designee, shall be responsible for reviewing and deciding on each Street Opening Permit application received within 10 business days of receipt. The Superintendent shall have authority to apply engineering expertise and judgment in determining the most appropriate standards and conditions in order to protect the integrity of the public street. Each decision regarding a Street Opening Permit application shall be made in writing, and shall detail the requirements to be met by the applicant. Only written requirements specified as part of the Permit shall be binding on the applicant.
2. The Superintendent, or his or her designee, shall be responsible for obtaining independent expert technical assistance when he or she believes it is necessary to protect the public interest, and for obtaining reimbursement from the applicant for the Town's costs in obtaining such independent expert assistance prior to issuance of a Street Opening Permit.
3. The Superintendent, or his or her designee, shall be responsible for inspecting and approving all work completed pursuant to a Street Opening Permit.
4. If permanent resurfacing is not completed by the applicant within 6 months of backfilling the excavation, the Superintendent may initiate the permanent repairs and assess the applicant for 125% of the cost of such work. Before such deadline, however, the applicant may request a time extension for good cause.

5. The Superintendent is responsible for ensuring the long-term acceptability of repairs. The Superintendent may inspect the repairs at any time, and shall inspect the repairs between one and 2 years of completion of the original repairs. The Superintendent shall take action in accordance with the following:
   a. If at any inspection the Superintendent deems the repairs inadequate, she/he shall specify work required to fix the deficiencies and shall specify a reasonable amount of time for the applicant to fix the deficiencies. Lacking a sufficient response by the applicant, the Superintendent shall be authorized to undertake the work and to bill the applicant for 125% of the full cost of such work.
   b. Between one and 2 years, the Superintendent shall inspect the repairs and make a final determination about adequacy. If the repairs are not acceptable, the Superintendent shall follow subsection "a" above. If the repairs are acceptable, the Superintendent shall issue a written acceptance of the repairs. Failure to issue this acceptance within 2 years shall constitute acceptance by default. Acceptance by either means shall terminate the applicant's responsibilities for guaranteeing the repair work.

C. Construction Specifications.

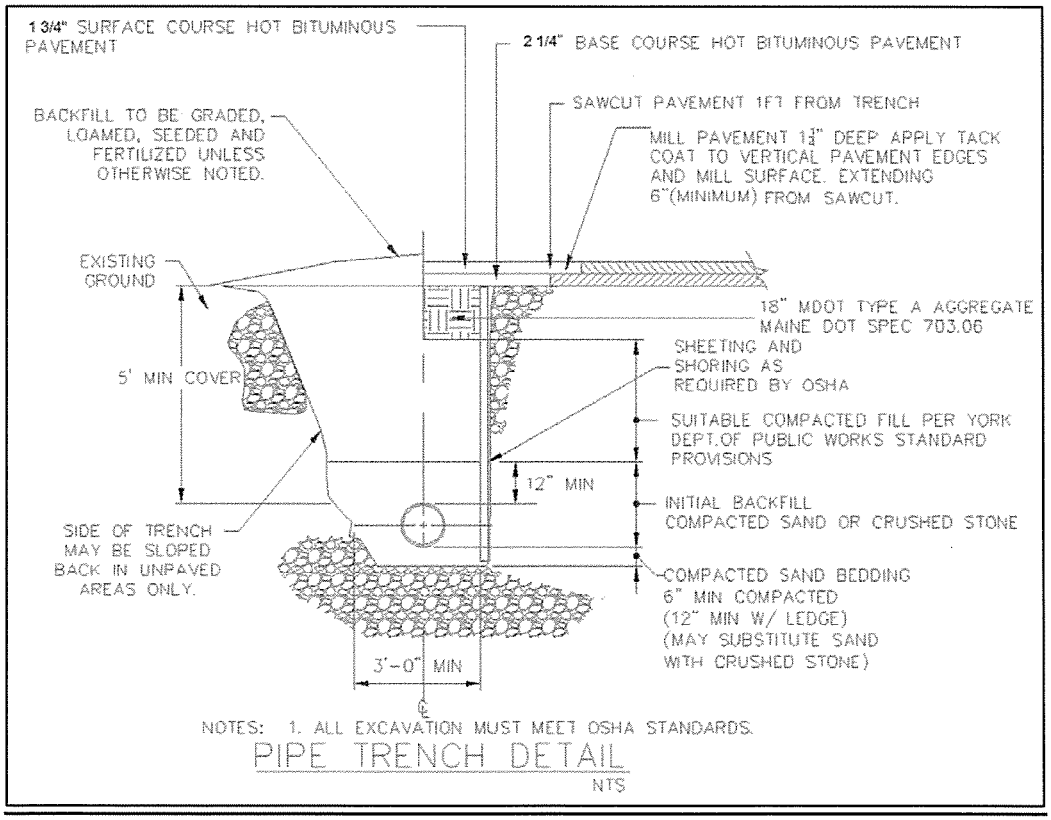
The Superintendent shall ensure that construction pursuant to this Ordinance complies with the following 3 standards plus the trench detail. Exceptions to these standards may be allowed by the Superintendent for good cause, consistent with the need to exercise good engineering practice and judgment.

1. Excavation. The following standards shall apply:
   a. Existing pavement in Trench area to be excavated shall be neatly cut with pavement saw before pavement is excavated.
   b. Disturbed non paved shoulder areas shall be restored with ¾ inch crushed gravel compacted to a depth of 8-inches and two feet wide with a vibratory compactor.
   c. Materials excavated from trench will be used whenever possible to back fill trench up to 18 inches below the pavement or six inches below surface in vegetated areas.
   d. Disturbed grass areas will be restored with loam placed 6 inches deep and compacted with 100 pound roller and seeded.
   e. Disturbed roadway areas will be restored with a crushed gravel base placed 18 inches deep and compacted in two lifts with a vibratory compactor.

2. Paving. The following standards shall apply:
   a. Excavated trench pavement may be patched temporarily with 4-inches of cold patch until a permanent surface is in place.
   b. Prior to paving the pavement around the excavated trench shall be cut back an additional 12 inches on all sides. The edges of the trench shall be tack coated prior to paving.

c. Roadway pavement joints will not be stacked. Existing pavement surface will be milled to a depth of 1¼ inches roughly 6 inches from the base joint and paved with hot mix "surface" asphalt. Tack coat shall be used on all exposed pavement edges.
d. The excavated pavement surface will be paved with a minimum of 4-inch hot mix asphalt placed and compacted in two lifts. Tack coat shall be used on all exposed pavement edges.
e. Removed shoulder and sidewalk pavement areas shall be paved with at least 2-inches of hot mix asphalt placed and compacted in two lifts. Tack coat shall be used on all exposed pavement edges.
f. The applicant shall notify the Superintendent at least 2 business days, or as soon as possible during emergency repairs, prior to the installation of the permanent pavement. This ensures the Superintendent has the opportunity to see the work before permanent paving begins.

3. Accounting for Existing Road Conditions. Many older public roads were not constructed to standards now in effect or are in poor condition. Standards may be varied on a case by case basis to account for local conditions, as when working in a road which was built to lesser standards or which is in poor repair, or when other unusual conditions are encountered (actual York examples include roads with pavement thickness as thin as 2" or as thick as 20"). It is also important to avoid aligning paving patch seams with wheel ruts, and other such factors.



SECTION 6: CULVERTS

6.1. General Provisions.

A. **Permit Required.** A Culvert Installation Permit shall be obtained from the Superintendent prior to installing a culvert in or adjacent to any public street, public sidewalk, public right-of-way, or public drainage easement. If the culvert installation requires excavation through a public street or sidewalk, a Street Opening Permit shall also be required. All permits will be acted upon in accordance with the provisions of MRSA Tile 23, Sections 2701 through 3707.

B. **Failure to Provide Proper Culvert.** In instances where a public street, right-of-way or drainage ditch has been filled for the purpose of entry to private property without the installation of a culvert, or the installation of an inadequate size culvert, the Superintendent is hereby empowered to require a culvert of the proper specifications to be installed by the involved property's owner in order to accommodate proper storm water management.

C. **Inadequate Performance.** Any culvert installed pursuant to a Culvert Installation Permit which contradicts the standards, terms and conditions of the Permit shall be removed by the property owner if so ordered by the Superintendent.

D. **Culvert Size.** The minimum required diameter of a culvert is 15" if under a driveway, or 18" if under a road, but the Superintendent shall have the authority to vary these minimums for good cause.

E. **Dig Safe.** Compliance with 23 MRSA §3360-A shall be required.

6.2. Standards.

A. **Responsibilities of the Applicant.**

1. The applicant shall be responsible for preparing and submitting to the Superintendent an application for the proposed street opening. This application shall:
   a. Be on a form provided by the Public Works Department;
   b. Specify the diameter, length, type and location of the proposed culvert;
   c. Providing a drainage analysis from a Maine-licensed Professional Engineer if, in the opinion of the Superintendent, such analysis is warranted to ensure culvert size, placement, and installation are sufficient;
   d. Specify the expected timeframe for installation;

e. Describe the plan for traffic control and protection of public safety during installation;
f. Obtaining any other required permits; and
g. Provide other information relevant to the application.

2. The applicant shall be responsible for all completing all work in accordance with the Culvert Installation Permit obtained pursuant to this Ordinance. All costs are the responsibility of the applicant.
3. The applicant shall be fully responsible to correct any damage caused to Town property identified by Town inspection. All costs are the responsibility of the applicant.

C. Responsibilities of the Superintendent of Public Works.

1. The Superintendent, or his or her designee, shall be responsible for reviewing and deciding on each Culvert Installation Permit application received. The Superintendent shall have authority to apply engineering expertise and judgment in determining the most appropriate standards and conditions in order to protect the integrity of the public street. Each decision regarding a Culvert Installation Permit application shall be made in writing, and shall detail the requirements to be met by the applicant. Only written requirements specified as part of the Permit shall be binding on the applicant.
2. The Superintendent, or his or her designee, shall be responsible for obtaining independent expert technical assistance when he or she believes it is necessary to protect the public interest, and for obtaining reimbursement from the applicant for the Town's costs in obtaining such independent expert assistance prior to issuance of a Street Opening Permit.
3. The Superintendent, or his or her designee, shall be responsible for inspecting all work completed pursuant to a Culvert Installation Permit, and for identifying and ordering correction of any damage to Town property which may have occurred as a result of the installation.

SECTION 7: VIOLATIONS

7.1. Violations. The Superintendent shall be responsible for determining whether or not there is a violation of this Ordinance. Any time the Superintendent determines a violation exists, it shall be their responsibility to notify the responsible party and attempt to cooperatively obtain corrective action. If this fails, or if the violation poses an immediate threat to public health or safety, the Superintendent may issue a written Notice of Violation.

7.2. **Duration.** Once the Notice of Violation is received by the person or firm violating the code, hereafter the violator, each day which the violation continues to exist shall constitute a separate offense.

7.3. **Fine.** The violator shall pay a fine of $100 for each offense.

7.4. **Limitation on Future Permits.** Any party which has failed to comply with a Notice of Violation, or failed to pay a fine associated with a violation of this Ordinance shall be prohibited from obtaining any Permit pursuant to this Ordinance until compliance is obtained and/or such fine and any interest due the Town is fully paid.

7.5. **Enforcement.** When a Notice of Violation has been issued and has not resulted in compliance, the Superintendent may notify the Board of Selectmen of the problem. Upon receipt of such notification, the Board is hereby authorized to institute any and all actions and proceedings necessary to enforce the provisions of this Ordinance on behalf of the Town.

SECTION 8: APPEALS

Any action by the Town pursuant to this Ordinance may be appealed to the Board of Appeals. Necessary forms, submittal requirements, and fees shall be specified by the Board of Appeals. The application for an appeal must be submitted within 30 days, subject to the following exception: once physical work commences pursuant to a Street Opening Permit or Culvert Installation Permit, the applicant foregoes their right to appeal the standards, terms and conditions imposed as part of that Permit.

SECTION 9: SAVING CLAUSE

In the event any provision of this Ordinance is found by a court of competent jurisdiction to be invalid, this finding shall not affect the remainder of this Ordinance.

SECTION 10: EFFECTIVE DATE

This Ordinance and amendments thereto, shall take effect immediately upon passage by the voters of the Town of York.

SECTION 11: NOTE ABOUT LEGISLATIVE HISTORY

It is not clear exactly when the earlier Street Opening and Culvert Regulations were adopted [prior to the November 2, 2010 version], and for this reason those standards were repealed and replaced with this Ordinance. Because the prior code referred to the Superintendent of Public Works, the code must have been adopted after the Town changed the position from an elected Road Commissioner to an appointed Superintendent of Public Works.

Amber Harrison

From: Dean Lessard
Sent: Wednesday, March 26, 2014 9:11 AM
To: Amber Harrison
Subject: RE: PATCO 65 Old Post Road Permit

Hi Amber
Thanks for forwarding the emails. As Jesse mentioned I have denied a driveway permit for this lot because of safety issues. I'm sure it's going to get ugly.

Thanks
Dean

Dean A. Lessard, P.E. | *Director of Public Works*
Town of York, Maine
186 York Street | York, Maine 03909
Phone: (207) 363-1010, Ext. 6201
Fax: (207) 363-1012
E-Mail: dlessard@yorkmaine.org
Online: www.yorkmaine.org

Follow us!
Facebook: www.facebook.com/YorkMainePublicWorks

From: Amber Harrison
Sent: Wednesday, March 26, 2014 9:07 AM
To: Jesse Braley
Subject: RE: PATCO 65 Old Post Road Permit

Good Morning Jesse,
Please contact Dean Lessard regarding the driveway location and let me know when you would like to submit the building permit application.
Thanks,
Amber

Amber L. Harrison
Code Enforcement Officer
Town of York, Maine
186 York Street
York, ME 03909
p: (207) 363-1002
e: aharrison@yorkmaine.org

From: Jesse Braley [mailto:JBraley@Patco.com]
Sent: Tuesday, March 25, 2014 4:18 PM
To: Amber Harrison
Subject: RE: PATCO 65 Old Post Road Permit

Thank you for that Amber. I get the pleasure of playing middle man with all this. But that info should help us, thanks again!

Jesse Braley
Project Manager

Patco Construction, Inc.
1293 Main Street
Sanford, Maine
(207) 324-5574 Ext.115
jbraley@patco.com
www.patcoresidential.com

Visit our website for information on our Women Centric Homes, or just give me a call.

From: Amber Harrison [mailto:aharrison@yorkmaine.org]
Sent: Tuesday, March 25, 2014 8:30 AM
To: Jesse Braley
Subject: RE: PATCO 65 Old Post Road Permit

Good Morning Jesse,
As per section 11.5 of the Ordinance, "No building permit for a new principal building shall be issued until the site has been evaluated for the presence of wetlands. It shall be the responsibility of the applicant to provide suitable documentation, prepared by a recognized professional within the past ten years." So yes, a wetland delineation will be required. Also, as Luke stated yesterday at the code counter, you may be able to obtain the building permit but that is independent from the driveway approval (provided by DPW/Dean Lessard). Please let me know if you have any questions.
Thanks,
Amber

Amber L. Harrison
Code Enforcement Officer
Town of York, Maine
186 York Street
York, ME 03909
p: (207) 363-1002
e: aharrison@yorkmaine.org

From: Jesse Braley [mailto:JBraley@Patco.com]
Sent: Monday, March 24, 2014 4:14 PM
To: Amber Harrison
Subject: PATCO 65 Old Post Road Permit

Amber, I have just a few questions for you about the permit I was going to submit for 65 Old Post Road in York. MAP 94 LOT 8

This is the lot that our driveway permit was denied due to sight line distance. I just wanted to check with you on submitting a building permit and getting approved without an approved driveway permit. Luke had quoted a section from the ordnance, Section 15-A.3. Luke told me that we could submit a permit for this lot without the driveway permit since it was a residential single family home going on an existing lot of record. I just want to make sure this is correct, obviously with this being said if we submit and pay for a building permit but cannot get a driveway permit approved, we have a permit for an unbuildable lot, which doesn't do anyone any good. So in short, I just wanted to see if you had any clarification on this section.

Another question was on the wet land delineation for the site. Is this something York asks for with their permits?

If you could get back to me on this, that would be much appreciated. The believe the board of selectman's meeting was moved from tonight until next Monday. We were trying to get the permit package into you by then. It may be easier to reach me on my cell phone: 207-651-7181, thank you again.

Jesse Braley
Project Manager

Patco Construction, Inc.
1293 Main Street
Sanford, Maine
(207) 324-5574 Ext.115
jbraley@patco.com
www.patcoresidential.com

Visit our website for information on our Women Centric Homes, or just give me a call.

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