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**TOWN OF YARMOUTH**  
200 Main Street, Yarmouth, Maine 04096  
[www.yarmouth.me.us](http://www.yarmouth.me.us)

**Planning Board Report**  
**Travis Roy Arena, 497 Route One**  
**Concept Plans for Building & Lot Plan & Major Site Plan**  
**North Yarmouth Academy, Applicant**  
**Map 32 Lot 125; SD-1 NYA Campus Special District**  
**Prepared by Erin Zwirko, Director of Planning and Development**  
**Report Date: January 6, 2022; Planning Board Date: January 12, 2022**

**I. Project Description**

North Yarmouth Academy (NYA) proposes to renovate and expand the existing Travis Roy Arena on their campus spanning from Route One to Main Street. The existing 25-acre campus serves kindergarten through Grade 12 students through a mix of academic and administration buildings, playing fields, and the ice arena. The 2,741 square foot two-story expansion will create a new primary entrance to the Arena, new locker rooms and support spaces, as well as a fitness and weight training facility on the second floor to support NYA's athletic programs. The façade of the Arena will be re-clad to update the longevity and durability and to connect with the proposed addition. Site improvements for accessibility, parking, utilities, landscaping, and stormwater management are also proposed.

The proposal is being advanced as a concept level review. The submittal has occurred after a pre-application meeting with NYA, where Yarmouth staff and NYA staff and consultants discussed a variety of topics related to the upcoming review. Once the proposal advances past the concept stage, this development will need to be reviewed pursuant to the following ordinances:

- CH. 703 Character Based Development Code (CBDC) Building and Lot Plan, SD-1, NYA Campus Special District, and
- CH. 702, Major Site Plan.

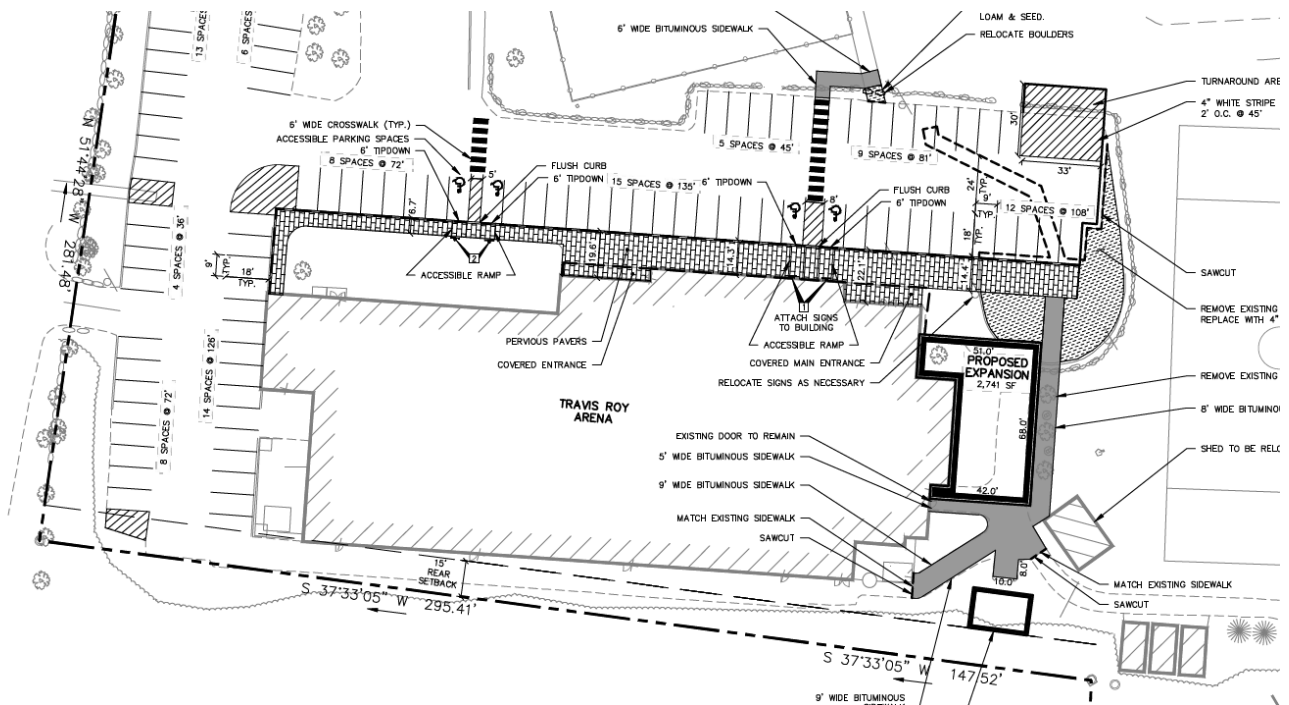


Google Streetview of Travis Roy Arena from Route One

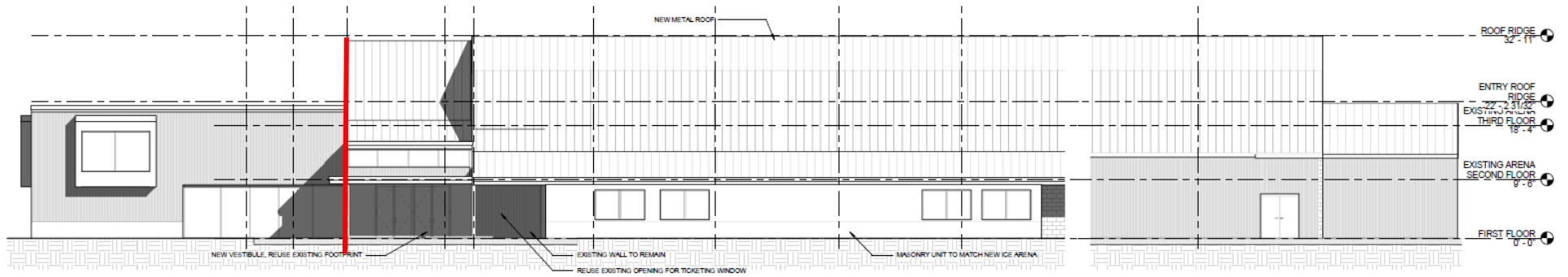


Town GIS aerial with Ice Arena identified with a star; NYA Campus and SD-1 District Outlined in red

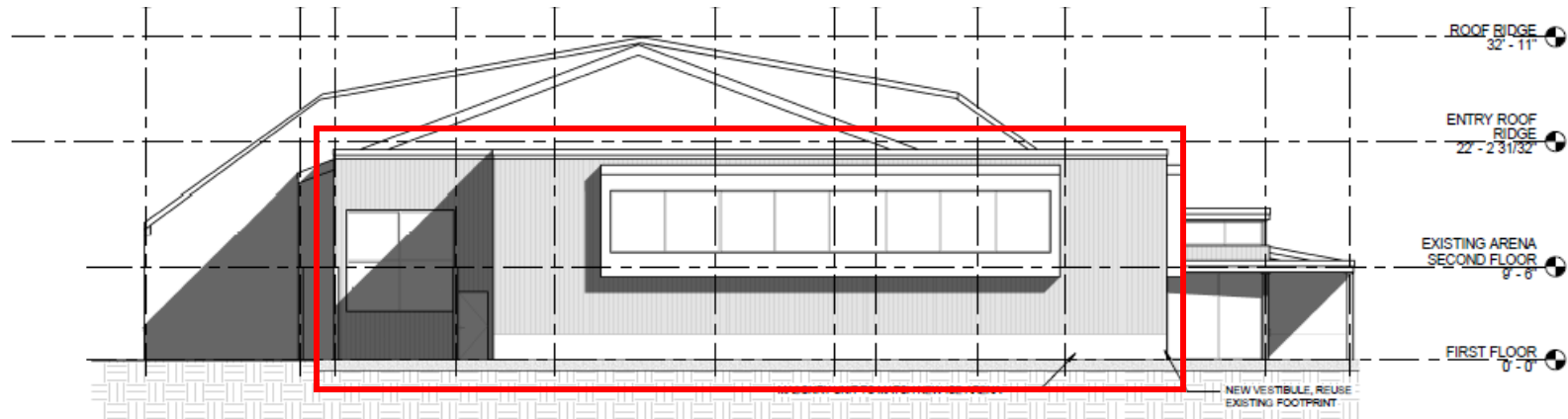
The proposed expansion is planned to extend into the campus to the north (i.e., away from Clayton's) and at a distance away from Route One. The connection point to the Clayton's property will remain open.



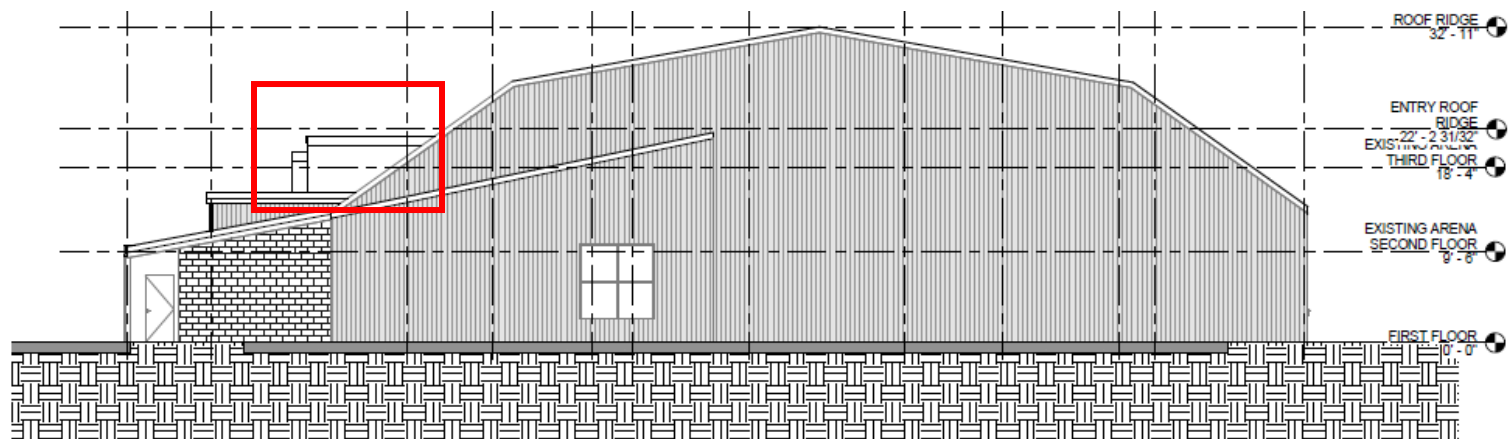
Site Plan with Proposed Expansion identified in Bold



Proposed West Elevation; New Construction is Left of the Red Line



Proposed North Elevation where Expansion is Proposed as Outlined in Red



Proposed East Elevation; New Roof Line is Visible as Outlined in Red



The existing building is a prefabricated metal clad structure. As described in the materials, the existing West facing facade is a combination of fenestration, masonry, and vinyl clapboard profile siding. This facade is intended to be re-clad with new masonry and wood grain textured metal panels that correspond to the proposed addition. The proposed design of the facade includes three materials: the primary corrugated metal panel, a secondary metal panel that will be of a different texture and color, and a masonry unit either consisting of brick or ground face block to match the existing institutional qualities of the campus.

As described further in the materials, the proposed addition consolidates several varying roof conditions into one cohesive form. The existing entry vestibule is converted into interior program space. The remaining existing slab is repurposed for a new principal entry vestibule. A new canopy over the entrance also highlights the rhythm of material change and signifies the prominence of the main entry point.

The proposal is presented for concept review. As noted earlier in this staff report, town staff had a pre-application meeting with the applicant and consultants to discuss utility connections and stormwater management, in particular. This pre-application meeting did include an overview of the proposed architecture and the Planning Board may want to offer feedback on the architecture and compliance with the Character Based Development Code at this stage.

## **II. Public Notice and Comment**

Notices of this public hearing were sent to 38 property owners in the vicinity (within 500 feet) of the proposed development. As of this writing, we have not received any public comments.

**Uses in Vicinity:** The surrounding neighborhood consists of: **US Route One** – Clayton's, Walgreens, the Pratt-Abbott and Yarmouth Marketplace shopping plazas, and numerous other Route One businesses, **Main St.** – Town Hall, American Legion Log Cabin and skating pond, Professional Offices, Banks, with numerous single-family and multi-family homes located in the CD-4 Zoning District, and **Portland St. and Mayberry St.** – primarily single-family homes.

### III. Character Based Development Code Review

The project is subject to the Character Based Development Code (CBDC) and the applicant shall address all applicable standards. In addition to the questions regarding site standards of building placement, setbacks, and orientation, are the aesthetic qualities of the proposal. The applicant shall provide analysis and precedent to verify the design is in accordance with the intent of the CBDC Architectural Standards, *“The major goal of these architectural standards is to ensure that new development and redevelopment in any Character or Special District is attractive and visually compatible and complementary with the established and traditional historic form, scale, character and architecture of Yarmouth Village.”* For future submittals, additional details are needed for staff to fully assess compliance with the CBDC standards.

The NYA Campus is located in the NYA Campus Special District (SD-1). Chapter 703 states, *“This Special District is for educational institutions in a traditional historic campus setting, with Frontages along public Thoroughfares, being consistent with the Adjacent Character District and other boundaries Adjacent to Character Districts being buffered.”*

The conceptual Arena design is institutional in nature, which may be appropriate for the expansion of a pre-existing building. The façade materials include the primary corrugated metal panel, a secondary metal panel that will be of a different texture and color, and a masonry unit either consisting of brick or ground face block to match the existing institutional qualities of the campus. The building includes a new main entrance, and the proposed addition is a two-story expansion as shown in the rendering below. Additional details regarding the façade materials and compliance with the CBDC architectural standards will be necessary for the Town staff to fully assess the proposal



Proposed Façade Rendering; North Elevation and West Elevation

The applicant has identified the need for one waiver from the requirement that single glass panes be no larger than 20 square feet. In reviewing the above rendering, it is clear that the windows on the addition may exceed this requirement. The applicant indicates that it is done to match the scale and proportion of the new design as well as the existing building and its proportions, including existing aluminum storefront units which also exceed the 20 square foot maximum. The applicant indicates that this condition is similar to other campus buildings. Currently, the Town staff do not have any concerns with this waiver request and anticipate that a formal request would be made with a future submittal. The Planning Board may want to provide feedback on the identified waiver.

As the proposed project progresses, the applicant and town staff may identify other necessary waivers.

#### **NYA Campus Special District Standards (Article 4.D.2)**

Due to the pre-existing nature of the Arena and the parking lot, many of these standards are not applicable as it is geared to the development of a Special District without any pre-existing buildings or features.

- 1. Development within this Special District shall comply with this Article 4.D, Articles 5.N, 5.O, 6.D.5, 6.G.3, and 6.G.5 and the standards and requirements of Table 4.C (Special District Standards).**

Town Staff may require further details to assess compliance, but an assessment per each section identified in the standard follows.

- 2. Except as expressly provided in this Article 4.D, no other setbacks, buffer or screening requirements are provided for in this Chapter.**

The proposed project is an expansion of an existing building.

- 3. Lots and Buildings on Lots Adjacent to any Character District shall follow, to the extent practical, the Building Placement, Building Form, Architectural, Landscaping, Yard Type, Building Type, Private Frontage, Public Frontage, Setback, and Lot Occupation standards of such adjacent District. If Adjacent to more than one Character District, the less restrictive standards shall apply.**

The proposed project is an expansion of an existing building. Per this standard, it is appropriate to follow the CD4-C, Route One Corridor District, requirements.

The proposal is required to follow the architectural standards of the CD4-C District to the extent practicable. As noted elsewhere in this staff report, certain elements of the addition are not consistent with the Article 5.M Architectural Standards, and the Planning Board may want to consider whether the architecture of the proposed addition and its relationship to the existing building is consistent with the Architectural Standards.

Much of the rest of this standard is likely not applicable as the Arena is a pre-existing building.

- 4. Except for such Adjacent Character District Standards, Development within the NYA Campus Special District shall otherwise comply with all standards and requirements applicable to such Special District, the applicable Building and Lot Principal Use standards of Table 5.J.1 (Building & Lot Principal Use). All points of Adjacency of such Special District with any public Thoroughfare shall include a minimum 6 foot wide sidewalk.**

A sports stadium is an allowed use in the SD-1 District. Two existing sidewalks extend from the Route One frontage to the Arena, including crosswalks across the parking lot.

- 5. Any part of a Lot Adjacent to a Thoroughfare shall be considered a Frontage. With respect to Lots Adjacent to more than one Thoroughfare, the Principal Frontage shall be indicated by the Applicant in the Special District Plan and all other Frontages of such Lot shall be considered Secondary Frontages.**

Route One is the principal frontage in this case.

- 6. A Lot may contain any number of Principal Buildings and any number of Outbuildings. Outbuildings shall be located in the Third Lot Layer or 20 feet from any external property boundary.**

The existing Arena is the principal building and there are a number of outbuildings associated with the Arena. A shed is proposed to be relocated, but it appears that it would be relocated to within 20 feet from the external property boundary. The location of this shed may need to be reevaluated.

- 7. All non-Building components shall be located in the Second Lot Layer or Third Lot Layer, or 20 feet from any external property boundary, including but not limited to outdoor bleachers and ball fields, and shall be screened from the Frontage of any public Thoroughfare by Building, Streetscreen, decorative fence, or landscape screen.**

Although the Arena is set back from Route One, the fencing along Route One acts as a screen of the non-building elements on the property. The decorative screen has been removed from the fence but may be warranted to be reinstalled.

- 8. All loading and storage for Buildings shall be located along a side Elevation or at the rear Elevation. When located along a side Elevation, loading and storage areas shall be located in the Third Lot Layer and screened from the Frontage of any public Thoroughfare by a Building, Streetscreen, decorative fence, or landscape screen.**

All loading and storage for the expanded Arena is located along side elevations and within the third lot layer, at a distance from Route One. The fencing along Route One acts as a screen of the loading and storage elements on the property. The decorative screen has been removed from the fence but may be warranted to be reinstalled.

- 9. Parking for Buildings and Lots shall be provided in accordance with Tables 5.K.1 and 5.K.2 (Parking Requirements and Shared Parking Factor) as if the NYA Campus Special District were in Character District CD4-C.**

The parking lot at the arena provides 94 parking spaces. Additionally, there are other parking areas located across the NYA campus that can be used during peak usage. Based on a campus-wide parking count in 2020, there are approximately 179 parking spaces on the campus. Additionally, NYA has an agreement with the abutting property to the south to use up to 34 parking spaces. There is a shared driveway between the Travis Roy parking lot and the parking area for Clayton's.

It appears that the project is compliant with the standard that allows parking to be calculated based on a parking analysis. The Planning Board may want to review NYA's 2020 parking analysis.

- 10. Parking Lots and Parking Areas shall be landscaped and designed in accordance with Article 5.N.2.gg.**

The existing parking lot will be restriped. The applicant may consider adding additional vegetation to the parking lot edges to provide shade and be protected from vehicular damage.

- 11. Access Driveways shall be 24 feet maximum width at the Frontage and through the depth of the First Lot Layer.**

The existing channelized driveway will not change.

- 12. Parking shall be located in the Second and/or Third Lot Layers.**

The parking lot predates the creation of the SD-1 District but is located in the first and second lot layers primarily.

- 13. The Uses allowed within the NYA Campus Special District shall be the Principal Uses set forth in Table 5.J.1 (Building & Lot Principal Use).**

A sports stadium is an allowed use in the SD-1 District.

**Table 5.F.2B Character District Standards  
CD4-C Route One Corridor Applicable to the SD-1 District**

As noted above, buildings and lots located within a Special District, but adjacent to a Character District shall follow, to the extent practical, the standards of those districts. Therefore, in the tables that follow reference the CD4-C standards for the proposed expansion of the Travis Roy Arena, which is the adjacent Character District.

**BUILDING PLACEMENT — PRINCIPAL BUILDING**

Front Setback, Principal Frontage	0 ft min, 15 ft max	<b>A</b>
Front Setback, Secondary Frontage	2 ft min, 12 ft max	<b>B</b>
Side Setback	0 ft min	<b>C</b>
Rear Setback	greater of 3 ft min or 15 ft from center line of alley or from abutting residential zone	<b>D</b>

**YARD TYPES**

(see **Table 5.G.1**)

Edgeyard	permitted
Sideyard	permitted
Rearyard	permitted

**LOT OCCUPATION**

Lot Width	18 ft min, 200 ft max	<b>E</b>
Lot Coverage	85% max	
Frontage Buildout	50% min	

**BUILDING FORM — PRINCIPAL BUILDING**

Building Height	3 stories and 35' max	<b>F</b>
First Story Height	10 ft min, 25 ft max	
Upper Story Height	10 ft min, 15 ft max	
Facade Glazing	20% min - 70% max non-shopfront, 70% min shopfront	
Roof Type	flat, hip, gable, gambrel, mansard	
Roof Pitch, if any	8:12 - 14:12	

**BUILDING & LOT PRINCIPAL USE**

See **Table 5.J.1**

**Table 5.F.2B Character District Standards  
Route One Corridor Applicable to the SD-1 District**

Building Placement-Principal Building	Required	Proposed	Finding
Front Setback Principal Frontage	0' Min - 15' Max	Existing building: +/- 200 feet	The existing Arena is located at a distance from the principal frontage. The expansion of the existing building does not change the existing setback.
Front Setback Secondary Frontage	2' Min; 12' Max	n/a	There is no secondary frontage.
Side Setback	0' Min	Existing building: 77 feet	The existing Arena is located at a distance from the principal frontage. The expansion of the existing building does not change the existing setback.
Rear Setback	3' Min 15' from CL of alley	15 feet	OK
Yard Type	Edge, Side or Rear Yard	n/a	The existing Arena does not closely follow these requirements; however, appears to be closely related to an edge yard.



<b>Lot Occupation</b>			
Lot width	18' Min; 200' Max	464.75 feet	The lot is an existing lot within the SD-1.
Lot Coverage (Building & Pavement)	85% Max	Unknown	Additional details may be needed in a future submission.
Frontage Buildout	50% Min	Unknown	Additional details may be needed in a future submission.

<b>Building Form</b>			
Building Height	35' and 3 Stories Max	Existing Arena: 32 feet, 11 inches Proposed Addition: 46 feet, 6 inches	OK
First Story Height	10' Min, 25' Max	Existing Arena: 9 feet, 6 inches Proposed Addition: 9 feet, 6 inches	OK
Upper Story Height	10' Min, 15' Max	Existing Arena: 23 feet, 5 inches Proposed Addition: 15 feet	OK
Façade Glazing	20% Min, 70% Max Shopfront: 70% Min	Unknown	Additional details are needed in a future submission. It is unclear if a waiver is necessary.
Roof Type	Flat, Hip, Gambrel, Gable or Mansard	Existing Arena: Gambrel, Gable, Flat, Shed Proposed Addition: Flat	OK
Roof Slope	8:12 – 14:12 (.67 – 1.16), if any	Existing Arena: 4.5:12, 2:12, 8.5: 12 Proposed Addition: Flat	OK

<b>Building Placement-Outbuilding</b>	<b>Required</b>	<b>Proposed</b>	<b>Finding</b>
Front Setback	Principal Bldg + 20'	Unknown	A shed is proposed to be relocated, and it appears to be consistent with this standard.
Side Setback	5' Min	Unknown	A shed is proposed to be relocated, and it appears to be consistent with this standard.
Rear Setback	3' Min	Unknown	A shed is proposed to be relocated, but it appears that it would be relocated to within 20 feet from the external property boundary (see above under the SD-1 Standards). The location of this shed may need to be reevaluated.

<b>Parking</b>			
Third Lot Layer (5.F.1)	Principal Bldg + 20'	Unknown	Due to the pre-existing configuration of the property, the parking is located primarily outside of the third lot layer
Parking (5.K.1)	3 per 1,000 sf or as per use Parking Analysis	94 parking spaces are provided	<p>The total number of parking spaces that correspond with the Arena including expansion is 98 spaces.</p> <p>The parking lot at the arena provides 94 parking spaces. Additionally, there are other parking areas located across the NYA campus that can be used during peak usage. Based on a campus-wide parking count in 2020, there are approximately 179 parking spaces on the campus. Additionally, NYA has an agreement with the abutting property to the south to use up to 34 parking spaces. There is a shared driveway between the Travis Roy parking lot and the parking area for Clayton's.</p> <p>It appears that the project may require a waiver for less than the required amount of parking, yet there is access to adjacent parking. The Planning Board may want to review NYA's 2020 parking analysis to make a determination.</p>

<b>Encroachments of Building Elements</b>	<b>Required</b>	<b>Proposed</b>	<b>Finding</b>
Front Setback, Principal Frontage	10' Max	None proposed	OK
Front Setback, Secondary Frontage	10' Max	None proposed	OK
Rear Setback	5' Max	None proposed	OK

### Architectural Standards (Article 5.M)

The proposal is required to follow the Architectural Standards of the CD4-C District to the extent practicable. As noted below, certain elements of the addition are not consistent with the Article 5.M Architectural Standards, and the Planning Board may want to consider whether the architecture of the proposed addition and its relationship to the existing building is consistent with the Architectural Standards.

With the concept submittal, the applicant has addressed the Architectural Standards in a narrative format, but with a future submittal each architectural standard will need to be assessed in the matrix format to assist the staff in making a determination that the proposal is consistent with the Architectural Standards to the extent practicable. Additional renderings, drawings, and details about the building may be necessary.

Composition	The proposed façade improvements that correspond with the proposed addition are institutional in nature, which may be appropriate for the expansion of a pre-existing building. The expansion of the principal entry will create a strong focus on the primary façade. However, the proposal may need to improve the fenestration, establish a good base to the building, and create a better coordinated composition between the existing building and the proposed addition.
Walls	Although it appears that the proposal is in compliance with this architectural standard group, additional details regarding the façade materials may be warranted, and in particular for the metal cladding.
Attachments & Elements	Bay windows, such as the punched out windows proposed for the second floor, are required to have certain design features to complement the building. It is not clear that the proposed bay windows meet these standards.
Roofs	A flat roof is allowed; however, the relationship between the proposed flat roof, the existing Arena roof, and the proposed roof over the new primary entrance work together. Additional details are necessary. The applicant may want to consider the use of a white membrane/high albedo roofing materials or a green roof, or even solar panels.
Openings Windows, & Doors	The style of windows proposed departs from recent examples of a traditional aesthetic, and in fact, the box style windows require certain elements as discussed above. The applicant has identified the need for a waiver that no single pane of glass be more than 20 square feet.
Shopfront	This architectural standard group is not applicable.
Miscellaneous	It appears that the proposal is in compliance with this architectural standard group; however, details about the location of mechanical and utility equipment may be necessary.

### Private Lot Landscape (Article 5.N)

<b>Landscape</b>	<b>Required</b>	<b>Proposed</b>	<b>Finding</b>
5.N.s Trees Required	1 tree per 30' frontage	None	The existing frontage appears to meet this requirement.
5.N.u Minimum Landscape	30% landscape in 1 <sup>st</sup> Lot Layer; 20% landscape overall	Unknown	Additional details are needed in a future submission.
5.N.ee.i Parking Lots	1 island per 20 spaces	None	The existing parking lot will be restriped only. There are no existing islands.
5.N.ee.ii Parking Lots	1 tree per 2,000 s.f.	No new trees are proposed.	The existing parking lot will be restriped only. However, the applicant may consider adding additional vegetation to the parking lot edges to provide shade and be protected from vehicular damage.
5.N.ii	Pedestrian walkway of at least 5 feet through parking lot	Two walkways are proposed across the parking lot connecting the sidewalk from Route One to the main entrance.	The applicant may need to assess the parking lot to identify safe pedestrian walkways through the parking lot.

### Signage Standards (Article 5.O)

There is an existing sign at the driveway entrance as well as an existing sign above the main entrance to the Arena. If these signs are to be upgraded or reused, this must be documented in a future preliminary submittal. The signage must conform with the standards of Chapter 703.

### Lighting Standards (Article 5.P)

A photometric plan will be required with a future submission. The maximum at property lines may not exceed 1.0 foot candles including other interior standards. The applicant will need to demonstrate compliance with the technical standards of Chapter 702, Site Plan, and the lighting requirements of Chapter 703, CBDC.

### Development Plan Requirements (Article 6.D.5)

This standard is not applicable to the proposal.

### Civic Spaces (Article 6.G.3 and Article 6.G.5)

This standard is not applicable to the proposal.

#### IV. SITE PLAN STANDARDS REVIEW (CHAPTER 702)

Chapter 703 Article 1 Section C.3:

*b. The Town Municipal Code (collectively, the “Existing Local Codes”), including without limitation Chapters 601 (Subdivision), 701 (Zoning) and 702 (Site Plan Review) thereof, shall continue to be applicable to matters not covered by this Chapter, except where the Existing Local Codes would be in conflict with this Chapter and except as may otherwise be provided in Section 1.C.3.c.i.*

**1. Conformance with Comprehensive Plan: The proposed development is located and designed in such a way as to be in conformance with the Town’s Comprehensive Plan.**

Applicant Response:

*The proposed expansion of the Travis Roy Arena is in conformance with the SD-1 Character Based District which to our knowledge complies with the Town’s Comprehensive Plan.*

Staff Comments:

The Comprehensive Plan discusses strengthening the partnership between the town and NYA as it relates to recreational fields under Policy B.1 (page 62):

*Policy B.1. Continue to provide adequate recreational facilities to meet the needs of the residents of Yarmouth...*

*Strategy B.1.3 – Expand the partnership between North Yarmouth Academy (NYA) and the Town and School Department with respect to athletic field use and construction.*

Although this policy focuses on athletic fields, the Arena is utilized by many organizations beyond NYA. Stride Envy Skating, the Yarmouth Middle and High School Hockey programs, Casco Bay Youth Hockey, Mid-Coast Youth Hockey, and the Southern Maine Middle School Hockey League all practice and play at the Arena. Additionally, Yarmouth and Freeport Recreational Departments utilize the arena. There is a strong relationship between NYA, the town, and other communities and organizations consistent with the Comprehensive Plan.

The Comprehensive Plan does not explicitly address the NYA Campus.

**2. Traffic: The proposed development will not cause unreasonable highway or public road congestion or unsafe conditions with respect to use of the highways, public road or pedestrian walkways existing or proposed. The Planning Board may require mitigation when the proposed development is anticipated to result in a decline in service, below level of service “c”, of nearby roadways of intersections. Levels of service are defined by the 1985 Highway Capacity manual published by the Highway Research Board.**

Applicant Response:

*The proposed expansion is not anticipated to increase traffic to the facility and, therefore, is not anticipated to cause congestion or unsafe conditions and will not result in unsafe conditions.*

Staff Comments:

The applicant has indicated that the addition is not anticipated to increase traffic above the existing conditions. Given the projected use of the addition, the Town Engineer agrees that this is likely the case and would support a waiver to the requirement of a traffic analysis submission.

The Planning Board may want to weigh in on whether a waiver of a traffic analysis is appropriate for this project.



- 3. Parking and Vehicle Circulation:** The proposed plan provides for adequate parking and vehicle circulation. The amount of dedicated parking provided on-site or within a reasonable walking distance from the site meets the requirements of ARTICLE II.H of the Zoning Ordinance (Off Street Parking and Loading), the size of the parking spaces, vehicle aisle dimensions and access points are in conformance with the Technical Standards of Section J of this document.

**Applicant Response:**

*The parking lot at the arena provides 94 parking spaces. Additionally, there are other parking areas located across the NYA campus that can be used during peak usage. Based on a campus-wide parking count in 2020, there are approximately 179 parking spaces on the campus. Additionally, NYA has an agreement with the abutting property to the south to use up to 34 parking spaces. There is a shared driveway between the Travis Roy parking lot and the parking area for Clayton's.*

*The technical standards of Article 1.J will be met with the exception of the parking space requirement. An 18 foot long parking space, rather than a 19 foot space length, is proposed for the restriping of the existing parking lot and the five new parking spaces because the existing lot appears to have been designed for 18 foot long spaces. A waiver request will be submitted with the Site Plan application.*

**Staff Comments:**

The CBDC allows a minimum of 3 spaces per 1,000 square feet of space or as per a Parking Analysis. The Arena plus the expansion requires 98 parking spaces. The parking lot at the Arena provides 94 parking spaces. Additionally, there are other parking areas located across the NYA campus that can be used during peak usage. Based on a campus-wide parking count in 2020, there are approximately 179 parking spaces on the campus. Additionally, NYA has an agreement with the abutting property to the south to use up to 34 parking spaces. There is a shared driveway between the Travis Roy parking lot and the parking area for Clayton's.

It appears that the project may require a waiver for less than the required amount of parking, yet there is access to adjacent parking. Chapter 703.N.1.c.i allows the Planning Board to grant a waiver to exceed 35% of the requirement up to a maximum of 75% if a parking analysis showing the projected parking demand and a parking management plan are provided. The Planning Board may want to review NYA's 2020 parking analysis to make a determination.

The site plans also note that the striping in the lot is nonexistent. The parking lot will be grinded to remove any existing striping as necessary, and the lot be restriped consistent with the site plan. With restriping planned, the applicant should consider adding pedestrian walkways through the parking lot to indicate safe pathways to the main entrance of the Arena and other points on the NYA Campus. Currently only two crosswalks are shown that connect the Arena to the pathways to Route One, and there are no crosswalks shown from the southern end of the parking lot or from the satellite parking at Clayton's.

Additionally, elements required by the CBDC need to be added to the site plan. The parking lot should be assessed to determine whether additional trees can be provided within or around the parking lot to provide shade and meet the standards of the CBDC. Additionally, the CBDC requires one electric vehicle charger for every 30 parking spaces, and the applicant should assess where chargers may be installed. Finally, additional information should be provided regarding bicycle racks. The CBDC requires one bicycle rack, which can park two bicycles, for every 20 parking spaces. Additional information may need to be provided on chargers and bicycle racks across the school campus to document compliance. Town staff recommend installing the requisite number of bicycle racks due to the proximity to the Beth Condon Pathway and would not support a waiver.

- 4. Sanitary Sewerage:** The proposed development will not cause an unreasonable adverse effect to the Municipal sewerage treatment facilities and will not aggravate an existing unhealthy situation such as the bypassing of untreated sewerage into Casco Bay, the Royal River, or its tributaries. If a subsurface wastewater disposal system is to be used, the system conforms to the requirements of the State Plumbing Code.

Applicant Response:

*The existing sewer service and pump station will remain. We are evaluating whether there will be an increase in water use/sewer flow created by the expansion. A request for an ability to serve letter will be sent to the Town engineer and will be submitted as part of the Site Plan review application.*

Staff Comments:

The Town Engineer stated that the applicant will be required to provide the projected flow from the new addition as part of future submissions. The existing private pump station and force main located on the westerly side of the building currently discharges to the Town's sanitary sewer located in Route One. Based on this information, the Town Engineer will require a sewer connection permit and may assess a fee prior to the issuance of a building permit. Additionally, during construction of all sewer infrastructure, Town staff must inspect all work prior to backfilling and all work must be constructed to Town of Yarmouth standards.

The projected flow is typically provided at a preliminary submittal as part of the utility plan design. The Town Engineer's comments are typically conditions of an approval.

**5. Water: The proposed development will not cause the depletion of local water resources or be inconsistent with the service plan of the Yarmouth Water District.**

Applicant Response:

*The existing connection to the Yarmouth Water District system will be retained. The water service to the building will be re-routed around the proposed expansion footprint. A request for an ability to serve letter will be sent to the Yarmouth Water District and will be submitted as part of the Site Plan review application.*

Staff Comments:

Eric Gagnon, the Yarmouth Water District Superintendent, and Steve Johnson, Town Engineer, participated in the pre-application meeting with the applicant. Domestic and fire suppression water services for the new addition will be served by an existing water main on the westerly side of Route 1. The applicant proposes to reroute the existing service to accommodate the addition.

Mr. Gagnon indicates that the applicant is aware conditions such as a pressure test and proper disinfection of the water lines. Additionally, a capacity to serve letter is required for a future submission. The capacity to serve letter is typically provided at a preliminary submittal as part of the utility plan design. Specific conditions of the Water District or the Town Engineer would likely be incorporated as conditions of approval.

**6. Fire Safety: The proposed development is located and designed in such a way as to provide adequate access and response time for emergency vehicles or mitigates inadequate access or response time by providing adequate fire safety features such as but not limited to fire lanes, smoke and fire alarms and sprinkler systems, as part of the proposed development.**

Applicant Response:

*The proposed expansion provides adequate access for emergency vehicles. The expansion will conform with applicable fire safety requirements.*

Staff Comments:

The Fire Department Chief participated in the pre-application meeting and provided comments to the applicant. The Town Engineer notes that fire access to the easterly side of the building should be at least 20 feet wide to allow use by fire apparatus. This comment should be incorporated into a future site plan submittal.

**7. Buffering: The proposal provides for adequate on-site buffering in the vicinity of property boundaries, when required by this subsection. On-site buffering is required wherever commercial, industrial or mixed use developments are proposed adjacent to or across a street from residential districts or agricultural uses, where multi-family buildings are to be located adjacent to single family uses or districts, and when required by ARTICLE**

**IV.S.3 of the Yarmouth Zoning Ordinance (Mobile Home Park Performance Standards).** Buffer areas shall consist of an area ranging from a minimum of five feet to a maximum of twenty-five feet in width, adjacent to the property boundary, in which no paving, parking or structures may be located. The Planning Board may allow a buffer area of less width when site conditions, such as natural features, vegetation, topography, or site improvements, such as additional landscaping, beaming, fencing or low walls, make a lesser area adequate to achieve the purposes of this Section. Landscaping and screening, such as plantings, fences or hedges, are to be located in buffer areas to minimize the adverse impacts on neighboring properties from parking and vehicle circulation areas, outdoor storage areas, exterior lighting and buildings.

This Standard is superseded by the Character Based Development Code as per Article 1.c.3.

Applicant Response:

*Landscaping will be provided along the face of the proposed expansion. No landscaping or trees will be removed along the Route 1 side of the building, or along the rear of the building. Three trees at the northerly end of the arena will be removed to construct the expansion.*

- 8. Natural Areas:** The proposal does not cause significant adverse impacts to natural resources or areas such as wetlands, significant geographic features, significant wildlife and marine habitats and natural fisheries. The proposal is consistent with the recommendations of the Maine Department of Inland Fisheries and Wildlife as found in the document titled "The Identification and Management of Significant Fish and Wildlife Resources in Southern Coastal Maine," February 1988.

Applicant Response:

*There are no wetlands or significant natural features that will be impacted by the proposed expansion. The expansion remains within the previously developed area.*

Staff Comments:

The NYA campus is developed and is not expected to impact any natural areas.

- 9. Lighting:** The proposal shall provide exterior lighting sufficient for the safety and welfare of the general public while not creating an unsafe situation or nuisance to neighboring properties or motorists traveling nearby roadways.

Applicant Response:

*No new exterior site lighting is proposed.*

Staff Comments:

A photometric plan will be required with a future submission. The maximum at property lines may not exceed 1.0 foot candles including other interior standards. The applicant will need to demonstrate compliance with the technical standards of Chapter 702, Site Plan, and the lighting requirements of Chapter 703, CBDC.

Although no new exterior lighting is proposed, the applicant must demonstrate that adequate light levels are provided around the building and within the parking lot in compliance with the town's ordinances. This plan should be submitted as part of a preliminary review package.

- 10. Storm Water Management:** The plan provides for adequate storm water management facilities so that the post development runoff rate will be no greater than the predevelopment rate or that there is no adverse downstream impact. Proposed storm water detention facilities shall provide for the control of two year and twenty-five year storm frequency rates. The design, construction and maintenance of private facilities are maintenance of private storm water management facilities.

Applicant Response:

*The expansion is within the previously developed area of the site. The impervious area will increase by approximately 1,400 sf. We propose to reconstruct the existing sidewalk along the westerly side of the Travis Roy Arena with pervious pavers over a soil filter to provide improved water quality treatment for the sidewalk and a portion of the roof runoff. We expect that post-development peak flows will be kept below pre-development levels that discharge to the Town Skating Pond. A stormwater report addressing water quality and quantity control will be provided as part of the Site Plan application. The project will also be reviewed for stormwater control as part of an after-the-fact Maine DEP Site Location Of Development Act permit application for the NYA campus.*

Staff Comments:

The Town Engineer looks forward to reviewing the stormwater analysis. The stormwater analysis should provide runoff volume control and treatment through Low Impact Development (BMPs). The applicant has indicated that pervious pavement/pavers will be utilized. The DPW Director requires that the applicant include this treatment in the Operations & Maintenance (O&M) Plan. In addition, the O&M Plan should include snow storage and plowing practices for the parking lot and around the building.

A stormwater analysis and an O&M plan should be submitted as part of a preliminary review package.

- 11. Erosion and Sedimentation Control: The proposed development includes adequate measures to control erosion and sedimentation and will not contribute to the degradation of nearby streams, watercourses or coastal lowlands by virtue of soil erosion or sedimentation. The erosion control measures are to be in conformance with the most current edition of the "Environmental Quality handbook, Erosion and Sedimentation Control", prepared by the Maine Soil and Water Conservation Commission.**

Applicant Response:

*An Erosion and Sedimentation control plan for the project will be provided.*

Staff Comments:

A future submittal must show the required erosion and sedimentation control (ESC) requirements. The Town expects that during construction the applicant and their construction manager/contractor perform the required inspections and enforcement of the ESC plan per MDEP requirements, including weekly inspections and documentation of all inspection work. In addition, the Town will be performing site inspections and will be reviewing the inspection records per the Town's NPDES MS4 General Permit. It is also very important that the BMPs be installed prior to the disturbance of site soils and vegetation. It should be noted that if disturbance exceeds one (1) acre then the project will require coverage under the Maine Construction General Permit.

An Erosion and Sedimentation Control plan should be submitted as part of a preliminary review package.

- 12. Buildings: The bulk, location and height of proposed buildings or structures will not cause health or safety problems to existing uses in the neighborhood, including without limitation those resulting from any substantial reduction to light and air or any significant wind impact. To preserve the scale, character, and economy of the Town in accordance with the Comprehensive Plan no Individual Retail use with a Footprint greater than 55,000 square feet shall be permitted. Structures defined as Shopping Centers shall be limited to a Footprint of 75,000 square feet. When necessary to accommodate larger projects, several Individual Retail Structures with Footprints of not more than 55,000 square feet each may be placed on the same lot, provided that all other standards are met. No less than 40 feet shall be allowed as separation distance between buildings. Efforts to save and plant native trees between and among structures shall be encouraged.**

Applicant Response:

*The proposed alterations focused on the revitalization of the existing NYA Travis Roy Arena as well as the addition to the aforementioned structure address composition in several ways.*

*a. Existing Building*

*For the existing prefabricated metal clad structure, the design team looks to replace the metal siding and roofing in kind using a color and profile that works cohesively with the rest of the design. The existing West facing facade is a combination of fenestration, masonry, and vinyl clapboard profile siding. This facade is intended to be re-clad with new masonry and wood grain textured metal panels that correspond to the proposed addition.*

*b. Addition*

*The proposed addition consolidates several varying roof conditions into one cohesive form. The existing entry vestibule is converted into interior program space and adjacent storage rooms are removed. The remaining existing slab is repurposed for a new principal entry vestibule sized for proper life safety while also corresponding with upper material change and bay window soffit line. The new entry faces the existing parking lot as well as Rt.1 A new canopy over the entrance also highlights the rhythm of material change while also corresponding with the datums generated by the original building and signifies the prominence of the main entry point.*

Staff Comments:

The proposed bulk, and height of the expansion is appropriate for the location and it does not appear that there are any potential health or safety problems extended to nearby properties. The scale of the proposed addition is modest.

**13. Existing Landscape: The site plan minimizes to the extent feasible any disturbance or destruction of significant existing vegetation, including mature trees over four (4) inches in diameter and significant vegetation buffers.**

This Standard is superseded by the Character Based Development Code as per Article 1.c.3.

Applicant Response:

*The plan minimizes the disturbance of existing landscaping. Three existing trees will be removed to permit construction of the expansion.*

Staff Comments:

A landscaping plan is typically provided with a preliminary submittal. The applicant shall consider replacing the three trees that will be removed to facilitate the construction of the Arena expansion as well as identify appropriate landscaping around the facility that provides buffering of mechanical units and provides shade within the parking lot.

**14. Infrastructure: The proposed development is designed so as to be consistent with off premises infrastructure, such as but not limited to sanitary and storm sewers, waste water treatment facilities, roadways, sidewalks, trail systems and street lights, existing or planned by the Town.**

Applicant Response:

*The expansion will not have an impact on offsite infrastructure. Ability to serve letters will be sent to the Yarmouth Water District and the Sewer and Engineering Department.*

Staff Comments:

As the project progresses through the review, additional details regarding utility infrastructure are needed. Specific details are documented in this report, which are appropriate for incorporation into a future preliminary submission.

As it relates to the access to the site and around the site, the DPW Director recommends considering upgrading the pedestrian signals at the driveway intersection with Route One and the Walgreens driveway.

**15. Advertising Features: The size, location, design, color, texture, material and lighting of all permanent signs and outdoor lighting fixtures are provided with a common design theme and will not detract from the design of proposed buildings or neighboring properties.**



Applicant Response:

*Any new advertising signage would be submitted to the Town for approval.*

Staff Comments:

There is an existing sign at the driveway entrance as well as an existing sign above the main entrance to the Arena. If these signs are to be upgraded or reused, this must be documented in a future preliminary submittal. The signage must conform with the standards of Chapter 703.

- 16. Design Relationship to Site and Surrounding Properties: The proposed development provides a reasonably unified response to the design constraints of the site and is sensitive to nearby developments by virtue of the location, size, design, and landscaping of buildings, driveways, parking areas, storm water management facilities, utilities storage areas and advertising features.**

Applicant Response:

*The proposed expansion is relatively small compared to the scale of the existing arena. It will be partially visible from Route 1 but is not anticipated to have any negative impacts.*

Staff Comments:

The façade improvements for the entire Arena and the parking lot improvements will improve the relationship of the Arena to nearby properties and to the entire NYA Campus. Additional information is necessary to confirm compliance with Chapter 703 as documented elsewhere in this report.

- 17. Scenic Vistas and Areas: The proposed development will not result in the loss of scenic vistas or visual connection to scenic areas as identified in the Town's Comprehensive Plan.**

Applicant Response:

*No scenic vistas are affected by this project.*

Staff Comments:

There are no scenic vistas in this area.

- 18. Utilities: Utilities such as electric, telephone and cable TV services to proposed buildings are located underground except when extraordinary circumstances warrant overhead service. Propane or natural gas tanks are located in safe and accessible areas, which are properly screened.**

Applicant Response:

No new utility connections are proposed.

Staff Comments:

As the project progresses through the review, additional details regarding utility infrastructure are needed in response to the Yarmouth Water District and the Town Engineer. The DPW Director also questions whether the renovated building will be served by natural gas and whether the underground propane tanks noted on the site plans need to be removed or relocated to support the expansion.

Specific details are documented in this report and in the attached correspondence, which are appropriate for incorporation into a future preliminary submission.

- 19. Technical Standards: The proposed development meets the requirements of ARTICLE I.J (Technical Standards) of this Ordinance, except as waived by the Planning Board.**

Applicant Response:

*The technical standards of Article 1.J will be met with the exception of the parking space requirement. An 18 foot long parking space, rather than a 19 foot space length, is proposed for the restriping of the existing parking lot and the five new parking spaces because the existing lot appears to have been designed for 18 foot long spaces. A waiver request will be submitted with the Site Plan application.*

Staff Comments:

At this concept stage, town staff support 18-foot parking spaces in the parking lot. Although the Site Plan Review Ordinance requires a parking space to be 9 feet by 19 feet, commonly accepted parking spaces are 9 feet by 18 feet. It should be noted that the striping in the lot is nonexistent. The parking lot will be grinded to remove any existing striping as necessary, and the lot be restriped consistent with the site plan.

- 20. Route One Corridor Design Guidelines: Notwithstanding the technical standards of this ordinance and the requirements of Article II, General provisions of the Zoning Ordinance, development and redevelopment within the "C", Commercial and "C-III", Commercial II districts shall be consistent with the Route One Corridor Design Guidelines, as approved August 19, 1999.**

This Standard is superseded by the Character Based Development Code as per Article 1.c.3.

Applicant Response:

*Not applicable.*

- 21. Right, Title and Interest: The applicant has sufficient right, title or interest in the site of the proposed use to be able to carry out the proposed use.**

Applicant Response:

*Evidence of Title, Right, Interest will be provided with the Site Plan application.*

Staff Comments:

Town staff anticipate that the appropriate evidence will be provided with a future submittal.

- 22. Technical and Financial Capacity: The applicant has the technical and financial ability to meet the standards of this Section and to comply with any conditions imposed by the Board pursuant to ARTICLE I.I**

Applicant Response:

*The technical and financial ability of the Applicant and Consultants will be presented with the Site Plan application. Simons Architects, Hebert Construction, Gorrill Palmer, Thornton Tomasetti and Bennett Engineering are working on the proposed project.*

Staff Comments:

Town staff anticipate that the appropriate evidence will be provided with a future submittal.

- 23. Special Exception Standards:**

- a. **The proposed use will not create unsanitary or unhealthful conditions by reason of emissions to the air, or other aspects of its design or operation.**
- b. **The proposed use will not create public safety problems which would be substantially different from those created by existing uses in the neighborhood or require a substantially greater degree of municipal police protection than existing uses in the neighborhood.**
- c. **The proposed use will be compatible with existing uses in the neighborhood, with respect to visual impact, intensity of use, proximity to other structures and density of development.**
- d. **If located in a Resource Protection District or Shoreland Overlay Zone, the proposed use (1) will conserve visual points or access to water as viewed from public facilities; (2) will conserve natural beauty; and (3) will comply with performance standards of Article II of Chapter 701, Zoning Ordinance.**

This Standard is superseded by the Character Based Development Code as per Article 1.c.3.

## VI. Motions - Building & Lot Plan and Site Plan

At this concept stage, a motion is not recommended for the Planning Board. There are a number of recommendations in this staff report for the Planning Board and applicant to consider prior to a future submittal. Additionally, the applicant has identified waivers that will need to be incorporated into the motion.

### A. BUILDING & LOT PLAN & SITE PLAN

Based on the application, plans, reports and other information submitted by the applicant, information from the public hearing, information and the findings and recommendations contained in Planning Board Report dated XXXX for Building & Lot Plan and Major Site Plan, North Yarmouth Academy, Applicant; 497 Route One, Map 32 Lot 125, regarding the compliance with the applicable regulations of Chapter 703, Character Based Development Code, and the applicable regulations and standards of Chapter 702, Site Plan Review, the Planning Board hereby finds and concludes that the Building and Lot Plan and Major Site Plan **[meets/does not meet]** the required standards and is therefore **[approved/not approved]** subject to the following conditions of approval:

1. Conditions...

Such motion moved by \_\_\_\_\_, seconded by \_\_\_\_\_,  
and voted \_\_\_\_ in favor, \_\_\_\_ opposed, \_\_\_\_\_.  
(note members voting in opposition, abstained, recused, or absent, if any).

**Attachments:**

1. Steve Johnson, Town Engineer – Memo 12/27/2021
2. Erik Street, Public Works Director – Memo 12/30/2021
3. Eric Gagnon, Yarmouth Water District – Email 12/31/2021
4. Bike and Pedestrian Committee – Email 1/4/2022



## Memo

To: Erin Zwirko, AICP, Director of Planning and Development  
From: Steven Johnson, P.E., Town Engineer  
CC: Erik Street, Nick Ciarimboli, Chris Cline, Wendy Simmons, Karen Stover  
Date: December 28, 2021  
Re: Conceptual Major Site Plan Application: NYA Travis Roy Arena, 497 US Route 1

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Erin:

I have reviewed the subject application from Will Haskell, P.E., of Gorrill-Palmer on behalf of North Yarmouth Academy (NYA) for development at 497 US Route 1 dated December 15, 2021.

I have the following technical comments on the application:

1. General: The applicant is proposing to construct a 2,741 square foot two (2) story addition on the northeasterly end of the existing sports arena. The proposed addition will include locker rooms and a fitness room. The existing lot is located in the NYA Campus Special District.
2. Rights, Title: The applicant has indicated that right, title, and interest in the property will be submitted in future submissions.
3. Solid Waste: The Applicant shall provide information regarding how solid waste and recyclable material will be managed on the site. Additionally, it should be noted that collection of dumpster waste should not occur before 5:00 AM or after 10:00 PM, per Chapter 306 Solid Waste Ordinance.
4. Water: Domestic and fire suppression water services for the new addition will be served by an existing water main on the westerly side of Route 1. The applicant is proposing to reroute the existing service to accommodate the addition. Also, the applicant must submit evidence of the capacity to serve from the Yarmouth Water District (District) as part of future submissions.
5. Traffic\Parking: The applicant has indicated that the addition is not anticipated to increase traffic above the existing conditions. Given the projected use of the addition, I agree that this is likely the case and would support a waiver to the requirement of a traffic analysis submission.

The applicant has indicated that the site currently has ninety-four (94) on-site parking and is proposing four (4) ADA parking spaces. Additionally, the applicant has indicated

that 34 shared spaces are available next door at Clayton's and there are approximately 179 parking spaces campus wide. The applicant anticipates requesting a waiver to the dimensional standard for the parking space length, reducing it from 19 feet to 18 feet. I would support this waiver request.

6. Sewers: The applicant has indicated that the addition will be served by an existing private pump station/force main located on the westerly side of the building that discharges to the Town sanitary sewer located in Route 1. The applicant will be providing the projected flow from the new addition as part of future submissions.
  - A. A sewer connection permit application and fee **MAY** be required before the issuance of the building permit, depending on projected flow.
  - B. It should be noted that during construction of all sewer infrastructure, all work must be inspected by Town staff prior to backfilling and all sewer work shall be constructed per Yarmouth Town Standards.
7. Storm Drains: All storm drain infrastructure must conform to Yarmouth Town Standards. Additionally, all connections to Town infrastructure shall be per Town requirements.
8. Drainage, Stormwater Management:
  - A. The applicant has noted that the proposed structure will be constructed within an existing developed site and will add about 1,400 square feet of additional impervious surface. The applicant anticipates submitting a stormwater analysis as part of future submissions and will provide both runoff volume control and treatment through the use of Low Impact Development (BMP's), in this case, pervious pavement/pavers, to offset the area of the new structure. This is very much appreciated.
  - B. The applicant will be required to submit an acceptable site-specific Operations and Maintenance Manual (O&M Manual) for the LID BMPs used on this project. All pervious pavers shall be swept twice a year with a regenerative air vacuum sweeper. Mechanical and traditional vacuum sweepers are not acceptable. The applicant should also outline snow plowing and sand & salt practices as well as snow storage areas. Snow storage areas should be marked on the plan.
9. Erosion and Sediment Control: The required ESC Best Management Practices for the project shall be noted on the site plan and meet MDEP standards. The Town expects that during construction the applicant and their construction manager/contractor perform the required inspections and enforcement of the ESC plan per MDEP requirements, including weekly inspections and documentation of all inspection work. In addition, the Town will be performing site inspections and will be reviewing the inspection records per the Town's NPDES MS4 General Permit. It is also especially important that the BMP's be installed prior to the disturbance of site soils and vegetation. It should be noted that if disturbance exceeds one (1) acre then the project will require coverage under the Maine Construction General Permit, although that is unlikely in the case of this project.

## 1.2

10. Soils: The applicant shall provide both a custom soil report as part of future submissions and a detailed geotechnical report for the foundation design of the new addition prior to the issuance of a building permit.
11. Site Plan/Ordinance Requirements: As part of future submissions the applicant shall provide information addressing the Review Criteria of Chapter 702 Site Plan Review Ordinance Section H. Review Criteria.
12. Lighting: The applicant shall submit a photometric plan meeting Town standard as part of future submissions.
13. Waivers: The applicant has indicated that a waiver to the parking space dimensional standard will be requested, allowing each space to be 18 feet long rather than the required 19 feet. I would recommend that the Board support this waiver request.
14. Off-site Improvements: The applicant is not proposing offsite improvements at this time.
15. Plan Review Comments:
  - A. Site Layout Plan Sheet C-101
    1. Fire access to the easterly side of the proposed building should be at least 20 feet wide to allow use by fire apparatus.

As always, I reserve the right to make additional comments on future plan submissions. Also, I would be pleased to review any other aspect of the application that you or the Planning Board may decide.

Town of Yarmouth ME

Director of Public Works

## MEMORANDUM

**To:** Erin Zwirko -AICP, LEED AP - Director of Planning & Development

**From:** Erik S. Street, Director of Public Works *ESS*

**CC:** Steve Johnson, PE, Town Engineer, Wendy Simmons, Karen Stover

**Date:** 12/30/21

**Re: NYA Ice Arena – Concept Site Plan Application Review**

- 
1. **General:** Applicant is proposing a 2741 Sq Ft two story addition and siding improvements to the existing Ice Arena.
  2. **Rights, Title:** No Concerns
  3. **Easements:** N/A
  4. **Homeowner Associations / Road Maintenance Agreements.** N/A
  5. **Financial Capacity:** No Concerns
  6. **Technical Ability:** No Concerns
  7. **Solid Waste:** Facility is considered commercial and is governed by Chapter 306, Yarmouth's Solid Waste Ordinance. The Yarmouth Recycling Committee would like to encourage NYA to promote strong recycling practices at this facility. If there is a waste dumpster on site, where will it be located?
  8. **Water:** No Concerns
  9. **Traffic / Parking:** No Concerns
  10. **Storm Drains:** All storm drainage infrastructure / connections must conform to Yarmouth Standards
  11. **Drainage, Stormwater Management** The applicant is proposing to use pervious pavers for the sidewalk construction. An O&M plan for this facility will be required. Snow

storage and plowing practices need to be part of this. Will review and comment on the SW Analysis when received.

12. **Sewers:** No Concerns
13. **Erosion and Sediment Control:** ESC Best Management Practices apply and must be noted on the plans and meet DEP requirements. ESC inspections will be required and must be documented. Town will also inspect and check documentation.
14. **Soils:** No Concerns
15. **Site Plan / Ordinance Requirements:** No Concerns
16. **Lighting:** N/A
17. **Waivers:** I support the two-waiver request.
18. **Off-Site Improvements:** No off-site improvements were proposed at this time. If the planning board will be looking for some type of off-site improvement, I would suggest considering an upgrade to the pedestrian signals at the NYA /Rt 1 crossing to Walgreens.
19. **Site Plan Drawing: No Concerns** Will there be Natural gas at this facility? Do the UG propane tanks get removed or relocated?

If you have any questions, please let me know.



## Attachment 3

### Erin Zwirko

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**From:** Eric Gagnon <egagnon@yarmouthwaterdistrict.org>  
**Sent:** Friday, December 31, 2021 2:50 PM  
**To:** Mike Robitaille  
**Cc:** Wendy Simmons; Erin Zwirko; Steven Johnson  
**Subject:** Re: Request for Comment - NYA & Railroad Square - DUE 1/3/22

YWD comments are very brief

- NYA - This project looks straightforward and after a pre-con meeting with the contractor, they will be rerouting the service line around the proposed addition. The contractor is aware that a pressure test and proper disinfection are mandatory.
- Railroad Square - I would love the opportunity to meet with the team to go over how this will be served but at this point plans are preliminary. The earlier utilities can be figured out the better to avoid conflicts.

Eric Gagnon  
Superintendent  
Yarmouth Water District  
207.846.5821 phone  
207.846.1240 fax

<http://YarmouthWaterDistrict.org/>

This message is intended for the use of the addressee only and may contain privileged and confidential information. If you are not the intended recipient of this message, be notified that any dissemination or use of this message is strictly prohibited. If you have received this message in error, please delete all copies of the message and its attachments and notify the sender immediately

On Tue, Dec 21, 2021 at 11:13 AM Mike Robitaille <[MRobitaille@yarmouth.me.us](mailto:MRobitaille@yarmouth.me.us)> wrote:

My initial comments

*Michael S. Robitaille*

*Chief of Department*

*Yarmouth Fire Rescue*

---

**From:** Wendy Simmons <[WSimmons@yarmouth.me.us](mailto:WSimmons@yarmouth.me.us)>  
**Sent:** Thursday, December 16, 2021 11:18 AM  
**To:** Andrew Dolloff <[andrew\\_dolloff@yarmouthschools.org](mailto:andrew_dolloff@yarmouthschools.org)>; Dan Gallant <[DGallant@Yarmouth.me.us](mailto:DGallant@Yarmouth.me.us)>; dostrye@gmail.com; Eric Gagnon <egagnon@yarmouthwaterdistrict.org>; Erik Donohoe <[edonohoe@yarmouth.me.us](mailto:edonohoe@yarmouth.me.us)>; Karyn MacNeill <[kmacneill@yarmouth.me.us](mailto:kmacneill@yarmouth.me.us)>; Mike Robitaille <[MRobitaille@Yarmouth.me.us](mailto:MRobitaille@Yarmouth.me.us)>; Nat Tupper <[ntupper@Yarmouth.me.us](mailto:ntupper@Yarmouth.me.us)>; Scott LaFlamme

### 3.1

<[slaflamme@yarmouth.me.us](mailto:slaflamme@yarmouth.me.us)>; Benjamin Thompson <[bthompson@cumberlandcounty.org](mailto:bthompson@cumberlandcounty.org)>

**Subject:** Request for Comment - NYA & Railroad Square - DUE 1/3/22

For your review:

Ben – Only Railroad Square requires your review.

[https://yarmouth.me.us/index.asp?SEC=629E1BD4-C041-417B-BBBD-FE8E3715114C&DE=B728284F-D418-4EBB-B7C9-18ABEA6344CB&Type=B\\_BASIC](https://yarmouth.me.us/index.asp?SEC=629E1BD4-C041-417B-BBBD-FE8E3715114C&DE=B728284F-D418-4EBB-B7C9-18ABEA6344CB&Type=B_BASIC)

Wendy L. Simmons, SHRM-CP (she, her, hers)

Administrative Assistant

Planning, Code Enforcement and Economic Development

Town of Yarmouth

200 Main St.

Yarmouth, ME 04096

Phone: 207.846.2401

Fax: 207.846.2438

[www.yarmouth.me.us](http://www.yarmouth.me.us)

## Attachment 4

**From:** Dan Ostrye <dostrye@gmail.com>  
**Sent:** Tuesday, January 4, 2022 2:28 PM  
**To:** Erin Zwirko <EZwirko@yarmouth.me.us>  
**Cc:** Wendy Simmons <WSimmons@yarmouth.me.us>  
**Subject:** North Yarmouth Academy – Major Site Plan Review

Hi Erin,

The Bicycle and Pedestrian Committee has reviewed the Major Site Plan for the North Yarmouth Academy Hockey Rink Expansion Project. In general we are in support of the plan but would like to offer a couple comments to make it a bicycle and pedestrian friendly design. Our specific comments follow:

1. We would ask that the applicant extend the sidewalk along the entrance road to connect to the recently installed sidewalk along Route One and to bring both sidewalks into compliance with ADA requirements. This would at a minimum include adding truncated dome warning plates on both sides of the respective crosswalks.
2. We would ask that at least one of the handicap accessible parking places be made “van accessible”. This is after all the Travis Roy arena and as such should aspire to maximize accessibility for visitors with disabilities.
3. We would like to see bike racks installed near the main entrance. Capacity for eight or more bikes seems about right for a facility of this kind. They would also serve the adjoining athletic fields where we would note there are no bike racks.

We are happy to answer any questions you may have or provide additional details regarding the above comments. We appreciate the opportunity to provide our input and perspective and look forward to working with you and the applicant throughout the development process.

Respectfully submitted on behalf of the Yarmouth Bicycle and Pedestrian Committee,

Dan Ostrye