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**TOWN OF YARMOUTH**  
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To: Chair Holden and Members of the Yarmouth Planning Board  
From: Erin Zwirko, Director of Planning & Development  
Re: Railroad Square Master Plan – Development Plan and Major Subdivision Meeting 3  
Date: March 3, 2022

**Overview**

The purpose of this memorandum is to give the Planning Board a preview of the next Railroad Square Master Plan review scheduled. The meeting on March 23, 2022, continues the review pursuant to the following ordinances:

- CH. 703 Character Based Development Code (CBDC) Development Plan, CD-4 Village Center Character District, and
- CH. 601, Major Subdivision.



Conceptual Railroad Square Master Plan

The application materials set forth a proposed review schedule with the Planning Board over the next six months. There are at least 5 meetings with the Planning Board identified. With the exception of the first introductory and concept

meeting on January 12, 2022, the next several meetings will be topic-based in order to focus the discussion with the Planning Board through the review process. Those topics include traffic, the development plan design, thoroughfare (road), lots, and parking, green spaces and pedestrian and bicycle connectivity, architectural design, and final meetings to bring everything together.

Ultimately at the end of the review, the Planning Board will be asked to approve the Development Plan and Major Subdivision Plan. A Development Plan and Subdivision Plan are similar to each other as they both focus on the layout of new roads, new blocks, and new lots. The Development Plan ensures compliance with the CBDC standards for Thoroughfares (roads), lots, and the public realm, and references compliance with the Subdivision. The Subdivision Plan ensures compliance with the Town’s technical standards for the layout of roads, utility connections, transportation network connections, trees, open space, and trail connectivity. The reviews are concurrent and overlap to a large extent

On March 23, 2022, the Planning Board will review the lot, use and thoroughfare plan, landscape, buffer, and open space plan, and the utility master plan. These documents are available on the Planning Board’s portion of the Town’s website.

### Thoroughfares

There is a bit to digest here because the design and layout of Thoroughfares is the meat of a Development Plan. Article 6.D.2 requires a Development Plan to include:

- Existing and any proposed Thoroughfares, including any extension or change of design.
- Thoroughfare Types and Standards.
- Thoroughfare sections and specifications consistent with Chapter 601, (Subdivision, Technical Appendix, Roadway Design and Construction Chart), if applicable, or subject to the approval of the Town Engineer if not otherwise specified.

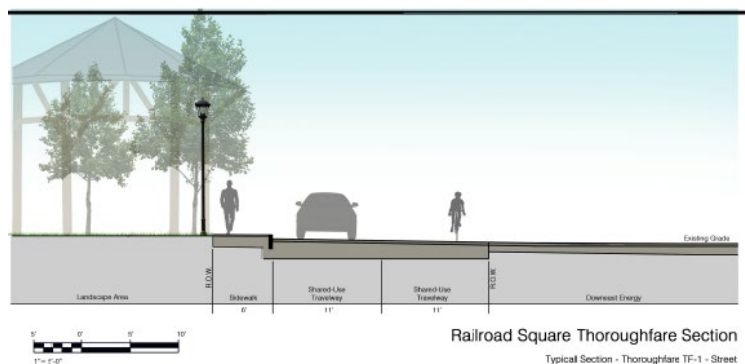
The applicant submitted an updated Lot, Use and Thoroughfare Plan:



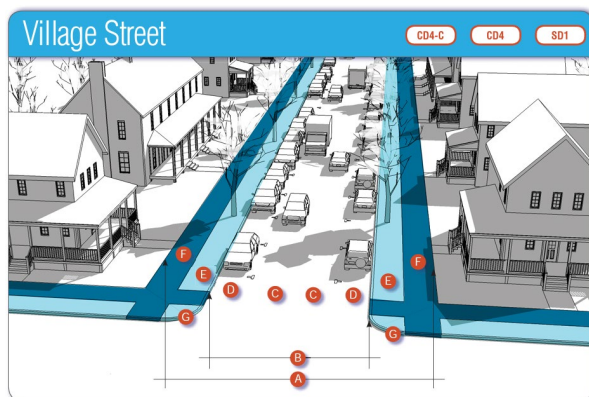
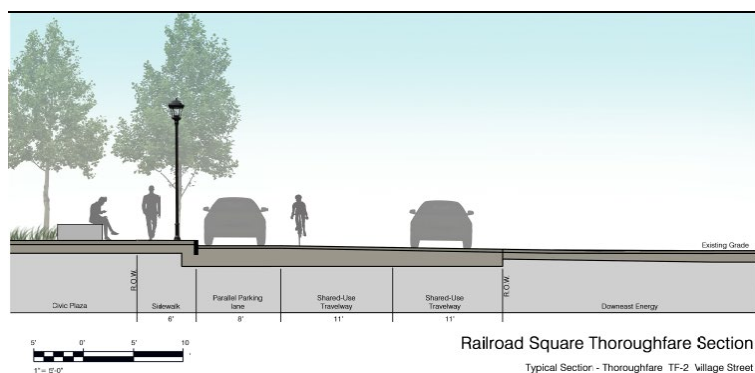


For this submittal, the applicant revised the circulation through the parking lot on Lot 3 to be one-way circulation consistent with comments made at the January 12<sup>th</sup> meeting. All other aspects remain the same, including the need for a waiver for the pre-existing condition existing at Lot 1.

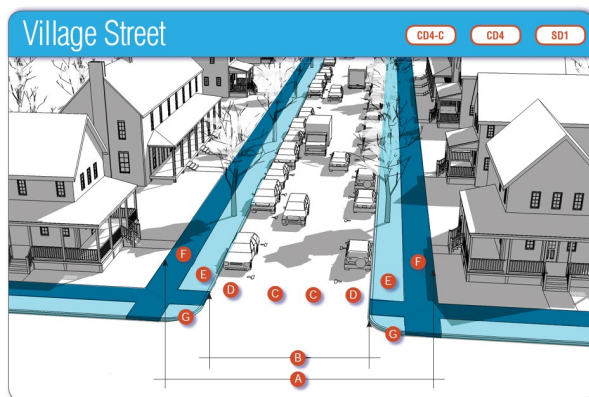
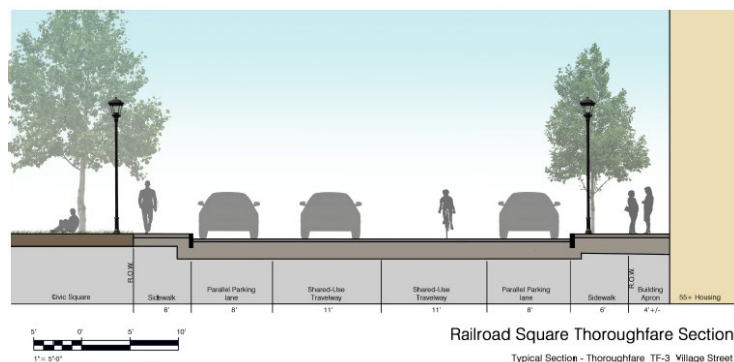
In addition, sections of each Thoroughfare proposed were submitted for discussion. As documented, the applicant is utilizing *Road*, *Village Street*, *Shared Space Street* and *Bike-way/Multi-Use Path*. Below are the sections provided with the design requirements from the CBDC.



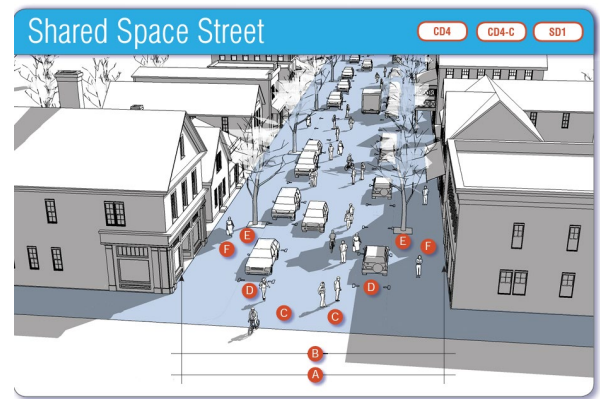
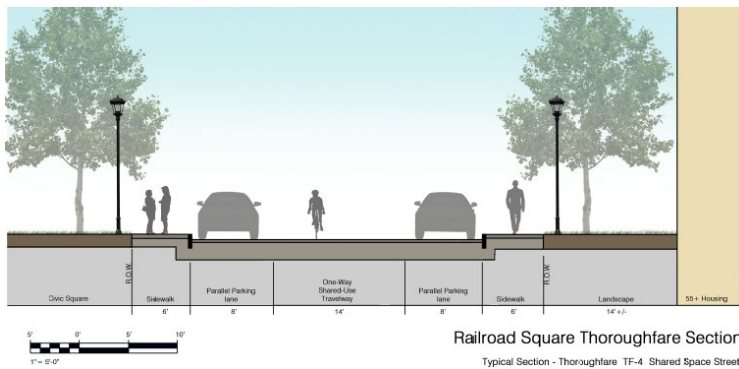
See Table 6.E.2B for detailed design requirements.



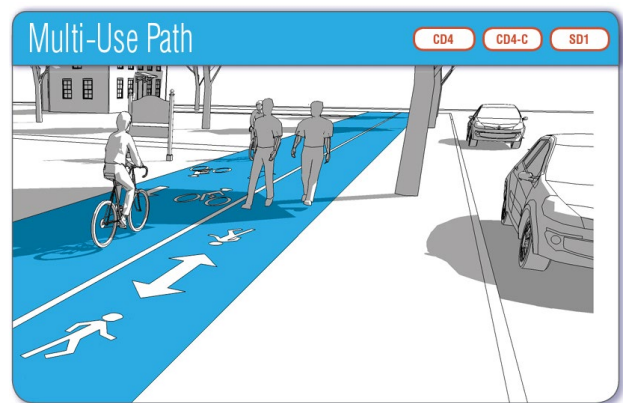
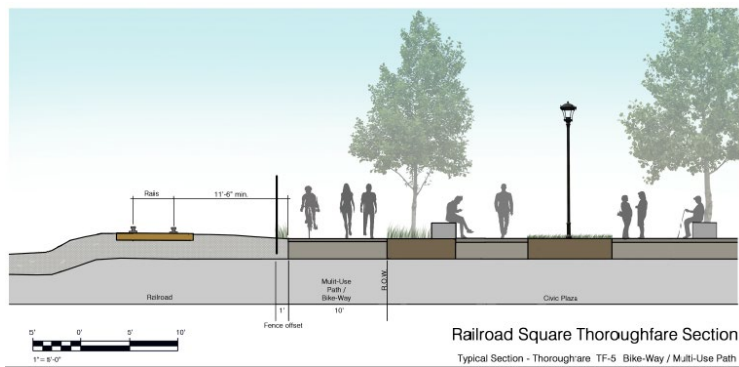
See Table 6.E.2F for detailed design requirements.



See Table 6.E.2F for detailed design requirements.



See Table 6.E.2H for detailed design requirements.



See Table 6.E.3D for detailed design requirements.

Article 6.E.2 and Article 6.E.3 are the various standards for Thoroughfares and Public Frontages. Within these standards are qualitative standards as well as threshold standards regarding the layout of the Thoroughfares. The applicant will need to respond to these details in order to document compliance, and the Planning Board will want to review the sections provided to confirm whether it is compliant with the requirements of the CBDC

### Relationship to Chapter 601

As part of documenting compliance with Chapter 703, the applicant will need to document compliance with the Chapter 601 technical standards or have the Town Engineer approve the layout of the Thoroughfares if a specific section does not cleanly match those technical standards. The road classifications outlined in Chapter 601 are based on the average daily traffic estimated to use the streets. The technical standards found in Chapter 601, Appendix A and B, establish right of way sections much like the illustrations and tables shown above in Chapter 703.

In order to document compliance with Chapter 601 technical standards, the applicant will need to provide details on the relationship between the proposed Thoroughfares and the Technical Standards or seek approval from the Town Engineer for variations. Chapter 703 also defers to Chapter 601 regarding the construction standards for new roads.

### **Landscape, Buffer, and Open Space**

The CBDC requires Development Plans to illustrate the following relevant items (Article 6.D.2):

- *Existing and any required or proposed Civic Spaces and Civic Buildings;*
- *Public Landscaping;*



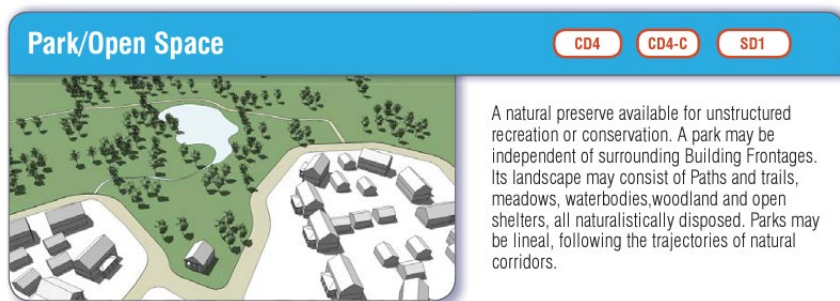
- *All existing and proposed Preserved or created Open Space.*

The applicant submitted a plan that documents the landscaping, buffer, and open space. The applicant writes that the plan is for illustrative purposes and that detailed plans will be provided through the permitting process for compliance. The Planning Board will need to determine whether that is sufficient for reviewing the Development Plan.

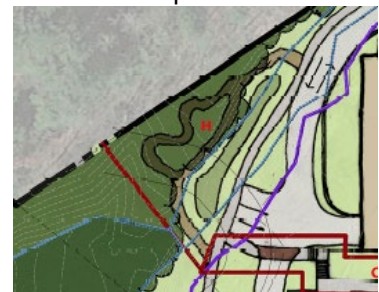


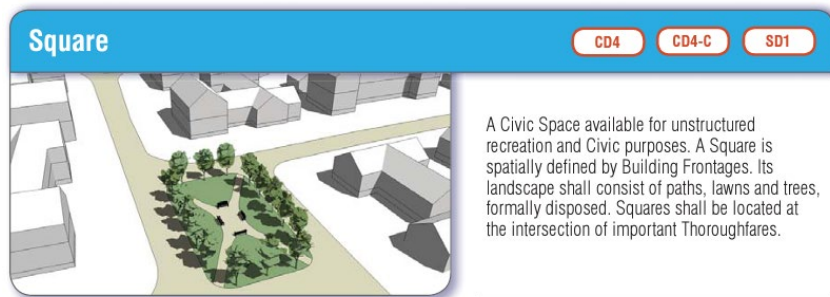
## Civic Spaces and Civic Buildings

The applicant has previously indicated that they are incorporating Civic Squares, Civic Plazas, and Open Space as defined by the CBDC (see Table 6.G):



The Park/Open Space area is designated as H on the Development Plan, and the applicant has indicated that it will feature a trail connection for passive recreation:

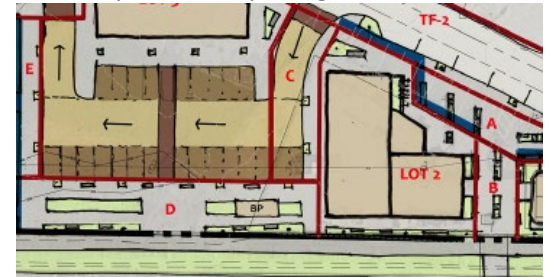
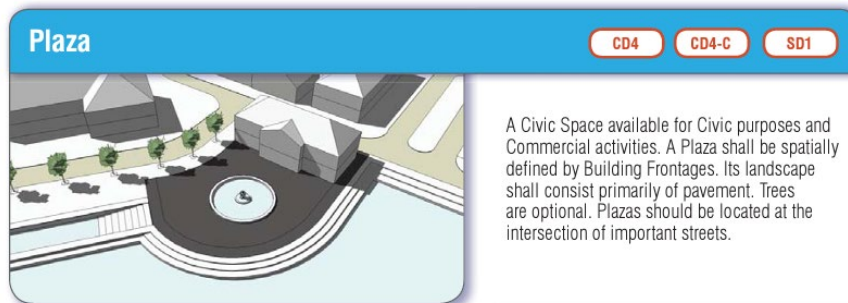




The Civic Square is designated as F on the Development Plan, a public green and square with canopy trees:



Two Civic Plazas are proposed, designated as A and D on the Development Plan, connected to other elements of the Development Plan through sidewalks, shared spaces, and passages:



Article 6.G sets forth standards for Civic Spaces including:

- *Each Pedestrian Shed of which the area covered by the plan is a part shall contain at least one Main Civic Space... Civic Spaces should connect to existing Civic Spaces, trails, Paths, or other bike/ped connectors.*
- *Within 1/4 mile (1,320 feet) of every Lot in Residential use, a Civic Space designed and equipped as a Playground shall be provided.*
- *Each Civic Space shall have a minimum of 50% of its perimeter enfronting a Thoroughfare, except for Playgrounds.*

At the March 9<sup>th</sup> Planning Board meeting, the playground at Rowe School was identified as a playground that meets the second standard. Of the various civic spaces described in the CBDC, the Planning Board will want to consider whether these are appropriate selections for the development proposed, and how the civic spaces meet these standards.

#### Public Landscaping, Buffers, and Open Space

The public landscaping standards for a Development Plan (Article 6.E.4) indicates that the Thoroughfare trees (street trees) must comply with the standards of Article 5.N and additional location and construction standards. Table 6.E.4 also lists approved plantings, while Article 5.N.2.kk lists prohibited plantings. Article 5.N outlines specific details about the types of trees, spacing and location details, parking lot landscape requirements, and protection during construction. The applicant will need to respond to these details in order to document compliance.

Article 6.H titled Open Space is reserved with no standards. The applicant indicates that the approximately 0.5-acre wood wetland at the rear of Railroad Square will be preserved as open space and buffer.



### Relationship to Chapter 601

Chapter 601 requires a Landscape Plan as part of the Preliminary and Final Subdivision Plan: *The Board may require that a proposed subdivision design include a landscape plan that will show the preservation of existing trees (10" in diameter or more), the replacement of trees and vegetation, graded contours, streams and the preservation of scenic, historic or environmentally desirable areas.* (Article I.D.8).

Street trees are also required for new subdivisions, but as the Railroad Square roads are likely intended to be private, this may not be required. Additionally, the CBDC supersedes this requirement due to the requirement for street trees regardless of the road ownership.

### **Utility Master Plan**

Chapter 601, Subdivision, calls for a utility plan, specifically the requirements for a Preliminary Subdivision Plan and Final Subdivision Plan call for the location of all water and sewer infrastructure (Article II.B):

- *The location and size of any existing sewers and water mains, culverts and drains on the property to be subdivided.*
- *Connection with existing water supply or alternative means of providing water supply to the proposed subdivision meeting the requirements of Article V.T.*
- *Connection with existing sanitary sewerage system or alternative means of treatment and disposal proposed meeting the requirements of Article V.U.*
- *If a private sewage disposal system is proposed, the location and results of tests to ascertain subsurface soils and ground water conditions meeting the requirements of Article V.U.*

Further, Chapter 601 calls for the Planning Board to consider the following general requirements pertaining to Utilities (Article I.E.4):

- *The size, type and location of public utilities, such as street lights, electricity, telephones, gas lines, fire hydrants, etc., shall be approved by the Board and installed in accordance with Appendix A and B.*
- *Utilities shall be installed underground except as otherwise approved by the Board.*

The applicant has submitted a conceptual utility master plan that generally outlines the location and size of water and sewer, gas and electric, and communication lines. The utility master plan also includes the locations of a sewer pump station and fire hydrants. In the applicant's materials, there is indication that the final utility layout will be developed as the project is phased in.

The Planning Board will want input from the Town Engineer, the Fire Chief, and the Yarmouth Water District Superintendent regarding this conceptual layout and the phased approach where detailed utility plans would be provided at a later date.

### Relationship to Chapter 703

The CBDC does not contemplate utilities at the Development Plan level, or at the Building & Lot Plan level. Building & Lot Plans usually also trigger Major Site Plan Review, where information regarding utilities is a requirement.

### **Questions**

Planning Board members can be in touch with me to discuss these elements and how it fits into the larger Development Plan and Major Subdivision Plan Review.

Chapter 703, Character Based Development Code, is found online:

[https://yarmouth.me.us/vertical/sites/%7B27541806-6670-456D-9204-5443DC558F94%7D/uploads/CBDC\\_As-Passed\\_04-12-18\\_CD4\\_CD4-C\(1\).pdf](https://yarmouth.me.us/vertical/sites/%7B27541806-6670-456D-9204-5443DC558F94%7D/uploads/CBDC_As-Passed_04-12-18_CD4_CD4-C(1).pdf)

Chapter 601, Subdivision, is also found online: [https://yarmouth.me.us/vertical/sites/%7B27541806-6670-456D-9204-5443DC558F94%7D/uploads/601\\_Subdivision.pdf](https://yarmouth.me.us/vertical/sites/%7B27541806-6670-456D-9204-5443DC558F94%7D/uploads/601_Subdivision.pdf)

March 9, 2022 Materials: [https://yarmouth.me.us/index.asp?SEC=629E1BD4-C041-417B-BBBD-FE8E3715114C&DE=9CEC3457-5B3B-47A3-AA75-C9C61ED63713&Type=B\\_BASIC](https://yarmouth.me.us/index.asp?SEC=629E1BD4-C041-417B-BBBD-FE8E3715114C&DE=9CEC3457-5B3B-47A3-AA75-C9C61ED63713&Type=B_BASIC)

January 12, 2022 Materials: [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)