



September 14, 2023

Steven S. Johnson, PE, LEED AP
Town of Yarmouth
200 Main Street
Yarmouth, ME 04096

Dear Mr. Johnson:

On September 13, 2023, the Yarmouth Planning Board voted to approve the Major Site Plan for the renovation of Latchstring Park at the corner of Main Street and West Elm Street with the following motions and votes:

Waiver – Site Plan Review Application Requirements

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 September 7, 2023, for Major Site Plan, Town of Yarmouth, Applicant; Latchstring Park Renovation, Map 41 Lot 41, regarding compliance with the applicable regulations and standards of Chapter 702, Site Plan Review, the Planning Board hereby finds and concludes that not requiring a photometric plan, stormwater analysis, and high intensity soils report is consistent with intent of the Site Plan Review Ordinance and is therefore approved.

Such motion moved by Jerry King, seconded by Matt Schumacher, and voted 6 in favor, 0 opposed (Engel recused).

Major 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 September 7, 2023, for Major Site Plan, Town of Yarmouth, Applicant; Latchstring Park Renovation, Map 41 Lot 41, regarding the compliance with the applicable regulations and standards of Chapter 702, Site Plan Review, the Planning Board hereby finds and concludes that the Major Site Plan meets the required standards and is therefore approved subject to the following conditions of approval.

Such motion moved by Jerry King, seconded by Janet Hansen, and voted 6 in favor, 0 opposed (Engel recused).

Conditions of Approval

1. Any material deviations from the Latchstring Park Site Plans, dated August 16, 2023, may be approved by the Director of Planning & Development in consultation with relevant Town staff. Any significant changes shall be reviewed by the Planning Board as an amendment to this approval.
2. Prior to the issuance of a building permit, the applicant shall coordinate with the Yarmouth Water District to relocate the domestic water service for irrigation.

ERIN ZWIRKO, AICP, LEED AP | DIRECTOR OF PLANNING & DEVELOPMENT
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3. Prior to the issuance of a building permit and preconstruction meeting, the applicant shall provide a pedestrian and bicycle detour plan that illustrates how pedestrians and bicyclists will be safely detoured around the site on West Elm Street and on Main Street. The plan shall also take into consideration any vehicular traffic that will be impacted, and in particular, vehicular traffic at Coastal Manor.
4. All necessary erosion and sedimentation controls (ESC) best management practices (BMPs) per the latest Maine Department of Environmental Protection (DEP) standards shall be installed prior to the disturbance of site soils and vegetation. The Town expects that during construction the applicant and their construction manager/contractor will maintain all BMPs in good condition by performing weekly inspections per DEP requirements.
5. All existing trees proposed to be retained shall be protected in consultation with the Tree Warden to the greatest extent practicable.
6. The Town Engineer shall consult with the DPW Director and the Police Chief to identify and install signage at up to 3 parking spaces allowing overnight parking.

Standard Conditions of Approval

1. Develop Site According to Plan: The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel shall require the prior approval of a revised site plan by the Planning Board or the Planning Authority.
2. Separate Building Permits Are Required: This approval does not constitute approval of building plans, which must be reviewed and approved by Yarmouth Code Enforcement Officer.
3. Site Plan Expiration: The site plan approval will be deemed to have expired unless work has commenced within one year of the approval or within a time period up to two years from the approval date if approved by the Planning Board or Planning Director as applicable. Requests to extend approvals must be received before the one year expiration date.
4. Preconstruction Meeting: Prior to the release of a building permit or site construction, a preconstruction meeting shall be held at the project site, Town Hall or other mutually agreeable location. This meeting will be held with the contractor, Town Engineer, Code Enforcement Officer and Director of Public Works representative and owner to review the construction schedule and critical aspects of the site work. The site/building contractor shall provide three copies of a detailed construction schedule to the attending Town's representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting.
5. Town Record Copies: One mylar copy and three paper copies of the plat showing book and page and date of recording must be submitted to the Town Engineer as well as a plat submitted digitally to the Town Engineer, on a CD or DVD, in AutoCAD format (*.dwg), release AutoCAD 2005 or greater.
6. Landscaping: All required landscaping shall be guaranteed for a 2-year period.

Please note that the Planning Board also recommended that the appropriate infrastructure be installed along the public parking spaces in order to provide future EV charger connectivity.

Please do not hesitate to contact the Department of Planning & Development if you have any additional questions about this approval.

Sincerely,



Erin Zwirko, AICP, LEED AP
Director of Planning & Development

CC:

Josh Tompkins and members of the former Latchstring Park Task Force
Chair and Members of the Yarmouth Planning Board
Nathaniel J. Tupper, Town Manager
Steven S. Johnson, Town Engineer
Erik S. Street, Director of Public Works
Karyn MacNeill, Community Services Director

Daniel Gallant, Police Chief

Michael Robitaille, Fire Chief

Scott LaFlamme, Economic Development Director

Nicholas Ciarimboli, Code Enforcement Officer

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