



January 23, 2025

Kara Wilbur
36 Cleaves Street, LLC
156 West Elm Street
Yarmouth, ME 04096

Dear Ms. Wilbur:

On January 22, 2025, the Yarmouth Planning Board reviewed the Major Site Plan, Building & Lot Plan, and Subdivision Plan for the 18-unit affordable housing project located at 0 Cleaves Street. The Planning Board determined that the project is compliant with the applicable regulations and standards of Town of Yarmouth Ordinances Chapter 702, Site Plan Review, Chapter 703, Character Based Development Code, and Chapter 601, Subdivision, and approved the project subject to conditions.

Attached please find the Planning Board's Findings of Fact and Notice of Decision, dated January 22, 2025. Please review the conditions of approval and standard conditions of approval outlined in the Findings of Fact and Notice of Decision.

Please contact the Department of Planning & Development if you have any additional questions. We look forward to working with you on this project.

Sincerely,

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

Enclosure: Findings of Fact and Notice of Decision dated January 22, 2025

cc: Chair and Members of the Yarmouth Planning Board
Scott LaFlamme, Town Manager
Steven S. Johnson, Town Engineer
Erik S. Street, Director of Public Works
Rob Sutherland, Assessor
Karyn MacNeill, Community Services Director
Daniel Gallant, Police Chief
Michael Robitaille, Fire Chief
Nicholas Ciarimboli, Code Enforcement Officer



**Yarmouth Planning Board
Findings of Fact and Notice of Decision
Major Site Plan, Building & Lot Plan, and Subdivision Plan
0 Cleaves Street, Map 37 Lot 6
January 22, 2025**

The Yarmouth Planning Board issues the following Findings of Fact and Notice of Decision at its duly-noticed public hearing of January 22, 2025:

- I. The Planning Board considered the Project, the staff report dated January 16, 2025, and received and considered all written and oral public comments on the Project, which were submitted up to and at the time of the public hearing for the Project; and
- II. Public hearing notices were mailed on December 30, 2024, to 31 property owners within 500 feet of the project; and
- III. The public hearing notice was posted in Town Hall on January 8, 2025, and an ad appeared in the *Northern Forecaster* on January 9 and January 16, 2025; and
- IV. The project description is as follows: The proposed development is located in a portion of the parking lot located to the rear of Town Hall totaling approximately 0.39 acres with frontage on Cleaves Street. The 18 units, all of which are proposed to be one-bedroom residences, will be developed in two buildings (one containing 8 units and the second containing 10 units) facing Cleaves Street. As part of the project, circulation within the Town Hall rear parking lot will be changed in order to accommodate the development; and
- V. The project is more fully described in a Site Plan and Subdivision Application dated December 23, 2024; and
- VI. The project is subject to the requirements:
 - a. Major Site Plan per Chapter 702, Article I.B.1;
 - b. Building & Lot Plan per Chapter 703, Article I.M, which is processed as a site plan; and
 - c. Subdivision per Chapter 601, Article I.C; and
- VII. Waiver of Required Information pursuant to Chapter 702, Article I.G.4. The applicant is required to provide a high intensity soils report. The Planning Board found that the submittal of this item was not necessary in order to review the application's conformance with Chapter 702.

- VIII.** Based on its review of the entire record herein, the Planning Board has determined that the Project meets the applicable regulations and standards of review, and the Planning Board makes the following findings:

Character Based Development Code Waivers (Chapter 703, Article 1.N)

1. Lot Width

- a. The Planning Board found that granting the waiver of the lot width is consistent with the purposes and intent of the CBDC and is consistent with the policies identified in Chapter 703, Article 1.N. The Planning Board found that the lot width of 132.5 feet, which is greater than the maximum lot width of 120 feet, is a result of the constraints on the project site including the location of a sewer main at the rear of the property and the location of the Beth Condon Pathway going through the middle of the rear parking lot. The width of the proposed parcel is necessary to accommodate the buildings.

2. Roof Slope

- a. The Planning Board found that granting the waiver of the lot width is consistent with the purposes and intent of the CBDC and is consistent with the policies identified in Chapter 703, Article 1.N. The Planning Board found that the roof slope of 7:12, which is less than the minimum roof slope of 8:12, is intended to be proportional to the width of the structure.

Site Plan Review Standards (Chapter 702, Article I.H)

1. Conformance with Comprehensive Plan

The Planning Board found that the project is consistent with the 2024 Comprehensive Plan. One of the local goals of the plan includes creating, expanding, and protecting housing options throughout Yarmouth. The Planning Board found that focusing new affordable housing in an area close to amenities and services is a good example of infill development and will contribute to a more sustainable community.

2. Traffic

The Planning Board found that the traffic study prepared for the project is consistent with best practices and will not have a significant impact on the existing transportation network.

3. Parking and Vehicle Circulation

The Planning Board found that the shared parking arrangement of 71 parking spaces across the Town Hall property is adequate for the two proposed uses and meets the requirements of the CBDC. The Planning Board found that new bicycle racks are proposed on the development site. The Planning Board found that there are several conditions of approval that will be necessary including executing the shared parking agreement, submitting turning templates for maneuvering within the parking lot, and increasing the width of the sidewalk along the frontage of Cleaves Street and executing an easement for that sidewalk with the Town.

4. Sanitary Sewerage

The Planning Board found that the project is estimated to generate 2,160 gallons per day (GPD) of sewage from the new buildings. The Planning Board found that the sewer main that crosses the project site will need to be protected by a sewer easement, which is required to be executed as a condition of approval.

Further, the Planning Board found that the proposed project may be required to financially support improvements to the downstream sewer infrastructure that are currently being studied by the Town. Depending on the results of the analysis, the Planning Board expects that the town and the Applicant will mutually collaborate on any required improvements. Any on site improvements that may be necessary to support the flow would be the responsibility of the development team, and any offsite improvements that may be necessary would be subject to any agreement with the town that outlines the pro-rated fiscal responsibility and other legal considerations in order to equitably assign a cost share.

5. Water

The Planning Board found that there is adequate capacity in the water infrastructure and requires that the Applicant meet all of the requirements of the Yarmouth Water District.

6. Fire Safety

The Planning Board found that the buildings will require sprinklers. There is an existing hydrant opposite the project site on Cleaves Street.

7. Buffering

The Planning Board found that the site plan meets all of the buffer and setback requirements of the CBDC. The buildings are located at a minimum 40 feet from the shared property line with the residential neighbor at 48 Cleaves Street.

8. Natural Areas

The Planning Board found that the development site is entirely impervious, although there is a wetland area beyond the limits of the existing parking lot. The Planning Board found that the Maine Beginning with Habitat Maps do not call out any other significant geographic features, significant wildlife, and marine habitats or natural fisheries at the property. The Planning Board found that the project, incorporating best management practices (BMPs) for stormwater management, will not negatively impact the existing drainage ways, which the wetland contributes to, or downstream drainage infrastructure or receiving waters.

9. Lighting

The Planning Board found that the lighting levels depicted on the Photometric Plan meet the requirements for parking lots and public spaces and around the buildings.

10. Storm Water Management

The Planning Board found that there is an anticipated decrease of 1,000 square feet of impervious surface area as a result of the proposed project. The Planning Board found that the post-development stormwater runoff from the site will be similar to the pre-development conditions. The Planning Board found that the stormwater best management practices (BMPs) have been designed to effectively capture, detain, and treat runoff from the project site.

11. Erosion and Sedimentation Control:

The Planning Board found that the required erosion and sedimentation control (ESC) Best Management Practices for the project meet MaineDEP standards, and that the Applicant must perform the required inspections and enforcement of the ESC plan per MaineDEP requirements.

12. Buildings

The Planning Board found that the bulk, location and height of the buildings 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. The Planning Board found that the buildings are consistent with the architectural standards of the CBDC.

13. Existing Landscape

The Planning Board found that the site plan maintains much of the existing vegetation along the shared property line with 48 Cleaves Street and 500 Route One.

14. Infrastructure

The Planning Board found that the Applicant will need to coordinate with several agencies to ensure that the development site will be consistent with the existing infrastructure requirements. The Planning Board found that the Applicant will need to continue to coordinate with the Yarmouth Sewer Department to review wastewater infrastructure capacity and mutually collaborate on any requirement improvements as discussed under Sanitary Sewerage. The Planning Board found that the Applicant will need to coordinate with the Yarmouth Water District regarding the installation of new water infrastructure. The Planning Board found that the Applicant will need to execute the shared parking agreement. All of these are conditions of approval.

15. Advertising Features

The Planning Board found that specific tenant or building signage can be approved via a sign permit in the future.

16. Design Relationship to Site and Surrounding Properties

The Planning Board found that the site plan and the architectural style of the two buildings are sited in such a way that meets the requirements of the CBDC.

17. Scenic Vistas and Areas

The Planning Board found that this standard is not applicable.

18. Utilities

The Planning Board found that proposed utilities are planned to be underground.

19. Technical Standards

The Planning Board found that this standard is not applicable.

20. Route One Corridor Design Guidelines

The Planning Board found that this standard is not applicable.

21. Right, Title and Interest

The Planning Board found that the Applicant has adequate evidence of right, title, and interest.

22. Technical and Financial Capacity

The Planning Board found that the Applicant has technical and financial capacity to complete the project.

23. Special Exception Standards

The Planning Board found that this standard is not applicable.

Subdivision Plan Revisions Standards (Chapter 601, Article I.D)**1. Pollution**

The Planning Board found that it is unlikely that the project will result in undue water or air pollution. The stormwater management plan and implementation of erosion and sedimentation control measures will support the protection of water resources and receiving waters. The use, multifamily structures, will not cause any air quality concerns.

2. Sufficient Water

The Planning Board found that there is adequate capacity in the water infrastructure and requires that the Applicant meet all of the requirements of the Yarmouth Water District.

3. Municipal Water Supply

The Planning Board found that there is adequate capacity in the water infrastructure and requires that the Applicant meet all of the requirements of the Yarmouth Water District.

4. Erosion

The Planning Board found that the required erosion and sedimentation control (ESC) Best Management Practices for the project meet MaineDEP standards, and that the Applicant must perform the required inspections and enforcement of the ESC plan per MaineDEP requirements.

5. Traffic

The Planning Board found that the traffic study prepared for the project is consistent with best practices and will not have a significant impact on the existing transportation network.

6. Sewage Disposal

The Planning Board found that the project is estimated to generate 2,160 gallons per day (GPD) of sewage from the new buildings. The Planning Board found that the sewer main that crosses the project site will need to be protected by a sewer easement, which is required to be executed as a condition of approval.

Further, the Planning Board found that the proposed project may be required to financially support improvements to the downstream sewer infrastructure that are currently being studied by the Town. Depending on the results of the analysis, the Planning Board expects that the town and the Applicant will mutually collaborate on any required improvements. Any

on site improvements that may be necessary to support the flow would be the responsibility of the development team, and any offsite improvements that may be necessary would be subject to any agreement with the town that outlines the pro-rated fiscal responsibility and other legal considerations in order to equitably assign a cost share.

7. Municipal Solid Waste Disposal

The Planning Board found that the applicant will manage solid waste on site prior to disposal by a private waste hauler.

8. Aesthetic, Cultural and Natural Values

The Planning Board found that the development site is entirely impervious, although there is a wetland area beyond the limits of the existing parking lot. The Planning Board found that the Maine Beginning with Habitat Maps do not call out any other significant geographic features, significant wildlife, and marine habitats or natural fisheries at the property. The Planning Board found that the project, incorporating best management practices (BMPs) for stormwater management, will not negatively impact the existing drainage ways, which the wetland contributes to, or downstream drainage infrastructure or receiving waters.

9. Conformity with Local Ordinances and Plans

The Planning Board found that the project is consistent with the 2024 Comprehensive Plan. One of the local goals of the plan includes creating, expanding, and protecting housing options throughout Yarmouth. The Planning Board found that focusing new affordable housing in an area close to amenities and services is a good example of infill development and will contribute to a more sustainable community.

10. Financial and Technical Capacity

The Planning Board found that the applicant has adequate evidence of right, title, and interest in the parcel. The Planning Board found that the applicant has the ability to complete the project.

11. Surface Waters

The Planning Board found that this standard is not applicable.

12. Groundwater

The Planning Board found that the stormwater management plan and implementation of erosion and sedimentation control measures will support the protection of water resources and receiving waters.

13. Flood Areas

The Planning Board found that this standard is not applicable.

14. Freshwater Wetlands

The Planning Board found that a wetland delineation is provided on the site plans. The Planning Board found that there is no disturbance planned for the wetland located at the rear of the property.

15. Farmland

The Planning Board found that this standard is not applicable.

16. River, Stream or Brook

The Planning Board found that this standard is not applicable.

17. Storm Water

The Planning Board found that there is an anticipated decrease of 1,000 square feet of impervious surface area as a result of the proposed project. The Planning Board found that the post-development stormwater runoff from the site will be similar to the pre-development conditions. The Planning Board found that the stormwater best management practices (BMPs) have been designed to effectively capture, detain, and treat runoff from the project site.

18. Spaghetti-lots Prohibited

The Planning Board found that this standard is not applicable.

19. Lake Phosphorus Concentration

The Planning Board found that this standard is not applicable.

20. Impact on Adjoining Municipality

The Planning Board found that this standard is not applicable.

21. Lands Subject to Liquidation Harvesting.

The Planning Board found that this standard is not applicable.

Notice of Decision

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 January 16, 2025, and by adopting the Findings of Fact and Notice of Decision dated January 22, 2025, regarding an application for Major Site Plan and a Building & Lot Plan and Subdivision by 36 Cleaves Street, LLC, Applicant; 0 Cleaves Street, Map 37 Lot 6, regarding the compliance with the applicable regulations and standards of Chapter 703, Character Based Development Code, the Planning Board hereby finds and concludes that the waiver of lot width is consistent with Chapter 703, Character Based Development Code, and is therefore approved.

Such motion moved by Jerry King, seconded by Mary Lynn Engel, and voted 7 in favor, zero opposed.

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 January 16, 2025, and by adopting the Findings of Fact and Notice of Decision dated January 22, 2025, regarding an application for Major Site Plan and a Building & Lot Plan and Subdivision by 36 Cleaves Street, LLC, Applicant; 0 Cleaves Street, Map 37 Lot 6, regarding the compliance with the applicable regulations and standards of Chapter 703, Character Based Development Code, the Planning Board hereby finds and concludes that the waiver of roof slope is consistent with Chapter 703, Character Based Development Code, and is therefore approved.

Such motion moved by Jerry King, seconded by Mary Lynn Engel, and voted 7 in favor, zero opposed.

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 January 16, 2025, and by adopting the Findings of Fact and Notice of Decision dated January 22, 2025, regarding an application for Major Site Plan and a Building & Lot Plan and Subdivision by 36 Cleaves Street, LLC, Applicant; 0 Cleaves Street, Map 37 Lot 6, regarding the compliance with the applicable regulations and standards of Chapter 702, Site Plan Review, the Planning Board hereby finds and concludes that the waiver of submitting a high intensity soils report is consistent with Chapter 702, Site Plan Review, and is therefore approved.

Such motion moved by Jerry King, seconded by Mary Lynn Engel, and voted 7 in favor, zero opposed.

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 January 16, 2025, and by adopting the Findings of Fact and Notice of Decision dated January 22, 2025, regarding an application for Major Site Plan and a Building & Lot Plan and Subdivision by 36 Cleaves Street, LLC, Applicant; 0 Cleaves Street, Map 37 Lot 6, regarding the compliance with the applicable regulations and standards of Chapter 702, Site Plan Review and the applicable regulations and standards of Chapter 703, Character Based Development Code, the Planning Board hereby finds and concludes that the Major Site Plan and Building & Lot Plan meets the required regulations and standards, and is therefore approved subject to the following conditions of approval.

Such motion moved by Jerry King, seconded by Mary Lynn Engel, and voted 5 in favor, 2 opposed (Cromarty, Engel, Ginsberg, Hansen, King in favor; Holden, Schumacher opposed).

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 January 16, 2025, and by adopting the Findings of Fact and Notice of Decision dated January 22, 2025, regarding an application for Major Site Plan and a Building & Lot Plan and Subdivision by 36 Cleaves Street, LLC, Applicant; 0 Cleaves Street, Map 37 Lot 6, regarding the compliance with the applicable regulations and standards of Chapter 601, Subdivision, the Planning Board hereby finds and concludes that the Subdivision Plan meets the required regulations and standards, and is therefore approved subject to the following conditions of approval.

Such motion moved by Jerry King, seconded by Mary Lynn Engel, and voted 5 in favor, 2 opposed (Cromarty, Engel, Ginsberg, Hansen, King in favor; Holden, Schumacher opposed).

Conditions of Approval

1. Prior to the issuance of a building permit, the applicant shall address the following plan review comments to the satisfaction of the Town Engineer:
 - a. The Town Engineer's plan review comments outlined in his memorandum dated January 13, 2025.
 - b. The Traffic Peer Reviewer's plan review comments outlined in his memorandum dated January 10, 2025.
 - c. The Code Enforcement Officer's plan review comments outlined in his memorandum dated January 7, 2025.
2. Prior to the issuance of a building permit, the applicant shall submit a parking management agreement to the Town Engineer, DPW Director, and Director of Planning & Development for review and approval prior to execution with the Town Manager that addresses the following items:
 - a. The terms of the residential use of designated parking spaces, including multiple vehicles per unit, overnight parking, unregistered resident vehicles, and residential guest parking;
 - b. Prohibits parking on Cleaves Street;
 - c. The financial share of maintenance and capital costs for the entirety of the rear parking lot associated with Town Hall, including winter conditions maintenance, protections of the Beth Condon Memorial Butterfly Garden from snowplowing operations, and lighting ownership and maintenance; and
 - d. Access to and maintenance of the proposed residential dumpster.
3. Prior to the issuance of a building permit, the applicant shall inspect the existing catch basins and drainage system that the proposed development will be connected to verify its structure integrity and ability to accept a new drain line. The inspection shall be coordinated and witnessed by the DPW Director and Town Engineer, or their designee, and any improvements necessary to support the development shall be the responsibility of the applicant.
4. Prior to the issuance of a building permit, the applicant shall submit turning movement templates for access to the dumpster area that illustrates the vehicle arriving and departing off of Cleaves Street and not traveling off pavement for review and approval by the Town Engineer.
5. Prior to the issuance of a building permit, the applicant shall submit an updated site plan that depicts a 6-foot sidewalk along the frontage of Cleaves Street, with the appropriate ADA truncated dome field and access ramps, an esplanade or curbing, and adequate space for street trees, and shall prepare an easement to benefit the Town of Yarmouth in order to allow for pedestrian traffic and Town maintenance activities on the proposed sidewalk and submit to the Town Engineer, DPW Director, the Director of Planning & Development for review and approval. The easement shall be recorded in the Cumberland Country Registry of Deeds prior to the issuance of a Certificate of Occupancy.
6. Prior to the issuance of a building permit, the applicant shall prepare a sewer easement to benefit the Town of Yarmouth in order to allow for Town maintenance activities on the development site. The sewer easement shall also prohibit any portion of any structure or other permanent feature to encroach within the easement. The applicant shall submit the sewer easement to the Town Engineer for review and approval. The easement shall be recorded in the Cumberland Country Registry of Deeds prior to the issuance of a Certificate of Occupancy.

7. Prior to the issuance of a building permit, the applicant shall work collaboratively with the Town to address both the technical and financial impacts of sewer capacity to ensure that the new development's wastewater is adequately conveyed and will not impact the receiving water or cause a public nuisance per Chapter 304, Sewerage Ordinance. Any improvements necessary on the development property shall be entirely the responsibility of the developer, its successors, or assigns. The cost of any improvements that are necessary to be located off-site to support the new development's wastewater flow shall be pro-rated to account for the development's share of the additional capacity estimated to be provided as a result of the improvements. The Town Engineer shall work cooperatively with the applicant to execute an agreement that outlines the financial share and other legal considerations. The Town Engineer shall determine whether there are alternatives to providing adequate sewer capacity for the development in the instance where the town and the developer, its successors, or assigns, cannot come to agreement on a pro-rated financial share.
8. Prior to the issuance of a building permit, the applicant shall address the requirements of the Yarmouth Water District as outlined in Eric Gagnon's letter dated December 20, 2024.
9. Prior to the issuance of a building permit, the applicant shall provide a soils report that evaluates the in-situ soils and provides guidance for foundation design of the proposed buildings to the Town Engineer and the Code Enforcement Officer for review and approval.
10. Prior to the issuance of a building permit, the applicant shall incorporate a drainage swale into the Stormwater Management Operations and Maintenance Plan and site plans for review and approval by the Town Engineer and DPW Director.
11. During construction of all sewer infrastructure, all sewer work shall be constructed per Yarmouth Town Standards and all work must be inspected by Town staff prior to backfilling. All sewer infrastructure to be abandoned shall be as directed by the Town Engineer.
12. Erosion and Sedimentation Control (ESC) best management practices (BMPs) shall be installed prior to the disturbance of site soils and vegetation. During construction, the applicant and their construction manager/contractor shall perform the required inspections and enforcement of the ESC plan per MaineDEP 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.
13. All storm drain infrastructure shall conform to Yarmouth Town Standards. All connections to Town infrastructure shall be per Town requirements.
14. Prior to the issuance of a Certificate of Occupancy, the existing light poles and fixtures that will be relocated shall be reconnected to the Town control system to the satisfaction of the Town Engineer.
15. An irrevocable letter of credit or cash escrow and a non-refundable two percent (2%) inspection fee will be required for the estimated cost of the parking lot, entrance improvements, and utility infrastructure, as well as site drainage including curb and pavement, stormwater BMPs, erosion and sedimentation control, lighting, public or common amenities, sewer connections, and landscaping. Also, prior to issuance of building permits or the commencement of work, the applicant and their selected construction contractor shall attend a pre-construction conference with Town staff at a mutually agreeable date and time. Prior to issuance of building permits, the applicant

- shall satisfy all Town concerns and provide updated drawings as required. All other permit applications and fees will be required prior to the release of a building permit.
16. Both buildings shall have a front setback of at least 15 feet and no more than 16 feet.

Standard Conditions of Approval

1. Subdivision Recording Plat and Performance Guarantee: A final recording plat listing all conditions of subdivision approval must be submitted for review and signature upon Planning Board approval of a final subdivision. The performance guarantee and inspection fee of 2% of the performance guarantee amount must be submitted and approved by the Town Engineer prior to the issuance of a building permit by 36 Cleaves Street, LLC, its successors, or assigns.
2. Subdivision Waivers: Pursuant to 30-A MRSA section 4406(B)(1), any waiver must be specified on the subdivision plan or outlined in a notice and the plan or notice must be recorded in the Cumberland County Registry of Deeds within 90 days of the final subdivision approval.
3. Final Recording Plat Submission: Upon recording of the subdivision plat at the Cumberland County Registry of Deeds, 1 mylar and 3 paper copies of the plat showing book and page and date of recording shall be submitted to the Town Engineer, along with an electronic plan set in both AutoCAD format (*.dwg), release AutoCAD 2005 or greater and PDF formats. The Town Engineer shall forward a copy of the recorded plat to the Town Assessor and GIS Technician.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. Landscaping: All required landscaping shall be guaranteed for a 2-year period.

10. Appeals: The Director of Planning and Development's decisions regarding minor site plans are appealable by an aggrieved party to the Planning Board within 30 days of the date of the issuance of the decision. Decisions of the Planning Board are appealed to the Cumberland County Superior Court.