

MEMORANDUM

TO: North Yarmouth Planning Board
Through Tracey Cox Executive Assistant to Code Enforcement

CC: Pamela Powers, applicant

From: Sam Peikes, Associate Planner, North Star Planning *SP*

RE: Learning Time – Preapplication Meeting July 12, 2022

Date: June 28, 2022

Overview

The applicant is proposing to move the Learning Time child care facility from Cumberland Maine to the North Yarmouth Congregational Church located at 3 Gray Road at Tax Map 10 Lot 20. The project is located in the Village Center zone.

Because this is a preapplication meeting, the Board is not expected to vote on the project. The findings of fact are included below to let the applicant know the standards that are relevant to this project and the standards that are not applicable. The attached checklist includes a list of submission requirements needed for both sketch plan and final plan review project phases.

Applicant: Pamela Powers

Owner: same as applicant

Location: 3 Gray Road

Zoning: Village Center

Tax Map Number: Map 10 Lot 20

Existing Land Use: church

Proposed Land Use: church, learning development center

Acreage:

Waivers: The applicant is not requested any waivers.

Site Walk: Any site visits should be scheduled at the preapplication meeting.

Public Hearing: A public hearing for this project has not been scheduled.

Preapplication Completeness Review: NSP reviewed the project for completeness. The applicant should address the following preapplication submission requirements:

1. Sketch plan
 2. A site inventory, analysis, and narrative
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Site Plan Review - Findings of Fact:

1. Utilization of the Site
 - The project will utilize the existing Church building at 3 Gray Road for a child development center.
 - The project is surrounded by mostly residential properties and farmland.
 - The surrounding topography on site is flat with surrounding steeper slopes to the west.
 - No wetlands, vernal pools, or historic structures are located within the project area.

2. Utilities

- No new utilities will be added for the project.

3. Building Standards

- The project will utilize the existing church building.
- No new structures or buildings are proposed.

4. Impact on Community Facilities

- No negative impact on community facilities will result from the project.

5. Hazardous Materials and Emissions

- No hazardous materials or emissions will result from the project.

6. Exterior Lighting

- No new exterior lighting will be added for the project.

7. Financial and Technical Capacity

- The applicant has submitted all associated fees and has the financial and technical capacity to complete the project.

8. Landscaping, Buffers and Screening

- The applicant should confirm if any buffers, landscaping, or screening will be added for the project.

9. Noise

- No noise levels that will exceed town standards will result from the project.

10. Signs

- The Congregational Church contains an existing sign out front.
- The applicant should confirm if any new signs will be added for the project.

11. Storage of Materials

- No outside storage materials will be included for this project.

12. Stormwater Control

- Surface drainage on site flows towards New Gloucester Road (Route 231).
- No additional impervious area will be added for the project.
- No grading or earthwork will be performed for the project.
- The project will not alter existing stormwater drainage patterns.

13. Protection of Significant Wildlife Habitat

- No significant wildlife habitat is located within the project area.

14. Access Management and Vehicular Circulation

- Vehicular access to the site will come from the existing driveway off Route 231.
- The applicant should provide estimates for how many cars are anticipated to be entering the site per day.
- The applicant should clarify if the project will alter the existing access and circulation into and out of the site.

15. Pedestrian Ways and Bicycle Access

- There are no sidewalks or bicycle access ways in the vicinity of the project area.

16. Off-Street Parking and Loading

- No new parking spaces will be added to the existing parking area.

Conclusions of Law:

1. The development **will/will not** reflect the natural capabilities of the site to support development.
2. Utilities serving developments in the Village Center District and Village Residential District **will/will not** be installed underground.
3. The proposed development **will/will not** result in a negative impact to the environment or to the community facilities or services.
4. The development **will/will not** contribute emission of dust, ash, smoke or other particular matter.
5. The proposed development **will/will not** have adequate exterior lighting to provide for its safe use during nighttime hours.
6. The landscape **will/will not** be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, retaining existing vegetation where desirable, and keeping any grade changes in character with the general appearance of neighboring areas.
7. The development **will/will not** control noise levels such that it **will/will not** create a nuisance for neighboring properties.
8. The size, location, design, color, texture, lighting and materials of all exterior signs **will/will not** detract from the design of proposed buildings and structures.
9. Exposed non-residential storage areas, exposed machinery, and areas used for storage **will/will not** have sufficient setbacks and screening.
10. Adequate provisions **will/will not** be made for the collection and disposal of all storm water that runs off proposed roads, parking areas, roofs and other surfaces.
11. Developments **will/will not** be designed to protect and conserve important wildlife habitat to the greatest extent feasible.
12. The layout of the site **will/will not** provide for the safe movement of passenger, service, and emergency vehicles throughout the site.
13. The site plan **will/will not** provide for a system of pedestrian ways within the development appropriate to the type and scale of development.
14. Parking areas **will/will not** be constructed to protect the natural environment and visual character of the community, improve pedestrian safety and accessibility, and promote the quality of life in developed areas.

Preapplication Submission Requirements	Included/Not Included	Notes
Sketch plan	need	need a site plan showing the church and other existing conditions
Project narrative	see pg. 1 of application	
The proposed site	see pg. 1 of application	
The nature of the proposed use	see pg. 1 of application	
A site inventory, analysis, and narrative	need	
Copies of any available deeds	not applicable	written proof, providing right/title/interest in property
Any issues about municipal regulations	not applicable	
Waiver requests	not applicable	
General Information	Included/Not Included	Notes
Record owner's name, address, and phone number and applicant's name, address and phone number	see pg. 2 of application	Pamela Powers 10 Kelley Drive Yarmouth, ME 04096 (207)-608-3292
The location of all required building setbacks and buffers	need	
Names and addresses of all property owners within 500 feet of any and all property boundaries	need	
Sketch map	need	
Boundaries of all contiguous property under the control of the owner or applicant	not applicable	
Tax map and lot number	see pg. 2 of application	Map 10 Lot 20
A copy of the deed	not applicable	
The name, registration number and seal of the person who prepared the plan	need	
Evidence of the applicant's technical and financial capacity	not applicable	not adding any new structures/development
Existing Conditions	Included/Not Included	Notes
Zoning classification	see pg. 2 of application	Village Center
The bearings and length of all property lines of the property to be developed	not applicable	using existing Church, no new development
Location and size of any existing sewer and water mains, culverts and drains	unsure if applicable?	
Location, names and present widths of existing public and/or private roads	need	
The location, dimensions and ground floor elevation of all existing buildings	not applicable	
The location and dimensions of existing driveways, streets, roads, parking, and loading areas	need	
Location of intersecting streets, roads or driveways within two hundred (200) feet of the site	need	Steeplechase Road and New Gloucester Road
The location of open drainage courses, rivers, ponds, wetlands, vernal pools, streams	unsure if applicable?	
The direction of existing surface water drainage across the site	need	should show a few arrows on the site plan showing existing drainage patterns towards Rt 231
The location, front view, dimensions and lighting of existing signs	need	existing Church sign on posts out front
Location and dimensions of any existing easements and copies of existing covenants or deed restrictions	not applicable	
The location of the nearest fire hydrant or other water supply for fire protection	need	no fire hydrants within the project area, show location of other water supply for fire protection

Proposed Development Activity	Included/Not Included	Notes
Estimated demand for water supply and sewage disposal	not applicable	
The direction of proposed surface drainage	not applicable	
Provisions for handling solid waste	not applicable	
The location, dimensions and materials to be used in the construction of proposed driveways, parking and loading areas	not applicable	
A proposed landscaping and buffering plan	unsure if applicable?	will any new landscaping be added?
The location and description of any stream, pond, vernal pool and/or wetland buffers	unsure if applicable?	are any vernal pools or wetlands located in the project area?
The location, dimensions and ground floor elevation of all existing buildings	not applicable	
Building elevations	not applicable	
Location, front view, materials and dimensions of proposed signs	unsure if applicable?	will any new signs be added?
Location of all utilities	need	
A general description of the proposed use	need	
Driveway and entrance permit	need	entrance is off Route 231, Town likely has this
Estimated peak hour traffic	need	can be in the form of a written statement of how many cars will be entering/exiting the site
Storm water calculations	not applicable	
A utility plan	not applicable	
Additional Information	Included/Not Included	Notes
Graphic representations of how the	not applicable	
A grading plan showing the existing and proposed topography	not applicable	
A planting schedule keyed to the site plan	not applicable	
A storm water drainage and erosion control plan	not applicable	
A groundwater impact analysis	not applicable	
A traffic impact analysis	not applicable	
A written statement from any utility providing	not applicable	
Cost of the proposed development	not applicable	
Performance guarantees	not applicable	