

# Town of Windham

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## MEMO

DATE: July 15, 2014

TO: Tony Plante, Town Manager  
FROM: Ben Smith, Planning Director *BWS*

Cc: Planning Department

RE: Planning Department Monthly Report – June 2014

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The Windham Planning Department is dedicated to encourage, support and enable Windham's citizens, elected leaders, and officials to:

- Realize their stated inspirations, visions, and goals through the creation and implementation of the community's plans and policies.
- Achieve the community's vision through the refinement of policies, the facilitation of projects, and the employment of a fair and predictable development review process.
- Provide input and feedback to continuously help define the community's vision, goals, and policies through diverse methods at all stages of planning.

In order to achieve the ideals in the vision statement above, the Planning Department carried out the following activities in June 2014.

### Comprehensive Plan (Council Priority A1)

- The process of soliciting applications for the Review Team continued in June. Interviews with candidates occurred in early/mid-July.
- The Planning Director met with the Council's Appointment Committee on June 17 to discuss timing and approach to Comprehensive Plan Review Team interviews.
- RFPs for Comprehensive Plan services
  - Survey services. A decision on a survey firm to design and administer a community-wide survey is expected in July.
  - Facilitation services. RFP reissued with a response due date of August 1, 2014.
- The Comprehensive Planning effort was represented with a booth at Summerfest on June 21.
  - Staff conducted video interviews with residents "out and about" at Summerfest, asking "What do you love about Windham?" and "What's your big idea for Windham?" Production was provided by Channel 7 staff (Brad Saucier) and the video will run on Channel 7 and be posted on the Comprehensive Plan page.
- Data inventory and collection, and build-out analysis work continued in June.

## 21<sup>st</sup> Century Downtown Plan Implementation

- The 21<sup>st</sup> Century Plan was recognized as “2014 Plan of the Year” at the Maine Association of Planners annual meeting on June 6 in Bath.
- Staff submitted a Complete Streets Policy as a Town Council discussion item for the meeting on July 8.
- Staff is working with WEDC on a Planning Partnership Initiative (PPI) application from MaineDOT to design and generate cost estimates for improvements called for in the 21<sup>st</sup> Century Downtown Plan. This would provide the higher level of detail required to create a budgeting/capital improvement plan for these improvements.
- Continuing to work with property owners on interconnectivity and access related issues.

## Development Review

- Planning Board Meeting – June 9, 2014
  - Town of Windham Land Use Ordinance, Chapter 140, sections 100, General Provisions; 500, Performance Standards; 800, Site Plan Review; 900, Subdivision Review; and Wireless Telecommunications Facilities Siting Ordinance, Chapter 141, section 6.2, Application Requirements. Proposed amendments to Planning Board and Zoning Board of Appeals submission deadlines.
    - Action – Forward to Town Council with recommendation to approve. All in favor.
  - 13-22 Sabbady Point Road Relocation. Minor site plan. Final plan review. Ron Marcotte to request review of the proposed relocation of the road segment that is located on the properties in question, located at 84 and 87 Sabbady Point Road and identified on Tax Map 64, Lots 31, 36A, Zones: Medium Density Residential (RM) and Limited Residential (LR).
    - Action – Postponed, pending ZBA decision regarding Code Enforcement determination on zoning standard for frontage.
  - 14-05 Vance Rezoning Request. Ralph Vance Land Development to request an amendment to the official Town of Windham zoning map. The property in question is proposed to be rezoned from Commercial 1 (C-1) to Medium Density Residential (RM). The property is located on Sandbar Road and identified on Tax Map 18, Lot 31C, Zone: Commercial 1 (C-1).
    - Action – schedule a public hearing.
  - 14-08 Old County Road Subdivision. First Amendment to Fowler Subdivision. Little River Properties, LLC to request reconfiguration of lot 48 in an approved residential subdivision for the creation of four (4) additional lots. The property is located at 16 Old County Road and identified on Tax Map 9, Lot 48, Zone: Farm (F).
    - Action – site walk scheduled, public hearing to be scheduled.
  - 14-09 Aimhi Acres Subdivision. Third amendment. Aimhi Development, LLC to request an amendment to lots 25-8 and 25-9 in an approved residential subdivision for the addition of a deeded travel and utility easement. The properties in question are located on Mourning Dove Lane and identified on Tax Map 60, Lots 25-8, 25-9, Zones: Farm Residential (FR) and Limited Residential (LR).
    - Action – Approved, all in favor.

- 14-10 Pheasant Ridge Subdivision. First Amendment. Michelle Afthim to request an amendment to an approved residential subdivision for the addition of one (1) lot and creation of a driveway easement. The properties in question are located on Pheasant Ridge Drive and identified on Tax Map 10A, Lots 24-8 and 24C-5, Zone: Farm Residential (FR)
  - Action – schedule a public hearing when ready.
- 14-11 Otterbrook Estates Subdivision. Second Amendment. Jana Ann Merrill to request an amendment for lot 13 in an approved residential subdivision for a reduction to the building setback, as noted on the approved subdivision plan. The property in question is located at 39 Rocklinn Drive and identified on Tax Map 11B, Lot 13, Zone: Farm (F).
  - Action – Approved, all in favor.
- Development Team Meeting – June 16, 2014
  - Auto Zone automobile parts retail store for a proposed 7,500 square foot retail building. The property in question is located at 762 Roosevelt Trail and identified on Tax Map 67, Lot 45, Zone: Commercial 1 (C-1).
- Planning Board Meeting – June 23, 2014
  - 14-05 Vance Rezoning Request. Ralph Vance Land Development to request an amendment to the official Town of Windham zoning map. The property in question is proposed to be rezoned from Commercial 1 (C-1) to Medium Density Residential (RM). The property is located on Sandbar Road and identified on Tax Map 18, Lot 31C, Zone: Commercial 1 (C-1).
    - Action – recommend approval of the proposed rezoning request, 4-2.
  - 14-03 Alpine Subdivision. Major subdivision preliminary plan review. Kenyon and Eileen Clark to request review of a proposed seven (7) lot residential subdivision. The properties in question are located on Alpine Drive and identified on Tax Map: 22, Lots: 14-1C, 14-1D; Zone: Farm Residential (FR).
    - Action – schedule public hearing when preliminary plan complete.
  - 14-12 Redevelopment of 3 Mallison Falls Road. Major subdivision and site plan sketch plan review. Hardy Pond Construction to request review of proposed redevelopment into residential units. The properties in question are located at 3 and 4 Mallison Falls Road and identified on Tax Map: 3, Lots: 7, 8; Zones: General Development (GD) and Village Commercial (VC).
    - Action – none taken.
  - 14-13 Bowdens Way Subdivision. Amendment. Dan Emerson to request an amendment to an approved residential subdivision that would reverse lot line changes which were granted by the Planning Board in a previous amendment on October 25, 2010. The properties in question are located at 18 and 22 Bowdens Way and identified on Tax Map: 15, Lots 43-4, 43-5; Zone: Farm (F).
    - Action – approved, all in favor.
  - Town of Windham Land Use Ordinance, Chapter 140, Section 800, Site Plan Review. Proposed amendments to the definition of Minor Site Plans allow Staff Review Committee to review site plan applications for projects within approved subdivisions, and site plans for development of between 25,000 square feet and one (1) acre when no buildings are proposed.
    - Action – schedule a public hearing.

### **Collaboration with St. Joseph's College**

- Meeting at St. Joseph's College on June 26 with staff and faculty to learn more about interest of faculty members to include work with the Planning Department and the Historical Society in their classwork this fall. Linda Griffin from the Historical Society and Tony Plante also attended. Potential projects include well water testing, communications and media strategy, and work related to the Village Green project.

### **Energy Advisory Committee (EAC)**

- No meeting in June.
- 3 members of the EAC attended Summerfest on June 21 to staff the booth and speak with the public about energy issues.

### **Land Use Ordinance Committee**

- LUOC meeting June 11.
  - Staff Review Committee approval of site plans within approved subdivisions
    - Action – forward recommendations for approval, all in favor.
  - Section 915 – Building permit limits in subdivisions
    - Action – forward recommendations for approval, all in favor.
  - Cluster Subdivision standards
    - Action – suggested revisions such as smaller “gross lot area” to be eligible, more zones, density bonuses, and including more buildable land in reserved open space.

### **Administrative Meetings & Trainings**

- Maine Association of Planners Annual Meeting – June 6.
- Planning Department Meeting – June 9
- Training, “Comprehensive Planning for Sustainable Communities” – June 16-17
- Wastewater Committee – June 18.
- WEDC Board meeting – June 18.