

# Town of Windham

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## MEMO

DATE: December 15, 2015

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

Cc: Planning Department

RE: Planning Department Monthly Report – December 2015

### Mission

The mission of the Planning Department is to provide professional advice and technical expertise to citizens, elected leaders and municipal officials to assist in understanding and addressing community issues and priorities. This is accomplished through a focus on long term economic vitality, environmental integrity, and quality of place through the development of high quality plans, plan implementation and development review services.

### Vision

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

- Articulate and formalize their visions and goals through the creation of the comprehensive master plan, programmatic and district plans and policies.
- Achieve the community's goals by implementing plans through ordinance and policy development, project management and the employment of a fair and predictable development review process.
- Contribute through opportunities for meaningful participation by diverse methods at all stages of planning in order to continuously update and refine community goals, ensure transparency in planning services, and to build awareness for community issues and opportunities.

### Measurement of Success

- Percentage of milestones achieved on time in the "Windham Comprehensive Plan: Process Timeline," dated July 2015.
  - The Comprehensive Plan is on schedule, as measured against the updated timeline reviewed by the Town Council in August 2015.
- Days between receipt of a Planning Board application and notification of completeness for the applicant (ordinance allows up to 30 days).
  - Monthly average – 6 days
- Number of packets (LUOC, Energy Advisory Committee, Planning Board, Staff Review Committee, Comprehensive Plan Review Team) that go out on-time, defined as 4 business days ahead of the meeting.

- Packets on-time out of total packets = 2/4 (Planning Board packet of 1st meeting one day late, 2nd Planning Board packet one day late)
- Number of hours of professional training for planning staff members annually (Goal of 16 hours each)
  - Smith: Monthly total – 0 hours, YTD – 16.5 hours.
  - Lessard: Monthly total – 0 hours, YTD – 34 hours.
  - Fisher: Monthly total – 0 hours, YTD – 8 hours.

In order to achieve the ideals in the vision statement above, the Planning Department carried out the following activities in November:

#### **Comprehensive Plan (Council Priority A)**

- Review Team meeting November 19.
  - Chapters yet to be revised
    - Agriculture & Forestry
    - Recreation, Parks & Open Space
    - Public Facilities & Services
    - Water & Natural Resources
    - Housing
    - Fiscal Capacity & Capital Investment Plan
  - New chapter discussed in November
    - Existing Land Use
  - The Planning Department will be sponsoring a community photo contest in 2016. The dual purpose of this contest would be to engage the community and remind them of the ongoing work of the Review Team, while also getting photo content for the Plan document.
- Next Review Team meeting – January 28, 2016, 7:00 pm in the Superintendent’s Conference Room at the RSU office building.
  - Working on the Existing Land Use chapter, start on Future Land Use

#### **21<sup>st</sup> Century Downtown Plan Implementation (Council Priority B)**

- Ordinances
  - The Council assigned ordinance changes to implement the Plan to the LUOC. However, there has been no LUOC meeting since February 2015, due to staff time constraints.
    - The Town’s consulting engineers have reviewed the proposed Village street standard in the plan, and will be coordinating with Staff to draft proposed street standards in Appendix B to include a North Windham Downtown Street standard for the next LUOC meeting.
- Engineering
  - A project kick-off meeting was held on November 23 with Town staff and representatives from TY Lin and MRLD, the selected firms for preliminary engineering design services for improvements in the public right-of-way to implement the Plan.
  - Survey work to establish the limits of the right-of-way commenced the week of November 16.
  - Informal community workshops were held in an open house format during three time slots on December 17. The goal of these sessions was to get input from property owners and the public that will inform the conceptual design process starting now.
  - PACTS applications are due on January 22, 2016, for funding of work in 2019.

## **North Route 302 Plan Implementation**

- The Anglers Road/Whites Bridge Road intersection project
  - Construction is anticipated to start in Spring 2016, and must be complete by the end of 2016, per funding agreement with the MaineDOT.
  - The DEP Stormwater Permit for this project was submitted on October 15. By statute, the DEP has until January 4, 2016, to complete this review. This review may be done sooner, and once complete, the project will be scheduled for Final Site Plan review with the Planning Board.
  - In November, work tasks included coordination of utilities on design, deed work related to transfers of property were completed.
- 2-way center turn lane from Whites Bridge Road through the Mineral Springs Road area.
  - A MaineDOT paving project on Route 302 is scheduled for 2018.
  - Turning movement counts were completed at Route 302/Enterprise Drive in August.
  - Test borings were completed during the week of November 26. Average gravel depths and pavement depths seem to support an overlay option, versus box cutting shoulders. A meeting with MaineDOT to formalize a plan will happen in early 2016.

## **Development Review**

- Planning Board meeting – November 9
  - 15-15 Zylar Estates. Major site plan/residential subdivision preliminary plan review. Robie Contracting, Inc. to request plan review for six (6) duplex-style buildings and two (2) residential house lots. The property in question is located at 251 Tandberg Trail and identified on Tax Map: 19, Lot: 46, Zone: Medium Density Residential (RM).
    - Action: Approved Preliminary Subdivision Plan, all in favor.
- Planning Board site walk – November 21
  - 15-21 Lazy Acres Subdivision. Major residential subdivision. Tony Vance to request review of a six (6) lot residential subdivision. The property in question is located at Lazy Acres Lane and identified on Tax Map: 1, Lot: 16 Zone: Farm (F).
- Planning Board meeting – November 23
  - 15-15 Zylar Estates. Major site plan/residential subdivision final plan review. Robie Contracting, Inc. to request plan review for six (6) duplex-style buildings and two (2) residential house lots. The property in question is located at 251 Tandberg Trail and identified on Tax Map: 19, Lot: 46, Zone: Medium Density Residential (RM).
    - Action: Following Public Hearing, Approved Final Subdivision/Site Plan, all in favor.
  - 15-16 Cobalt Court Subdivision. Major subdivision preliminary plan review. Bauer and Gilman Construction, LLC to request review of a seven (7) lot residential cluster subdivision. The property in question is located on Smith Road and identified on Tax Map 22, Lot 6-2, Zone: Farm Residential (FR) and Stream Protection (SP).
    - Action: Following Public Hearing, approved waiver requests, Preliminary plan application found complete.
  - 15-22 South Windham Fire Station. Major site plan amendment sketch plan review. Town of Windham to request review of proposed renovations to an existing 12,000 square foot structure for use as a public building. The property in question is located at 33 Main Street and identified on Tax Map 38, Lot 49B, Zone: Village Commercial (VC).
    - Action: Plan accepted, scheduled public hearing and site walk.

**Land Use Ordinance Committee**

- See 21<sup>st</sup> Century Downtown Plan notes, above.

**Wastewater Management Planning Advisory Committee**

- Staff attended a scoping meeting on November 4, with Wright-Pierce, the firm selected by the WWMPAC for assisting with the technical review of options for North Windham. The Committee and representatives from WP will be meeting with the Town Council in January 2016.

**Energy Advisory Committee (EAC)**

- At the November 2 meeting the EAC discussed: the recent PUC approved rates and terms & conditions for municipal streetlights (effective 11/1/2015), and launching a solarize campaign based on the Solarize Toolkit (<http://vitalcommunities.org/energy/solarizetoolkit>).

**Voluntary Municipal Farm Support Program (VMFSP)**

- Planning and Assessing staff researched this program that allows the town to reduce property taxes on agricultural land in exchange for 20 year conservation easements.
- A survey was mailed in early December to the agricultural community in Town to gauge the level of interest in such a program. Based on early responses, there seems to be enough interest in moving forward. Details on next steps will be presented to the Council in January.

**Administrative Meetings & Trainings**

November 19 – Maine Energy Work Group meeting

November 20 – Maine Association of Planners (MAP) Board meeting