

## PLANNING BOARD MEMO

DATE: October 27, 2025

TO: Planning Board

FROM: Steve Puleo, Director of Planning

CC: Bob Burns, Town Manager  
Barry Tibbetts, Project Manager  
Amanda Lessard, Senior Planner/Project Manager

RE: #25-26: LUO Amendments to Article 8 Site Plan Review & Article 9 Subdivision Review  
– Street Connections, Access Drive Standards, and Table 3 in Appendix B.

Planning Board Meeting of November 10, 2025

### Overview

The Town is proposing an amendment to Chapter 120 Land Use [§120-911M\(5\)\(b\)\[7\]](#), [§120-814B\(6\)](#), [§120-814B\(6\)\(b\)\[1\]](#), and Table 3 in [Appendix B](#) to differentiate the requirement for the number of connections to public streets required for single and two-family developments and the development of multifamily buildings and to revise the access drive construction standards for developments of 10 or fewer dwelling units.

### **Ordinance Amendments Progress**

Following discussions with the Ordinance Committee on September 24 and October 22, 2025, staff requested authorization to advance the proposed amendments to the Planning Board for public hearing. The Committee subsequently reported to the Town Council that the amendments had been referred to the Planning Board for public hearing and a land use recommendation to the Council at its November 24, 2025, meeting.

### Article 8 Site Plan Review

- [§120-814B\(6\)](#). Multifamily Development Access drive standards.
  - Adds street connection requirements:
    - Single and Two-Family Dwellings (see [§120-911M\(5\)\(b\)\[7\]](#)), that are more than 30 units, require 2 street connections except where development is served by public water and all units are equipped with an approved automatic sprinkler system.
      - The Fire Chief may require additional connections.
    - Multifamily Dwellings that are more than 100 units, require 2 street connections.

| <b><u>Number of Multifamily Dwelling Units</u></b> | <b><u>Minimum Connections</u></b> |
|----------------------------------------------------|-----------------------------------|
| <u>Dwelling Units: 100 or less</u>                 | <u>1</u>                          |
| <u>Dwelling Units: 100 or more</u>                 | <u>2</u>                          |

[17] Editor's Note: See Table 3 in Appendix B, Street Design and Construction Standards, included as an attachment to this chapter.

- Specifies distance between street connections.
- [§120-814B\(6\)\(b\)\[1\]](#) Multifamily development standards
  - Update street connection requirements to better reflect current planning and safety practices. Align access drive widths with private street standards based on the number of dwelling units served (see modified Table 3 of [Appendix B](#):
    - 10 or fewer dwellings: 18 feet wide
    - 11 or more dwellings: 24 feet wide

| <b>Table 3 Design and Construction Standards for Town Streets <del>and</del> /Private Streets <u>and Access Drive</u><sup>(4)</sup></b> |                                                                   |                           |                   |                             |                              |
|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------|-------------------|-----------------------------|------------------------------|
| <b>Item</b>                                                                                                                             | <b>Major Local Street</b>                                         | <b>Minor Local Street</b> | <b>Ind./Comm.</b> | <b>Major Private Street</b> | <b>Minor Private Streets</b> |
| Average daily traffic (ADT)/lots served <sup>(1)</sup>                                                                                  | > 400 AADT                                                        | ≤ 400 AADT                | n/a               | > 10 lots                   | ≤ 10 lots                    |
| Surface type                                                                                                                            | Paved                                                             | Paved                     | Paved             | Paved                       | Gravel                       |
| Min. right-of-way width (feet)                                                                                                          | 60                                                                | 50                        | 50                | 50                          | 50                           |
| Min. traveled way width <sup>(2)</sup> (feet)                                                                                           | 22                                                                | 20                        | 24                | 20                          | 18                           |
| Primary shoulder type <sup>(3)</sup>                                                                                                    | Paved                                                             | Paved                     | Paved             | Paved                       | Gravel                       |
| Min. primary shoulder type without curb (feet)                                                                                          | 4                                                                 | 2                         | 4                 | 2                           | 2                            |
| Min. primary shoulder type with curb (feet)                                                                                             | 5                                                                 | 2                         | 4                 | 2                           | n/a                          |
| Min. primary shoulder type with sidewalk                                                                                                | 5                                                                 | 2                         | 4                 | 2                           | n/a                          |
| Secondary shoulder type                                                                                                                 | Gravel                                                            | Gravel                    | Gravel            | Gravel                      | n/a                          |
| Min. secondary shoulder width without curb (feet)                                                                                       | 2                                                                 | 2                         | 2                 | 2                           | n/a                          |
| Min. clear zone width (each side) (feet)                                                                                                | 8                                                                 | 7                         | 7                 | n/a                         | n/a                          |
| Min. esplanade width (feet)                                                                                                             | n/a                                                               | 5                         | n/a               | n/a                         | n/a                          |
| Minimum vertical clearance (feet)                                                                                                       | 14                                                                | 14                        | 14                | 14                          | 14                           |
| Min. grade                                                                                                                              | 0.50%                                                             | 0.50%                     | 0.50%             | 0.50%                       | 0.50%                        |
| Min. grade with curb                                                                                                                    | 1%                                                                | 1%                        | 1%                | 1%                          | 1%                           |
| Max. grade                                                                                                                              | 7%                                                                | 8%                        | 6%                | 11%                         | 11%                          |
| Min. center-line radius (feet)                                                                                                          | 350                                                               | 180                       | 200               | 100                         | 60                           |
| Min. tangent between curves of reverse alignment (feet)                                                                                 | 200                                                               | 100                       | 200               | 100                         | n/a                          |
| min. angle of street intersection <sup>(45)</sup>                                                                                       | 90°                                                               | 60°                       | 90°               | 60°                         | 60°                          |
| Max. grade at intersections <sup>(56)</sup>                                                                                             | 2%                                                                | 2%                        | 2%                | 2%                          | 2%                           |
| Min. curb radii (feet)                                                                                                                  | 30                                                                | 25                        | 30                | 25                          | 15                           |
| Max. dead-end street length                                                                                                             | See § 120-555, Streets, and § 120-911M(5)(b)[5], Dead-end streets |                           |                   |                             |                              |
| Min. sidewalk width (feet)                                                                                                              | 5                                                                 | 5                         | 5                 | n/a                         | n/a                          |
| Min. paved apron <sup>(67)</sup> (feet)                                                                                                 |                                                                   |                           |                   |                             | 20                           |

**Additional Standards**

(1) See § 120-911M for street connection requirements.

- (2) Add eight feet of width for each lane of on-street parking.
- (3) See § 120-911M(5)(b)[6] for shoulder and sidewalk requirements.
- (4) ~~See § 120-814B(6)(b)[1] Multifamily development standards for access drive requirements.~~
- (45) Angle must be maintained for at least 60 feet from intersection.
- (56) Maximum grade must be maintained at least 60 feet from the intersection.
- (67) A negative 2.0% grade from the existing edge of pavement must be provided to an appropriate drainage way that is no less than five feet from the travel surface or private way it intersects.

120 Attachment 2:2

Supp 11, ~~May~~ November 2025

#### Article 9 Subdivision Review

- [§120-911M\(5\)\(b\)\[7\]](#). Subdivision street connection requirements.
  - Specifies that number of lots or dwellings are applicable only in single-family or two-family dwellings. Multifamily dwellings will be subject to Article 8 standards.

| Number of Lots or Dwelling Units ( <del>in</del><br><del>single-family or two-family dwellings</del> ) | Minimum Connections |
|--------------------------------------------------------------------------------------------------------|---------------------|
| Lots: 30 or fewer                                                                                      | 1                   |
| Lots: 31 or more                                                                                       | 2                   |
| Units: 30 or fewer                                                                                     | 1                   |
| Units: 31 or more                                                                                      | 2                   |

- [a] Street connection separation requirements. Subdivisions with two or more connections to an existing public street shall be separated according to the standards in Table 2 [see Table 2 in § 120-911M(4)[16]].  
[16] *Editor's Note:* See Table 2 in [Appendix B](#), Street Design and Construction Standards, included as an attachment to this chapter.

#### **Zoning Amendment Process**

There are no specific standards in the Town ordinance by which to judge the proposed zoning change, but State statute requires all proposed zoning to be consistent with the goals and objectives of the [Comprehensive Plan](#).

The process for amending the Land Use Ordinance is governed by [§120-107](#) of the Windham Code. In accordance with this process, the Planning Board public hearing on the proposed amendments is November 10, 2025. The Town Council will schedule a public hearing for November 25, 2025. Following the Planning Board's public hearing and deliberation, the Board may vote to forward a recommendation to the Town Council, using language similar to the following:

**MOTION:** To [**recommend / recommend with comments / not recommend**] approval of the proposed amendments to Chapter 120, Land Use Ordinance, Articles [8](#): Site Plan Review, and [9](#): Subdivision Review addressing specifically sections: Chapter 120 Land Use [§120-911M\(5\)\(b\)\[7\]](#), [§120-814B\(6\)](#), [§120-814B\(6\)\(b\)\[1\]](#), and Table 3 in [Appendix B](#).