

Town of Windham

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MEMO

DATE: September 11, 2014

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

Cc: Planning Department

RE: Planning Department Monthly Report – July 2014

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 community's plans and policies.
- Achieve the community's vision through the creation and refinement of policies and ordinances and the employment of a fair and predictable development review process.
- Contribute meaningful input and feedback through diverse methods at all stages of planning in order to continuously update and refine community goals, ensure transparency in planning practices, and build awareness for community issues.

Measurement of Success

- Percentage of quarterly milestones achieved on time in the, "Windham Comprehensive Plan: Process Timeline," dated February, 2014 (or timeline as amended by the Town Council).
 - Q2 2014 timeline items completed on time – 0/2
 - Appointment of Review Team Committee – complete in July 22 (Q3 2014).
 - Selection of Consultants – complete August 14 & August 22 (Q3 2014).
 - Q3 2014 timeline items completed to date – 0/2
 - Public Involvement Outline – anticipated completion in Q4 2014
 - Development of Draft Vision Statement – anticipated completion in Q4 2014/Q1 2015.

The Department has updated the Mission Statement at the top of this memo in light of the organizational planning efforts being led by the Town Manager. Planning staff feel that this updated statement does not change the mission as much as clarify the mission described in the previous version.

Based on the broad mission of the Department and the diversity of projects tasked to the Department, it will be valuable to craft more measurements that relate to the Department's mission. Staff will suggest additional measures in future reports.

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

Comprehensive Plan (Council Priority A1)

- First Comprehensive Plan Review Team meeting will be September 25, from 7:00-9:00, at the Windham Veterans Center.
- Videotaped interviews with Senior Staff and Department Heads on the challenges/opportunities that each department faces over the next 5-10 years started on August 19. These interviews will be used in the visioning process.
- RFPs for Comprehensive Plan services
 - Survey services – Critical Insights selected August 14. Kick-off meeting on August 26. Focus Groups will be conducted September 17, and the survey period will start soon after. Final report currently targeted for November.
 - Facilitation services. Planning Decisions selected August 22.
- Data inventory and collection, and build-out analysis work continued in August.

21st Century Downtown Plan Implementation

- The draft Complete Streets policy has undergone internal review/revision based on comments from the Council meeting in July.
- Continuing to work with property owners on interconnectivity and access related issues.

Development Review

- Planning Board Meeting – August 11, 2014
 - 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 – After public hearing, Approved, all in favor.
 - Top of the Hill Apartments. Second amendment. Kyle and Jill Rich to request amendments to an approved subdivision and site plan for the addition of one (1) additional four (4) dwelling unit building. The property in question is located at 570 Roosevelt Trail and identified on Tax Map: 50, Lot: 1A, Zones: Medium Density Residential (RM) and Business Professional Office Overlay (BPO)
 - Action – Site walk to be scheduled, public hearing to be scheduled.
- Planning Board Meeting – August 25, 2014
 - 14-14 Auto Zone. Final Plan Review. Auto Zone, Inc. to request major site plan review for a proposed 7,400 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).
 - Action – After public hearing, Approved, all in favor.
 - Alpine Subdivision. Major subdivision final 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 – Approved, all in favor.

- Town of Windham Land Use Ordinance, Chapter 140. Proposed amendments to establish standards for an Automobile Auction Facility use, limited to the Economic Development (ED) zoning district.
 - Action – Schedule a public hearing.

Energy Advisory Committee (EAC)

- At the August 4 meeting, the EAC discussed:
 - Quote from Gilman Electric on LED streetlight pilot project
 - Opportunities to provide training on alternative energy through Windham/Raymond Adult Education
 - Data collection needed in order to update the 2011 Town Energy Plan
- Planning staff coordinated with GPCOG for a week long evaluation of the electric car they have leased, Nissan Leaf. Members of many Town Departments had the opportunity to drive or ride in the Leaf from August 4-9.

Land Use Ordinance Committee

- LUOC meeting – August 27.
 - The entire meeting was spent reviewing draft standards for changing cluster subdivisions in order to make cluster subdivisions an option for more developments, and to better meet Town open space and conservation goals, while potentially lowering the cost of development.

Administrative Meetings & Trainings

- Wastewater Committee – August 6.
- WEDC Board meeting – August 20.