

Town of Windham

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MEMO

DATE: May 16, 2014

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

Cc: Planning Department

RE: Planning Department Monthly Report – April 2014

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 March 2014.

Comprehensive Plan (Council Priority A1)

- The process of soliciting applications for the Review Team continued in April.
- The intern from the Muskie School of Public Service at USM has been confirmed for a start date in early June. Adam Higgins will assist with data collection and analysis stages of the process this summer.

Impact Fees (Town Council Priority A3)

- North Route 302 Impact Fee
 - The impact fee was approved at the Town Council meeting on April 8. It goes into effect when the Town Council commits funds to the intersection improvements for the Anglers Rd./Whites Bridge Rd. alignment, or on January 1, 2015, whichever is sooner.

- Recreation Impact Fee
 - Went into effect on April 10.

21st Century Downtown Plan Implementation

- Staff contacted the management of the Windham Mall in regard to formalizing the existing path for walkers and bikes from Oak Lane to that property, and for vehicles from the Windham Shopping Center to the Mall, in order to accommodate delivery vehicles.

North Route 302 Plan Implementation

- See Impact Fees, above.

Development Review

- Planning Board Meeting – April 14, 2014
 - 14-02 Kyle and Jill Rich Rezoning Request. Kyle and Jill Rich to request rezoning of a portion of the property identified on Tax Map 14, Lot 17J from Farm Residential (FR) zone to Medium Density Residential (RM) and Business Professional Office Overlay (BPO) zones and to request rezoning of a portion of the property identified on Tax Map 50, Lot 1A from Farm Residential (FR) to Medium Density Residential (RM), while maintaining the existing Business Professional Overlay (BPO) zone.
 - Public Hearing. No comment from the public. Request forwarded to the Town Council with a recommendation to amend zoning map as proposed.
- Planning Board Meeting – April 28, 2014
 - 14-04 The Village Green. Site Plan Review. Windham Historical Society to request final plan review of a proposal to develop a multi-building living history center. The properties in question are located at 234 Windham Center Road and 458 Gray Road and identified on Tax Map 45; Lots 4A & 7. Zone Farm Residential.
 - Action: Postponed to May 12, pending updated stormwater plan submission.
 - 14-06 Little Log Cabin Montessori School. Rosemary Jordan to request Minor Site Plan, Sketch Plan Review for a proposed child care/learning center. The property in question is located at 102 Tandberg Trail and identified on Tax Map 18; LKot 31-2. Zone: Commercial 1 (C-1).
 - Action: Sketch Plan accepted.
 - 14-07 Brey Rezoning Request. Shane Brey to request an amendment to the official Town of Windham zoning map. A 1.7 acre portion of the property in question is proposed to be rezoned from Resource Protection (RP) to Limited Residential (LR). The property is located at 151 Brown Cove Road and identified on Tax Map 22, Lot 7. Zones: Farm Residential (FR) and Resource Protection (RP).
 - Action: Public Hearing scheduled for May 12.

Energy Advisory Committee (EAC)

- At the April 7 meeting, the EAC discussed potential projects worthy of submitting for grant funding through the Efficiency Maine as a Renewable Energy Demonstration Project.
- A member of the EAC volunteered to apply for the Comprehensive Plan Review Team.
- Staff and EAC member Curt Bartram spoke at the Lakes Region Energy Summit at St. Joseph's College on April 29.

Land Use Ordinance Committee

- At the meeting on April 22, the Town Council reaffirmed that the list of items from September 2013 remains the priorities for LUOC, along with looking into local standards or criteria for permitting rock walls over 4-feet in height.
- Ongoing Projects:
 - Automobile storage facilities and standards for large commercial truck repair.
 - Postponed discussion item at Town Council April 8 meeting, discussed on April 22.
 - Scheduled as action item for May 13.

Windham Active Lifestyles Coalition (WALC)

- Staff met with WALC members and Abby King from Bicycle Coalition of Maine on April 24 to discuss the work plan for the group through the fall.
- GPCOG has drafted a Complete Streets policy for the Town. Comments from staff and the WALC membership will be incorporated before submission to the Town Council. Adopting a Complete Streets policy is one of the goals of the 21st Century Plan.
- A member of the WALC group volunteered to apply for the Comprehensive Plan Review Team.

Administrative Meetings & Trainings

- PACTS – April 3.
- WEDC Board meeting – April 16.
- Online training from CivicPlus, April 25 – “How an effective web site improves your marketing, communication and branding efforts.”
- Amanda Lessard started her position as Planner on April 14.