

Town of Windham

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MEMO

DATE: April 1, 2014

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

Cc: Planning Department

RE: Planning Department Monthly Report – March 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 Town Council adopted an amended charge for the Comprehensive Plan Review Team at the meeting on March 25. Applications will be made available to the public soon, and staff anticipates working with the Council's Appointment Committee in April.
- Staff interviewed a potential intern from the Muskie School of Public Service at USM, enrolled in the graduate Community Planning and Development program. The intern will assist with data collection and analysis stages of the process. Final details on the internship will be worked out with the chair of the program at USM.

Impact Fees (Town Council Priority A3)

- North Route 302 Impact Fee
 - Staff presented on overview of the proposed ordinance at a WEDC sponsored event on March 5.

- A public hearing was held at the Town Council meeting on March 11. After receiving comments from the public, the item was postponed.
 - Scheduled for discussion at the Town Council meeting on April 8.
- Recreation Impact Fee
 - A public hearing was held at the Town Council meeting on March 11. After receiving comments from the Council voted on this item.
 - Approved by Town Council, goes into effect 30 days from adoption (April 10).

21st Century Downtown Plan Implementation

- The PACTS application for funding for vehicular and pedestrian improvements at the River Road/Route 302 intersection was not approved for funding in the next 3-year PACTS funding cycle.
- See WALC and LUOC sections, below.

North Route 302 Plan Implementation

- See Impact Fees, above.

Development Review

- Planning Board Meeting – March 10, 2014
 - 14-01 Colby Estate Subdivision. Minor subdivision final plan review, public hearing. James Cummings to request review of a proposed three (3) lot residential subdivision. The property in question is located on Barnes and Gray Roads and identified on Tax Map: 40; Lot 14. Zone: Medium Residential (RM).
 - Action: Approved.
- Planning Board Meeting – March 24, 2014
 - 13-22 Sabbady Point Road Relocation. Minor Site Plan, public hearing. 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: Farm Residential (FR).
 - Action: vote to be scheduled when zoning issues addressed.
 - 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.
 - Action: public hearing scheduled for April 14.

Energy Advisory Committee (EAC)

- The March 3 meeting did not have enough members to conduct business or make decisions on the work plan assignments. Work plan assignments were finalized over email.
- An Efficiency Maine Renewable Energy Grant was announced, and the EAC discussed potential projects worthy of submitting for funding.
- Staff and potentially one EAC member have been invited to speak at the Lakes Region Energy Summit at St. Joseph's College on April 29.

Land Use Ordinance Committee

- Last LUOC meeting October 16.
- Staff will be resubmitting the following prioritized list of items the Town Council assigned to the LUOC in the fall of 2013, to confirm that these items are still priority projects prior to the next meeting, to be scheduled in April or May.
 - Prioritized list of items from Council to look at
 - A1 - Cluster Subdivision Standards
 - A2 - Make recommendations for North Windham zoning standard changes that can be implemented independent of increased density, i.e. parking, building setbacks (implementation items from 21st Century Downtown Plan).
 - A3 - Staff Review Committee approval of site plans within Planning Board approved commercial subdivisions
 - B1 –Transfer of Development Rights ordinance
 - B3 – Increase the number of allowed uses in the C-3 zoning district.
- Ongoing Projects:
 - Automobile storage facilities and standards for large commercial truck repair.
 - Staff memo with Planning Board recommendation has been submitted for scheduling at the Town Council's convenience.

Windham Active Lifestyles Coalition (WALC)

- GPCOG has applied to MaineDOT for funding to create a Bicycle and Pedestrian Plan for Windham. This plan would include an inventory of existing sidewalks and bike routes, and identify specific locations where additional infrastructure would benefit users.
- GPCOG and the Town staff will take the lead in assisting this group with the creation of a draft Complete Streets Policy, which is one of the goals of the 21st Century Plan.

Administrative Meetings & Trainings

- PACTS Planning and Technical Committee joint meeting – March 11.
- WEDC Board meeting – Annual Meeting. March 19.
- Planner interviews to fill vacant position, March 3 & March 17. An offer was made and accepted the week of March 19, and the new Planner will start on April 14.