

# Town of Windham

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## MEMO

DATE: November 15, 2016

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

Cc: Planning Department

RE: Planning Department Monthly Report – October 2016

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### 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 – 4 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 = 2/3 (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 – 23.75 hours.
  - Lessard: Monthly total – 0 hours, YTD – 16 hours.
  - Fisher: Monthly total – 0 hours, YTD – 2 hours.

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

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

- A community presentation of the updated Plan Summary was held on October 20, at Windham High School. About 40 attendees were part of that evening's presentation and open house, which included members of the Review Team, Town staff, and members of the public.

### **Private Roads Ordinance Updates (Council Priority A)**

- Staff discussions with the Town Attorney continued regarding the extent to which new development and what types of new development will be responsible for upgrades of roads that pre-existed the 2009 road standards.

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

- Ordinances
  - An RFP was re-released for planning services to implement the 21<sup>st</sup> Century Plan. Responses are due on November 30. The original RFP was issued on September 7, with responses due September 30. There was one response.
  - Staff received assistance on approaches to parking, parking lot design, and off street trail recommendations from Cumberland County Soil and Water through a grant from Opportunity Alliance.
- Engineering
  - The next step is to define the scope of a project for Final Design of North Windham improvements. Staff hopes this will take place soon, based on additional information from the wastewater study by Wright-Pierce anticipated in the early October timeframe.
  - A PACTS application a new sidewalk on Tandberg Trail from Basin Road to Boody's Corner has been approved for further project development and construction. Staff is working with PACTS and MaineDOT on how to move this through engineering to construction as soon as practical.

### **North Route 302 Plan Implementation**

- The Anglers Road/Whites Bridge Road intersection project
  - Construction to be finalized in the coming weeks
- 2-way center turn lane from Whites Bridge Road through the Mineral Springs Road area.
  - MaineDOT plans to repave Route 302 from the Whites Bridge Road intersection north through the town line with Raymond in 2019. Staff has restarted work on defining what work needs to take place in the roadway prior to that project relative to the 2-way turn lane and potential improvements to Enterprise Drive.

### **Development Review**

- Planning Board Site Walks – October 22
  - 16-31 Alweber Road Subdivision. Major subdivision. Keith Jason Elder and Jay Hackett to request review of a six (6) lot residential cluster subdivision. The property in question

is located at the corner of Alweber Road and River Road. Tax Map: 3, Lot: 31, Zone: Farm (F).

- 16-26 Anglers Road Development. Minor Subdivision. Windham Economic Development Corporation to request review of a four (4) lot commercial subdivision. The properties in question are identified on Tax Map: 80, Lots: 66, 66-1 and located at 905 Roosevelt Trail and Anglers Road, Zone: Commercial 1 (C-1) and Aquifer Protection Overlay District Zone B (APB).
- Planning Board meeting – October 24
  - 16-18 Otterbrook Estates Subdivision. Third Amendment. RP Gagnon Company, LLC to request an amendment for a lot line adjustment to swap 5,658 square feet of land between Lot 26 and Lot 27 and for an easement on Lot 26 to benefit Lot 23 so that no building may be placed within the easement. The properties in question are located at 5 and 15 Rocklinn Drive and identified on Tax Map: 11B, Lots: 23, 27 Zone: Farm Residential (FR).
    - Approved application, all in favor.
  - 16-31 Alweber Road Subdivision. Major subdivision preliminary plan review. Keith Jason Elder and Jay Hackett to request review of a 6 lot residential cluster subdivision. The property in question is located at the corner of Alweber Road and River Road. Tax Map: 3, Lot: 31, Zone: Farm (F).
    - Following Public Hearing, approved waiver requests, found preliminary application complete.

#### **Energy Advisory Committee (EAC)**

- Meeting October 17th
  - Update on GPCOG's October 14<sup>th</sup> Regional Summit on LED Street Light Conversion and preparing a proposal for the Council on streetlight conversion

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

- This became an Assessing project in the September timeframe.
- 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 December 2015 to the agricultural community in Town to gauge the level of interest in such a program. Based on early responses, there is enough interest in moving forward.

#### **Administrative Meetings & Trainings**

- October 4 – Westbrook Housing
- October 14 – GPCOG's Regional Summit on LED Street Lights
- October 20 – Community meeting for Comprehensive Plan update at the High School
- October 26 – WEDC Annual Meeting, Windham Veterans Center.