



STAFF REVIEW AND COMPLETENESS MEMO

DATE: March 29, 2024

TO: Julia Trepanier, Natural Wonders
FROM: Steve Puleo, Town Planner
Cc: Windham Planning Board
Andrew Morrell, PE, BH2M
Amanda Lessard, Planning Director

RE: #23-34 – Major Site Plan – Natural Wonders Daycare – Final Plan Review – 184 Pope Road – Natural Wonders
Scheduled for Planning Board meeting: April 8, 2024

Thank you for submitting your application on March 4, 2024. The application status is **incomplete** to appear before the Planning Board for a final plan review. The staff has reviewed the application and found several outstanding items that need your attention before scheduling a final major site plan application. The Planning Board meeting is an "in-person meeting" at the Town Council Chambers in the Town Hall located at 8 School Street. The meeting begins at 6:30 p.m., and your attendance is required.

Project Information:

The application is to construct a 5,817 SF Child-care facility on a 2.5-acre parcel located at 184 Pope Road. The proposal is to construct a facility to accommodate a staff of 12 to 16 employees and 64 kids. The facility will have one driveway on Pope Road to a loop parking area 9' x 18' for 25 vehicles and 10' x 20' parking spaces for oversize vehicles. The total developed area will be approximately 21,700 SF and will also include a large play area on the northwest side of the proposed building. The applicant is providing the Fire Department access to two sides of the building with a drop-off zone for parents along the front of the building.

Tax Map: 43; Lot: 30 A-2; Zone: Windham Center district (WC) in the Pleasant River watershed.

Planning Department:

- **Correct the site plan scale to either 1" to 20' or 1" to 30'.**
- **Add sections on the site plan sheet for the Conditions of Approvals and Approved Waiver sections to the signature sheet 1.**
- **Missing traffic assessment analysis.**
- **Missing sightline information on the plans.**
- **Provide the correct property ownership information, such as a deed of the new owners.**
- ~~Please the Windham Center (WC) District Standards, per [§120-415.1](#). The WC setback is greater than shown on the sketch plan.~~
- ~~You should show the 15' buffer yard with the landscaping plant material.~~
- ~~Provide a Secretary of State Corporation Standing.~~
- ~~Estimate the site development cost.~~
- ~~Show impacted soils and limited tree clearing.~~
- ~~Stream setback limits~~
- ~~For possible waiver requests, including completed waiver request forms, follow the [link to the Planning Board application webpage](#).~~

- Possible location of the property sign.
- ~~Total impervious surface areas~~
- ~~HHE 200 and septic plans.~~
- Buffering, such as fencing or landscaping, see [Buffer Yards standards](#).
- ~~Plans for exterior lighting, Commercial District Design Standards, per [§120-813](#), and a sign design with dimensions.~~

CONDITIONS OF APPROVAL (REQUIRED)

1. Approval is dependent upon and limited to the proposals and plans contained in the application dated November 20, 2023 as amended April 8, 2024 and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Planning Board. Any variation from such plans, proposals, supporting documents, and representations is subject to review and approval by the Planning Board or the Town Planner in accordance with [§120-815](#) of the Land Use Ordinance.
2. In accordance with [§120-815C\(1\)\(b\)](#) of the Land Use Ordinance, the Construction of improvements covered by any site plan approval shall be completed within two years of the date upon which the performance guarantee is accepted by the Town Manager. If construction has not been completed within the specified period, the Town shall, at the Town Manager's discretion, use the performance guarantee to either reclaim and stabilize the site or to complete the improvements as shown on the approved plan.

Assessor:

- **The owner should be Windham School Age & Childcare Association, Inc. Provide the correct deed from the Cumberland County Registry of Deeds, not a screen showing the red letters that is not an official document.**
- ~~Application and final plan discrepancy: It appears that the correct address should be 184 Pope (Parcel 43-30-A02).~~
- ~~The application incorrectly states Parcel 43-30-A01 and owner Bruce and Marilyn Worrey.~~

Town Engineer:

Traffic

- **With 71 peak hour AM trips and 72 PM trips, the Applicant will need to conduct a Traffic Impact study per 120-811.B(2)(h). This is not included in the current application.**
- **There appears to be a potential conflict between the proposed drop-off location and the parking spaces opposite that. The access lane is wide enough except when cars are dropping off and parked cars are backing out.**
- **Will the parking layout allow for access by emergency vehicles, particularly to the back side. The Fire Chief should be consulted on this issue.**

Lighting

- **The Photometric Analysis for the proposed lighting shows some values at the front of the property adjacent to Pope Road in excess of the 0.5 ft-candle maximum specified in the ordinance at 120-812.R**

Stormwater/Natural Resources

- **Based on review of the Applicants grading plan it appears that some soil disturbance/grading work will be performed within the 75' stream setback. Therefore, the Applicant will need to get at NRPA Permit by Rule from Maine DEP in order to carry out this work.**
- **The proposed development will be disturbing more than 1 acre of land and therefore the project will require a Stormwater Permit by Rule. Evidence of filing this permit is not included in the application but should be. Since the proposed design will create less than 1 acre of impervious area, an individual permit is not required.**
- **In areas of the site where slopes greater than 2:1 are proposed, please provide some detail on how those will be stabilized.**
- **The soil filter underdrain pipe elevations do not appear to be shown on the plans. This makes it hard to fully understand the HydroCAD modeling of the soil filters. For example, the model shows device 1 as a 0.7" vertical orifice/grate at elevation 204.5. Please clarify.**
- **Please provide a schedule of drainage structures showing the invert elevations or call-out showing this information on the plan.**
- **As a Major Ste Plan Application, the project is required to meeting Windham Ordinance 120-812.E, which specifies that pre-development peak flows of stormwater from the 24-hour storms of the 2-year, 10-year, and 25-year frequencies must not exceed the post-development peak flows of stormwater. The Stormwater Management Report submitted by the Applicant indicates that post-development flows will exceed pre-development flow at analysis point #2 for all three storms (2-yr, 1-yr, and 25-yr). The report states that the increases are minor, but the reason given is not clear. In this situation the Applicant must either revise their design or submit a waiver application to demonstrate that insignificant increases in peak flow rates cannot be avoided by reasonable changes in project layout, density, and stormwater management design. Refer to 120-812.E (1)(a){1}.**

Environmental/Sustainability Coordinator:

- Even though the project is not in the town's MS4, please consider a BMP-like system, like a smaller engineered system, like a Filtra treatment system, or something similar.

Economic Director:

- ~~Correct for sketch plan review:~~
 - ~~Will the facility have before and after school programs?~~
 - ~~How will the school bus traffic be managed?~~
- **Concerns about how narrow Pope Road is along the front of the property: how will the any additional traffic be managed?**

RSU 14:

- ~~Please include the following address for the final site plan review application:~~
 - ~~We are comfortable with the "drop-off" area, as long as the Fire Department is all set with the large vehicle turning diagram.~~

Fire Chief:

- **Provide the auto-turn diagram for FD's largest truck to get through the site and back out.**
 - ~~Will there be any after school children or school-age children?~~

- ~~○ Will you be providing food services?~~
- ~~○ Even residential ovens need hoods and sprinklers, per NFPA 72, including fire alarms and a lock box.~~

Police:

- **Please address how the overflow of traffic will be handled.**

Thank you for your attention to these matters. Address the staff comment for the sketch plan review at the Planning Board meeting. Provide one hard copy of your response letter and all revised application materials, as well as two (2) full-size plans. Email me two (2) PDF files: the response letter, revised application materials, and a separate file for the plans. If I receive more comments, I will send them to you ASAP. We will need your response by April 3, 2024. Please feel free to call me with any questions or concerns at (207) 777-1927 or email me at sjpuleo@windhammaine.us.