

Town of Windham

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MEMO

DATE: August 14, 2014 (updated Sept. 5, 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:

- 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.

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 Q3 2014.
 - Selection of Consultants – complete in 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.

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

Comprehensive Plan (Council Priority A1)

- The Planning Director met with the Council's Appointment Committee on July 17 to discuss Comprehensive Plan Review Team interviews and recommendations to the Town Council.
- The Town Council appointed 15 members the Review Team on July 22.
 - Appointments were targeted for Q2 2014 in the schedule presented to the Council in February 2014.
- RFPs for Comprehensive Plan services
 - Survey services. Two responses to the RFP were submitted.
 - July 9 – staff group met to review the submissions.
 - July 16 – a survey firm was invited to present to the staff group.
 - July 22 – memo received from firm outlining additional, optional services.
 - Facilitation services. RFP reissued July 3 with a response due date of August 1, 2014.
 - Consultant selections were targeted for Q2 2014 in the schedule presented to the Council in February 2014.
- Data inventory and collection, and build-out analysis work continued in July.

21st Century Downtown Plan Implementation

- The Town Council discussed a draft Complete Streets Policy on July 8.
 - Based on that discussion, revisions were made, and the draft recirculated for internal review prior to its next appearance on a Council agenda.
- Continuing to work with property owners on interconnectivity and access related issues.
- Regional Bicycle Wayfinding meeting (PACTS) – July 14. Attended this meeting with representatives from neighboring communities to coordinate on a regional bicycle signage program. This PACTS program will suggest routes and direct cyclist to destinations of regional significance (service areas, parks, significant bridges, and others).

Development Review

- Planning Board Meeting – July 14, 2014
 - Town of Windham Land Use Ordinance, Chapter 140, Section 800, Site Plan Review. Proposed amendments to the definition of Minor Site Plans to allow Staff Review Committee to review site plan applications for projects within approved subdivisions, and site plans for development of between 25,000 square feet and one (1) acre when no buildings are proposed.
 - Action – Forward to Town Council with recommendation to approve.
 - Town of Windham Land Use Ordinance, Chapter 140, Section 900, Subdivision Review. Proposed amendment to delete Section 915, which limits the number of building permits issued per year in subdivisions with more than 20 lots.
 - Action – Table until clarification provided by staff.
 - 14-14 Auto Zone. Sketch Plan Review. Auto Zone, Inc. to request major site plan review for a proposed 7,500 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 – site walk deemed not necessary, public hearing to be scheduled.
- Development Team Meeting – July 23, 2014
 - 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)
- Planning Board Meeting – July 28, 2014
 - 14-10 Pheasant Ridge Subdivision. First Amendment. Michelle Afthim to request an amendment to an approved residential subdivision for the addition of one (1) lot and creation of a driveway easement. The properties in question are located on Pheasant Ridge Drive and identified on Tax Map 10A, Lots 24-8 and 24C-5, Zone: Farm Residential (FR)
 - Action – Approved, 5-2.
 - Town of Windham Land Use Ordinance, Chapter 140, Section 800, Site Plan Review. Clarification to the terminology of the proposed amendments to the definition of Minor Site Plans to allow Staff Review Committee to review site plan applications for projects within approved subdivisions, and site plans for development of between 25,000 square feet and one (1) acre when no buildings are proposed.
 - Action – Forward to Town Council with recommendation not to approve, 3-4.

Collaboration with St. Joseph’s College

- Professors teaching two classes at the college will be working with the Historical Society this fall on a “Living History” project.
- There will be no class work or student involvement with Planning initiatives in fall 2014 semester.

Energy Advisory Committee (EAC)

- The EAC did not meet in July.

Land Use Ordinance Committee

- LUOC meeting – July 9.
 - Draft standards were discussed 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. Changes and additions to the draft presented will be reviewed at the next meeting on August 27.

Administrative Meetings & Trainings

- Wastewater Committee – July 16.
- WEDC Board meeting – July 16.
- WEDC Planning Committee meeting – July 16.
- MaineDOT Traffic Movement Permit scoping meeting – July 16.
- Maine Association of Planners Board meeting – July 17.
- Joint Training Session, Town Council and Planning Board – July 22.