

Town of Windham

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MEMO

DATE: June 6, 2014

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

Cc: Planning Department

RE: Planning Department Monthly Report – May 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 May.
- Requests for Proposals were drafted for meeting facilitation and community survey services. Drafts were finalized for June 2 posting.
- Planning and Assessing staff met on May 22 to discuss production of a 20-year build-out model based on current zoning and development patterns. Development of a build-out map is anticipated in June/July.
- The Comprehensive Planning effort will be represented with a booth at Summerfest on June 21.
- The Planning Director will meet with the Council's Appointment Committee on June 17 to discuss timing and approach to Comprehensive Plan Review Team interviews.

21st Century Downtown Plan Implementation

- Staff is working with the WALC group and other staff (GPCOG, Bicycle Coalition of Maine) to revise the Complete Streets Policy draft presented by GPCOG in April. Staff comments were provided on May 30, and a draft policy will be presented to the Town Council in June. Adopting a Complete Streets policy is one of the goals of the 21st Century Downtown Plan.

Development Review

- Planning Board Meeting – May 12, 2014
 - 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 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 – After public hearing, recommendation to approve the rezoning request was sent to the Town Council.
 - 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 (FR).
 - Action – Approved.
- Development Team Meeting – May 29, 2014
 - 14-08 Old County Road Subdivision. First Amendment to Fowler Subdivision. Little River Properties, LLC to request reconfiguration of lot 48 in an approved residential subdivision for the creation of four (4) additional lots. The property is located at 16 Old County Road and identified on Tax Map 9, Lot 48, Zone: Farm (F).

Energy Advisory Committee (EAC)

- At the May 5 meeting, the EAC discussed:
 - Grant application for Efficiency Maine Renewable Energy Demonstration Project for solar panels at the Skate Park.
 - The Town was notified on May 16 that our grant application was not chosen for funding. Six of 15 applications were funded.
 - Received a presentation from Gilman Electric on LED streetlights.
 - Confirmed interest in having a presence at Summerfest on June 21.

Land Use Ordinance Committee

- LUOC meeting May 21.
 - Staff Review Committee approval of site plans within approved subdivisions
 - Draft ordinance language to be presented for review at next meeting June 11.
 - Cluster Subdivision standards
 - Examples of other municipal ordinance from the region will be presented for review and discussion at the June 11 meeting.

Windham Active Lifestyles Coalition (WALC)

- See 21st Century Plan notes, above

Administrative Meetings & Trainings

- Wastewater Committee – May 8.
- WEDC Board meeting – May 14.
- Planning Department meeting – May 21.
- Presumpscot River Watershed Coalition – May 22.
- Online training from Community Matters, May 8 – “Community Branding.”