

Town of Windham

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MEMO

DATE: July 17, 2016

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

Cc: Planning Department

RE: Planning Department Monthly Report – June 2016

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 – 6 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 packets of 2nd meeting one day late)
- Number of hours of professional training for planning staff members annually (Goal of 16 hours each)
 - Smith: Monthly total – 15.75 hours, YTD – 15.75 hours.
 - Lessard: Monthly total – 7 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 May:

Comprehensive Plan (Council Priority A)

- Review Team meeting June 23.
 - The Team OK's the 1st Draft of the Plan update, with suggestions for improving the readability and graphic quality of the document proposed.
- Summerfest booth – display of photos received in 2016 Photo Contest & Plan on a Bag handouts.

Private Roads Ordinance Updates (Council Priority A)

- As a result of the Town Council discussion at the meeting on June 21:
 - Proposed ordinance changes for the Planning Board's review at the July 25 meeting with public hearings in August include:
 - All new Private Ways and extensions of existing Private Roads or Ways will be subject to site plan review by the Planning Board or Staff Review Committee.
 - Revise the existing Private Road standards so that a Major Public Road standard applies when the Road serves 5 or more lots, as opposed to the existing standard of 10 or more lots.
 - Development of ordinance changes for Town Council discussion that would require the upgrade of all private roads serving new development from that new development to the closest public road.

21st Century Downtown Plan Implementation (Council Priority A)

- Ordinances
 - Staff is getting assistance with parking standards and parking lot design standards from Cumberland County Soil and Water through a grant from Opportunity Alliance.
 - An existing draft scope of services for consulting assistance with ordinance work will be further developed and an RFP is anticipated to be released in July.
- Engineering
 - The Town received a final set of Preliminary Design documents from TY Lin the 1st week of June. The next step is to continue the conversations around funding and timing of Final Design and construction of improvements.
 - A PACTS application was submitted on January 22, for pedestrian improvements at Boody's Corner and Tandberg Trail, for funding of work in 2019. We should be hearing back in July on this application.

North Route 302 Plan Implementation

- The Anglers Road/Whites Bridge Road intersection project
 - Construction is ongoing.
- 2-way center turn lane from Whites Bridge Road through the Mineral Springs Road area.
 - No progress since last report.

Development Review

- Planning Board meeting – June 13
 - Amendment to Town of Windham Shoreland Zoning Ordinance, Chapter 199. Proposed amendments to be consistent with the Maine DEP Rules Chapter 1000: Guidelines for Municipal Shoreland Zoning Ordinances. Amendments include a reorganization of the appeals section and revisions to standards for expansion of non-conforming structures, docks, hazard trees, clearing or vegetation removal, and revegetation.
 - Action: Following public hearing, Recommendation to Council to approve, all in favor.
 - 16-15 Walter Forbes Subdivision. Second Amendment. Clifton Forbes to request an amendment to create one (1) additional single-family lot. The property in question is located at 10 Hoyt Street and identified on Tax Map: 12, Lot 11C, Zone: Farm Residential (FR).
 - Action: Approved Subdivision Amendment, all in favor.
 - 16-16 Zylar Estates Subdivision. Amendment. Robie Holdings, LLC to request an amendment for the creation of four (4) additional parking spaces. The property in question is located on Zylar Drive and identified on Tax Map: 19, Lot: 46, Zone: Medium Density Residential (RM).
 - Approved Subdivision Amendment, all in favor.
- Planning Board meeting – June 27
 - 16-17 CRR Self Storage. Major Site Plan sketch plan review. C & E Enterprises LLC requests review of 6 public warehousing buildings totaling 15,150 square feet. The property in question is located at 8 Self Storage Drive. Tax Map: 25, Lots: 9A-3A1, 9A-3B2, Zone: Commercial III (C-3).
 - Action: Scheduled site walk & public hearing.

Energy Advisory Committee (EAC)

- No meeting in June.

Voluntary Municipal Farm Support Program (VMFSP)

- This will become an Assessing project in the August/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 early December 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

- June 1 – PACTS Implementation Committee, Destination 2030 Plan
- June 9 – PACTS Planning Committee
- June 15 – WEDC Board meeting
- June 22 & 23 – Build Maine conference
- June 25 – SummerFest