

# Town of Windham

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## MEMO

DATE: August 10, 2016

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

Cc: Planning Department

RE: Planning Department Monthly Report – July 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 – 5 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 – 8 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 July:

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

- Finalized a 1<sup>st</sup> Draft of the Comprehensive Plan update. This 1<sup>st</sup> draft is being presented for discussion at Town Board and Committee meetings and with community groups over the summer.
- A larger format presentation of a revised 2<sup>nd</sup> Draft of the Plan has been scheduled for October 20. Workshop format and venue to be determined.

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

- As a result of the Town Council discussion at the meeting on July 26, staff will support Councilors as they continue to work on how to address the question of under what conditions and to what extent will new development be required to make upgrades on existing private roads and ways.
- General staff support will be available as individual Councilors continue to review other municipal ordinances and think about approaches that result in incremental improvements over time as further development on private roads continues.

#### **21<sup>st</sup> 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 for release of an RFP.
- 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 in the November timeframe, 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 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 – July 11
  - 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).
    - Action: Scheduled a public hearing.
  - 16-19 Cumberland County Regional Communications Facility. Major Site Plan, Second Amendment. Cumberland County Facilities Department to request an amendment to add approximately 1,800 square feet of impervious area. The property in question is located at 22 High Street and identified on Tax Map: 3 Lot: 10 Zone: Medium Density Residential (RM).
    - Action: Approved Site Plan Amendment, all in favor.
- Development Team meeting – July 13
  - 16-22 Fielding's Oil Self-Storage. Major Site Plan. Fielding's Oil Company to request review of an approximately 19,750 square foot self-storage facility, located in 5 buildings. The property in question is identified on Tax Map: 51, Lot: 4-1 and located on Roosevelt Trail, Zone: Commercial 1 (C-1).
  - 16-21 Little Mountain Self Storage & Retail. Major Site Plan. Little Mountain, LLC to request review of an approximately 16,250 square foot self-storage facility located in 3 buildings and a 4,750 square foot retail/commercial building. The property in question is identified on Tax Map 21, Lot 2A and located at 968 Roosevelt Trail, Zone: Commercial1 (C-1).
- Planning Board meeting – July 25
  - 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).
    - Action: Application tabled until DEP amended permit submitted. Public hearing will be re-advertised.
  - 16-20 Odd Fellows Subdivision. Minor Subdivision sketch plan review. P.T.G. Properties, Inc to request review of a two (2) lot residential subdivision. The property in question is identified on Tax Map: 48, Lot: 28-1 and located at 529 Roosevelt Trail, Zones: Medium Density Residential (RM).
    - Action: Scheduled a site walk and a public hearing.
  - 16-21 Little Mountain Self Storage & Retail. Major Site Plan sketch plan review. Little Mountain, LLC to request review of an approximately 16,250 square foot self-storage facility located in 3 buildings and a 4,750 square foot retail/commercial building. The property in question is identified on Tax Map 21, Lot 2A and located at 968 Roosevelt Trail, Zone: Commercial1 (C-1).
    - Action: Scheduled a site walk and a public hearing.
  - 16-22 Fielding's Oil Self-Storage. Major Site Plan sketch plan review. Fielding's Oil Company to request review of an approximately 19,750 square foot self-storage facility, located in 5 buildings. The property in question is identified on Tax Map: 51, Lot: 4-1 and located on Roosevelt Trail, Zone: Commercial 1 (C-1).
    - Action: Scheduled a site walk and a public hearing.
  - Amendment to Town of Windham Land Use Ordinance, Chapter 140. Proposed amendments to Sections 300, 500 and 800 relative to Private Roads. Proposed changes

would require all extensions of Private Ways and new Private Roads to go through Site Plan review and adjust the existing Private Road standards so that a Major Private Road would be required after the 5th lot, as opposed to the 10th lot under today's standards.

- Action: Scheduled a public hearing.
- Staff Review Committee meeting – July 25
  - 16-24 Rossini Commercial Building Expansion Amendment. Minor Site Plan Amendment. Tom Rossini to request amendment to an approved minor site plan to remove requirement to install a sidewalk and instead require payment of the Sidewalk Impact Fee. The subject property is located at 4 Crimson Drive, across Roosevelt Trail from Enterprise Drive. Tax Map: 21, Lot: 2-1. Zone: Commercial 1 (C-1).
    - Action: Approved Site Plan Amendment, all in favor.

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

- No meeting in July.

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

- This will become 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**

- July 5-8 – Canadian Institute of Planners Conference, Quebec City.
- July 7 – Maine Association of Planners (MAP) Board Meeting
- July 13 – WEDC Planning Committee Meeting
- July 27 – PACTS Implementation Committee
- July 27 – WEDC Planning Committee Meeting