

# Town of Windham

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## MEMO

DATE: December 6, 2016

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

Cc: Planning Department

RE: Planning Department Monthly Report – November 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 will likely be submitted to the Council from the Review Team in January, which is a month behind 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 – 4 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 = 2/4 (Staff Review Committee and Planning Board packet one day late)
- Number of hours of professional training for planning staff members annually (Goal of 16 hours each)
  - Smith: Monthly total – 0 hours, YTD – 23.75 hours.
  - Lessard: Monthly total – 0 hours, YTD – 16 hours.
  - Fisher: Monthly total – 0 hours, YTD – 2 hours.
  - Earle: Monthly total – 0 hours, YTD 0 hours.

In order to achieve the ideals in the vision statement above, the Planning Department carried out the following activities in November:

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

- The Comprehensive Plan Review Team meeting for November was postponed due to inadequate progress on updates to the plan based on comments received this summer and at the community meeting on October 20, 2016.
- The current task is to make revisions to all draft chapters and goals and combine all of the work to date into a single document for Town Council and state review.
- The Town council should expect a document in January that will be subject to more formal discussion and a public hearing prior to adoption in early 2017.

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

- Staff discussions with the Town Attorney will lead to a staff meeting in December. Council discussion of this issue is expected to resume in January 2017.

#### **21<sup>st</sup> Century Downtown Plan Implementation (Council Priority A)**

- Ordinances
  - An RFP was re-released for planning services to implement the 21<sup>st</sup> Century Plan. Responses are due on November 30. Staff has requested clarification on a few points in the proposal, and a selection and contracting are anticipated by the end of December.
  - Staff received assistance on approaches to parking, parking lot design, and off street trail recommendations from Cumberland County Soil and Water through a grant from Opportunity Alliance.
- Engineering
  - The next step is to define the scope of a project for Final Design of North Windham improvements. Anticipated discussion date is January 3, 2017.
  - 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. This will be completed as a Locally Administered Project, with construction anticipated in 2018.
  - The discussion on January 3 will be the basis of one or more PACTS applications for capital projects which are due on February 3, 2017.

#### **North Route 302 Plan Implementation**

- The Anglers Road/Whites Bridge Road intersection project
  - Construction to be finalized in the coming weeks
- 2-way center turn lane from Whites Bridge Road through the Mineral Springs Road area.

- MaineDOT plans to repave Route 302 from the Whites Bridge Road intersection north through the town line with Raymond in 2019. Staff has restarted work on defining what work needs to take place in the roadway prior to that project relative to the 2-way turn lane and potential improvements to Enterprise Drive.

## **Development Review**

- Staff Review Committee meeting – November 2
  - 16-29 Plaza Project, Phase I. Minor Site Plan Final Plan Review. Martin Lippman to request review of a 4,800 square retail/office building. The subject property is located at 881 Roosevelt Trail. Tax Map: 18, Lot: 20. Zone: Commercial 1 (C-1).
    - Requested additional information
- Staff Review Committee meeting – November 7
  - 16-33 Pratt Abbott Cleaners, Final Plan. Hanna Realty Associates, LLC to request review of a new 4,800 square foot building for a retail garment care and laundry business. The subject property is located at 835 Roosevelt Trail. Tax Map: 71, Lots: 6 and 7. Zone: Commercial 1 (C-1).
    - Approved application, all in favor.
- Planning Board Site Walks – November 12
  - 16-27 Auto Shine Car Wash. Major Site Plan. Chase Custom Homes & Finance, Inc. to request review of an approximately 8,888 square foot car wash facility and 1,248 square foot auto detailing garage. The property in question is identified on Tax Map: 53, Lots: 12 and 13 and located at 660 Roosevelt Trail, Zone: Commercial 1 (C-1).
  - 16-25 Windham Line Manufactured Home Park & Mixed Use Apartments. Major subdivision and site plan. Chase Custom Homes & Finance Inc. to request review of a 24 unit manufactured home park and 10 unit apartments mixed use complex. The property in question is located on 19 Roosevelt Trail Tax Map: 7, Lot: 66, Zone: Commercial III (C-3) and Manufactured Housing Park Overlay (MHPO).
- Planning Board meeting – November 14
  - 16-31 Alweber Road Subdivision. Major subdivision final plan review. Keith Jason Elder and Jay Hackett to request review of a five (5) lot residential cluster subdivision. The property in question is located at the corner of Alweber Road and River Road. Tax Map: 3, Lot: 31, Zone: Farm (F).
    - Approved application, all in favor.
  - 16-21 Little Mountain Self Storage & Retail. Major Site Plan final plan review. Little Mountain, LLC to request review of an approximately 21,250 square foot self-storage facility located in 6 buildings and a 4,445 square foot retail/commercial building. The property in question is identified on Tax Map 21, Lot 2A and located at 968 Roosevelt Trail, Zone: Commercial 1 (C-1).
    - Found application complete, requested additional information on storage building elevation drawings.
  - 16-25 Windham Line Manufactured Home Park & Mixed Use Apartments. Major subdivision and site plan sketch plan review. Chase Custom Homes & Finance Inc. to request review of a 24 unit manufactured home park and 10 unit apartments mixed use complex. The property in question is located on 19 Roosevelt Trail Tax Map: 7, Lot: 66, Zone: Commercial III (C-3) and Manufactured Housing Park Overlay (MHPO).
    - Scheduled a public hearing.
  - 16-23 Firestorm Business Condos. 6th Amendment. RR & JP Properties LLC & MGM Builders Inc. to request an amendment for a lot line adjustment between Units 1 and 2 and the Condo Association Common Area. The property in question is located on 3 Storm Drive Tax Map: 21, Lot: 19-A01. Zone: Commercial I (C-1).

- Approved amendment, all in favor.
- 16-34 Lot 27B-2A Subdivision. 2nd Amendment. Glenn & Denise Laferriere and Bruce & Elinor Doughty to request an amendment for a transfer of 1.64 acres from Lot 27B-1 to Lot 27B-2. The properties in question are located at 7 and 17 Wilderness Way. Tax Map: 15, Lots: 27B-2 and 27B-1 Zones: Farm (F) and Stream Protection (SP).
  - Approved amendment, all in favor.
- 16-35 965 Roosevelt Trail Hotel Phase II. Amendment. Heyland Development LLC to request an amendment to an approved site plan for the addition of a 100 occupant meeting room to the approved 74 guest rooms. The property in question is located on 965 Roosevelt Trail Tax Map: 21, Lot: 19-A. Zone: Commercial I (C-1).
  - Approved amendment with condition, 6-1 (M. Pinchbeck opposed).
- Staff Review Committee meeting – November 29
  - 16-29 Plaza Project, Phase I. Minor Site Plan Final Plan Review. Martin Lippman to request review of a 4,800 square retail/office building. The subject property is located at 881 Roosevelt Trail. Tax Map: 18, Lot: 20. Zone: Commercial I (C-1).
    - Approved application, all in favor.
- Construction Inspection
  - 15-02 Abby Commons – Completed 3 site inspections & reports.
  - 11-04 Chute Road South – Final inspection for public road acceptance.
  - 14-03 Alpine Drive – Final inspection for release of performance guarantee.

#### **Municipal Projects with Engineering Support**

- River Road Reconstruction – road and drainage improvements for River Road section near Roosevelt Trail intersection coordinated with water main upgrade.
  - Site meeting with Public Works Director & Gorrill-Palmer (design engineer).
- Depot Street Reconstruction – road and drainage improvements from Main Street to River Road with improvements to existing water and sewer utilities in the road.
  - Staff meeting to coordinate with Portland Water District.

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

- No EAC meeting in November

#### **Administrative Meetings & Trainings**

- November 8 – PACTS joint Planning & Technical Committees meeting
- November 16 – WEDC Board meeting
- November 16 – Wastewater Advisory Committee meeting
- November 18 – Maine Association of Planners (MAP) Board meeting