

# Town of Windham

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## MEMO

DATE: April 18, 2018

TO: Windham Planning Board  
FROM: Amanda Lessard, Planner *AL*  
Cc: Will Haskell, P.E., Gorrill-Palmer Consulting Engineers  
Development Review Team

RE: 18-01 Shared Maintenance Facility, Major Site Plan – Final Plan  
Planning Board Meeting & Public Hearing: April 23, 2018

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### Overview –

This application is for a new 23,400 square foot footprint Town of Windham/RSU 14 Shared Maintenance Facility at 185 Windham Center Road. The site is the current location of the Town of Windham Public Works and School Bus Maintenance facility. All existing development except for the sand/salt shed is proposed to be demolished.

This project was last before the Board as a Sketch Plan on January 8, 2018. At that meeting the applicant introduced the plan for the redevelopment of the property and the Board discussed the development's proximity to the Pleasant River and the adequacy of the parking area. The applicant has made a final plan submission, however as of the date of this memo, the approved Maine Department of Environmental Protection (DEP) Site Location of Development permit has not been received.

Underlined text in the memo below shows new information included with the Final Plan Submission and new staff comments from the memo dated January 3, 2018.

Tax Map: 12; Lot: 28. Zone: Farm Residential (FR) and Resource Protection (RP).

### SITE PLAN REVIEW

#### Staff Comments:

1. Waivers:
  - a. §812.E.1.a – Stormwater Management Flooding Standard. Performance standard

*The applicant is requesting a waiver for an insignificant increase in peak flow. The proposed peak 2-year post-development flow is 0.6 cfs greater than the pre-development peak flow. Staff supports the granting the waiver.*

2. Complete Application: *Staff recommends the Board take no action as the application as the Maine DEP site law permit must be submitted before the application is found complete.*

**MOTION:** The final site plan application for project 18-01 Shared Maintenance Facility is found complete in regard to the submission requirements based on the application checklist, but the Planning Board retains the right to request more information where review criteria are not fully addressed.

3. Public Hearing: A public hearing is scheduled for the April 23, 2018 Planning Board meeting.
4. Site Walk: At the Planning Board meeting on January 8, 2018 the Planning Board determined that a site walk was not necessary for this project.

Findings of Fact and conclusions for the

**Windham Planning Board,**

**MOTION:** The Site Plan application for 18-01 Shared Maintenance Facility on Tax Map: 12, Lot: 28, is to be (approved with conditions/denied) with the following findings of fact and conclusions.

**FINDINGS OF FACT**

**Utilization of the Site**

- The property is 21 acres and is bounded by Windham Center Road, the Pleasant River and an unnamed stream which is a tributary to the Pleasant River. The site was a former gravel pit and is currently the maintenance garage and offices for the Public Works Department, with a material stockpile area, sand/salt shed, RSU 14 school bus parking, and a fueling island with above ground fuel storage tanks, and a seasonal public brush and recycling drop-off. The site has an existing impervious area of 5.2 acres.

**Vehicular and Pedestrian Traffic**

- The subject parcel has approximately 1,070 feet of frontage on Windham Center Road. A new main entrance will be constructed and the existing entrance will be utilized for leaf and brush drop-off.
- Sight distances for the existing and the new entrance are shown on the final plan Sheet C-5.

- A traffic impact study is not required as the project is not anticipated to generate fifty (50) or more trips during the a.m. or p.m. peak hour. The final plan submission states the existing traffic is not anticipated to change with the proposed improvements.
- Parking areas are shown on the plan. The proposed use is not listed in the table of minimum parking space requirements in the ordinance. The sketch plan shows 33 public/visitor parking spaces, 32 school bus parking spaces, 26 public works employee spaces, and 34 school bus driver spaces, and 17 additional parking spaces/outdoor storage area.

### **Stormwater Management**

- Per Section 812.E., a stormwater plan needs to be submitted that meets the standards DEP Chapter 500 Stormwater Management.
- This project requires a Maine Department of Environmental Protection (DEP) Site Location Act Permit. The permit must be submitted as part of the Final Plan.
- This project is in the NPDES (National Pollutant Discharge Elimination System) MS4 area as designated by the Environmental Protection Agency for the Town of Windham. This may mean there are additional permitting requirements, and ongoing requirements for reporting of stormwater infrastructure maintenance if the area of development is greater than one (1) acre. See Condition of Approval #2.
- A Stormwater Management Report and Maintenance Plan has been submitted as Sections 12 and 14 of the April 2, 2018 Final Plan Submission. The report states that the existing developed area of the 21 acre site is approximately 6.6 acres, of which 5.2 acres is impervious. The redevelopment will result in a total impervious area of approximately 5.9 acres and the total developed area of the redevelopment will be approximately 9 acres. Runoff will be treated with grassed underdrained soil filters and a Focal Point filter.
- In an email dated April 11, 2018 Town Engineer Jon Earle, PE asked if ACF will be providing the long term maintenance for the Focal Point biofiltration system. He also noted that there is a slight increase in peak flow from the 2-year storm that would require a waiver request and is reasonable based on the relatively minor increase.
- In an email response to review comments dated April 16, 2018 Will Haskell, PE of Gorrell Palmer states that ACF will provide one year of maintenance for the Focal Point. DEP requires that the Owner submit a contract for 5 years of maintenance for the Focal Point and additional information will be provided on the maintenance contract soon. He also requested a waiver for an insignificant increase in peak flow. The peak 2-year post-development flow is 0.6 cfs greater than the pre-development peak flow.

### **Erosion Control**

- A soil erosion and sediment control plan has been submitted on Sheet C-6 of the plan set dated April 2018. Erosion control details are on Sheet C-12 and erosion control notes are on Sheet C-13 of the plan set.

### **Sewage Disposal and Groundwater Impacts**

- The existing building is served by an existing septic system which is shown on the plan. The new facility will be served by a new private subsurface wastewater disposal (septic) system.
- A septic design with test pit information prepared by Brady Frick, LSE of Albert Frick Associates is included in the final submission. The proposed septic system location is shown on Sheet C-5.
- A Groundwater Impact Analysis is not required as the on-site water supply or sewage disposal facility does not have a capacity of 2,000 gallons. The sewage disposal facility is designed for 750 gallons per day.
- A washwater collection system has been designed for two wash bay stations within the garage to wash up to 20 vehicles per day. A tank within the garage will collect larger sediment. A series of three (3) 1,000 gallon tanks will allow for the settlement of sediment. The washwater will then be recycled back through the system. Excess water will discharge to a 5,000 gallon holding tank that will be pumped periodically. Settling and holding tanks are shown on Sheet C-5.
- The plan proposes above ground storage for 10,000 gallons of diesel fuel and 5,000 gallons of gasoline. The existing fuel pumps and tanks will be removed and relocated to outside of the Resource Protection District. The new fuel dispensing station is shown on Sheet C-5 and a Spill Prevention Control and Countermeasure (SPCC) Plan is included in Section 15 of the final plan submission.

### Utilities

- Underground electric service will be provided to the new building. Utilities are shown on Plan Sheet C-5 dated April 2018.
- Robert Bartels, PE at the Portland Water District supplied an “Ability to Serve” letter dated November 21, 2017. A new 8-inch fire service and a 4-inch domestic service for domestic may be installed from the main in Windham Center Road that should provide adequate flow and pressure for the proposed use. The existing 2-inch domestic water service must be terminated.

### Technical and Financial Capacity

- The Town of Windham has appropriated funds for this project with borrowing authorized by the voters in November 2017.
- The final plan submission includes information on the licensed professionals working on this project as evidence of technical capacity

### Landscape Plan

- The final plan submission states that due to the existing vegetative buffers along the perimeter of the site, and the location of the proposed developed area below the elevation of Windham Center Road, extensive landscaping is not proposed for this redevelopment.

### Conformity with Local Plans and Ordinances

1. Land Use

- This project meets the setback requirements of the FR zoning district.
- This project meets the minimum lot size requirements and minimum lot frontage requirements of the FR zoning district.
- The Farm Residential/Resource Protection Zoning District boundary is shown on the final site plan.

2. Comprehensive Plan

- This project meets the goals and objectives of the 2017 Comprehensive Plan.

3. Others:

- Chapter 199, Shoreland Zoning. This project is a nonconforming use in the Resource Protection District. The applicant should demonstrate that the redevelopment will not be more nonconforming. The final plan submission states that the proposed redevelopment will result in a reduction of impervious area within the RP of approximately 13,000 square feet.
- Chapter 144 Post-Construction Stormwater Ordinance: The site is in the NPDES MS4 urbanized area.

### Impacts to Adjacent/Neighboring Properties

- A site photometric plan on Sheet SL-100 and fixture detail sheets were submitted on April 1, 2018.
- In an email dated April 11, 2018 Town Engineer Jon Earle, PE stated that the photometric plan meets the ordinance requirement of 0.5 footcandles at the property line.

### CONCLUSIONS

1. The plan for development **reflects** the natural capacities of the site to support development.
2. Buildings, lots, and support facilities **will** be clustered in those portions of the site that have the most suitable conditions for development.
3. Environmentally sensitive areas, including but not limited to, wetlands; steep slopes; flood plains; significant wildlife habitats, fisheries, and scenic areas; habitat for rare and endangered plants and animals; unique natural communities and natural areas; and, sand and gravel aquifers **will** be maintained and protected to the maximum extent.
4. The proposed site plan **has** sufficient water available for the reasonably foreseeable needs of the site plan.
5. The proposed site plan **will not** cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results.

6. The proposed use and layout **will** be of such a nature that it will make vehicular or pedestrian traffic no more hazardous than is normal for the area involved.
7. The proposed site plan **will** provide for adequate sewage waste disposal.
8. The proposed site plan **conforms** to a duly adopted site plan regulation or ordinance, comprehensive plan, development plan, or land use plan.
9. The developer **has** adequate financial capacity to meet the standards of this section.
10. The proposed site plan **will not** alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.
11. The proposed site plan **will** provide for adequate storm water management.
12. The proposed location and height of buildings or structure walls and fences, parking, loading and landscaping shall be such that it **will not** interfere or discourage the appropriate development in the use of land adjacent to the proposed site or unreasonable affect its value.
13. On-site landscaping **does** provide adequate protection to neighboring properties from detrimental features of the development that could be avoided by adequate landscaping.

#### CONDITIONS OF APPROVAL

1. Approval is dependent upon, and limited to, the proposals and plans contained in the application dated December 18, 2017, as amended April 2, 2018, and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Planning Board, and any variation from such plans, proposals and supporting documents and representations are subject to review and approval by the Planning Board or the Town Planner in accordance with Section 814.G. of the Land Use Ordinance.
2. Approval is subject to the requirements of the Post-Construction Stormwater Ordinance, Chapter 144. Any person owning, operating, leasing or having control over stormwater management facilities required by the post-construction stormwater management plan must annually engage the services of a qualified third-party inspector who must certify compliance with the post-construction stormwater management plan on or by May 1st of each year.