



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Draft

Staff Review Committee

Tuesday, February 27, 2018

1:00 PM

Council Chambers

Not Televised

1 Call To Order

2 Roll Call and Declaration of Quorum

The meeting was called to order by Ben Smith, Planning Director. Other committee members present were: Doug Fortier, Public Works Director; Tony Plante, Town Manager; Brent Libby, Fire Chief; and Chris Hanson, Director of Code Enforcement.

Planner, Amanda Lessard was also present.

3 [SR 004](#) Approval of Minutes: July 24, 2017

Attachments: [Staff Review Committee 7-24-17 draft](#)

Tony Plante made a motion to approve the minutes of July 24, 2017.

Seconded by Dour Fortier.

Vote: Four in favor. No one opposed. Chris Hanson abstained.

New Business

4 [SR 001](#) 18-04 Lot 3 Quarry Ridge. Minor site plan final plan review. Enterprise Lot 3, LLC to request review of 7,498 sq ft gross floor area private warehouse. The subject property is located at Enterprise Drive and Bedrock Terrace and identified on Tax Map: 21 Lot: 15-3, Zone: Enterprise Development (ED).

Attachments: [18-04 Lot 3 Quarry Ridge 02-22-18 Final](#)
[Peer Review Quarry Ridge Lot 3 2018-02-20](#)
[Site Plan Set - Lot 3 Quarry Ridge - 2018 2 22](#)
[Lot 3 Quarry Ridge Minor Site Plan Application 2018 1 18](#)
[Site Plan Set - Lot 3 Quarry Ridge - 2018 1 18](#)

18-04 Lot 3 Quarry Ridge. Minor site plan final plan review. Enterprise Lot 3, LLC to request review of 7,498 sq ft gross floor area private warehouse. The subject property is located at Enterprise Drive and identified on Tax Map: 21 Lot: 15-3, Zone: Enterprise Development (ED).

Dustin Roma, a civil engineer with DM Roma Consulting Engineers, was present representing the applicant.

- They proposed a new 7,500 square foot building on a vacant lot in the Quarry Ridge Industrial Park. The building was intended for personal warehouse space.*
- Stormwater management had been done as part of the industrial park approval. They were well under what had been designated for the lot.*
- A utility corridor ran through the site. They would not develop that area.*
- Bedrock Terrace was paved to just beyond the driveway curb cut.*
- The watermain had been extended to a little past the location of the hydrant, across the street. Portland Water District had given its approval.*
- A gas main in Bedrock Terrace would service the building.*
- A new electric transformer would be located near the project entrance.*
- Three concrete pads would be used for occasional RV parking.*
- All lighting would be mounted on the building. The light fixtures would not exceed the footcandle limit at the property line. Special screening may be needed only on the north side of the building.*
- A leachfield was proposed under the pavement. It had not yet been designed.*

Amanda Lessard said the project was subject to the Route 302 North impact fee and it was expected to create two peak hour trips.

Tony Plante made a motion that the application for project 18-04 Lot 3 Quarry Ridge was found complete in regard to the submission requirements based on the application checklist, but the Staff Review Committee retained the right to request more information where review criteria were not fully addressed.

Seconded by Chris Hanson.

Vote: All in favor.

A public hearing was not required.

Mr. Roma explained that the applicant was not sure about installing septic hook-ups for the RVs. They didn't want it to be like a long-term camp ground. The RVs would drive in; be there for a few days in between trips elsewhere; and drive out. No more than three RVs were expected at any one time. The applicant intended to do maintenance on his own vehicles inside the building. People with RVs who were visiting him might also.

The Committee discussed RV usage:

- Was RV use allowed in the zone? It was uncomfortable to apply an arbitrary condition to something that may be covered by the ordinance. It was important to be clear what it was, and what it wasn't.*
- The use, as described, would be considered an accessory use to the building.*
- It would be an issue for Code Enforcement if it developed into a private campground or another use that wasn't allowed in the zone.*

Tony Plante made a motion that the Site Plan application for 18-04 Lot 3 Quarry Ridge on Tax Map: 21, Lot 15-3 was to be approved with conditions with the following findings of fact and conclusions:

FINDINGS OF FACT

Utilization of the Site

- The subject parcel is approximately 3.88 acres and is currently undeveloped. The property is Lot 3 of the Quarry Ridge Business Park, a 12 lot commercial subdivision. The site is a reclaimed mineral extraction area and is generally flat with short grass. The parcel is encumbered by a 100 foot wide power line easement and a 50 foot wide gas line easement along the Enterprise Drive frontage, and 30 foot wide drainage easements along the northerly and easterly side of the lot.

Vehicular and Pedestrian Traffic

- The Quarry Ridge Business Park is accessed by a paved public road, Enterprise Drive. The applicant proposes to construct a 25 foot wide entrance onto Bedrock Terrace, a private road, 125 feet from the Enterprise Drive intersection, to serve the project. The paved portion of Bedrock Terrace terminates just beyond the proposed driveway. Both Enterprise Drive and Bedrock Terrace have been constructed to the industrial street standard.
- The site shows a total of 6 parking spaces. Three concrete pads are proposed on the west side of the proposed building for vehicle storage. The minimum parking required by the ordinance for the private warehouse use is 6 parking spaces (0.7 spaces per 1,000 s.f.). It should be noted that 30% of these spaces must measure 10'x20' and the plan currently does not show any spaces that meet this dimensional requirement.
- The revised site plan dated February 22, 2018 shows 6 10'x20' spaces, which includes 1 ADA space.
- The project may be subject to the North Route 302 Road Improvements Impact Fee (Section 1204). A traffic analysis shall be conducted in order to determine the traffic impact and requisite impact fee total, as measured by additional vehicle trips to be generated by a development project that pass through the North Route 302 Capital Improvement District in the peak commuter hour.
- The final plan submission states that the personal warehousing use is expected to generate less than 10 vehicle trips per day or 1-2 peak hour trip ends.
- In an email dated February 20, 2018 Town Engineer Jon Earle, PE, requested culvert sizing calculations for the proposed 24" culvert at the driveway entrance. The Town has not received as-built plans from Grondin for Enterprise Drive and recommended that the invert of the 30" culvert at the corner of Enterprise Drive and Bedrock Terrace be field verified to confirm the elevation is close to the design plan. He also noted that the subdivision's traffic movement permit requires a signal warrant analysis once the subdivision is at 75% buildout but it does not appear that this project will move the subdivision to the 75% buildout level and the amount of traffic generated by the project would not warrant a signal at the intersection of Enterprise Drive and Route 302.

Sewage Disposal and Groundwater Impacts

- The development will be served by a private subsurface wastewater disposal (septic) system.
- The Maine Department of Environmental Protection Site Location of Development Permit included the provision for up to a 1,000 gallon-per-day subsurface wastewater disposal system on the property, and the anticipated design flow is half of that. The test pit soil conditions summary from the subdivision review/DEP permit was included in the final plan submission. The test pit location is shown on the plan in front the proposed building.

Stormwater Management

- The Maine Department of Environmental Protection Site Location of Development

Permit #L-18029-39-L-N dated November 16, 2005 as amended included the design of stormwater ponds and stormwater conveyance infrastructure for the entire Quarry Ridge Business Park development.

- Each lot within the subdivision was given an allocation for allowable impervious surface and developed area under the DEP Site Law permit. Lot 3 was designed with 87,349 square feet of allowable impervious area with the remaining lot area designated as developed lawn (calculations from DEP site law permit application included with final site plan application submission). The proposed site improvements include approximately 52,080 square feet of impervious area. Stormwater runoff will be directed to the roadside ditches, which is consistent with the drainage plan prepared as part of the Site Law permit.

Erosion Control

- A soil erosion and sediment control plan was submitted with the plan set (Sheet D-1). This included a narrative best management practices plan along with construction details of the proposed erosion control measures.

Utilities

- All new utilities run to the building must be underground. Utilities are shown on the Grading and Utility Plan Sheet GU-1 dated January 18, 2018.
- There are existing fire hydrants on Enterprise Drive at corner of Bedrock Terrace and on Bedrock Terrace at the property line between Lots 2 and 5. The hydrant locations are shown on the plan
- Robert Bartels, PE at the Portland Water District supplied an "Ability to Serve" letter dated February 15, 2018. A 12-inch DI main is located in Bedrock Terrace. A new 1 -inch service for domestic use may be installed from the main that should provide adequate flow and pressure for the proposed use. Due to high water pressure in this area, installation of pressure reducing devices is recommended.

Financial Capacity

- Evidence of financial capacity has been provided in the form of a letter dated February 2, 2018 from David D. Chase, CPA, MST, MBA of Pelletier Chase & Associates, LLC.

Landscape Plan

- Landscaping is shown on the Site Plan (Sheet S-1) of the site plan submission in front of the proposed building. Two trees are proposed in the 40 foot landscaped buffer strip along Bedrock Terrace. Section 511 requires that the landscaped buffer strip be covered with trees or shrubs for at least ten (10) percent of its area.

Conformity with Local Plans and Ordinances

1. Land Use

- This project meets the minimum lot size requirements and minimum lot frontage requirements of the ED zoning district.
- This project has met the setback, and maximum building coverage (50%) and maximum impervious area (75%) requirements of the ED zoning district.

2. Comprehensive Plan

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

3. Others:

- Enterprise Development District Standards, Section 406.I.

Impacts to Adjacent/Neighboring Properties

- The applicant has noted that building mounted security lighting will be installed at the door entrances. Details of the proposed lighting (cut-off fixtures ArcheType X Wall) is included with the submission.
- The final plan submission noted that the use is not expected to generate a significant amount of solid waste so will not need to have a dumpster location outside.
- In an email dated February 20, 2018 Town Engineer Jon Earle, PE, commented that the application should verify that lighting at the property lines does not exceed 0.5 foot candles as required in the site plan ordinance.
- The impacts of the proposed use to neighboring properties should be negligible.

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 not 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 was dependent upon, and limited to, the proposals and plans contained in the application dated January 18, 2018, amended February 22, 2018, and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Staff Review Committee, and any variation from such plans, proposals and supporting documents and representations were subject to review and approval by the Staff Review Committee or the Town Planner in accordance with

Section 814.G. of the Land Use Ordinance.

Seconded by Brent Libby.

Vote: All in favor.

Other Business

5 Adjournment

Brent Libby made a motion to adjourn.

Seconded by Chris Hanson.

Vote: All in favor.