

# Town of Windham

Planning Department  
8 School Road  
Windham, ME 04062

voice 207.894.5902

fax 207.892.1916

## MEMO

DATE: May 24, 2018

TO: Windham Staff Review Committee  
FROM: Amanda Lessard, Planner  
Cc: Fred Panico, RLA, Planning Design Associates  
Jeff Amos, PE, Terradyn Consultants, LLC

RE: 18-05 – Lot 3 1017 River Road: Minor Site Plan, Final Plan Review  
Staff Review Committee Meeting: May 29, 2018

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### Overview –

This application is for a new 3,000 square foot retail/office building at 1017 River Road. The property provides shared access to the Auto Shine Car Wash located at 660 Roosevelt Trail that was approved by the Planning Board in December 2016 and is currently under construction.



Aerial View of the subject parcel relative to surrounding properties and street network.

This application has been classified as a minor development as the total gross non-residential floor area is greater than 5,000 square feet within an approved subdivision.

Tax Map: 53; Lot 12A. Zone: Enterprise Development (ED).

### SITE PLAN REVIEW

#### Staff Comments:

1. Waivers:
  - a) None

2. Complete Application:

**MOTION:** The application for project 18-05 1017 River Road is found complete in regard to the submission requirements based on the application checklist, but the Staff Review Committee retains the right to request more information where review criteria are not fully addressed.

3. Public Hearing: The Staff Review Committee should determine if a public hearing is necessary for this project. A public hearing is not required by ordinance for Minor Site Plans, but the Staff Review Committee has the authority to hold a public hearing, depending on the scope and location of the project.
4. Site Walk: A site walk has not been scheduled for this project.

Findings of Fact and conclusions for the

#### **Windham Staff Review Committee,**

**MOTION:** The Site Plan application for 18-04 Lot 3 Quarry Ridge on Tax Map: 21, Lot 15-3 is to be (**approved with conditions/denied**) with the following findings of fact and conclusions.

### FINDINGS OF FACT

#### **Utilization of the Site**

- The subject parcel is approximately 0.52 acres and is currently undeveloped. The property is very flat with short grass and a paved access drive from River Road to Roosevelt Trail, constructed as part of the approve Auto Shine Car Wash site plan. The parcel is encumbered by an access easement.

#### **Vehicular and Pedestrian Traffic**

- The subject parcel has approximately 66 feet of frontage on River Road, and approximately 33 feet of frontage on Route 302. A 24' wide entrance from River Road to Roosevelt Trail,

subject to an access easement, was approved and has been constructed as part of the Auto Shine Car Wash.

- Ordinance Section 812.B states that where a lot has frontage on two (2) or more streets, the primary access to and egress from the lot shall be provided from the street where there is less potential for traffic congestion and for traffic and pedestrian hazards.
- Sight distances for both entrances are shown on the Final Plan Sheet SP-3.
- The final plan submission states that 16-20 trips per day will be generated by the business use. A traffic analysis is not required as part of the final plan submission as the project will not generate fifty (50) or more trips during the am or pm peak hour.
- 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 site plan shows a total of 11 parking spaces, which includes 1 ADA space. The minimum parking required by the ordinance for the private warehouse use is 11 parking spaces (3.35 spaces per 1,000 s.f.). 30% of these spaces must measure 10'x20'.
- In an email dated May 18, 2018 Town Engineer Jon Earle, PE, noted that the trip generation is less than what is expected to be generated from a 3,000 SF office building using the ITE trip generation manual and requested additional rationale behind the project's trip generation range.

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

- The development will be served by a private subsurface wastewater disposal (septic) system.
- A design for subsurface wastewater disposal system dated February 5, 2018 prepared by Norman "Bud" Harris of Harris Septic Solutions, Inc was included in the final plan submission. The test pit location is shown on the plan.

### **Stormwater Management**

- A stormwater management plan is not required for a Minor Site 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.
- A Stormwater Management Plan has been submitted dated May 1, 2018 prepared by Terradyn Consultants, LLC. The report considers a total developed area of 0.27 acres with a total new impervious area of 0.13 acres. Stormwater will be managed with a dry well. The stormwater infrastructure will be maintained by the property owner.
- In an email dated May 18, 2018 Town Engineer Jon Earle, PE, states that the 25 ye storm event can be managed on site and requested verification if the infiltration basin needs to be registered with the Maine DEP through the Class V injection control program.

- A revised site plan was submitted on May 15, 2018 that appears to have more impervious area than that shown on the grading plan prepared by Terradyn.
- In an email dated May 24, 2018 the applicant commented that the amount of impervious area is in line with the stormwater plan.

### **Erosion Control**

- A soil erosion and sediment control plan was submitted with the plan set (Sheet SP-5). 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 SP-4.
- There are existing fire hydrants on River Road just south of the project entrance. The hydrant location is shown on the plan
- Robert Bartels, PE at the Portland Water District supplied an “Ability to Serve” letter dated February 20, 2018. A new 1.5-inch service for domestic use may be installed from the main in River Road that should provide adequate flow and pressure for the proposed use.
- In an email dated May 18, 2018 Town Engineer Jon Earle, PE, noted River Road is scheduled to be reconstructed during the 2018 construction season. Once the pavement is complete there will be a 5 year moratorium from excavation. He asked if the water tap had been completed to the property line.

### **Financial Capacity**

- Evidence of financial capacity has been provided in the form of a letter dated February 7, 2018 from Peter Godsoe, Regional Vice President at Norway Savings Bank.

### **Landscape Plan**

- Landscaping is shown on the Sheet S-6 of the site plan submission in front of the proposed building and in the 20 foot landscaped buffer strip along River Road.

### **Conformity with Local Plans and Ordinances**

1. Land Use
  - Retail and Office uses are both permitted in the C-1 zoning district.
  - This project meets the setback requirements of the C-1 zoning district.
  - This project meets the minimum lot size requirements and minimum lot frontage requirements (minimum 100 feet) of the C-1 zoning district.
  - This project meets the landscaped buffer strip (20 feet along front property line) and curb cut requirements of the C-1 zoning district (one per lot).

2. Comprehensive Plan
  - This project meets the goals and objectives of the 2017 Comprehensive Plan.
3. Others:
  - Design Standards, Section 813. The project must meet the design standards of the C-1 zoning district.
    - A narrative addressing the Standards in Section 813.A was included in the March 28, 2018 submission. Building elevations are included in the March 28, 2018 final plan submission. Revised building elevations were submitted on May 15, 2018
    - The building has a pitched roofs and vinyl siding that have the appearance of clapboard. The façade facing the public street meets the 40% transparent opening requirement. The A/C pad at the rear of the building is screened with vegetation. A bicycle rack location and detail is shown on the plan. The revised building elevations show two overhead garage doors on the front elevation and one on the right elevation.

### **Impacts to Adjacent/Neighboring Properties**

- Building mounted security lighting will be installed at the door entrances. Details of the proposed lighting and locations are shown on Sheet SP-6.
- 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.
- 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 is dependant upon, and limited to, the proposals and plans contained in the application dated March 28, 2018, amended May 15, 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 are 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.