

# Town of Windham

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## MEMO

DATE: June 6, 2018

TO: Windham Planning Board  
FROM: Amanda Lessard, Planner *AL*  
Cc: Dwight Anderson, P.E., Stantec  
Development Review Team

RE: 18-15 RSU 14 – Gravel Parking Lot, Amended Site Plan  
Planning Board Meeting: June 11, 2018

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### Overview –

This application is for a new 25,697 square foot gravel parking lot at the Windham RSU School Campus in Windham Center adjacent to the athletic fields. A residential building was formerly located at this location and was demolished in 2011. The application proposes to close two existing driveways to Windham Center Road and provide access from the school campus access drive.

The Planning Board approved a site plan in 2002 to expand the High School and develop a number of athletic fields on the property. The Planning Board last reviewed an amendment to this property's site plan when it approved a revision to the layout of the Primary School's school bus and parent drop-off loops and parking areas in 2016.

The applicant has provided plans and a narrative detailing the amendment's impacts on stormwater, erosion control, lighting, traffic and parking. The project site is subject to an existing DEP Site Law Permit and has received an approved amendment to that permit.

As with all applications for amendments, the Planning Board should limit the scope of the review to the criteria impacted by the proposed amendment.

Tax Map: 12; Lot: 25. Zone: Farm Residential (FR) and Resource Protection (RP).

### SITE PLAN REVIEW

#### Staff Comments:

1. Waivers:

a) None requested.

2. Complete Application: *N/A for Amended Site Plan.*

~~**MOTION:** The application for project 18-15 RSU 14 – Gravel Parking Lot 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 has not been scheduled for the amended plan.

4. Site Walk: A site walk has not been scheduled for this project.

Findings of Fact and conclusions for the

**Windham Planning Board,**

The Amended Site Plan application for 18-15 RSU 14 – Gravel Parking Lot on Tax Map: 12, Lot: 25 is to be **(approved with conditions/denied)** with the following findings of fact and conclusions.

**FINDINGS OF FACT**

**Utilization of the Site**

- The portion of the site proposed for a gravel parking lot is undeveloped and has a clear area that was formerly a residential structure that was demolished in 2011. The site is part of the larger school campus with Windham High School, Windham Middle School, Windham Primary School and numerous athletic fields.

**Vehicular and Pedestrian Traffic**

- The applicant is proposing a new 25,697 square foot gravel parking lot near Windham Center Road adjacent to the athletic fields.
- The parking areas will provide parking spaces for 22 school buses or 57 cars.
- The two existing curb cuts on Windham Center Road will be closed and sidewalks will be reconstructed as shown on plan Figures 1.0 detail sheet Figure 1.4 dated May 11, 2018 prepared by Stantec.
- The new parking area access will be provided from the school campus access drive, connected to an existing parking area.

**Sewage Disposal, Water Quality and Groundwater Impacts**

- No changes to the sewage disposal system are proposed as part of this amendment.

- The proposed changes should not have a significant impact on the quantity or quality of area groundwater.

### **Stormwater Management**

- A grading and drainage plan is shown on Figure 1.2 dated May 11, 2018 prepared by Stantec.
- 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 recommended Condition of Approval #2.
- In an email dated May 29, 2018 Town Engineer Jon Earle, PE requested a copy of the DEP Permit, a maintenance plan for the for the underdrained soil filter, and more information on the runoff from the paved connection from the existing parking lot to the proposed gravel parking lot.
- In a response to comments Dwight Anderson, PE, at Stantec provided a copy of the DEP permit and maintenance plan for the water quality filters.
- The May 21, 2018, submission includes a copy of the Maine DEP Site Law Permit Minor Amendment Application dated August 12, 2011 prepared by Stantec which provides an overview of the stormwater treatment for the project. The additional 0.45 acres of impervious area will be treated with a new underdrained soil filter.
- An amended DEP Site Location of Development Act Permit #L-15060-22-G-B dated October 4, 2011 has been included in the amended plan application.
- In an email dated June 5, 2018 Town Engineer Jon Earl, PE questioned if the small paved connection between the existing parking lot and the new gravel lot was accounted for in the previous approval.
- In a response to comments Dwight Anderson, PE, at Stantec commented that the drive area discharges to the water quality pond built back in 2001 and is offset by the roof of the building removed from the Strout (gravel lot) parcel.

### **Erosion Control**

- A soil erosion and sediment control plan has been submitted with the plan set dated May 11, 2018 prepared by Stantec. This takes the form of both a printed best management practices plan (Figure 1.5) and on-the-ground designation of erosion control measures (Figure 1.2).

### **Utilities**

- Underground utilities are proposed as part of this amendment and shown on Figure 1.3.

### **Technical and Financial Capacity**

- The applicant has indicated that the project has budgeted funding in the RSU 2018-2019 budget.

### **Landscape Plan**

- The applicant proposes to plant shrubs along Windham Center Road and install a wood split rail fence. A buffer strip to remain undisturbed is shown on the plan set Figure 1.0

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

1. Land Use
  - The project meets the minimum lot size and setback requirements of the FR zoning district.
  - The project meets the minimum lot frontage requirements for lots in the FR district.
2. Comprehensive Plan
  - This project meets the goals and objectives of the 2017 Comprehensive Plan.
3. Others:
  - Chapter 144 Post-Construction Stormwater Ordinance: The site is in the NPDES MS4 urbanized area and the Pleasant River watershed, the Town's priority watershed.

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

- Site lighting is shown Final Plan, and details of fixtures are included in the submission.
- Photometric analysis is shown on plan sheets Figure ES1 and ES2.
- The proposed amendment will not have in impact on other school facilities, or have a significant adverse impact on abutting properties.

### **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 dependent upon, and limited to, the proposals and plans contained in the application dated May 21, 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.