



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Minutes - Draft

### Staff Review Committee

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Tuesday, May 29, 2018

1:00 PM

Conference Room 1

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#### Not Televised

#### 1 Call to Order

#### 2 Roll Call and Declaration of Quorum

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

*Planner, Amanda Lessard, was also present.*

#### 3 [SR 005](#) Approval of Minutes: February 27, 2018

**Attachments:** [Minutes 2-27-18 draft](#)

*Tony Plante made a motion to approve the minutes of the February 27, 2018 meeting.*

*Seconded by Brent Libby.*

*Vote: All in favor.*

### **New Business**

#### 4 [SR 003](#) 18-05 1017 River Road. Minor Site Plan final plan review. Meyer Development Solutions Inc request review of a 3,000 square foot retail/office building. The property in question is located at 1017 River Road and identified on Tax Map: 53, Lot: 12A , Zone: Commercial 1 (C1).

**Attachments:** [18-05 1017 River Rd 05-24-18 Final](#)  
[1017 River Road\\_response 05-24-18](#)  
[Peer Review 1017 River Rd 2018-05-18](#)  
[1017 River Rd revised plans 05-15-18](#)  
[1017 River Road Grading Plans](#)  
[1017 River Road Stormwater Report](#)  
[1017 River Road Plans 3.27.2018](#)  
[1017 River Road application 3-25-2018](#)

*Fred Panico, from Planning and Design Associates, was present representing the*

applicant. He explained:

- There was a shared an easement and driveway with the Auto Shine property next door. .
- The applicant proposed to build a small residential style one story, three unit commercial building.
- The site was about 20,000 square feet.
- Visibility was good on both sides.
- Soils were well drained.
- There was no pedestrian walkway on the project.
- There would be a stormwater drywell system. All the water would drain through the gutters and into the storm drain.
- Utilities would be underground.
- The applicant would have office/warehouse space with overhead doors.
- Snow storage would be on the easement at the south side of the Route 302 entrance.

The applicant stated:

- He would use the larger space to store his equipment and receive some deliveries.
- Public water would come in from River Road.

John Chase, an abutter, asked about stormwater run-off going into private drains. He wanted to be sure no water would affect his property.

Mr. Panico replied there was one catch basin in the driveway. Nothing from their site went into that.

Brent Libby made a motion that the application for project 18-05 1017 River Road 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 Tony Plante.

Vote: All in favor.

The town's engineer had questioned the trip generation numbers of 16 to 20 trips, which didn't seem to match the proposed uses and the building size.

Amanda Lessard explained the threshold was more than 50 trips. They were under 50 trips.

Consensus of the Committee was to use 20 as the number for trips generated.

Consensus of the Committee was that a public hearing wasn't required.

Tony made a motion that the Site Plan application for 18-04 Lot 3 Quarry Ridge on Tax Map: 21, Lot 15-3 is 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 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 dependent 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.

2. *Except that with respect to trip generation, particularly for the purpose of calculating the Route 302 North Road Improvements Impact Fee that the trip generation number to be used is 20.*

*Seconded by Doug Fortier.*

*Vote: All in favor.*

## **Other Business**

### 5 Adjournment

*Brent Libby made a motion to adjourn.*

*Seconded by Tony Plante.*

*Vote: All in favor.*