

# Town of Windham

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## MEMO

DATE: April 22, 2021

TO: Windham Planning Board  
FROM: Amanda Lessard, Planning Director  
Cc: Dustin Roma, P.E., DM Roma Consulting Engineers  
Development Review Team

RE: 21-07 Stark Self Storage - Major Site Plan Amendment  
Planning Board Meeting: April 26, 2021

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### Overview –

The application amends the approval granted by the Planning Board on March 22, 2021 for 20-29 Stark Self Storage to develop a new self-storage facility consisting of a total of approximately 21,200 square feet of new building construction in two buildings (200'x40' and 220'x60') on a 1.7 acre property located at 52 Roosevelt Trail.

This amendment requests a waiver from the Commercial District Design standards that requires either a pitched roof at least 5/12, or that flat roofs creates no horizontal line greater than 50 feet. The approved plans included a narrative stating the building would have a 5/12 pitch and photographs of the applicant's existing self-storage facility at 4 Outpost Drive with a cupola on the rooftop and a partial stone façade on the gable end of the buildings (these three buildings are 185'x25', 210'x35', and 190'x30').



Photograph included as part of 20-29 Stark Self Storage application

The 200-foot-long front building (Building 1) is proposed to have a 3/12 pitch with three (3) cupulas and no stone facade. The 220-foot-long rear building (Building 2) is proposed to have a 1/12 pitch and no cupulas or stone façade.

New comments related to the amended site application have been added to the staff memo dated March 18, 2021 and appear as underlined text.

Tax Map: 25; Lots: 9A-3A1, 9A-3B2. Zone: Commercial 3 (C3)

### SITE PLAN REVIEW

#### Staff Comments:

##### 1. Waivers Requested:

*Per §808.B. The Planning Board may waive site plan performance standards if it finds that extraordinary and unnecessary hardships, not self-imposed, may result from the strict compliance with the site plan review standards. In all cases, waivers shall not be deemed a right of the applicant, but rather shall be granted at the discretion of the Planning Board. In granting a waiver, the Planning Board shall utilize the criteria in §808.B.2.*

##### **a. Commercial District Design Standards, Facade (Section 813.A.5.e)**

The design standards state that horizontal facades greater than 50 feet in length shall incorporate wall plane projections or recesses. The long side of Building 1 is 200' and is parallel to Roosevelt Trail. The applicant states that stepping the building façade would constrain the drive aisle between the buildings or require additional wetland impacts.

*Waiver granted on February 22, 2021. The Board felt that landscape screening of the building was a better alternative and should be optionally allowed by ordinance.*

##### **b. Commercial District Design Standards, Facade (Section 813.A.4.c)**

The design standards state that flat roofs are allowed provided that the design creates no horizontal line greater than 50 feet. The front building (Building 1) is proposed to have a 3/12 pitch and 3 cupulas to break up the 200-foot long horizontal length. The rear building (Building 2) is proposed to have a 1/12 pitch and the applicant does not propose to break up the 220-foot long horizontal length as it will generally be shielded from view by the front building.

Staff notes that of the recently approved self-storage facilities the Board approved waivers from this standard for projects 17-05 JMC Self-Storage (2/12 pitch, 280' horizontal length with cupulas not more than 50 feet apart) and 18-02 627 Roosevelt Trail Self-Storage (135' horizontal length with 3 cupulas and

false windows on the longer walls facing Roosevelt Trail) because they were less visible from the road (>250 ft setback and >135 ft setback/behind other buildings, respectively) but required the pitched roof on the applicant's other project in Windham, 18-37 Roosevelt Trail Self-Storage as the buildings are highly visible and similarly setback from the road as this project.

2. Complete Application: *N/A for Amended Site Plan. The Board should determine if they have received sufficient information to address the review criteria.*

**MOTION:** ~~The final site plan application for project 21-07 Stark Self Storage Amendment 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 was held at the February 22, 2021 Planning Board meeting.
4. Site Walk: At the December 10, 2020 Planning Board meeting the Board determined that a site walk was not necessary.

Findings of Fact and conclusions for the

**Windham Planning Board,**

**MOTION:** The Site Plan application for 21-07 Stark Self-Storage Amendment on Tax Map: 25; Lots: 9A-3A1, 9A-3B2 is to be (approved with conditions/denied) with the following findings of fact and conclusions.

#### FINDINGS OF FACT

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

- The site is currently undeveloped and recently graded as part of the site stabilization plan approved as the CRR Amended Site Plan approved by the Planning Board on May 11, 2020.
- The project is located on a 1.69 acre parcel, to be created from the merger of two existing lots of less than one acre each. A condition of approval on the 2011 amended subdivision plan states that Lots 3.1 and 3.2 must be combined prior to the issuance of building permits.
- A Natural Resources Protection Act Permit #L-28066-TB-A-N (after-the-fact) was issued by the Maine Department of Environmental Protection on February 11, 2019 for approximately 7,729 square feet of total wetland impacts on the property. The proposed self-storage facility does not propose any additional wetland impacts.

### **Vehicular and Pedestrian Traffic**

- The subject parcel has 340 feet frontage on Route 302 and an easement for access from Self Storage Drive.
- A 20 foot gated entrance to the property is proposed from Route 302. A driveway entrance permit from Public Works will be required prior to the issuance of building permits, as there is no established entrance at that location.
- The posted speed limit on Route 302 at the project location is 50 mph. Table 1 in Appendix B lists the minimum sight distance at 495 feet.
- Sight distances for the entrance are shown on the final plan dated February 12, 2021. The sight distance is noted as 500+ feet looking right and 800+ feet looking left.
- No minimum number of parking spaces are required. The applicant should demonstrate that the number of spaces provided onsite will meet the needs of the anticipated uses on the property. Section 812.C.(1)(d) requires 30% of the parking spaces to be 10'x20'
- The February 12, 2021 final plan shows eight (8) any parking spaces, and 3 spaces are 10x20.
- A traffic impact study is not required as the project will not generate fifty (50) or more trips during the a.m. or p.m. peak hour.
- The February 15, 2021 submission states that the ITE Trip Generation Manual estimates that the 21,200 SF mini-warehouse project will generate 3 trips in the AM peak hour and 4 trips in the PM peak hour. The total average daily trips are approximately 32 trips. The project does not require a traffic movement permit from the Maine Department of Transportation.
- The applicant must provide the Saturday peak hour and daily trips.
- In a response to comments dated February 15, 2021, the applicant re-stated that "Vehicle generation for self-storage use of this size is relatively minimal. The Institute of Transportation Engineers Trip Generation Manual (10th edition) estimates that a 21,200 square foot "mini-warehousing facility" will generate approximately three (3) AM peak hour trip ends and four (4) PM peak hour trip ends. The total average daily trips are approximately 32 trips." The applicant should clarify if that applies to Saturdays.
- Turning movements for fire trucks around the perimeter of the site were included in the February 15, 2021 submission. The path of the truck cab extends over the paved driveway around the north end of Building 1. Snow storage that would impede fire truck access should not be permitted in these locations.

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

- No wastewater will be generated by this use, as no restroom facilities are proposed.

### **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) Chapter 500 Stormwater Permit by Rule. The permit must be submitted as part of the Final Plan.
- The Final Plan submission dated January 19, 2020 included a Stormwater Management Report that proposed a filter based to collect stormwater runoff from the majority of the site.
- In an email dated February 1, 2021, Mark Arienti, P.E. stated that a Flooding Standard analysis should be performed as part of the Stormwater Report and questioned what will happen with the existing 15 inch culvert in the drainage swale on the west side where the underdrain filter basin is proposed.
- The applicant submitted a response to comment dated February 15, 2021 that included a revised Stormwater Management Report. The plan proposes to treat the 1.46 acres of total developed area/0.88 acres of total impervious surface with one (1) underdrain filter basin and a roofline drip edge.
- The applicant submitted a stormwater Permit-By-Rule application to DEP on February 22, 2021, and provided the Town with a copy. The application described the project as including a filter basin and roofline drip edge.
- DEP reviewed the PBR and commented on February 28, 2021 that work under this PBR will not impact any additional wetlands.
- Mark Arienti, P.E., Town Engineer, reviewed the PBR and requested in an email on March 11, 2021 that the applicant show the disturbed area that is to be returned to Meadow.
- On March 16, 2021, the applicant responded by identifying the type of shading that demarcates the area to be returned as shading, as shown on the Grading and Utility Plan (labeled “2H:1V slope, install erosion control blanket. Area to be maintained as meadow after construction”).

## **Erosion Control**

- A soil erosion and sediment control plan must be submitted with the final plan set. This may take the form of a printed best management practices plan rather than on-the-ground designation of erosion control measures.
- A soil erosion and sediment control plan is included in the Final Plan submission dated January 19, 2021. The plan shows the locations of silt fences, hay bales, a catch basin, and a stabilized construction entrance. The notes include inspections and maintenance, post-construction, and housekeeping provisions.
- In an email dated February 1, 2021, Mark Arienti, P.E. requested that a silt fence or erosion control mulch berm to protect the wetlands on the south and north sides of the site during construction should be shown on the plan and requested clarification how the parking lot will be constructed without filling some of the wetlands.
- The applicant submitted a response to comment and a revised soil and sediment control plan dated February 12, 2021.
- In a response to comments dated February 15, 2021, the applicant stated that “As indicated on the revised design plans, any wetlands located downhill of construction activity will be

protected with either silt fence or erosion control mix berm including the remaining wetlands to the east of the project and the revegetated wetlands to the south.”

### **Utilities**

- No water service is proposed for this use.
- An existing fire hydrant is located on Roosevelt Trail north of the intersection with Pope Road, approximately 830 feet from the nearest corner of the subject parcel.
- Chapter 95 Fire Protection and Life Safety Code requires all new buildings at least 7,500 gross square feet of enclosed area served by public water or within 1,000 linear feet of a hydrant serviced by the Portland Water District be required to have an approved automatic fire sprinkler system.
- At the Development Team Meeting on December 7, 2020, Deputy Fire Chief John Wescott stated that the building could be separated by firewalls, however sprinkler systems may be required by the building code depending on the materials stored.
- Utility lines must be placed underground.
- The Final Plan submitted on January 19, 2021 shows all utilities being installed underground.

### **Technical and Financial Capacity**

- The January 19, 2021 final plan submission included estimated costs of development and letter dated February 11, 2019 from People’s United Bank as evidence of financial capacity to complete the project as proposed. The applicant has recently successfully completed a similar self-storage facility in Windham.
- The applicant has provided information on the licensed professionals working on this project as evidence of technical capacity.

### **Landscape Plan**

- A landscaping plan must be submitted as part of the final plan set.
- A 20 foot landscaped buffer must be provided on the frontages for Route 302 and the existing paved driveway right-of-way.
- The CRR Amended Site Plan approved by the Planning Board on May 11, 2020 included substantial landscaping on the property
- The Final Plan submitted January 19, 2021 shows the locations and types of plants to be used in landscaping. Six (6) red maples are proposed along the frontage of the property withing the landscaped buffer strip. Twelve (12) dwarf fountain grass are proposed around the base of the proposed sign.
- In an email dated February 1, 2021, Mark Arienti, P.E. questioned if the recent new plantings placed along the edge of the site adjacent to Route 302 as part of the previous site plan approval would be retained.

- The applicant submitted a response to comment on February 15, 2021 and stated that with the installation of the drainage swale along the northern edge of pavement and the installation of the sign they anticipate that some of the landscaping will need to be replaced with the proposed landscaping design shown on the plans. If any of the original planting can be salvaged, it will be in addition to what is proposed.
- The Final Plan dated February 23, 2021 includes a variety of trees and shrubs along the frontage of Roosevelt Trail, and three trees at the northwest corner of the site.

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

### **1. Land Use**

- The project meets the minimum lot size, frontage and setbacks for C-3 zoning district.
- Warehousing, Public, is a permitted use in the C-3 district.
- There are no district boundaries adjacent to the project area.
- Design Standards, Section 813. The project must meet the design standards of the C-1 zoning district.
  - The Final Plan dated January 19, 2021 includes a detailed account of how the project will meet the District Design Guidelines, both those required in C-3 and 8 optional standards. The applicant did not submit proposed building elevations but instead submitted photos of the buildings recently constructed by the applicant at 4 Outpost Drive
    - The narrative states the buildings will have 5/12 pitched roofs. The photographs show a cupola on the rooftop and a partial stone façade on the gable end of the buildings.
    - The building do not comply with the facade standard (horizontal facades greater than 50 feet shall incorporate wall plan projections or recesses). The applicant is requesting a waiver from this standard.
    - A waiver from the wall plane projection and recesses standard was approved by the Board on February 22, 2021, with the understanding that the applicant would provide a sufficient landscape buffer screen in the front setback area, to break up the view of the building.
    - The applicant is proposing a sign similar to their other Windham facility and a photograph was included in the final plan submission.
    - A detail of the sliding gate should be submitted.
    - In a response to comments dated February 15, 2021 the applicant stated that the facility is intended to be coordinated with the other facility in Windham, south of Fosters Corner.
    - Snow storage areas are shown on the final plan dated February 12, 2021.
    - The amended plan application proposes a change from the previously approved 5/12 pitched roof and requests a waiver from the roofline standard that states that flat roofs are allowed provided that the design creates no horizontal line greater than 50 feet. The front building (Building 1) is proposed to have a 3/12

pitch and 3 cupulas to break up the 200-foot long horizontal length. The rear building (Building 2) is proposed to have a 1/12 pitch and the applicant does not propose to break up the 220-foot long horizontal length.

- The development is subject to the following Section 1200 Impacts Fees, to be paid at with the issuance of a building permit: Public Safety Impact Fee, Municipal Office Impact Fee.
- Per Section 814.E, As-Built Plans are required for any project involving the construction of more than twenty thousand (20,000) square feet of gross floor area. A set of construction plans, both paper and electronic copies, including any revision to the GIS information required in Section 811, shall be submitted to the Planning Department prior to the issuance of a Certificate of Occupancy for the project. See Condition of Approval #2.

## 2. Comprehensive Plan

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

## 3. Others:

### Impacts to Adjacent/Neighboring Properties

- Site lighting must be shown on the Final Plan, and details of fixtures must be included in the submission.
- The January 19, 2021 final plan states that the buildings will include security lighting over the doorway and no pole mounted lights are proposed. A cut sheet for the wall mounted fixture was included in the submission.
- No dumpster is provided for users of the self-storage facility. The January 19, 2021 final plan submission states that no solid wastes are expected to be generated.
- The updated Final Plan dated February 23, 2021 includes three trees to be planted on the corner of the property facing the nearest house on Wanderers Way.

### 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/does not conform** 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

#### CONDITIONS OF APPROVAL

1. Approval is dependent upon, and limited to, the proposals and plans contained in the application dated November 23, 2020, as amended April 19, 2021, 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. A set of construction plans, both paper and electronic copies, including any revision to the GIS information required in Section 811, shall be submitted to the Planning Department prior to the issuance of a Certificate of Occupancy for the project.