

Town of Windham

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MEMO

DATE: April 22, 2021

TO: Windham Planning Board
FROM: Amanda Lessard, Director of Planning
Cc: Owens McCullough, P.E., Sebago Tehnics
Development Review Team

RE: 21-05 – Public Safety Expansion, Amended Site Plan
Planning Board Meeting: April 26, 2021

Overview –

This application is for the 10,920 square foot two-story addition to the Public Safety Building and a new 1,305 square foot evidence storage building at the 12.8 acre property at 375 Gray Road (Route 202). In addition to the Public Safety building, the Community Park/Skate Park, and Community Garden are located on the parcel. The approximately 27,276 square feet of gross floor area that will connect to the existing Public Safety Building will include 6 apparatus bays, office space, staff space, bunk rooms, and a break/day room. The existing building will be renovated. The purpose of the project is to modernize the facility and alleviate space constraints that currently exist.

This proposal would amend site plans for the Community Park approved by the Planning Board on October 22, 2018 and Public Safety Building approved by the Planning Board on November 14, 1988. As with all applications for amendments, the Planning Board should limit the scope of the review to the criteria impacted by the proposed amendment.



Figure 1. Street View of the Existing Public Safety Building where addition is proposed

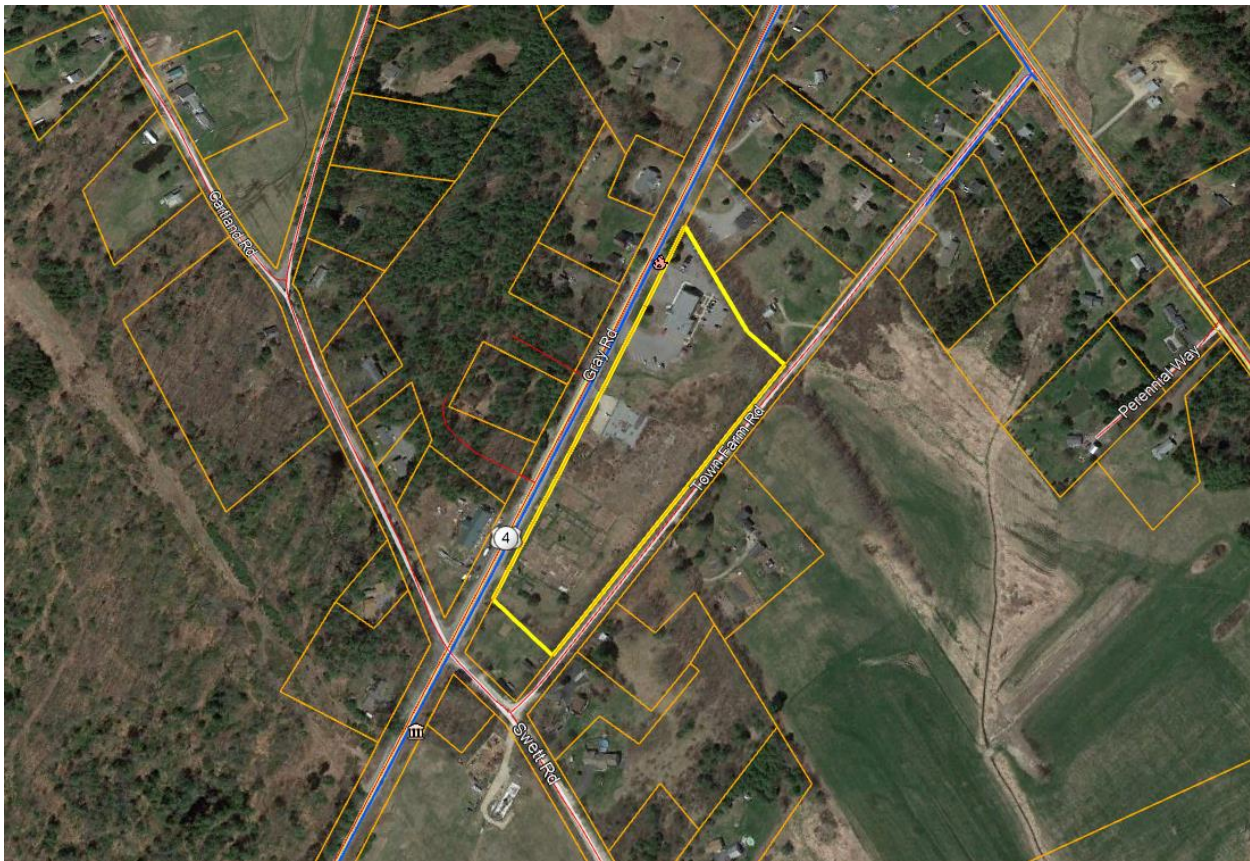


Figure 2. Aerial View of the Project Area

Tax Map: 9; Lot: 71. Zone: Farm Residential (FR)

SITE PLAN REVIEW

Staff Comments:

1. Waivers:
 - a) None requested.
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 application for project 21-05 Windham Public Safety Expansion Amended Site Plan 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 21-05 – Public Safety Expansion on Tax Map: 9, Lot: 71 is to be **(approved with conditions/denied)** with the following findings of fact and conclusions.

FINDINGS OF FACT

Utilization of the Site

- The project is located on a 12.8 acre parcel. The Public Safety Building and associated parking area (site plan approved by the Planning Board on November 14, 1988), a Skate Park and parking area and a Community Garden are currently located on the site. Other elements of the Community Park site plan approved by the Planning Board on October 22, 2018 plan are currently under construction.
- Exterior elevations for the proposed addition to the Public Safety Building were included with the April 5, 2021 submission and exterior elevations of the proposed evidence storage building were included with the April 21, 2021 submission.

Vehicular and Pedestrian Traffic

- The existing curb openings will be utilized.
- The parking area will be expanded to accommodate access to the concrete apron in front of the proposed addition, and to accommodate 10'x40' apparatus parking spaces. The evidence storage building is proposed to be located in the existing parking lot.
- The existing facility contains parking spaces for 57 personal vehicles and 9 apparatus. The amendment will result in a total of 52 personal vehicle and 10 apparatus spaces. A parking summary is shown on the site plan revised April 21, 2021. The ordinance does not have a minimum number of spaces required but the applicant shall demonstrate that the number of spaces provided onsite will meet the needs of the proposed uses. In the April 21, 2021 comment response, the applicant stated that the parking was reviewed as part of the facility programming and the amount of parking provided was determined to be adequate for the use.
- An extension of the sidewalk from the parking area to the front entrance of the Public Safety Building will provide direct exterior access to the training room in the proposed addition.
- The applicant states that the project is intended as a modernization project to accommodate space constraints for the existing facility. As such, traffic generation will remain similar to the existing use and is not expected to change.

Sewage Disposal, Water Quality and Groundwater Impacts

- The development is located in the Black Brook watershed.
- No changes to the sewage disposal system are proposed as part of this amendment.
- The application included calculations using the Maine State Plumbing Code wastewater generation rules to demonstrate the current system is adequately sized.
- The site plan shows the location of the septic fields from the prior approved plan. The construction of the proposed addition will not interfere with the septic field areas.
- The proposed changes should not have a significant impact on the quantity or quality of area groundwater.

Stormwater Management

- This project will be fully developed within existing developed spaces and result in minor increases to the impervious area of the site and will not require any state permitting such as a Maine DEP Stormwater Permit, SLODA, or NRPA permit.
- This project will utilize the stormwater collection system and detention pond that was constructed as part of the 1988 site plan approval.
- The applicant submitted a Hydro-Cad model and watershed mapping that confirm that the proposed addition will not adversely impact the existing stormwater system – the post-development peak flows will be less than the predevelopment peak flows.
- In an email dated April 21, 2021, Mark Arienti, P.E. had several comments related to the spillways, assumed pond infiltration rates, the northern corner of the site exclusion from the drainage analysis, the drip edge on the north side of the building, and recommended a snout be installed on the outlet of the catch basin on the concrete apron outside the garage where there is a potential of oil leaks.
- Owens McCullough, P.E., of Sebago Technics, on behalf of the Town, responded in an email on April 22, 2021, clarified that a spillway will be eliminated to keep what was in the original site plan design, that the infiltration rate was based on the general soil conditions and the fire department staff observations of the pond not to accumulate water, the portion of the site was excluded from the model as there was no change in hydraulic conditions as the pavement is being traded for the evidence storage building, the drip edge is to prevent erosion and is not a stormwater BMP, and that a snout will be added to the plans.
- In an email dated April 22, 2021, Mark Arienti, P.E. stated that all his comments had been addressed.

Erosion Control

- A soil erosion and sediment control plan has been submitted with the plan set dated April 5, 2021, prepared by Sebago Technics. The plan set also includes Erosion Control Details (Sheet 6), and Erosion and Sediment Control Notes (Sheet 5). Together, this provides for both a written best management practices plan and on-the-ground designation of erosion control measures, with detailed depictions.

Utilities

- The utilities that serve the existing Public Safety Building will be expanded internally from within the building. No new utilities are proposed as part of this amendment.

Technical and Financial Capacity

- The applicant has retained the services of qualified professionals to investigate the site and design the project.
- The application included the project cost. The Town of Windham has appropriated funds for this project with borrowing authorized by the voters in June 2020.

Landscape Plan

- Landscaping and a plant schedule are shown on the Site Plan Sheet 4 of 9 in the plan set submitted April 21, 2021. Plantings are proposed in the front setback and between the sidewalk and the addition.

Conformity with Local Plans and Ordinances

1. Land Use
 - The proposed use is an expansion of the existing “Public Building” use, which is a permitted use in the FR zoning district.
 - 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. The property is located in the Windham Center Growth Area.
3. Others:

Impacts to Adjacent/Neighboring Properties

- A new 10’x20’ dumpster pad and enclosure is shown on the site plan. Details of the enclosure are shown on Sheet 7.
- LED building-mounted wall packs are proposed on the Public Safety Building addition and the Evidence Storage Building. No additional pole-mounting lighting is proposed. As part of the project the existing pole-mounted lights will be replaced with LED fixtures.
- Photometric analysis is shown on the Site Lighting Layout plan in the April 21, 2021 revised plan set and shows the lighting will exceed the standard of 0.5 footcandles at the property line at both entrances to Route 202. The new building-mounted fixtures comply with the exterior lighting standard.

- The proposed amendment will not alter the 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 April 5, 2021, amended April 21, 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.