



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Final

Planning Board

Monday, April 26, 2021

6:30 PM

Remote via Zoom

To join the meeting remotely, use this link: <https://us02web.zoom.us/j/143936937>. You may also call 1-646-558-8656 and enter meeting ID: 143 936 937.

1 Call To Order

2 Roll Call and Declaration of Quorum

The meeting was called to order by Chair, Keith Elder. Other members present were: Kaitlyn Tuttle, Marge Govoni, Colin Swan, and Rick Yost.

Amanda Lessard, Planning Director, was also present.

3 [PB 21-023](#) Approval of Minutes: April 12, 2021

Attachments: [Minutes 4-12-2021 - draft.pdf](#)

Kaitlyn Tuttle made a motion to approve the minutes from April 12, 2021.

Seconded by Marge Govoni.

Roll Call

*Keith Elder- In favor Kaitlyn Tuttle - In favor
Marge Govoni – In favor Rick Yost – In favor
Colin Swan – In favor*

Vote: All in favor.

New Business

- 4 [PB 21-020](#) 21-05 Windham Public Safety Building Expansion. Site plan amendment. Town of Windham to request review of an amendment to an approved site plan for a 10,920 square foot two-story addition to the Public Safety Building and a separate 1,305 square foot evidence storage building. The property in question is located at 375 Gray Road and identified on Tax Map: 9, Lot: 71, Zone: Farm Residential (FR).

Attachments: [21-05 Windham Public Safety Expansion - Site Plan Amendment 4-22-21.pdf](#)
[Response to Comments 04-22-21.pdf](#)
[Peer Review Public Safety 04-22-2021.pdf](#)
[2021-04-21 Town Supplemental Submittal.pdf](#)
[2021-04-21 20566 - Windham Public Safety Bldg.pdf](#)
[Site Plan Submittal.Windham Public Safety.4-5-21.pdf](#)
[Public Safety 1988 plans.pdf](#)
[Community Park20181002-ISSUED FOR SITE PLAN REVIEW-SS.pdf](#)

Owens McCullough, from Sebago Technics, was present representing the applicant. He explained:

- They proposed to expand the existing Public Safety building with an 11,000 square foot addition to include 5 apparatus bays. It would have vertical metal siding and a flat roof.
- A separate building would be constructed for evidence storage.
- A new concrete apron would be constructed in front of the bays.
- Ten additional apparatus parking spaces would be provided.
- A new generator would be installed to service the entire facility.
- The dumpster would be relocated to a new concrete pad and enclosed with a stockade fence.
- The current 900 gallon per day septic capacity was adequate for the addition.
- The project was served by public water.
- Lighting on the existing poles and building would be replaced.
- The existing detention pond would be accessed for stormwater management.

The Board commented:

- Did the bays have an overhang to keep the weather out?
- Was there any slant to the roof; where would the water go?
- Would the building be staffed 24/7?
- The project looked really good.
- How could you use metal siding and a flat roof in a farm zone? Were there no options on the design? It would be better to see the building as attractive as the first one.

Consensus of the Board was not to require a public hearing.

Marge Govoni made a motion to schedule a site walk.

Seconded by Keith Elder.

Roll Call

Keith Elder- Opposed Kaitlyn Tuttle - Opposed
Marge Govoni – In favor Rick Yost – Opposed
Colin Swan – Opposed

Vote: One in favor Four opposed

Kaitlyn Tuttle made a motion that the Amended Site Plan application for 21-05 – Public Safety Expansion on Tax Map: 9, Lot: 71 was to be approved with conditions 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 mode 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.

Seconded by Marge Govoni.

Roll Call

Keith Elder- Opposed Kaitlyn Tuttle - In favor
Marge Govoni – In favor Rick Yost – In favor
Colin Swan – In favor

Vote: Four in favor One opposed

- 5 [PB 21-021](#) 21-06 216 Varney Mill Subdivision. Minor subdivision sketch plan review. Martin Laberge to request review of two duplexes (4 units). The property in question is located at 216 Varney Mill Road and identified on Tax Map: 19, Lot 43A, Zone: Medium Density Residential (RM).

Attachments: [21-06 216 Varney Mill Sketch 04-22-2021.pdf](#)
[Peer Review 216 Varney Mill 04-22-2021.pdf](#)
[Sketch Plan Application 216 Varney Mill Rd 2021 4 5.pdf](#)
[Sketch Plan 216 Varney Mill Road 2021 4 13.pdf](#)

Dustin Roma, of DM Roma Consulting Engineers, was present representing the applicant. He explained:

- *They proposed to divide the existing property in two. A lot would be created for the existing house, and a second 1.6 acre lot would be used for a condo development.*
- *Two single-storey duplexes would be constructed.*
- *A new access road would be constructed off of Varney Mill Road and built to the major private road standard with 24 foot wide pavement. It would widen at the confluence of the two driveways and include a hammer-head.*
- *The project would be served by public water.*
- *Each duplex would have its own leach field.*
- *A fence, located in the rear would be moved to the property line.*

The Board commented:

- *Were these condos and not apartments?*
- *How many bedrooms would there be?*
- *Was the distance from the fire hydrant on Varney Mill Road ok?*
- *The project seemed to fit what was there.*
- *That type of housing was much needed in that area.*

Marge Govoni made a motion to schedule a public hearing.

Seconded by Kaitlyn Tuttle.

Roll Call

Keith Elder- Opposed Kaitlyn Tuttle - In favor
Marge Govoni – In favor Rick Yost – In favor
Colin Swan – In favor

Vote: Four in favor One opposed

- 6 [PB 21-022](#) 21-07 Stark Self Storage. Amendment. Keith Harnum to request an amendment to an approved site plan for a change to the building roof pitches. The subject property is located at 52 Roosevelt Trail and

identified on Tax Map: 25, Lots: 9A-3A1, 9A-3B2 Zone: Commercial 3 (C-3).

Attachments: [21-07 Stark Self Storage Amendment 04-22-21.pdf](#)
[Amended Subdivision Application Stark Self Storage 2021 4 19.pdf](#)

Dustin Roma, of DM Roma Consulting Engineers, was present representing the applicant. He explained:

- *Stark Self-storage had recently been approved by the Planning Board.*
- *The front building would have a 3/12 roof pitch.*
- *They had intended for the rear building, which wouldn't be visible behind the front building, to have a 1/12 roof pitch. Due to an oversight, the roof pitch was not communicated to the Planning Board during the original application.*
- *The reduced pitch would result in a considerable cost savings in energy and building construction.*

The Board commented:

- *What was the elevation of the rear building compared to the one in front?*
- *The rear building was longer than the one in front. At some point it would be visible.*
- *Had they considered a ceiling to keep energy costs down?*
- *The ordinance said there should be a 5/12 pitch. The hardship for a reduction hadn't been reached.*
- *The applicant had put up landscaping and cupulas to screen the rear building. The flat roof wouldn't be seen much.*
- *If the roof wasn't a 5/12 pitch it would need to be broken up with cupulas.*
- *The concern was meeting the ordinance standard; why grant the waiver at all?*
- *If the front roof was a 5/12 pitch the back building was ok. It was 100 feet off the road.*

Amanda Lessard explained:

- *The design standards were in effect to make a commercial building look residential. They were difficult to apply to prefabricated metal buildings.*
- *The Board had consistently given the waiver for other projects where the buildings were shielded from the road and were difficult to see.*

Kaitlyn Tuttle made a motion to grant a waiver of the commercial design standards for building 2 to have a 1/12 pitch roof and three cupulas.

Seconded by Colin Swan.

Roll Call

Keith Elder - In Favor Kaitlyn Tuttle - In favor
Marge Govoni - Opposed Rick Yost – In favor
Colin Swan – In favor

Vote: Four in favor One opposed

Kaitlyn Tuttle made a motion that The Site Plan application for 21-07 Stark Self-Storage Amendment on Tax Map: 25; Lots: 9A-3A1, 9A-3B2 was to be approved with conditions 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 within 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

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.
- o 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.

Comprehensive Plan

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

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 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.*

Seconded by Marge Govoni.

Roll Call

Keith Elder- In favor Kaitlyn Tuttle - In favor
Marge Govoni – In favor Rick Yost – In favor
Colin Swan – In favor

Vote: All in favor

Other Business

7 Adjournment

Adjournment

Kaitlyn Tuttle made a motion to adjourn.

Seconded by Marge Govoni.

Roll Call

Keith Elder- In favor

Kaitlyn Tuttle - In favor

Marge Govoni – In favor

Rick Yost – In favor

Colin Swan – In favor

Vote: All in favor