

Town of Windham

Planning Department
8 School Road
Windham, ME 04062

voice 207.894.5902

fax 207.892.1916

MEMO

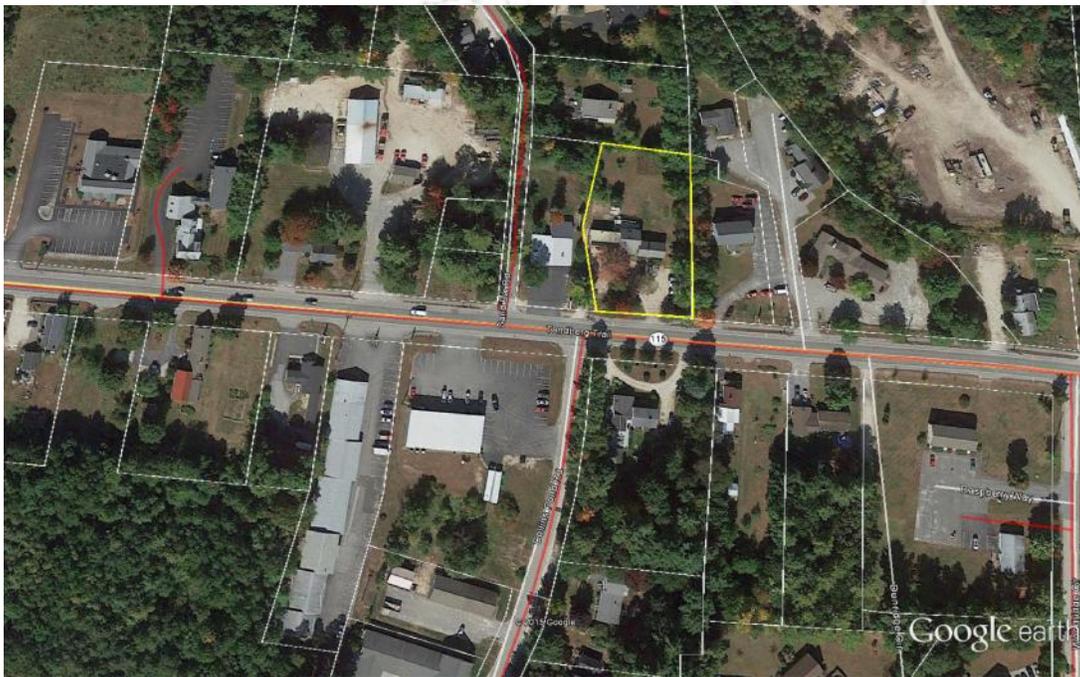
DATE: September 25, 2015

TO: Windham Staff Review Committee
FROM: Amanda Lessard, Planner *AL*
Cc: Fred Panico, RLA, Planning Design Associates

RE: 15-20 Momentum – Site Plan Review
Staff Review Committee Meeting: September 30, 2015

Overview –

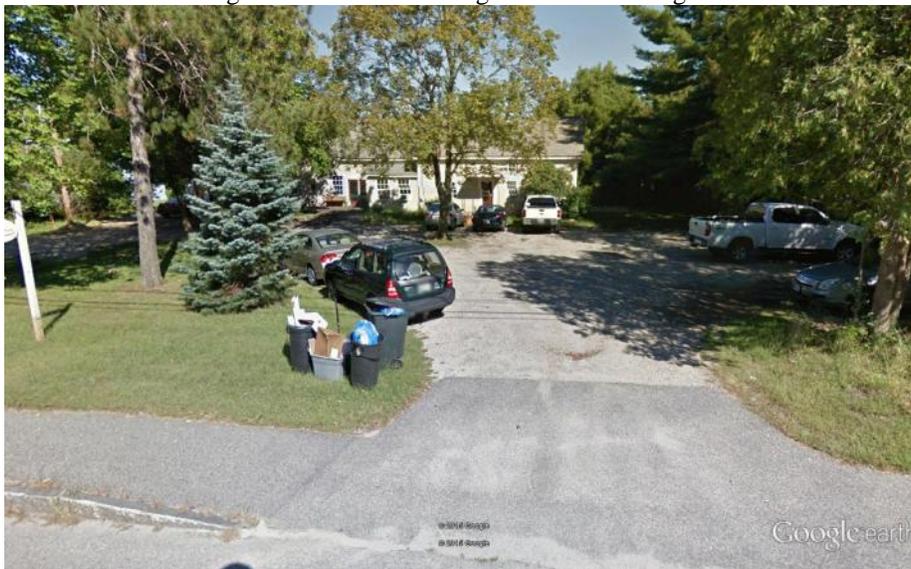
Momentum, Inc has occupied the two-story residential building at 102 Tandberg Trail for several years. In addition to seeking site plan approval for the conversion of the 2,642 square foot existing residential building to a center for individuals with intellectual disabilities, the applicant also proposes to construct a two thousand (2,000) square foot addition and reconfigure the parking area and entrance on Route 115.



Aerial View of the subject parcel relative to surrounding properties and street network.



Google Street Views looking west on Tandberg Trail



This application has been classified as a minor development as the total gross non-residential floor area is less than 5,000 square feet.

Tax Map: 18; Lot 31-2. Zone: Commercial 1 (C-1)

SITE PLAN REVIEW

Staff Comments:

1. Waivers:
 - a) None

2. Complete Application: Not applicable at Sketch Plan review stage.

~~**MOTION:** The application for project 15-20 Momentum is found complete in regard to the submission requirements based on the application checklist, but the Staff Review Committee retains the right to request more information where review criteria are not fully addressed.~~

3. Public Hearing: The Staff Review Committee should make a determination on if a public hearing is necessary for this project. A public hearing is not required by ordinance for Minor Site Plans, but the Staff Review Committee has the authority to hold a public hearing, depending on the scope and location of the project.
4. Site Walk: A site walk has not been scheduled for this project.

Findings of Fact and conclusions for the

Windham Planning Board,

~~The Site Plan application for 15-20 Momentum on Tax Map: 18, Lot: 31-2 is to be (approved with conditions/denied) with the following findings of fact and conclusions.~~

FINDINGS OF FACT

Utilization of the Site

- The 36,053 square foot lot includes a 2,769 square foot residential building that is currently used as a center for individuals with intellectual disabilities.
- The site is relatively flat and also includes a gravel parking area with a circular drive and landscaped island, several large trees and clusters of shrubs and a lawn area.

Vehicular and Pedestrian Traffic

- The applicant proposes to close the existing westerly driveway and install a section of sidewalk with granite curb and narrow the easterly driveway, installing granite curbing and a paved apron.
- The site shows a total of 19 parking spaces. The applicant should identify the minimum number of parking spaces required for this use. 30% of these spaces must measure 10'x20'. Diagonal parking spaces are shown along the proposed addition.
- In an email dated September 21, 2015, Will Haskell, P.E., of Gorrill-Palmer Consulting Engineers, noted that all parking spaces must be at least five (5) feet from any side lot line and the diagonal parking as shown does not provide for safe and convenient vehicle circulation. Additional details on the proposed driveway improvements at Tandberg Trail should be provided with the final plan.

Sewage Disposal and Groundwater Impacts

- The existing septic system is shown on the Plan.
- The applicant proposes to evaluate the existing system to determine if it should be enlarged to meet the needs of the facility. The applicant should demonstrate that the on-site sewage disposal system meets the requirements of the Subsurface Wastewater Disposal Rules.

Stormwater Management

- The proposed 2,000 building addition and reconfiguration of the parking area will not result in any additional impervious surface area.
- A stormwater management plan is not required for a Minor Site Plan.
- In an email dated September 21, 2015, Will Haskell, P.E., of Gorrill-Palmer Consulting Engineers, states that a grading plan will be necessary to determine drainage flow and possible impacts to abutting properties.

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.

Utilities

- All new utilities run to the building must be underground.
- The building must have a sprinkler system, and an addressable fire alarm system that meets NFPA standards.

Financial Capacity

- The applicant should submit evidence of financial capacity to complete the project as proposed.

Landscape Plan

- A landscaping plan must be submitted as part of the final plan set.

Conformity with Local Plans and Ordinances

1. Land Use
 - 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 must meet the landscaped buffer strip and curb cut requirements of the C-1 zoning district.
2. Comprehensive Plan
 - This project meets the goals and objectives of the 2003 Comprehensive Plan.
 3. Others:
 - Design Standards, Section 813. The project must meet the design standards of the C-1 zoning district, along with a minimum of eight (8) of the elective Design Standards.

Impacts to Adjacent/Neighboring Properties

- A lighting plan including details of fixtures must be included in the submission.
- The impacts of the proposed use to neighboring properties should be negligible.

CONCLUSIONS

1. ~~The plan for development **reflects/does not reflect** the natural capacities of the site to support development.~~
2. ~~Buildings, lots, and support facilities **will/will not** 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/will not** be maintained and protected to the maximum extent.~~
4. ~~The proposed site plan **has/does not have** sufficient water available for the reasonably foreseeable needs of the site plan.~~
5. ~~The proposed site plan **will/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/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/will not** 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/does not have** adequate financial capacity to meet the standards of this section.~~
10. ~~The proposed site plan **will/will not** alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.~~
11. ~~The proposed site plan **will/will not** 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/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/does not 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 dependant upon, and limited to, the proposals and plans contained in the application dated September 8, 2015, as amended _____, 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.