

**TOWN OF WINDHAM
STAFF REVIEW COMMITTEE
FINAL MINUTES
July 28, 2015**

The meeting was called to order by Ben Smith, Planning Director. Other committee members present were: Doug Fortier, Public Works Director; Brent Libby Fire and Rescue Chief; Tony Plante, Town Manager; and Heather McNally, Code Enforcement and Zoning Administrator.

Also present was: Amanda Lessard, Windham Planner; and Jeff Amos, of Terradyne Consultants.

Approval of Minutes:

There were no minutes to approve.

Applicant Contact with Staff:

Ben Smith and Heather McNally had been contacted by the applicant.

- Ben had received a call from an abutter after notices to abutters were mailed.
- Heather had contact with the applicant. She had reviewed the project and forwarded it to the Planning Department.

Ben and Heather both thought they could be impartial in reviewing the application.

New Business:

15-14 515 River Road. Minor site plan review. Michael Manning, MGM Builders, and Ernest Valente to request site plan review for a 2,000 foot long private road, to be built in three phases. The properties in question are located at 509 and 515 River Road and identified on Tax Map: 5, Lots: 21 and 22A, Zone: Farm (F).

A sitewalk had been held on Monday, July 27. Four committee members attended, along with the applicants and their representative and members of the public.

Mr. Amos explained the project:

- There were three applicants; the project was proposed in three phases. It would be one road, 2,000 feet long.
- A wetland delineation had been done; there was 1/10 of an acre of wetland impact.
- The stormwater plan had been received peer review.
- There were questions at the site walk:
 - Site distance at River Road – It was 450 feet and met the 425 foot minimum requirement.
 - Presence of a potential vernal pool – The surveyor had been on site in March/April, and the wetland work had been done in June. No standing water was noted.
- Peer review comments had been addressed, but:
 - Town staff had not been copied.
 - Drainage easements were not shown on the plan.

Ben explained:

- The project was for a road, with no other development.
- Traffic and stormwater were the other considerations.
- The project had been classified as a minor site plan.
- The Committee did have the ability to refer it for Planning Board review due to the “scope and anticipated impacts” of the project.

The Committee expressed some concern regarding the scope of the project:

- The Staff Review Committee had the authority to review projects of 25,000 square feet up to one acre.
- The minor site plan classification had been based on three 30,000 square foot projects.
- The project appeared to be a single project of 2.5 acres.
- Review criteria would be the same for either the Staff Review Committee or the Planning Board. There should not be a question as to whether the Staff Review Committee had operated within its authority.
- Although the project was proposed as three phases, construction would be completed at one time.

Tony Plante made a motion to refer the application to the Planning Board for review.

Seconded by Heather McNally.

Vote: All in favor.

Other Business:

Adjournment.

Doug Fortier made a motion to adjourn.

Seconded by Heather McNally.

Vote: All in favor.