

**TOWN OF WINDHAM
STAFF REVIEW COMMITTEE
MINUTES
August 17, 2016**

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

Approval of Minutes: July 27, 2016

Heather McNally made a motion to approve the minutes.

Seconded by Doug Fortier.

Tony Plante stated that he had not been to the meeting on July 27th. He had reviewed the minutes.

Vote: All in favor.

Applicant Contact with Staff:

There was no one on the Staff Review Committee who felt that their ability to remain unbiased had been compromised by previous contact with Mr. Vance.

New Business:

16-28 Vance Storage Building. Minor Site Plan. Ralph Vance Land Development, Inc. to request review of a 4,975 square foot private warehousing building. The subject property is identified on Tax Map: 10, Lot: 71 B and located at 166 Roosevelt Trail, Zone: Commercial 3 (C-3).

Mr. Vance was present with Dustin Roma, of DM Roma Consulting Engineers. Mr. Roma explained:

- In 2007 Mr. Vance had site plan review to build a 10,000 square foot personal storage/construction services facility.
 - A stormwater management design was done.
 - A septic design was done.
 - It would have been necessary to fill a little over 11,000 square feet of wetland. An NRPA permit approval had been received from DEP.
 - Preliminary site work had been done but the building was not completed.
- This application was for a building with a smaller footprint to be built in the area that had already been prepared.
- There would be a 20 foot apron paved into the site.
- Parking around the building would remain gravel.
- They would coordinate the street opening process with the Public Works Department regarding the 12 inch watermain at roadside.

Tony Plante made a motion to find the application for project 16-28 Vance Storage Building 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.

Seconded by Doug Fortier.

Vote: All in favor.

Amanda Lessard explained that one abutter had come in to the office with some questions regarding the application, specifically about the access on the property.

Consensus of the Committee was that a site walk and a public hearing were not needed.

Ben Smith commented there were multiple easements affecting the plan.

Mr. Vance explained:

- A surveyor had staked the 60 X 60 easement on the north side of the property. They used it as a second access. The main one was on the southern side of the property.
- He believed the drainage easement was in the deeds. It had been part of the land for some time.
- He thought the lots had been combined by the town and so a septic easement wasn't required.

Mr. Roma stated there were drainage easements down both sides of the property. All the DOT drainage went to the wetland.

Committee comment:

- The septic easement did not appear to be described in the deed.
- There was nothing in the septic design about the easement.
- The travel way in the 60 X 60 access easement should be shown on the plan.
- Clarification was requested regarding whether or not the properties had been combined and where the easements were.
- It was not clear how the applicable design standards would be met.
 - . Building design/architectural design
 - . Colors
 - . Roof line
 - . Lighting detail with illumination levels
 - . Trees/landscaping
 - . Snow storage areas
 - . Parking screening
- The application should come back to the Committee when the outstanding items were addressed.

Other Business

Adjournment.

Tony Plante made a motion to adjourn.

Seconded by Heather McNally.

Vote: All in favor.