



Town of Windham
Planning Department
8 School Road
Windham, Maine 04062
Tel: (207) 894-5960 ext 2
Fax: (207) 892-1916
www.windhammaine.us

Long Range Planning Committee
Conference Room 1
Wednesday November 17, 2021
7:30 – 9:00 AM

Postponed to
December 1, 2021

AGENDA

1. Public Participation
2. News/updates
3. Public Hearing: Adopt Remote Meeting Participation Policy
4. Multifamily Development Standards
 - a. Review revisions to Section 400 & Section 800 meeting (to be provided at meeting)
5. [Amendments Related to Planning Board Waivers](#)
 - a. Review draft revisions (to be provided at meeting)
6. Other Business
7. Public Participation
8. Next Meeting
 - a. Wednesday December 1, 2021 7:30 am

Remote Meeting Participation Policy

Town of Windham Long Range Planning Committee

November 17, 2021

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the Town of Windham Long Range Planning Committee (“The Committee”) adopts the following policy to govern the participation, via remote methods, of members of the Committee and the public in the public proceedings or meetings of the Committee.

IN-PERSON MEETINGS REQUIRED: Members of the Committee are expected to be physically present and gathered for public proceedings except in the following circumstances:

1. For the Committee: The existence of an emergency or urgent issue that requires the Committee to meet by remote methods.
2. For one or more individual members of the Committee: Illness, other physical condition or temporary absence of a member that causes such member(s) of the Committee to face significant difficulties traveling to or attending the meeting to be held in person.

The Planning Director will decide that remote methods of participation are necessary in as timely a manner as possible under the circumstances. A member who is unable to attend a meeting in person will notify the Planning Director as far in advance as possible.

“Remote methods” shall mean by telephonic, or video technology allowing simultaneous reception of information and may include, upon request, other means when such means are necessary to provide a reasonable accommodation to a person(s) with a disability. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public will be provided a meaningful opportunity to attend via remote methods when any member of the Committee participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the Committee and the public will also be provided. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire Committee to meet using remote methods.

Notice of all meetings will be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include how the public may access the meeting remotely and may include, upon request, other means when such means are necessary to provide a reasonable accommodation to a person(s) with a disability. Notice will also identify a location where the public may attend the meeting in person. The Committee will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the Committee to meet using remote methods of attendance.

The Committee will make all documents and materials to be considered by the Committee available, electronically, or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the Committee.

All votes taken during a meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the Committee and the public. A member of the Committee who participates remotely will be considered present for purposes of a quorum and voting.

This policy will remain in force indefinitely unless amended or rescinded.

814 Multifamily Development Standards

The purpose of this section is to establish design standards and guidelines that will apply to specific types of residential development, multifamily development.

A. Building Architecture

1. Architectural Variety

- a. Buildings shall employ more than a single color application.
- b. Buildings shall employ more than a single material application.
- c. At least two different building types shall be included in developments with multiple buildings. Building types shall be differentiated through variations to building materials, color, rooflines, and the use of architectural features such as awnings, light fixtures and single-story eave details.

2. Façade

- a. Buildings with more than two (2) dwelling units and greater than fifty (50) feet in length shall provide variation in roof and façade character through changes in facade setback, roof configuration, and projecting or recessed building elements.
- b. When buildings are three or more stories in height, variations in massing and setbacks shall be provided on the top floor to differentiate the top floor from lower floors.

3. Orientation

- a. When buildings are adjacent to a public street, building entrances shall be oriented to face the public street.
- b. Buildings may be oriented to open space areas, provided that street frontages are developed consistent with above.

B. Site Design

1. Parking

- a. On-site parking may include new internal streets with parallel or angled on-street parking. Wherever possible, parking lots shall be located to the rear or sides of multifamily buildings.
- b. Provisions shall be made for snow storage in the design of all parking areas. The areas used for snow shall not conflict with proposed landscaping. The areas shall be sited to avoid problems with visibility, drainage, or icing during winter months.

2. Screening

- a. Utilities. Service areas, loading docks, delivery areas, trash receptacles, and mechanical equipment shall be screened to minimize visibility from sensitive viewpoints such as public and private roadways, main entrances, abutting neighborhoods, public open spaces, and pathways. Service areas shall be screened with architectural elements such as walls or fences. Screening may be further enhanced with evergreen trees, shrubs, and earth berms. Gates on utility enclosures shall be designed to prevent sagging.
- b. Existing Residential Abutters. When new residential development is adjacent to an existing residential use, landscaping, including large

Commented [ALL1]: Define Multifamily Development. A lot which contains one or more multifamily dwellings, two or more two-family dwellings, three or more single family dwellings, or any combination of buildings containing three or more dwelling units.

evergreen trees, and/or garden features (e.g., trellis or supplementary fencing), shall provide a buffer or screening between properties and obscure direct sight-lines into private yard areas or windows on adjacent properties.

3. Bicycle/Pedestrian

a. Internal Traffic Flow Internal Walkways.

1. Continuous internal walkways shall be provided from the public sidewalk to the principal entrance of all principal buildings on the site. Walkways shall also connect other buildings on multi-building developments, transit stops, and other focal points of pedestrian activity.

b. Links to Community.

1. Site plans shall preserve or create linkages with surrounding buildings, neighborhoods, and other parts of the community. The design of these links shall consider views, noise, traffic, security, lighting, the privacy of abutting commercial or residential neighbors, and other factors relating to the safety and welfare of the user.
2. Internal pedestrian connections between abutting properties shall be provided to encourage walking and discourage additional auto trips onto major roadways. Connections shall avoid crossing parking lots, major interior roadways, service areas, drive-throughs, and other potential points of conflicts. Where such crossings are unavoidable, they shall be well-marked and as direct as possible.

c. Bicycle Parking/Racks

1. The applicant shall provide facilities for the parking of bicycles at a ratio of 0.5 bicycle parking space per dwelling unit.

4. Recreation and Open Space

- a. The Planning Board shall require the reservation of land for parks, playgrounds, or conservation areas to benefit the residents of the proposed development. The reserved land must be of suitable dimension, topography, and general character for the proposed recreational use and must be reasonably accessible to residents of the development. It must be designated on the plan as "Reserved for Conservation or Recreation Purposes". The outdoor activity area(s) shall cumulatively total 800sf/10 units plus 50sf/unit above 10 units.

Commented [ALL2]: Alternatively specify XXXsf per unit. A range of 100-300sf is common. This is a requirement in addition to a project paying open space and recreation impact fees – if on site open space or recreation amenities are provided the applicant could request the Council waive those fees in accordance with Section 1200

5. Landscape/Lighting

a. Landscaping

1. The use of a variety of plant materials that exhibit seasonal color and interesting texture is encouraged to create a distinctive, yet low maintenance environment. Plantings plans should strike a balance

between monoculture (the use of a single species) and too much variety.

2. The use of plant materials and landscape elements that require a low degree of maintenance is strongly encouraged. All plantings shall be resistant to insect infestation, drought, disease, roadside salt, and auto emissions, and hardy to Maine winters.
3. To maintain the character of the landscape, existing healthy trees and shrubs shall be preserved or be transplanted to another area of the site wherever practical. Where it is not possible to maintain existing trees, the reason for removal shall be given in writing.

b. Lighting

1. Light fixtures used in driveways and parking lots shall be in scale with buildings on site. Maximum pole height along driveways shall not exceed 25 feet.
2. Pedestrian-scaled lighting, less than 16 feet in height, shall be used to illuminate areas used for pedestrian circulation.
3. All illumination shall be controlled with cutoffs that primarily direct light downward.