



**Town of Windham**  
**Planning Department**  
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## STAFF REVIEW AND COMPLETENESS MEMO

DATE: April 12, 2024

TO: Loni Graiver and Nickolas Coppola, Windham Village Apartments, LLC  
FROM: Steve Puleo, Planning Director  
Cc: Windham Planning Board  
Drew Gagnon, P.E., Gorrill Palmer Consulting Engineers  
  
RE: #23-18 — Major Subdivision and Site Plan — Preliminary Plan Review — Windham Village Apartments  
— 770 Roosevelt Trail — Windham Village Apartments, LLC  
**Scheduled for Planning Board meeting of April 22, 2024**

Thank you for submitting your application on April 1, 2024. The application status is **incomplete**. The staff has reviewed the application and found several outstanding items that need your attention before scheduling a Planning Board amended site plan review. Your application is **scheduled for review on April 22, 2024**. The Planning Board meeting is an "in-person meeting" at the Town Council Chambers in the Town Hall located at 8 School Street. The meeting begins at 6:30 p.m., and your attendance is required.

The application is for the development of a portion of Shaw's property with 14 buildings, 172 two-bedroom multifamily units, supporting utilities, parking areas, private drives, drainage and stormwater infrastructure, and an outdoor amenity. The property in question is identified on Tax Map: 70; Lots: 1A; Zone: Commercial I (C-1) district in the Presumpscot River watershed.

### **Planning Department:**

- Which plan sheet number will be the subdivision recording plan? On the sheet identify it as in the title box Subdivision and Site Plan and include the planning board signing box (meeting the ordinance requirements), and a section for the conditions of approvals.
- Please provide the total area of recreation and open space
- Please provide the number of vehicle trips impacting the Whites Bridge Road and Anglers Road intersection with Route 302.

### **Conditions of Approval:**

1. Approval is dependent upon and limited to, the proposals and plans contained in the application dated April 1, 2024 and (*the final plan approval date*) of and on 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 with §120-815 of the Site Plan and §120-913 of the Subdivision Ordinances.
2. Approval is subject to the requirements of Chapter 201 Article II Post-Construction Stormwater Ordinance. Any person owning, operating, leasing, or having control over stormwater management facilities required by the post-construction stormwater management plan must annually engage the services of a qualified third-party inspector who must certify compliance with the post-construction stormwater management plan on or by June 1st of each year.
3. At the time of applying for building permits for the 172 residential units, the applicant shall pay the North Windham Route 302 Road Improvement impact fee of (Whites Bridge Road and Anglers Road intersection with Route 302), the Recreation Impact Fee, the Open Space Impact Fee, the Public Safety Impact Fee, and the Municipal Office Impact Fee. All fees will be determined and collected for any building, or any other permits necessary for the development, § 120-1201C

**Town Engineer:**  
Stormwater/Drainage

- The Applicant's stormwater evaluation is part of the Site Location and Development Application submitted to Maine DEP, which is currently under their review. The comments provided here supplement any comments from Maine DEP.
- The proposed stormwater management design includes roof drip edge filters on each of the proposed buildings to treat roof runoff and a large chamber-based subsurface infiltration system at the southeast corner of the site. Based on my general review of the Stormwater Report, it appears that proposed stormwater management system meets the Town's ordinance and Maine DEP requirements for providing water quality treatment and flood control.
- The situation with storm drain culverts in the area between CB-5 and DMH-8 is confusing because of overlapping linework. Can this be clarified with a detail or better resolution with the line weights?
- Please clarify the values used for exfiltration rate from the chambers in the TR-20 Calculations in Appendix B of the Application and also length of the Device 2 weir.
- An Operation and Maintenance Plan is included as part of the Erosion and Sediment Control Plan (Attachment 10) which generally addresses the inspection and maintenance of the proposed stormwater features included in the design. However, I would suggest some additional detail be included regarding the maintenance of the subsurface chambers including the isolator rows.

Utilities

- The plans show underground electrical lines within the development but do not appear to show a clear indication of the connection to the outside electrical grid other than a note regarding assumed power source with a riser at a pole along Rte. 35. Additional detail, presumably based on CMP input, should be included in final plans.
- The application notes that a request for an ability to serve for water supply and wastewater disposal has been submitted to Portland Water District and their response will be included in the final application. The plan shows the proposed routing of the water and sewer lines through the property with the sanitary sewer lines going to a proposed PWD pump station at the corner of Route 35 and Manchester Drive. The proposed routing through an easement conveyed to the PWD appears consistent with plans previously reviewed by PWD and shared with Public Works staff.

Traffic

- A Traffic Evaluation was submitted with the application that included estimated trip generation and distribution, capacity, safety and sight distance reviews. The project is estimated to generate up to 98 peak hour trip ends (for PM peak hour), which is just below the 100 peak hour trips that typically require a Maine DOT Traffic Movement Permit (TMP). Based on this and on other factors, the Evaluation does not recommend any traffic mitigation measures other than clearing some vegetation around the site driveways. However, the Manchester Drive/Tandberg Trail intersection is identified as a High Crash Location (HCL), and the report acknowledges that the North Windham Moves study identified the Tandberg Trail/Roosevelt Trail intersection as having poor levels of service in its current condition. Both of these intersections will be impacted by the relatively high volume of traffic from the proposed development and therefore I think the potential impacts and potential mitigative measures should be further evaluated.

Other

- Portions of the retaining wall proposed in back of Building 13 at the far southwest corner of the property appear to be above 4 ft tall and therefore will require design by a registered professional engineer.
- The Landscape Plan shows 7 plantings labeled “QR” along the rear access drive to the Shaw’s Plaza off of Manchester Drive however I didn’t see a species designated “QR” in the plantings list. Please clarify.

**Fire Department:**

- After reviewing the only item for us would be to add a fire hydrant to the entrance of the project on the unnamed road, across the street from the restaurant parking area. This would ensure that all the buildings in this project would be within 1000’ feet of a fire hydrant.

**Environmental and Sustainability Coordinator:**

- Can the applicant provide more detail on a snow storage plan? (i.e., utilizing existing parking as a temporary storage area, hauling off property)
- The project qualifies for the annual Stormwater Management Facilities Certification – please include a condition of approval requiring compliance with this certification.
- The application names Windham Village Apartments, LLC as the anticipated responsible party for maintenance. Will this responsible party be accurate following completion of the project and should be maintained as the contact when correspondence is sent?

Thank you for your attention to these matters. Provide one copy of your response to staff comments with all revised application materials with the requested information. Email an electronic copy of your response letter and supporting documentation. If I receive more comments, I will send them to you ASAP. We will need your response by April 16, 2024, to be scheduled on the April 22, 2024 Planning Board. Please feel free to call me with any questions or concerns at (207) 777-1927 or email me at [sipuleo@windhammaine.us](mailto:sipuleo@windhammaine.us).

Encl: Sebago Technics, Inc.; Traffic Peer Review, Windham Village Apartments, Windham