

APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: July 2, 2025

TO: Eric Dube, PE, Trillium Engineering Group
Robert York, York Enterprises Park LLC

FROM: Amanda Lessard, Senior Planner/Project Manager and

Cc: Steve Puleo, Planning Director
Windham Planning Board

RE: #25-11 4 Roosevelt Trail Redevelopment – Major Site Plan – Final Plan Review – 4 & 12
Roosevelt Trail – York Enterprise Park, LLC

Requested Planning Board meeting: **July 14, 2025**

Thank you for submitting your final site plan application on June 23, 2025 and resubmission on June 30, 2025. The application status is **incomplete**. The staff has reviewed the application and found several outstanding item listed below under “**Final Site Plan Application Completeness**” that must be provided before the Planning Board final plan review is scheduled for a public hearing, in accordance with Windham Land Use Ordinance [§120-807F\(4\)](#). As the application is not complete to meet the advertising deadlines for the July 14th meeting, the review will be postponed; your application is tentatively **scheduled for review on July 28, 2025**. 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 6:00pm, and your attendance is required.

Project Information:

The application is for the redevelopment of a former excavation material storage yard at 4 Roosevelt Trail into a multi-unit contractor services development with associated parking. Each of the two (2) proposed 7,100 sf buildings will have 7-units for contractor service businesses. 4 Roosevelt Trail is a common scheme of development with 12 Roosevelt Trail as the lots are in common ownership and share access driveways and stormwater treatment.

Subject properties are identified as Tax Map: 7; Lots: 1 and 3E; Zone: Commercial III (C-3) in the Highland Lake watershed.

Use: Contractor services.

Final Site Plan Application Completeness

- [§120-811B\(1\)\(c\)](#) Written Information.
 - [\[6\]](#) Existing or proposed easements on the property.
 - Provide draft reciprocal cross-travel access easements for the common travel ways through the two project parcels.
 - [\[18\]\[a\]](#) The total cost of the development is included in letter of commitment from Camden National Bank. Provide an itemized list of the estimated major expenses.
- [§120-811B\(1\)\(d\)\)\[2\]](#) Plan Information. Proposed Development Activity.

- [\[a\]](#) The location and dimensions of all provisions for wastewater disposal, and evidence of their adequacy for the proposed use, including soils test pit data if on-site sewage disposal is proposed. Provide an HHE-200 completed by a licensed site evaluator.
- [§120-811B\(2\)\(e\)](#) Show the location of wastewater disposal system to be installed on the site.
- [§120-811B\(2\)\(g\)](#) Provide GIS data of site plan information.
- The [§120-813](#) Commercial District Design Standards [Checklist](#) and narrative of project compliance with the standards does not identify the 8 other design standards that must be met in addition to the standards required in C-3.

Staff Review Comments

The memo will be updated as staff comments are provided.

Planning Department

1. Provide estimated traffic for existing uses at 12 Roosevelt Trail and quantify cumulative traffic impacts of both properties.
2. Landscape Plan should include 12 Roosevelt Trail. This parcel should show the required landscape buffer (15 feet) in the area labeled “Loam and Seed” as this area was revegetated by the applicant.
3. Recommended CONDITIONS OF APPROVALS:
 1. Approval is dependent upon and limited to the proposals and plans contained in the application dated April 7, 2025 as amended *TBD (date of final submissions)* and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Planning Board. Any variation from such plans, proposals, supporting documents, and representations is subject to review and approval by the Planning Board or the Town Planner in accordance with or [§120-815](#) of the Land Use Ordinance.
 2. In accordance with [§120-815C\(1\)\(b\)](#) of the Land Use Ordinance, the Construction of improvements covered by any site plan approval shall be completed within two years of the date upon which the performance guarantee is accepted by the Town Manager. The developer may request a one-year extension of the construction completion deadline prior to the expiration of the period. Such a request shall be in writing and shall be made to the Planner. The Town Manager may require an update to the schedule of values and the amount of the guarantee when accepting an extension of the construction period. If construction has not been completed within the specified period, the Town shall, at the Town Manager's discretion, use the performance guarantee to either reclaim and stabilize the site or to complete the improvements as shown on the approved plan.
 3. Approval is subject to the requirements of the Post-Construction Stormwater Ordinance, [Chapter 201 Article II](#). 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.

4. The development is subject to the following [Article 12 Impact Fees](#), to be paid with the issuance of new building permits for new use: [Public Safety Impact Fee](#); and [Municipal Office Impact Fee](#). All fees will be determined and collected for any building, or any other permit for the development, [Section 120-1201C](#).
5. Contractor vehicles are limited to single-unit, dual-axle vehicles only. These vehicle types are classified by the Federal Highway Administration as Class 1-5 vehicles.
6. Storage of materials including machinery, trailers, equipment, and materials must be stored indoors unless the applicant obtains approval for a contractor storage yard that demonstrates compliance with applicable performance standards for outdoor storage of materials.
7. Before the required pre-construction meeting with staff and before any land use activities begin, the applicant shall provide the Planner with the Portland Water District “Ability to Serve” determination letter.

Third Party Consulting Engineer

Independent review is required by [§120-807F\(6\)](#) when any portion of the development is within the direct watershed of a lake most at risk from new development.

1. See attached Engineering Review Memorandum from Gorrill Palmer dated July 1, 2025.

As staff review comments related to compliance with any applicable review criteria become available, I will send them to you ASAP. We will need your response “**Staff Review Comments**” by July 16, 2025 or earlier to be included in the Planning Board July 28th agenda. Thank you for your attention to these matters. Provide one copy of your response to staff comments with all revised application materials and one (1) full plan set. Email an electronic copy of your response letter, supporting documentation, and plan set. Please feel free to call me with any questions or concerns at (207) 207-894-5900 x 6121 or email me at allessard@windhammaine.us.

Engineering Review Memorandum

To: Amanda Lessard, Senior Planner/Project Manager
From: Will Haskell, PE, Gorrill Palmer
Date: July 1, 2025
Subject: Major Site Plan Application
Project: 4 Roosevelt Trail Site Redevelopment (JN 131144A)
Location: 4 Roosevelt Trail, Windham, Maine 04062
Applicant: York Enterprise Park, LLC

Amanda,

Gorrill Palmer reviewed the following materials that were downloaded from the Applicant. We assume that you will forward our comments to the Applicant/Design Engineer or incorporate into your review comments.

1. 4 Roosevelt Trail Site Redevelopment Plan Set (containing 19 sheets), dated June 23, 2025, by Trillium Engineering Group
2. 4 Roosevelt Trail Site Redevelopment – Major Site Plan Review Application, dated June 23, 2025, by Trillium Engineering Group

We have reviewed the materials for conformance with performance standards contained in § 120-812 E Stormwater Management, F Erosion Control, H Sewage Disposal, J Groundwater Protection, and K Water Quality of the Town of Windham Code. We have also reviewed the materials for conformance with generally accepted civil engineering standards and offer the following comments.

§ 120-812 E – Stormwater Management

3. The Pre- and Post-Development Drainage Area Maps have striped hatching to indicate the subcatchment areas. We recommend that the hatching be made solid and transparent (or removed) to allow the existing and proposed linework below the subcatchments to be more visible.
4. The Pre-Development Drainage Area Map does not show existing grade contours. To minimize our review time, we recommend that existing contours be turned on and time of concentration flow paths be shown on this plan.
5. We recommend the proposed contours be better defined on the Post-Development Drainage Area Map so we can understand and confirm the proposed drainage subcatchments.
6. The stormwater BMP's as modeled in HydroCAD appear to detain, retain, or result in the infiltration of stormwater from the 24-hour, 2-, 10-, and 25-year storms such that the post-development peak flows do not exceed the pre-development peak flows.
7. Provide stormwater quality treatment calculations and BMP sizing calculations in accordance with the General Standards of MaineDEP's Chapter 500.
8. The project is located within the watershed of Highland Lake, which is identified as a lake most at risk from new development (not severely blooming) in MaineDEP's Chapter 502. Under Section 4.D.(1).(a) of Chapter 500, the General Standards may be used if the lake is not severely blooming and if the project results in less than 3 acres of impervious area and less than 5 acres of developed area. Our understanding is the Phosphorus Standard will be met by fulfilling the General Standards due to the project creating less

than 3 acres of impervious area and less than 5 acres of developed area within the watershed of a non-severely blooming lake most at risk. At the time of this review, the Applicant has not yet demonstrated that the project meets the General Standards.

9. Has the condition of the corrugated metal culverts at the entrance on Roosevelt Trail been evaluated? We recommend replacing the culverts with HDPE culverts to prevent failure due to corrosion.
10. Provide/show stable outlet locations for the roof drip strip filters.
11. Add a note to the Proposed Site Plan stating, "Meadow buffers shall be maintained as a meadow with a generally tall stand of grass, not as a lawn. The meadow buffers shall not be mown more than twice per calendar year.", or something similar.
12. Provide a Post-Construction Stormwater Management Infrastructure Inspection and Maintenance Plan that is consistent with Appendix B of MaineDEP's Chapter 500.

§ 120-812 F – Erosion Control

13. Provide stabilized construction entrances where the site will be accessed during construction. Provide a detail for the stabilized construction entrance.

§ 120-812 H – Sewage Disposal

14. The Applicant proposes to utilize on-site wastewater disposal as there does not appear to be a public collection system within 100-feet of the lot. A soil suitability study shall be conducted by a certified professional, and preliminary HHE-200 forms shall be prepared for the proposed disposal system. The proposed disposal system shall meet all standards outlined in the latest edition of the Maine Subsurface Wastewater Disposal Rules.
15. A conceptual wastewater disposal field area shall be shown on the Proposed Site Plan (Sheet C103).

§ 120-812 J – Groundwater Protection

16. Provide the wastewater design flow that is proposed to be disposed of on-site.


§ 120-812 K – Water Quality


17. The project does not appear to discharge any treated, untreated, or inadequately treated liquid, gaseous, or solid materials into the environment.
18. Further review of the wastewater disposal system is required upon completion of the preliminary designs.

Please let me know if you want to review and discuss any of the comments.

Sincerely,

Gorrill-Palmer


William C. Haskell, PE
Municipal Operations Leader, New England


Ben Nault, EI
Design Engineer