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**APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO**

DATE: June 17, 2026

TO: Doug Reynolds, P.E., LJB Engineering; Agent  
Frank Dougherty, GR Development, LLC; Applicant

FROM: Natalie Thomsen, Town Planner

Cc: Steve Puleo, Planning Director  
Windham Planning Board

RE: #26-09 – Major Site Plan – Carwash Development – 750 Roosevelt Trail – Sketch Plan Review  
– GR Development, LLC

Scheduled for Planning Board meeting: **July 13, 2026**

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Thank you for submitting your sketch plan application on May 8, 2026. The application is incomplete. Staff has reviewed the application and found several outstanding items listed below that need your attention before the Planning Board sketch plan review. Your application is tentatively scheduled for review on July 13, 2026. 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 6:00 PM, and your attendance is required.

**Project Information:**

GR Development, LLC, represented by LJB Engineering, proposes the permitting and development of a new car wash facility on an approximately 4.2-acre site located at 750 Roosevelt Trail (at the intersection of Roosevelt Trail/Route 302 and Tandberg Trail/Route 35) in North Windham. The project involves demolition of an existing restaurant and small retail building and construction of a single ±5,968 square foot drive-through car wash building with internal vehicle queuing and 22 on-site parking spaces equipped with vacuum stations. Subject properties are identified as Tax Map: 67; Lots: 37, 38, 40, 42, and 43A; Zone: Commercial District 1 (C-1) in the Presumpscot River watershed.

**Staff Review Comments**

*The memo will be updated as staff comments are provided.*

***Planning Review Comment***

An additional \$300 review escrow is required for the Town's third-party Delegated Review Authority (DRA) stormwater consultant to attend the July 1 Development Review Team (DRT) meeting. The DRT meeting fee increased from \$100 to \$400 effective June 9. A \$100 payment was received on June 10 under the prior fee; therefore, \$300 remains due. Please submit this balance as soon as possible.

**Planning Department:**

- [§120-811](#) Submission requirements. [Sketch plans]
  - [A\(2\)\(a\)](#) **Application Form**

- The application form and the narrative do not include a **date**
- The application form does not include **lot numbers** in the Parcel ID field. The form shows Map 67 but the Lot(s) # field contains only "....." rather than the actual lot numbers (37, 38, 40, 42, and 43A). Please correct.
- The application form does not include the **Zoning District** in the Parcel ID section. The C-1 designation should be entered in the Zoning District(s) field.
- **Phone numbers are missing** for both the Record Owner (Jeffrey Peters / Deering Investments Inc.) and the Applicant (Frank Dougherty / GR Development, LLC). Phone numbers are required on the application form.
- [A\(2\)\(e\)](#) **Right, Title, or Interest**
  - The property owner's authorization letter (Jeffrey Peters, April 29, 2026) authorizes Washville Car Wash to act on behalf of the owner. However, the applicant is listed as GR Development, LLC, and the PSA identifies the purchaser as Garnett Reynolds Development, LLC. The relationship among these three entities is not explained anywhere in the submission. Please clarify how these entities are related and confirm that the authorization covers the applicant of record.
  - The property owner's authorization letter contains placeholder contact information — it literally reads "[phone number] or [email address]" rather than actual contact details for Jeffrey Peters. Please provide a corrected letter with complete contact information.
- Plan Requirements — [§120-811A\(2\)\(h\)](#)
  - [§120-811A\(2\)\(h\)\[6\]](#) — Existing buildings, structures, or other improvements on the site: **No separate Existing Conditions plan sheet has been provided.** The submission includes a single Concept Plan sheet overlaying proposed development on an aerial photograph. The existing restaurant, retail building, and all other existing site improvements should be shown on a dedicated existing conditions sheet. This is necessary for the Board to understand the current state of the site and to evaluate the proposed demolition, site clearing, access, and utility connections.
  - [§120-811A\(2\)\(h\)\[7\]](#) — Existing restrictions or easements on the site: **No easements or restrictions are identified on the concept plan.** The narrative references a Shaw's access road along the westerly property boundary for sewer service, and the PSA references an active TD Bank lease affecting the property. Neither the sewer easement/access road, the TD Bank lease area, nor any other encumbrances are shown or labeled on the concept plan. Please identify all existing restrictions and easements on the plan, or state that none exist.
  - [§120-811A\(2\)\(h\)\[8\]](#) — Approximate location and size of existing utilities on and adjacent to the tract: **No existing utility locations are shown on the concept plan.** Water, sewer, gas, and electrical service are all referenced in the narrative as available in adjacent streets, but no utility lines, poles, hydrants, or service connections are depicted on the plan. Please provide approximate utility locations or state that none are present on the site.
  - [§120-811A\(2\)\(h\)\[10\]](#) — Location and size of proposed buildings, structures, access drives, parking areas, and other development features: **No clean proposed conditions plan has been provided separately from the aerial**

**overlay.** The concept plan combines existing aerial imagery with the proposed development shown in yellow overlay, making it difficult to clearly read the proposed layout independent of existing conditions. A separate, clean proposed site plan or schematic drawing is needed for Board review.

- Additionally, the **site data table** on the concept plan shows a discrepancy in parking counts: the "Total Parking" row shows 0 required and 21 provided, but the narrative and application form state 22 parking spaces. The "Barrier Free" row shows 1 required and 22 provided, which appears to be a formatting error. Please reconcile and correct the site data table.
- The **building size** is listed as "±5,970 SF" in the narrative and "5,968 SF" in the concept plan title block. Please ensure consistency throughout all submitted documents.
- The Table of Contents in the submission narrative contains two items labeled "VI" (Contact Information of Consultants and Right, Title or Interest). The second "VI" should be "VII," which is consistent with how the body of the document is actually numbered. The Table of Contents heading for Section V also contains a typo ("APPLICANR" instead of "APPLICANT"). These are minor but should be corrected in any resubmission.

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 by July 1, 2026 or earlier to be included in the Planning Board 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) 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.

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