

APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: June 26, 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

Scheduled for Planning Board meeting: **July 14, 2025 (tentative)**

Thank you for submitting your final site plan application on June 23, 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 **need your attention by July 1, 2025** before the Planning Board final plan review is scheduled for a public hearing, in accordance with Windham Land Use Ordinance [§120-807F\(4\)](#). Your application is tentatively **scheduled for review on July 14, 2025**. If the application is not complete to meet the advertising deadlines for the July 14th meeting, the review will be postponed. 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\(1\)\(b\)](#) Payment of application and escrow fees. Fees not accurately calculated.
Provide additional application fees and review escrow.
- [§120-811B\(1\)\(c\)](#) Written Information.
 - Materials shall be contained in a bound report. Application materials submitted were submitted loose leaf with a binder clip. Future submission should be bound.
 - [\[2\]](#) Record owner/applicant’s name (principal of LLC) and contact information is not included on the application form.
 - [\[4\]](#) Provide the deed for 12 Roosevelt Trail (Lot 3E).

- [\[6\]](#) Project narrative indicates that existing or proposed easements on the property is N/A.
 - There are easements described in the deed for 4 Roosevelt Trail that benefit 12 Roosevelt Trail. Update project narrative.
 - Sheet C100 labels the gravel road as believed to be the right of way reserved in the deed from Kenneth Merle Cole, Jr. Provide a copy of the deed and update project narrative.
 - Provide draft reciprocal cross-travel access easements for the common travel ways through the two project parcels.
 - The applicant discussed with Town staff and the Planning Board the applicant's willingness to grant easements to the Town to allow municipal vehicles to cross the property located at 12 Roosevelt along the driveway from Vance Drive to Roosevelt Trail for winter maintenance of Route 302 and an area at the town line for a municipal gateway sign. While these are easements not required to be executed as part of site plan review, please address.
- [\[14\]](#) The Traffic Narrative does not include the Saturday peak-hour and daily traffic to be generated by the project.
- [\[18\]\[a\]](#) 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)][1] Plan Information. Existing Conditions.
 - [\[e\]](#) Overall Existing Conditions Plan Sheet C100 should show the full boundary of Lot 3, a contiguous parcel in control of the applicant.
- §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.
 - [\[d\]](#) Show the required landscape buffer along the street (Buffer Yard G, 15 feet, per [§120-511C\(3\)\(b\)](#)).
 - [\[h\]](#) Location, front view, materials, and dimensions of proposed signs, together with the method for securing the sign.
- [§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.
- Complete [§120-813](#) Commercial District Design Standards [Checklist](#) and provide a narrative of project compliance with the standards.

Staff Review Comments

The memo will be updated as comments from staff and the Town's third-party consulting engineer, required by [§120-807F\(6\)](#), are provided by July 3, 2025.

Planning Department

1. Site distances at the proposed entrance that comply with Table 1 in [Appendix B](#) must be shown on the plan.
2. The plan shows a 26-foot wide accessway connecting the adjoining lots. In accordance with [§120-812C\(1\)\(b\)](#), parking lots on adjoining lots may be connected by accessways not exceeding 24 feet in width.

3. The project narrative states that all solid wastes generated by the proposed project will be handled by a contracted service with dumpster(s). Show a dumpster location on the plan and details for dumpster pad and screening required by [§120-812T\(2\)](#).
4. Sheet C101 and C102 Zoning Summary Tables. See [§120-412E\(7\)](#) for correct max building height (45 feet).
5. §120-812C(1)(d) requiring 30% of parking stalls to be 10'x20' was amended by the Town Council [Order 25-043](#) effective May 30, 2025, removing this requirement.
6. Architectural Plan Set Sheet A0.1: Correct the Scope of Work building size, Project Data Zoning landscape buffer (15 feet) and maximum building height (45 feet).
7. The application includes detail sheets of light fixtures, but no lighting/photometric plan was provided. Please provide evidence that lighting will not exceed 0.5 footcandle at the lot lines, as required by [§120-812R\(1\)\(b\)](#).
8. Per [§120-807F\(1\)](#), where a Portland Water District approval of the proposed water system has not been received as part of the final site plan submission, see Condition of Approval.
9. 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.

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 9, 2025 or earlier to be included in the Planning Board July 14th 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 at (207) 207-894-5900 x 6121 or email me at allessard@windhammaine.us.