



Town of Windham
Planning Department
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STAFF REVIEW AND COMPLETENESS MEMO

DATE: March 27, 2024

TO: Scot Smith, 322 Roosevelt Trail, LLC
FROM: Steve Puleo, Town Planner
Cc: Windham Planning Board
Shawn Frank, P.E., Sebago Technic, Inc.
Amanda Lessard, Planning Director

RE: #24-14 – Major Site Plan – 322 Roosevelt Trail Addition – Sketch Plan Review – 322 Roosevelt Trail, LLC
Scheduled for Planning Board meeting: April 8, 2024

Thank you for submitting your application on March 4, 2024. The application status is **incomplete**. The staff has reviewed the application and found several outstanding items that need your attention before the Planning Board sketch plan review. Your application is **scheduled for review on April 8th**. 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 proposal is to convert an existing motel located at 322 Roosevelt Trail into a multi-family residential building with 23 dwelling units to construct a small addition behind the nine (9) residential dwelling units of 1,188 SF of floor area. The applicant also intends to make site improvements to the existing pavement along the front of the property, including a 15-foot-wide buffer yard. Tax Map: 12; Lot: 58; Zone: Contract Zone in the Presumpscot watershed.

Note on classification: Maine Subdivision Law Section 4402.6 exempts the division of a new or an existing structure into three (3) or more dwelling units... where the project is subject to municipal site plan review.

Planning Department:

- For the sketch plan review:
 - The applicant notes in the cover letter the use of the property remains a motel, which is a non-conforming use in the Contact Zone. Please rewrite the cover letter to state that the applicant is converting the current to the multi-family dwelling permitted uses of the 322 Roosevelt Trail contract zone. *Note on classification: Maine Subdivision Law Section 4402.6 exempts the division of a new or an existing structure into three (3) or more dwelling units... where the project is subject to municipal site plan review.* This approval will constitute a subdivision requiring the applicant to record the signed plan at the Cumberland County Registry of Deeds.
 - Please include the current traffic generation site.
 - Missing Secretary of State Certificate of Good Standing for 322 Roosevelt Trail, LLC.
 - Show the building connection.
 - Where will the dumpster be located?
 - Remove the building 1 and 2 notations.

- Show wetlands, septic wastewater field, and contours on the Existing Conditions Plan.
- Provide the correct zoning and dimensional standards on the proposed site plan.
- Add general notes on the proposed conditions in the site plan.
- Add a section for approval waivers (if any are necessary) and a Town of Windham Planning Board signature box.
- Add general notes on the proposed conditions site plan.
- Add a section for approval waivers (if any are necessary) and a Town of Windham Planning Board signature box.
- For the final plan review,
 - Provide a stormwater plan meeting chapter or request any appropriate waivers.
 - For the final plan, please provide evidence of the multifamily development standards per [§120-814](#).
 - A site lighting plan and a cut sheet of light fixtures, both pole and building mounting fixtures.
 - A landscaping plan that meets the buffer yard standards in [§120-511](#).

CONDITIONS OF APPROVAL (REQUIRED)

1. Approval is dependent upon and limited to the proposals and plans contained in the application dated March 4, 2024 as amended TBD 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. 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.

Town Engineer:

- Please provide a stormwater management plan for the two parcels that will meet Chapter 500.
- For the sketch plan review, please provide the location for snow storage. If the applicant intends to use the parking area to turn around to store snow, please provide a guardrail next to the infiltration pond.

Fire Chief:

- Show how access to the back of this building fire apparatus

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. If I receive more comments, I will send them to you ASAP. We will need your response by April 2, 2024. Please feel free to call me with any questions or concerns at (207) 777-1927 or email me at <mailto:sjpuleo@windhammaine.us>.