

APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: October 14, 2025

TO: Grant Duchas, Excel Engineering
Paul Birdsall, Camping World

FROM: Amanda Lessard, Senior Planner/Project Manager

Cc: Steve Puleo, Planning Director
Windham Planning Board

RE: #24-29 Camping World Expansion Amendment – Amended Site Plan and Conditional Use – 480
Roosevelt Trail - Camping World RV Sales, LLC

Scheduled Planning Board meeting: October 27, 2025

Thank you for submitting your amended site plan application on September 3, 2025. The staff has reviewed the application and found the application is **complete**. Your application is **scheduled for review on October 27, 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:

This application is an amendment to a site plan last approved by the Planning Board on April 14, 2025 to add a dump station near the building for the discharge of camper and RV wastewater tanks to the existing subsurface wastewater disposal system.

Subject property is identified as Tax Map: 15: Lot: 1A; Zone: Commercial III (C-3) in the Ditch Brook watershed. Uses: Retail Sales, Outdoor; Retail Sales; Automobile Repair Services.

Staff Review Comments

The memo will be updated as staff comments are provided.

Planning Department

1. Per [§120-807F\(1\)](#), where an Maine DEP Site Location of Development Act (SLODA) Permit has not been received as part of the amended site plan submission, see Condition of Approval.
2. Please provide the Town a copy of any comments provided by Maine DEP and any response to comments related to your amended SLODA application.
3. Recommended CONDITIONS OF APPROVALS:
 1. Approval is dependent upon and limited to the proposals and plans contained in the application dated October 3, 2024 as amended September 3, 2025 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 [§120-815](#) of the Land Use Ordinance.

2. 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.
3. 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.
4. In accordance with [§120-548D](#) of the Land Use Ordinance, the outdoor retail sales approval shall be limited to the applicant and therefore, shall not run with the land.
5. No septic permit shall be issued by the Code Enforcement Officer until the applicant provides the Planner with the Maine DEP Site Location of Development Act Permit Amendment.

Code Enforcement Department

4. Recommended HHE_200 Condition of Approval: At minimum the Code Enforcement Department will require quarterly monitoring of the design flow of the dump station as per Section 5 (F) G of the Subsurface Wastewater Disposal Rules. Note: An alternative calculation method based on water use data may be approved if a system designer can prove it is equally effective.

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 October 20, 2025 or earlier to be included in the Planning Board October 27th 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. As 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.