

## APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: July 16, 2025

TO: Andy Morrell, PE, BH2M  
Andy Lane & Andrew Coppersmith, A-Plus Sale & Service, Inc  
FROM: Amanda Lessard, Senior Planner/Project Manager and  
Cc: Steve Puleo, Planning Director  
Windham Planning Board

RE: #25-08 Major Site Plan - A-Plus Auto Sales & Service – 1027 Roosevelt Trail – Sketch Plan  
Review – A-Plus Sale & Service, Inc

Requested Planning Board meeting: **July 28, 2025**

Thank you for submitting your final site plan application 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 28<sup>th</sup> meeting, the review will be postponed; your application is tentatively **scheduled for review on August 11, 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.

**A site walk is scheduled for the project on Monday July 21, 2025 at 5:15 pm.**

### **Project Information:**

The application is for a 32,500 square foot building with associated parking for automobile sales and repair services on a 12.23-acre property. Subject property is identified as Tax Map: 21; Lot: 12; Zone: Commercial I North (C1-N) and Stream Protection (SP) in the Hyde Brook/Sebago Lake watershed.

Uses: Automobile repair services and Retail sales, automobile sales.

### **Final Site Plan Application Completeness**

- [§120-811B\(1\)\(a\)](#) A fully executed and signed copy of the final site plan application form. A number of the applicant checklist items are not checked and are missing from the submission. Complete the checklist.
- [§120-811B\(1\)\(c\)](#) Written Information.
  - [\[2\]](#) Record owner/applicant’s name (principals of LLC) is not included on the application form. Provide evidence of the connection between the property owner, Double A Properties LLC, and the applicant, A Plus Auto.
  - [\[10\]](#) Estimated demand for water supply and sewage disposal.
  - [\[11\]](#) Provisions for handling all solid wastes, including hazardous and special wastes.
  - [\[13\]](#) Listing of proposed trees or shrubs to be used for landscaping.

- [\[14\]](#) An estimate of the weekday a.m. and p.m. and Saturday peak-hour and daily traffic to be generated by the project.
- [\[17\]](#) A written statement from any utility district providing service to the project as to the adequacy of the water supply in terms of quantity and pressure for both domestic and fire flows, and the capacity of the sewer system to accommodate additional wastewater if public water or sewerage will be utilized.
- [\[18\]](#) Financial capacity. The letter of financial capacity from Norway Savings Bank references Aplus Auto Group and Andrew Lane and Andrew Coppersmith. The certificate of good standing provided is for Double A Properties. The applicant, A Plus Auto, is not listed as a registered corporation by the Secretary of State. Provide evidence of the financial capacity of the applicant.
- §120-811B(1)(d))[1] Plan Information. Existing Conditions.
  - [\[g\]](#) Zoning District Boundaries. Show the Stream Protection (SP) District, 100 feet from Hyde Brook.
- §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.
  - [\[f\]](#) Proposed landscaping and buffering. Show the required landscape buffer along the street (Buffer Yard G, 15 feet, per [§120-511C\(3\)\(b\)](#)).
  - [\[g\]](#) The location, dimensions, and ground floor elevation of all proposed buildings or building expansion proposed on the site. Elevations of each side of the building with dimensions not provided.
  - [\[h\]](#) 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\(2\)\(e\)](#) A planting schedule and information as well as information pertaining to provisions that will be made to retain and protect existing trees, shrubs, and other vegetation.
- [§120-811B\(2\)\(g\)](#) Provide GIS data of site plan information.
- [§120-811B\(2\)\(h\)](#) A traffic impact study if the project will generate 50 or more trips during the a.m. or p.m. peak hour.
- The [§120-813](#) Commercial District Design Standards [Checklist](#). Identify which 8 other design standards are met in addition to the standards required in C-3. The narrative of project compliance with the standards should be more detailed in how the building and site comply with the applicable standard.
- [§120-807F\(1\)](#) Outside agency approvals or if the applicant has not received a required approval, provide the status of the pending approval.

### **Staff Review Comments**

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

### **Planning Department**

1. The plan notes a 25' landscape buffer between the edge of pavement and the property line. Landscape buffers are required to be internal to the property. The parking lot appears to be

located within the required 15' buffer yard along the street and is prohibited. See [§120-511B\(4\)](#) for materials and uses allowed in buffer yard.

2. Site distances at the proposed entrance that comply with Table 1 in [Appendix B](#) must be shown on the plan.
3. The site lighting layout exceeds 0.5 footcandles at the front and side property lines required by [§120-812R\(1\)\(b\)](#). Revise lighting plan.
4. Is any landscape buffering or screening proposed within the side yard setback to the abutting residential lot?
5. Per [§120-807F\(1\)](#), where a Maine DEP Stormwater Permit has not been received as part of the final site plan submission, see Condition of Approval.
6. 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.
7. Provide a spill prevention plan.
8. Identify areas with the parking area that are intended to be utilized exclusively as display area for automobile sales.
9. Show limits of development and proposed treeline on site plan.
10. Recommended CONDITIONS OF APPROVALS:
  1. Approval is dependent upon and limited to the proposals and plans contained in the application dated June 30, 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. 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 and the Maine DEP Stormwater Permit.

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 30, 2025 or earlier to be included in the Planning Board August 11<sup>th</sup> 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](mailto:allessard@windhammaine.us).