

APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: July 2, 2026

TO: Tanner Goodine, Sebago Technics, Inc.; Agent
Robert Burns, Town of Windham; Applicant

FROM: Natalie Thomsen, Town Planner

Cc: Steve Puleo, Planning Director
Windham Planning Board
Mark Arienti, Town Engineer
Great Falls Construction, Inc.; Construction Manager

RE: #26-05 – Major Site Plan – North Windham Public Safety Building – Franklin Drive
– Final Plan Review – Town of Windham

Planning Board Meeting: July 27, 2026

Thank you for submitting the final site plan application for the North Windham Public Safety Building on June 11, 2026. The application status is incomplete. Staff has reviewed the application and plans against [§120-811](#), [§120-812](#), and [§120-813](#) of the Land Use Ordinance, and against the April 23, 2026 Sketch Plan staff memo, and found the following items that need your attention before the Planning Board's final plan review. The Planning Board meeting is an in-person meeting at the Town Council Chambers in the Town Hall located at 8 School Road. The meeting begins at 6:30 p.m., and your attendance is required.

Project Information

A new two-story public safety building of approximately 14,330 SF footprint and approximately 27,950 SF gross floor area, with apparatus bays, parking, access drive, utilities, sidewalks, landscaping, and stormwater management improvements, on a proposed lot to be created from a portion of Tax Map: 70; Lot: 14; Zone: Commercial I (C-1), in the Little Sebago Lake watershed.

A. Application and Consistency Items

1. **Amended subdivision application.** The plan set includes Sheet C-100, "Third Amended Subdivision Plan – The Windham Mall," creating the new lot for the Town, and the April 23, 2026 Sketch Plan memo stated that an amended subdivision application to create the parcel would be submitted with the final site plan application. An amended subdivision application (with the associated submission requirements of Article 9 and §120-907) was

not included in the June 11, 2026 binder. Please submit the amended subdivision application so that the subdivision amendment and the site plan may be reviewed concurrently, or confirm the intended procedural path with the Planning Department.

2. **Application and escrow fees.** The application checklist notes fees as “n/a, Municipal Project.”
3. **Building square footage – reconcile.** The application form lists an estimated building size of 12,175± SF and the project narrative describes a ±6,000 SF building with a ±6,175 SF apparatus bay, while the cover letter (and the sketch plan submission) describe a ±14,330 SF footprint and ±27,950 SF of gross floor area. Please reconcile the building area figures across the application form, narrative, and plans.
4. **Lot area – reconcile.** General Note 3 on Sheet G-102 and the application form state the proposed parcel is approximately 3.21 acres, while Sheet C-100 and the Existing Conditions plan show proposed Lot 1 as 220,749 SF (5.07 acres). Please correct the plan set and application so the proposed lot area is consistent.
5. **Sheet and title block naming.** The Existing Conditions plan (Sheet 1 of 1) is titled “Existing Conditions Plan of North Windham Fire Station,” and the architectural sheets in Section 13 are titled “Windham Fire Station.” Please retitle these sheets “North Windham Public Safety” (or equivalent) for consistency with the balance of the plan set and for recording purposes.

B. Plan Items

6. Bicycle parking ([§120-813D\(6\)](#)). The response to the design standards states that a rack providing parking for the required two bicycles “is shown on the site plan”; however, no bicycle rack is shown or called out on Sheet C-102. Please show the rack location and provide a detail.
7. Snow storage areas ([§120-813C\(5\)](#)). The response states that snow storage areas are designated on the site plan; no snow storage areas are designated on Sheet C-102. Please designate snow storage areas on the plan, located so they do not conflict with landscaping, visibility, drainage, or the subsurface infiltration system.
8. Sight distance ([§120-812B\(2\)](#) and Appendix B). As noted at sketch plan review, sight distances at the proposed Franklin Drive driveway shall be shown on the final plan. Please add measured sight distances and the basis of measurement.
9. Planning Board approval block ([§120-811B\(1\)](#)). An approval block appears only on subdivision Sheet C-100. Please provide space on the site plan drawing(s) for the words “Approved: Town of Windham Planning Board” with signature lines and date, and remove or revise the “Not for Construction” stamp on the final approval set.
10. Generator fuel supply ([§120-812L\(2\)](#)). A generator on a 16’ x 20’ concrete pad is shown, and a natural gas service is shown on Sheet C-104. Please confirm the generator fuel

source. If bulk fuel storage is proposed, the tank shall be shown on the plan and located at least 75 feet from any lot line if aboveground, or 40 feet in the case of underground storage.

11. Proposed freestanding sign ([§120-811B\(1\)](#)). Sheet C-103 shows a 5' x 15' concrete pad for a sign. The location, front view, materials, dimensions, and method of securing the proposed sign were not included. Please provide the sign exhibit, or confirm the sign will be permitted separately under Article 7.
12. Additional design standards ([§120-813](#)). In addition to meeting all required design standards in the C-1 District, development must comply with a minimum of eight other design standards. The submission addresses the required standards; please identify the eight (or more) additional design standards the project will meet.

C. Technical Review Items

13. **Oil/water separator capacity.** A 1,000-gallon oil/water separator (Sheets C-502/C-503) receives the 143 LF apparatus-bay trench drain and truck-wash flows ahead of the proposed pump station. Please provide:
 - (a) sizing calculations demonstrating the 1,000-gallon unit is adequate for washdown of the five apparatus bays;
 - (b) confirmation of the discharge routing – the Utilities Plan (C-104) indicates the trench drain and separator discharge to the sanitary sewer via the proposed pump station and force main, rather than being retained on site or released to the storm drainage system. Please confirm that all washdown and floor-drain flows are fully isolated from the stormwater system, consistent with the Town's MS4 program and the illicit discharge provisions of Chapter 201, and confirm with the Portland Water District that the North Windham Wastewater Treatment Facility is equipped to accept this discharge, including any pretreatment or industrial discharge requirements that may apply;
 - (c) a description of the operation of the two gate valves in the 3' x 3' utility box on the trench drain line shown on Sheet C-104, including whether they may be used to isolate flows in the event of a spill; and
 - (d) the facility's spill prevention and emergency response measures for fuels, oils, and vehicle fluids handled in the apparatus bays – e.g., a Spill Prevention, Control, and Countermeasure (SPCC) plan or equivalent spill-response plan – together with the separator's long-term maintenance program, including the inspection and pump-out schedule and disposal of recovered oils. This item will also be reviewed by the Town Engineer and coordinated with the Portland Water District.
14. **Traffic estimate** ([§120-811B\(1\)\(c\)\[14\]](#) and [§120-812B](#)). Section 10 describes shift schedules but does not provide the estimated weekday AM and PM and Saturday peak-hour and daily trips generated by the project. Please provide a quantified trip estimate

confirming the project generates fewer than 50 trips in the AM or PM peak hour, which staff anticipates will confirm that a traffic study is not required.

15. **PWD easement modification / Phase 2.** The cover letter acknowledges that the Portland Water District requires a major modification to the existing 40-foot utility easement because a portion of the Phase 2 building expansion falls within it. Please confirm that Phase 2 is shown for reference only and is not part of the approval requested at this time; staff anticipates carrying the easement modification as a condition of approval and notes that any future Phase 2 construction will require an amended site plan.

D. Informational and Resolved Items

- Portland Water District Ability to Serve (water and wastewater), dated June 9, 2026, is enclosed and valid for eighteen months. Received; no further action.
- MDEP Site Location of Development amendment is pending. Evidence of the MDEP approval will be required prior to the start of construction in accordance with [§120-807F\(1\)](#), and will be carried as a condition of approval.

Conditions of Approval (Required)

- Approval is dependent upon and limited to the proposals and plans contained in the application dated June 11, 2026, 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 [§120-815](#) of the Land Use Ordinance.
- 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 1 of each year.
- Approval is conditioned upon receipt of the Maine DEP Site Location of Development amendment approval prior to the start of construction, in accordance with [§120-807F\(1\)\(a\)](#).
- Prior to the issuance of a building permit for the Phase 2 building expansion, the applicant shall submit to the Planning Director written confirmation that the required modification to the Portland Water District utility easement (CCRD Book 41536, Page 49) has been executed and recorded.

Thank you for your attention to these matters. Please provide one copy of your response to staff comments with all revised application materials and one plan set, and email an electronic copy of your response letter, supporting documentation, and plan set. If staff receives additional review comments, we will forward them to you as soon as possible. We will need your response by **July 17, 2026** to hold the July 27, 2026 meeting date. Please feel free to call me with any questions at (207) 894-5960 ext. 2 or email me at nathomsen@windhammaine.us.

Sincerely,

Natalie Thomsen

Town Planner