



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Minutes - Draft

### Planning Board

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Monday, April 28, 2025

6:00 PM

Council Chambers

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#### AGENDA

#### 1. Call to Order – Chair’s Opening Remarks

#### 2. Roll Call and Declaration of Quorum

*Chair, Marge Govoni, called the meeting to order. Other members present were: Shonn Moulton, Anne Daigle, and Evert Krikken.*

*Planning Director Steve Puleo was also present.*

#### 3. [PB 25-016](#) Approval of Minutes - The meeting of April 14, 2025

**Attachments:** [Minutes 4-14-2025-draft.pdf](#)

*Evert Krikken made a motion to approve the minutes from April 14, 2025.*

*Seconded by Anne Daigle.*

*Vote: All in favor.*

#### **Public Hearings & Continuing Business**

4. [PB 25-017](#) #25-10 Land Use Ordinance Amendments to Article 3 Definitions, Article 5 Performance Standards and Appendix B - Controlled Access Streets. The Town is proposing an amendment to Chapter 120, Land Use Ordinance (LUO), Article 3 Definition of Controlled Access Streets and Article 5, to add Veterans Memorial Drive (the Eastern Connector) to §120-521A, along with Manchester Drive. This amendment would require limited-access driveway curb cuts from the new road to be spaced at least 300 feet apart.

**Attachments:** [25-10 PB MEMO LUO Amendments ControlledAccessStreets\\_042425.pdf](#)  
[25-10 LUO Redline Amendments ControlledAccessStreets\\_042425.pdf](#)

*Steve Puleo explained the amendments would define driveway entrance spacing and were intended to apply to driveways and entrances intersecting with a public street.*

- They would define how spacing was measured and were consistent with MDOT methods for measuring driveway spacing.*
- Veterans Memorial Drive (the Eastern Connector) would be added to Article 3, definitions under Street Classification – Controlled access street.*

- Article 5, Performance Standards would be amended to add Veterans Memorial Drive and require 300 feet separation for the travel way a of public street.
- Residual language from previous amendments would be removed.

*Public Comment*

*There was no public comment. The public comment was closed.*

*Board Comment*

- They needed to consider the potential effect on smaller properties with shared parking lots.
- Did MDOT want the same 300 feet to be measured from existing roads?
- Add some language to clarify that both sides of the road were included for the distance.
- Language should be tightened up to detail all the things between which a distance should exist.
- Curb cut locations should be predetermined in order to avoid conflicts with future development.

*Evert Krikken made a motion to recommend with comments approval of the proposed amendments to the Land Use Ordinance Chapter 120 Article 3 Definitions and Article 5 Performance Standards to add Veterans Memorial Drive to the Controlled Access Street definition and performance standards and to modify Table 2.*

*Seconded by Anne Daigle*

*All in favor.*

## **New Business**

5. [PB 25-018](#) #25-11 Major Site Plan - 4 Roosevelt Trail Redevelopment - 4 Roosevelt Trail - Sketch Plan Review - York Enterprises Park, LLC
- The application is for the redevelopment of a former excavation material storage yard 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. Subject property is identified as Tax Map: 7; Lots: 1 and 3E; Zone: Commercial III (C-3) in the Highland Lake watershed.

**Attachments:** [25-11\\_MJR\\_SP\\_SKP\\_PB\\_MEMO\\_4RooseveltTrl\\_042425.pdf](#)

[25-11\\_MJR\\_SP\\_SKP\\_PLANS\\_REVISED\\_4](#)

[RooseveltTrail\\_042325.pdf](#)

[25-11\\_MJR\\_SP\\_SKP\\_APPL\\_4RooseveltTrl\\_040725.pdf](#)

[25-11\\_MJR\\_SP\\_SKP\\_PLANS\\_4RooseveltTrl\\_040725.pdf](#)

*Eric Dube, from Trillium Engineering Group, was present representing the application. He explained there had been a previous site plan approval for 4 and 12 Roosevelt Trail. The owner now wanted to focus on cleaning up the property.*

- The new proposal was for two contractor services buildings, instead of three.
- They had reduced the overall impervious surface and moved the access drive, which would still connect to the Octagon Cleaning site.
- The change would still provide Windham and Westbrook with the ability to use the

access as a turn-around for town vehicles.

- *An easement would still be provided for the town's Welcome to Windham sign.*

*Seve Puleo reviewed the application:*

- *They proposed 14 units in two separate buildings.*
- *This was considered a common scheme of development with 12 Roosevelt Trail because:*
  - *Both lots were in the same ownership.*
  - *The proposal would result in more than 40,000 square feet of disturbed area in a two year period, requiring review of both properties.*
  - *There would be shared stormwater discharge; infrastructure; and access through both lots.*
  - *Easements would be required.*
  - *Lot 12 was in an MS4 area; the common stormwater would require inclusion of lot 4.*
- *The buildings had to meet the design guidelines.*
- *There were issues with buffer yard standards and lighting.*

*Board Comment*

- *If the building uses weren't exempted from the ordinance, then 40% transparent surfaces had to be included in the façade of the building.*
- *Building colors should be shown.*
- *Building styles had to be coordinated per the ordinance, because there were two buildings.*
- *A depiction of signage was requested.*

## **Other Business**

### **6. Adjournment**

*Shonn Moulton made a motion to adjourn.*

*Seconded by Evert Krikken.*

*Vote: All in favor.*