

## APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: May 14, 2026

TO: Andy Morrell, PE, BH2M  
Andy Lane & Andrew Coppersmith, A-Plus Sale & Service, Inc  
FROM: Kathy Tombarelli, Town Planner  
Cc: Steve Puleo, Planning Director  
Windham Planning Board

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

Scheduled Planning Board meeting: June 8, 2026

Thank you for submitting your final site plan application on June 30, 2025, January 15, 2026 and May 4, 2026. The application status is complete and is scheduled for the June 8, 2026 Planning Board agenda. However, the staff has reviewed the updated application and found a few outstanding questions listed below under “Staff Review Comments” that must be addressed before the Planning Board final plan review is scheduled for a public hearing, in accordance with Windham Land Use Ordinance [§120-807F\(4\)](#).

Staff and third-party review comments from the previous Feb 11, 2026 memo appear as underlined text below. New comments are shown in *italics*. Comments from the previous memo that have been fully addressed have been deleted.

### 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.

Use(s): Automobile Repair Services and Retail sales, Automobile ales.

### Final Site Plan Application Completeness

- [§120-811B\(1\)\(c\)](#) Written Information: Complete

### Staff Review Comments

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

### Planning Department

1. Provide evidence that the proposed planting or existing vegetation provides the density of plant material required for Buffer Yard G in Table 1 in [§120-511C](#). Buffers along streets are required to use Buffer Yard G in the C-1N zoning district [§ 120-511C\(3\)\(b\)](#). In accordance with [§ 120-511B\(4\)\(g\)](#) the sidewalk may be within the buffer yard if the required effect of the yard is not compromised. It does not appear that the width of the landscaped buffer yard, even with the sidewalk is the required 15’.

2. §120-813 Commercial District Design Standards

- a. C(5) Snow storage areas are not designated on the site plan. In addition to the new note #31 on plan sheet 1, the snow storage area(s) should be depicted on the Final Site Plan.
- b. On the Commercial District Design Standards Checklist, the applicant checked 8 other design standards which are met in addition to the standards required in C-1N. The following appear not to meet the ordinance standard:
  - i. B(1) Parking lots are located in front of the building.
  - ii. B(3) Parking lots do not provide direct access between adjacent lots or include traffic-calming measures.
  - iii. B(4) The building is not located as close to the front property line as established under the Land Use Ordinance.
  - iv. B(9) Stormwater treatment is not designed to be shared by abutting properties.

*The applicant unchecked B (1)(3)(4) & (9) on the updated submittal. Due to the nature of the development the above four are not good options. The applicant must choose 4 additional standards in sections B, C, or D in the checklist to meet the requirement of a total of 8.*

3. Will any blasting be required to construct the proposed project? Per applicant unknown. If required a blasting plan will be provided.

4. 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 January 15, 2026, and May 4, 2026, 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 the use: [North Route 302 Road Improvements Impact Fee](#) of TBD (*TBD per peak hour trip through Route 302/Anglers Rd/Whites Bridge Intersection*); [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](#).

#### Third Party Consulting Engineer

*Independent review is required by §120-807F(6) when any portion of the development is within the direct watershed of a lake most at risk from new development.*

5. *See response to the Engineering Review Memorandum from Gorrill Palmer (GP) dated February 9, 2026 (starting on page 7) of the Final Plan/Revision submittal dated May 4, 2026. The responses and updated plans related to the delegated stormwater review have been received including an Inspection and Post Construction Maintenance Plan related to the MS4 designation. The materials have been sent to GP for further review and comment. Those comments are anticipated to come in at least one week prior to the June 8, 2026 Planning Board meeting, if not sooner, and will be sent to the applicant and PB when received.*

#### Assessing Department

- Complete

#### Fire Department

- Complete

#### Environmental & Sustainability

6. Snow storage areas are not shown on the plans. It should be shown that this will not negatively impact the functions or structure of the stormwater management infrastructure. A new plan note #31 has been added indicating snow will be stored outside of the stormwater basins. The snow storage areas have not been depicted on the updated plan and should be shown on the Final Plan.

#### Town Engineer

7. The proposed design includes a new entrance on Route 302 and therefore requires an entrance permit as required under the Town's Land Use Ordinance §120-522, Curb cuts and driveway openings. This permit is filed with the Department of Public Works. It should be noted that to get a permit, the entrance must meet the requirements for Sight Distance. As confirmed by the Applicants traffic engineering consultant VHB, the requirement for sight distance on a mobility corridor with a 50-mph speed limit is 840 feet. There appears to be sufficient sight distance in the easterly direction, but in the westerly direction, where the road curves to the northeast and there is vegetation along the roadway, there doesn't appear to be 840 feet. To compensate for this, the Applicant has shown a clearing line along Rte. 302 west of the entrance on Sheet 1 of their plan set as recommended in VHB's traffic report. However, the proposed clearing is only shown along the Applicants frontage, and it appears that the clearing will need to go beyond

that onto the property to the west to achieve the required sight distance. The Applicant needs to provide additional detail on how they will achieve the required sight distance to be issued an entrance permit. See Attachment 4, Property Access Permission Letter recorded at CCRD Bk/Pg 39598/199.

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 to the "Staff Review Comments" seven days prior to the scheduled Planning Board meeting. 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 [klombarelli@windhammaine.us](mailto:klombarelli@windhammaine.us).