



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Draft

Planning Board

Monday, July 28, 2025

6:00 PM

Council Chambers

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: Evert Krikken, Rick Yost, Kathleen Brown, Shonn Moulton, and Patrick Roberts.

Planning Director Steve Puleo, and Senior Planner Amanda Lessard, were also present.

3. [PB 25-040](#) Approval of Minutes - The meeting of July 14, 2025

Attachments: [Minutes 7-14-2025-draft.pdf](#)

Shonn Moulton made a motion to approve the minutes from July 14, 2025.

Seconded by Kathleen Brown.

Vote: All in favor.

Public Hearings & Continuing Business

4. [PB 25-041](#) #25-14 Land Use Ordinance Amendments to Article 9 Subdivision Review - Occupancy of Dwellings

The Town is proposing an amendment to Chapter 120, Land Use Ordinance (LUO), Article 9 Subdivision §120-915C, to limit occupancy of dwellings based on completeness of construction of the street to be determined by the street design instead of the type of dwelling.

Attachments: [25-14 PB MEMO LUO AMD Article 9 Subdivision OccupancyDwelling_071525.pdf](#)
[25-14 REDLINE LUO AMD Article 9 Subdivision OccupancyDwelling_070225.pdf](#)

Steve Puleo explained:

- *The purpose of the amendment was to allow consistency and compliance regarding occupancies for all types of residential dwellings during on-going construction.*
- *It would simplify the difficulties experienced with construction schedules for multi-family housing.*
- *Occupancy would be determined according to street, not building, type and allowed when a base course of pavement or crushed aggregate was completed, dependent on whether the road was paved, or gravel.*

Public Comment

There was no public comment. Public comment was closed.

Board Comment

- *Why was the ordinance originally created?*
- *It was a good common sense approach that ensured easy implementation and enforcement.*
- *Buildings would still require a certificate of occupancy.*
- *Clarification whether an access drive was a street or a driveway was needed.*
- *Were there any drawbacks to the amendment?*

Evert Krikken made a motion to recommend with comments, approval of the proposed amendments to Chapter 120, Land Use Ordinance, Article 9, Subdivision Review, pertaining to street access standards for the issuance of occupancy certificates for single-family, duplex (two-unit), and multi-family structures, based on the required street design, paved or gravel.

Seconded by Kathleen Brown.

Vote: All in favor.

5. [PB 25-042](#)**#25-11 4 Roosevelt Trail Redevelopment - Major Site Plan - Final Plan Review - 4 & 12 Roosevelt Trail - 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 properties are identified as Tax Map: 7; Lots: 1 and 3E; Zone: Commercial III (C-3) in the Highland Lake watershed.

Attachments: [25-11 MJR SP FP PB MEMO 4RooseveltTrl 072425.pdf](#)
[25-11 MEMO AC&SR MJR SP FP 4RooseveltTrail 072425.pdf](#)
[25-11 4 ROOSEVELT TRAIL ARCH MODEL 07 24 25.pdf](#)
[25-11 4RooseveltTrail RESPONSE 250716.pdf](#)
[25-11 4RooseveltTrail PLANS REV 250716.pdf](#)
[25-11 MEMO AC&SR MJR SP FP 4RooseveltTral 070225.pdf](#)
[25-11 MJR SP FP AC&SR MEMO 4RooseveltTral 062625.pdf](#)
[25-11 MJR SP FP APPL 4RooseveltTrl 062325.pdf](#)
[25-11 MJR SP FP PLANS 4RooseveltTrl 062325.pdf](#)

Eric Dube from Trillium Engineering was present with architect, Joe Delaney, representing the application.

Mr. Delaney explained:

- *They proposed pre-engineered metal buildings. Each building would be basically a storage warehouse with some administrative space.*
- *Each unit would have a bathroom.*
- *Three signs were proposed:*
 - o *Two directory signs*

- o One welcome sign for the Town of Windham
- For landscaping:
- o Larger trees would screen from Route 302.
- o Existing vegetation would screen the buildings as you entered Windham.
- o There would be deciduous trees and evergreens on site.
- Metal siding would be similar to the existing building.
- There would be a traditional roof-line.
- They would install heat pumps on the road side of the building.

Amanda Lessard explained:

- The property was in the Highland Lake watershed, a lake most at risk from new development. There had been an independent third-party review for environmental standards based on common scheme of development.
- Staff recommended postponing a decision because of outstanding review comments.
- o There had been numerous site changes over time which had to be clarified and confirmed in regard to whether Chapter 500 standards would be met.
- o There were questions regarding the level of traffic and whether a traffic study would be required.
- o Landscaping calculations were difficult to determine.
- o The current application did not include a contractor storage yard. Any storage of materials, vehicles, and equipment would have to be inside the buildings.
- The Ability to Serve letter had not yet been obtained from Portland Water District.
- A cross-travel easement was required between the two properties so as to ensure traffic, parking and cross-travel use would be maintained into perpetuity.

Evert Krikken made a motion that the major site plan application for project #25-11 4 Roosevelt Trail was found complete in regard to the submission requirements based on the application checklist, but the Planning Board retained the right to request more information where review criteria were not fully addressed.

Seconded by Kathleen Brown.

Five in favor. Rick Yost opposed.

Public Comment

There was no public comment. Public comment was closed.

Board Comment

- This seemed like a good, low impact project that would improve the way the town looked when people came in. It was frustrating that there were so many things the developer was expected to do.
- Stormwater, screening, and traffic details were still needed.
- The design looked good.

Evert Krikken made a motion that the major site plan for #25-11 4 Roosevelt Trail Redevelopment project at 4 and 12 Roosevelt Trail and identified on Tax Map: 7; Lot: 1 and 3E in the Commercial III district (C-3) and located in the Highland Lake watershed district was to be postponed.

Seconded by Shonn Moulton.

Vote: All in favor.

6. [PB 25-043](#) #24-29 Camping World Expansion - Amended Site Plan and Conditional Use - 480 Roosevelt Trail - Camping World RV Sales, LLC
- This application is an amendment to a site plan approved by the Planning Board on April 14, 2025 to add a 5,007 square foot canopy addition to the southeast side of the building to provide a covered outdoor space for customer walkthroughs and review of service needs, and a preparation area for mechanical work. Site circulation and grading will remain the same and an additional drain will be added to direct the canopy runoff. Subject property is identified as Tax Map: 15; Lot: 1A; Zone: Commercial III (C-3) in the Ditch Brook watershed.

Attachments: [24-29 AMD MJR SP CU PB MEMO CampingWorld 072425.pdf](#)
[24-29 AMD MJR SP CU APPL CampingWorld 2025-07-09.pdf](#)
[24-29 AMD MJR SP CU PLANS CampingWorld 2025-07-02.pdf](#)

Amanda Preisler, from Wilkus Architects was present representing the application. She explained that they wanted to add a canopy onto the recently approved sales and service center.

- *The canopy would function as a walk-through space for customers and staff; a staging area; and an area for mechanical work.*
- *It would have the same architectural feature as the previously approved building.*

Amanda Lessard said:

- *The project was a major site plan and conditional use for auto repair services.*
- *This amendment was a minor change and made no impacts to previous site elements.*
- *No additional impact fees were required for the canopy.*

Evert Krikken made a motion that the Amended Site Plan & Conditional Use application for project #24-29 Camping World Expansion project was found complete in regard to the submission requirements based on the application checklist, but the Planning Board retained the right to request more information where review criteria were not fully addressed.

Seconded by Kathleen Brown.

Vote: All in favor.

Public Comment

There was no public comment. Public comment was closed.

Board Comment

- *This didn't seem like it would change the project much, but there was some concern regarding using the proposed use for a repair area.*
- *Were there any changes to lighting on the plan?*
- *What material would be used for the canopy?*

Evert Krikken made a motion that the Major Site Plan and Conditional Use application for the #24-29 Camping World Expansion identified on Tax Map: 15; Lot: 1A; Zone: Commercial III (C-3) and located in the Ditch Brook watershed was to be approved with conditions with the following Findings of Fact, Conclusions, and Conditions of Approval.

FINDINGS OF FACT

Jurisdiction: The Camping World Expansion project is classified as a Major Site Plan, which the Planning Board is authorized to review and act on by §120-803A(1) of the Town of Windham Land Use Ordinance. Automobile Repair Services are a conditional use in the C-3 District so in accordance with §120-516.B the Planning Board shall serve as the review authority.

Title, Right, or Interest: The applicant has submitted a copy of a Property Deed between FRHP Lincolnshire, LLC, and FRHP 3, LLC dated November 29, 2022, and recorded on December 2, 2022, at the Cumberland County Registry of Deeds in Book 39877 and Page 253; and a copy of a Lease Agreement between FRHP 3 LLC, and Camping World RV Sales, LLC dated November 29, 2022.

ARTICLE 4 ZONING DISTRICTS

- *As shown on the Town of Windham Land Use Map approved by the Town Council, date April 9, 2024, Tax Map: 15; Lot: 1A, the property is located in the Commercial III (C-3) Zoning District, §120-408.*
- *The proposed land uses, Retail Sales, Outdoor and Retail Sales are permitted uses in the C-3 District, per §120-412B and in Article 5 Performance Standards and Automobile Repair Services is a permitted conditional use in the C-3 District, per §120-408C(2), where the repair of commercial trucks shall be limited to those vehicles with a gross vehicle weight rating equal to, or less than, 26,000 pounds per §120-412F(1).*
- *The lot conforms to the C-3 dimensional standards of §120-408E.*

ARTICLE 5 PERFORMANCE STANDARDS

§120-507 – Automobile Repair Services

- *The sale of gasoline or other petroleum products shall not be allowed as an accessory use.*

§120-511 – Buffer yards

- *C(3)(b) C-3 District buffer along streets: use Buffer Yard G, see exhibit below.*

§120-516 – Conditional Use (see below)

- *The applicant shall meet the requirements of a conditional use permit.*

§120-548 – Retail sales, outdoor

- *If outdoor retail sales are conducted in parking lot, the minimum off-street parking space requirements shall be maintained.*
- *The plan delineates the area on which the outdoor retail sales will be conducted.*
- *Outdoor retail sales shall be limited to the applicant. See condition of approval #4.*
- *Outdoor retail sales shall not be located in any side setback or landscaped buffer strip.*

§120- 812 – MAJOR SITE PLAN PERFORMANCE STANDARDS

§120-812A – Utilization of the Site

- *The subject parcel is approximately 16.85 acres in size as noted on the Boundary & Topographic Survey revised 3-13-25. This plan revises the 2021 site plan approval that listed the lot size as 15.4 acres.*
- *Camping World, Trailer and Service currently occupies the property and consists of*

several large sales and service buildings and gravel and paved parking areas for the display of recreational vehicles and trailers.

- The applicants are proposing to demolish the existing 7,700 square foot existing sales building and a 4,000 square foot portion of the existing service building and construct a 20,500 square foot RV sales and service addition onto the remaining 6,300 square foot existing service building.
- The applicants are proposing add a 5,007 square foot canopy addition to the southeast side of the building to provide a covered outdoor space for customer walkthroughs and review of service needs, and a preparation area for mechanical work.
- No additional wetland impacts are proposed beyond what was shown on previously approved site plans.
- The site is located in the Ditch Brook watershed.

§120-812B – Vehicular Traffic

(1) The site is located on the southerly side of Roosevelt Trail and all customer vehicular traffic will access the site from Route 302. As previously approved, the driveway on Danielle Drive is gated and used for occasional deliveries of RV inventory with no customer access permitted.

(a) The applicant does not expect to impact any road intersections within a half mile of the project.

(b) The traffic memo dated March 10, 2025 states that the proposed development will generate ten (10) and (6) entering trips during the AM and PM peak hours of the adjacent street. A traffic study is not required as the project is not expected to generate 50 or more trips during either the a.m. or p.m. peak hour, per §120-811B(2)(h).

- During review of the sketch plan at a meeting on February 10, 2025 the Planning Board requested a traffic analysis with input from MaineDOT regarding a turn lane. The submitted traffic analysis concluded that a left turn lane was found not to be warranted. The applicant provided a copy of email correspondence from MaineDOT agreeing with the turn lane analysis methodology. The Town's third-party traffic engineer reviewed of the traffic analysis and concurred with the applicant's analysis that a left turn lane is not warranted.

- The development is located in the North Route 302 Road Improvement Impact Fee Collection Area. In accordance with §120-1204D(2), the applicant has determined that there will be two (2) new primary trips to be generated by the development that passes through the Route 302/Angler's Road/Whites Bridge Road intersection..

(2) The access shall be designed to have minimum sight distance, according to MDOT and Appendix B Street Design and Construction Standards, to avoid hazardous conflicts with existing turning movements, to avoid traffic congestion, and to prevent queuing of vehicles entering and exiting the site.

- The sight distance at the new entrance is measured to be 635 feet looking to the left and the right. Both exceed the required minimum 425 feet for a standard vehicle and meet the 635 feet for a larger vehicle for the 45 MPH posted speed.

(3) The applicant proposes that the site will be accessed by one 60 feet wide newly constructed driveway entrance, replacing the two existing driveways on Roosevelt Trail. The access is approximately in the same location as the existing easterly entrance. The Planning Board approved a waiver for the curb cut width on April 14, 2025.

(a) The construction activity will require an "entrance permit" from the Town's Department of Public Works.

(b) The realigned driveway access must meet a separation requirement of 75 feet.

(4) The site designed to allow internal vehicular circulation in common with the other property owner for the safe movement of passenger, RV service, and emergency vehicles through the site. The proposed canopy will not impact vehicular circulation.

§120-812C – Parking and Loading

(1) The applicant has designed a parking layout that accommodates a total of 60 passenger vehicle spaces with three (3) ADA spaces, 6 RV delivery stalls and approximately 301 representative RV inventory spaces. The footprint of the RV inventory parking at the back of the lot is consistent with previous approvals.

(d) The applicant meets §120-812C(1)(d) Parking and loading by providing 100% of the parking spaces at 10' x 20' parking space size.

(2) The applicant states that the proposed number of spaces is adequate to provide vehicle parking for approximately 15 employees and customers.

- At the Development Review Team meeting the Town Engineer requested a comparison of the existing and proposed number of parking spaces.

§120-812D – Pedestrian Traffic

The applicant is proposing to provide an 8-foot-wide sidewalk along the front of the building. A 6' high ornamental security fence will separate the customer parking area from access to the side and rear of the building.

§120-812E – Stormwater Management

(1) The applicants provided a stormwater management system design for the collection and disposal of all the stormwater that runs off parking areas, roofs, travel ways, and other surfaces.

(f) Major site plans, regardless of size, shall comply with Sections 4C(2) and 4C(3) of the General Standards of the MDEP Chapter 500 Stormwater Management Law. The property is subject to Maine DEP Site Location of Development Act permit L-27551-26 -C-N issued to FRHP LINCOLNSHIRE, LLC on September 21, 2021. Maine DEP issued a minor amendment to the Site Law Permit L-27551-001 issued to CAMPING WORLD on May 12, 2025.

- The site is located in the Town's Urbanize Area and regulated by the MS4 (Municipal Separate Storm Sewer System). The applicant states that the site disturbance is anticipated to be more than an acre and will be subjected to the annual maintenance and inspection report to the Town, see Condition of Approval #2.
- The proposed canopy addition will add an additional drain to direct the canopy runoff. On July 24, 2025 the Town Engineer commented that the proposed change will have no impact on the previous approval.

§120-812F – Erosion Control

(2) The applicant has provided for the final plan review an erosion and sedimentation control plan that will meet the minimum standards outlined in the Maine DEP Stormwater Rule Chapter 500 Appendix A – Erosion and Sediment Control, Appendix B – Inspections and Maintenance, Appendix C – Housekeeping. Erosion and Sedimentation Control.

§120-812G – Water Supply Provisions

(1) The new building is proposed to be served for domestic and fire protection (sprinklered) by a Portland Water District water main connection from across Roosevelt Trail. A fire hydrant is located approximately 200 feet from the site.

- The applicant provided and Ability to Serve letter from Portland Water District dated February 7, 2025 approving the water system design for a new 6-inch fire service and 2 -inch domestic water service.
- At the Development Review Team meeting, the Town Engineer commented that a street opening permit from the Public Works Department would be required to connect to the water main.

§120-812H – Sewage Disposal Provisions

- The applicant has provided HHE-200 Subsurface Wastewater Disposal System Application dated August 18, 2024, in which the Site Evaluator has designed a

replacement system to serve 50 employees at 600 gallons per day. The Town permitted the installation on August 19, 2024.

- The 2021 Maine DEP Site Location of Development Act permit specifically states that the wastewater from the trailers and RVs, or any other wastewater source other than the normal sanitary wastewater from the facility, is not allowed to be disposed of in the existing wastewater disposal field.
- At the Development Review Team meeting staff asked for additional information related to handling of effluent from RVs. The applicant's response to comments dated March 17, 2025 states that a dump station has been removed from the plans and if Camping World pursues a dump station in the future, DHHS and DEP approval will be obtained prior to seeking Town approval for a site plan amendment.

§120-812I – Utilities

- The applicant all utility connections (electrical, telephone, and telecommunication services) will be subsurface.
- A utility and grading plan has been provided and found acceptable to the Town Engineer.

§120-812J – Groundwater Impacts

- The new building is proposed to be connected to the PWD public water system, and the wastewater disposal system is not anticipating a disposal system with a capacity of 2,000 gallons per day (GPD).

§120-812K – Water Quality Protection

- The applicant states development will help protect Windham's water quality by using a public water system, an approved wastewater disposal system that shall comply with the State's drink water standards, and stormwater management system to provide treatment to runoff. The day-to-day operations do not require substances that are hazardous, such as fuels, industrial chemicals, waste, etc.
- The applicant submitted a "Physical Hazard Emergency Procedures" document with the amended application for the canopy addition to address how spills would be managed on site. The project is also subject to a Stormwater Pollution Prevention Plan (SWPP) as part of the Maine Construction General Permit that identifies potential stormwater contaminants and various practices to reduce pollutants.

§120-812L – Hazardous, Special and Radioactive Materials

- (1) The proposed wastewater treatment facility does not anticipate handling, storing, or using any materials identified by the federal or state as hazardous, special, or radioactive. The applicants have provided a list of any materials that would fit in those categories for the final plan review and have made provision for safe storage and handling of the materials.

§120-812M – Shoreland Relationship

- The site is not in a shoreland zoning district.

§120-812N – Technical and Financial Capacity

- (1) The applicants estimate of the project cost of \$7,000,000. The project will be self-financed, and the applicant provided financial filings for Camping World to indicate the availability of liquid assets to finance the development. The applicant has provided their Secretary of State certificate of good standing dated January 17, 2025.
- (2) The applicant has hired Excel Engineering, for site planning, permitting, and engineering services and Wilkus Architects for building design.

§120-812O – Solid Waste Management

- To ensure proper disposal, a screen in dumpster pad and screening, east of the building. All waste will be transported to a licensed disposal facility.

§120–812P – Historical and Archaeological Resources

- There are no historic or archaeological resources onsite.

§120–812Q – Floodplain Management

- The site is not located in the mapped FEMA 100–year floodplain hazard.

§120–812R – Exterior Lighting

- (1) The applicant provided a photometric plan on Sheet C3.1 dated March 14, 2025 with locations and details of fixtures. The direct or indirect illumination does exceed 0.5 footcandles at the lot line or upon abutting residential properties.
- (2) The applicant shall connect all light poles and other exterior light fixtures underground.

§120–812S – Noise

- (1) The proposed facility shall not exceed 65 dB between 7:00 AM to 10:00 PM and 55 dB between 10:01 PM to 6:59 AM. For the final plan, the applicant shall meet the required performance standards of the §120-545D Noise standards for restaurant use.
- (3) No construction activities are allowed between the hours of 10:00 PM and 6:00 AM.

§120–812T – Storage of Materials and Screening (Landscape Plan)

- The applicant provided a landscape and restoration plan on Sheet C1.4B dated March 14, 2025 that includes a planting schedule, calculations and details.
- The sketch plan shows a location of a dumpster enclosure at the rear of the proposed building. The applicant has Trash Enclosure Details plan sheet AS102 with details for a concrete pad, and screening for the dumpster enclosure with a chain link fence with privacy slats.

§120–813 Commercial District Design Standards (In addition to meeting all the Design Standard in the C-3 district, the applicants must comply with a minimum of eight (8) other Design Standards.)

§120–813A – Architecture/Building

The proposed canopy addition will not alter the previously approved building design standards.

- Required: §120–813A(1): Building style. The building is not a national franchise prototype and is not stylized to the point where it is a form of advertising. The exterior façade is not typical of a prototype Camping World building. This building has incorporated parapets, canopies and minimal building signage.
- Required: §120–813A(2): Materials. The front façade of the proposed building features a stone wainscot that extends along the sides of the building. Additionally, there is an EIFS bump-out on both the front and side façades, complemented by changes in vertical and horizontal metal siding.
- Required: §120–813A(3): Color. The colors used on this building are low-reflectance with warm natural earth tone colors.
- Required: §120–813A(4): Roofline. Parapets have been incorporated along the perimeter of the roof. Additionally, variations in the wall height have been introduced to ensure that no horizontal line exceeds 50 feet in length. A front canopy eyebrow and side canopy have also been included to enhance the visual appeal and break up the wall facade. There is no proposed roof top equipment.
- Required: §120–813A(5): Facades. The building's front façade is facing Roosevelt Trail. The total length of the front façade is 93'0", requiring 37'3" of transparent openings.

The front façade provides 73'0" of transparent openings as shown on the architectural rendering. Additionally, the facade facing Roosevelt Trail is characterized by multiple material changes, varied articulations, and projections.

- *Required: §120–813A(6): Building style coordination (multi–building). There is only one building on the site; this section is not applicable.*
- *Required: §120–813A(7): Building entrance shall be clearly defined and highly visible. The front entrance is characterized by a prominent glass storefront, flanked by display windows on both sides. In addition, a large canopy extends over the front facade, providing coverage, while integrated downlighting beneath the canopy serves to emphasize and highlight the storefront.*
- *Required: §120–813A(8): Architectural details. The front entrance is characterized by a prominent glass storefront, flanked by display windows on both sides. In addition, a large canopy extends over the front facade, providing coverage, while integrated downlighting beneath the canopy serves to emphasize and highlight the storefront.*
- *Optional: §120–813A(9): LEED certification.*

§120–813B – Site/Parking

- *Optional: §120–813B(1): Parking Location.*
- *Optional: §120–813B(2): Internal Traffic Flow.*
- *Optional: §120–813B(3): Interconnected parking lots.*
- *Optional: §120–813B(4): Orientation of Building.*
- *Optional: §120–813B(5): Screening, parking. Plant materials and landscaping elements are incorporated to create effective buffers between residential and commercial properties. There is a proposed landscaped screen between the parking lot and Route 302. Also, decorative fence will be provided surrounding the RV inventory parking, at the sides facing Route 302.*
- *Optional: §120–813B(6): Screening, Utility, and Service Areas. Service areas, trash receptacles, and mechanical equipment will be screened to minimize visibility from roadways, entrances, nearby neighborhoods, and public spaces.*
- *Optional: §120–813B(7): Parking Lot Landscaping. The parking lot provides 8,851 SF of landscaped area, exceeding 15% of the total area, as shown on the Landscape and Restoration Plan.*
- *Optional: §120–813B(8): Low Impact Stormwater.*
- *Optional: §120–813B(9): Shared Stormwater Treatment.*

§120–813C – Landscaping/Lighting

- *Optional: §120–813C(1): Lighting/Photometric Plan. A lighting/photometric plan has been submitted following the requirements. See plan C3.1 of the plan set.*
- *Optional: §120–813C(2): Lighting Coordinated with Architecture.*
- *Optional: §120–813C(3): Lighting Coordinated with Landscaping.*
- *Required: §120–813C(4): Existing Trees Preserved. No tree removal is anticipated within the limits of disturbance for this project.*
- *Required: §120–813C(5): Snow Storage Areas Designated. Designated snow storage areas are included in the parking area design, as seen on sheet C1.1 of the plan set.*
- *Optional: §120–813C(6): Planting variety. The planting plan will incorporate a variety of plant materials that offer seasonal color and texture, creating an appealing yet low-maintenance environment while maintaining a balanced approach between monoculture and excessive variety. See sheet C1.4 for the variety of plantings.*
- *Optional: §120–813C(7): Planting suitability. The planting plan will focus on low-maintenance plant materials that are resistant to insect infestations, drought, disease, roadside salt, and auto emissions, while being hardy to Maine winters. See sheet C1.4 for plant species chosen.*
- *Optional: §120–813C(8): Mass plantings. Shrubs and perennials will be planted in large masses or drifts to create a visually appealing effect for both motorists and*

pedestrians. Reference sheet C1.4 of the plan set.

- *Optional: §120–813C(9): Illumination levels.*

§120–813D – Bicycle/Pedestrian

- *Optional: §120–813D(1): Continuous internal walkways.*
- *Optional: §120–813D(2): Links to community.*
- *Optional: §120–813D(3): Outdoor activity.*
- *Optional: §120–813D(4): Sidewalks and planted esplanades.*
- *Optional: §120–813D(5): Crosswalks for sidewalks.*
- *Optional: §120–813D(6): Bicycle parking and racks. The total building square footage will be 26,800, requiring 3 bike spaces. 4 bike spaces are provided in front of the building.*

§120-516 - CONDITIONAL USE REVIEW CRITERIA

The applicant shall provide evidence that the project will conform with §120-516 Conditional Use (see criteria below).

§120-516(H)(1) - Property Value

- *The applicant states there will be no negative impacts to the economic value of surrounding sites. The site has been used as a sales and service facility for RV's since it was built in 1984.*

§120-516(H)(2) - Wildlife Habitat

- *There are no significant wildlife habitat or spawning grounds identified on the site.*

§120-516(H)(3) - Botanical Species

- *There are rare or endangered botanical species identified on the site.*

§120-516(H)(4) - Potable Water

- *See above in Major Site Performance Standards, §120–812G.*

§120-516(H)(5) - Sewage Disposal

- *See above in Major Site Performance Standards, §120–812H.*

§120-516(H)(6) - Traffic

- *See above in Major Site Performance Standards, §120–812B.*

§120-516(H)(7) - Public Safety

- *The RV repair use will not overburden police, fire and rescue services. The expansion will improve the access and circulation on the site for emergency services and the building will be served with sprinkler and alarms.*

§120-516(H)(8) - Vibration

- *The RV repair use will not produce vibrations.*

§120-516(H)(9) - Noise

- *See above in Major Site Performance Standards, §120–812S.*

§120-516(H)(10) - Off-Street Parking and Loading

- *See above in Major Site Performance Standards, §120–812C.*

§120-516(H)(11) - Odors

- *The project will not emit any noxious or odorous matter.*

§120-516(H)(12) - Air Pollution

- *The RV repair us will not cause the emission of dust or other form of air pollution. The applicant states that a Maine DEP Air and Emission Permit is not required for the paint booth.*

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§120-516(H)(13) - Water Pollution

- *See above in Major Site Performance Standards §120-812J and §120-812K*

§120-516(H)(14) - Erosion and Sediment Control

See above in Major Site Performance Standards §120-812F.

§120-516(H)(15) - Hazardous Material

- *See above in Major Site Performance Standards, §120-812L.*

§120-516(H)(16) - Zoning District and Performance Standards

- *See above in Major Site Performance Standards, §120-413C(2).*

§120-516(H)(17) - Solid Waste Management

- *See above in Major Site Performance Standards, §120-812O.*

§120-516(J) – Inspections

- *The Review Authority (Planning Board) may require the provision of third-party inspection during the construction of the proposed use. The applicant shall be responsible for all third-party inspections and an escrow account for the inspections.*

CONCLUSIONS

1. *The plan for development reflects the natural capacities of the site to support development.*
2. *Buildings, lots, and support facilities will be clustered in those portions of the site that have the most suitable conditions for development.*
3. *Environmentally sensitive areas, including but not limited to, wetlands; steep slopes; flood plains; significant wildlife habitats, fisheries, and scenic areas; habitat for rare and endangered plants and animals; unique natural communities and natural areas; and, sand and gravel aquifers will be maintained and protected to the maximum extent.*
4. *The proposed site plan has sufficient water available for the reasonably foreseeable needs of the site plan.*
5. *The proposed site plan will not cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results.*
6. *The proposed use and layout will be of such a nature that it will make vehicular or pedestrian traffic no more hazardous than is normal for the area involved.*
7. *The proposed site plan will provide adequate sewage waste disposal.*
8. *The proposed site plan conforms to a duly adopted site plan regulation or ordinance, comprehensive plan, development plan, or land use plan.*
9. *The developer has the adequate financial capacity to meet the standards of this section.*
10. *The proposed site plan will not alone or in conjunction with existing activities, adversely affect the quality or quantity of groundwater.*
11. *The proposed site plan will provide for adequate stormwater management.*
12. *The proposed location and height of buildings or structure walls and fences, parking, loading, and landscaping shall be such that it will not interfere with or discourage the appropriate development in the use of land adjacent to the proposed site or unreasonably affect its value.*
13. *On-site landscaping does provide adequate protection to neighboring properties from detrimental features of the development that could be avoided by adequate landscaping.*

14. All freshwater wetlands within the proposed site have been identified on the plan.
15. Any river, stream, or brook within or abutting the subdivision has been identified on any maps submitted as part of the application.

CONDITIONS OF APPROVAL

1. Approval is dependent upon and limited to the proposals and plans contained in the application dated October 3, 2024 as amended July 28, 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.

Seconded by Kathleen Brown.

Vote: All in favor.

New Business

7. [PB 25-044](#) #25-19 High Street Duplex Development - Minor Subdivision & Site Plan - Sketch Plan Review - High Street - DWN Asset Management Inc
The application is for the development of 4 dwelling units in two (2) two-story duplex buildings on a 0.46 acre property. All units will be served by public water and sewer. Subject property is identified as Tax Map: 38; Lot: 1D; Zone: Village Commercial (VC) in the Presumpscot River watershed.

Attachments: [25-19_HighStDuplex_PB_MEMO_MNR_SUB_SP_SKP_072425.pdf](#)
[25-19_HighStDuplexDevl_APPL_MNR_SUB_SP_SKP_2025-07-01.pdf](#)
[25-19_HighStDuplexDev_PLAN_MNR_SUB_SP_SKP_2025-07-01.pdf](#)

Joe Martin, from Sitelines was present representing the application. They proposed:

- Two duplexes, accessed from High Street.
- Ten parking spaces, one being ADA, located to the rear of the property.
- The site had access to public water and sewer.
- There was a significant grade up from High Street.

Amanda Lessard explained:

- The access driveway had to terminate in a hammer-head turn around.
- The Ability to Serve letter from Portland Water District was needed.

- *There were questions regarding limitations of development in the area of a sewer easement on the property.*
- *There were questions regarding grading issues.*
- *The front building setbacks should meet the character of the area.*

Board Comment

- *Please provide:*
 - o *The landscaping plan*
 - o *Snow removal*
 - o *Fire Department ingress and egress*
 - o *Bike rack locations*
 - o *Building fenestration*
 - o *Buffering*
 - o *Recreational open space*
 - o *Lighting*
- *The ordinance required a streetside entrance on both buildings.*
- *How many bedrooms would the units have?*
- *Where was the 15% usable open space located?*

Other Business

8. [PB 25-045](#) #25-20 Land Use Ordinance Workshop
This is a quarterly session for the Planning Board to discuss and promote specific amendments to the Land Use Ordinance for Town Council consideration.

The Board held a workshop regarding potential recommendations to the Ordinance Review Committee.

9. Adjournment

Shonn Moulton made a motion to adjourn.

Seconded by Evert Krikken.

All in favor.