

MEMO

DATE: July 20, 2026
TO: Planning Board
FROM: Natalie Thomsen, Town Planner
Cc: Steve Puleo, Planning Director
Dustin M. Roma, P.E., DM Roma Consulting Engineers
RE: #24-19 – Major Site Plan – Extension Request – Private Warehouse – 120 Tandberg Trail – Ultimate Property Management, LLC

Planning Board Meeting: **July 27, 2026**

Overview

The applicant, Ultimate Property Management, LLC, is requesting the Planning Board review and approve a first one-year extension of the Major Site Plan approval for Project #24-19 – Private Warehouse, pursuant to [§120-815A\(2\)](#) of the Land Use Ordinance. The Planning Board approved the Major Site Plan at its August 12, 2024 meeting by a vote of 5-0. The approved project is a 5,050 SF private warehouse building on a 2.1-acre property that contains three existing buildings and paved parking lots. The property is identified as Tax Map 18, Lot 39, in the Commercial I (C-1) zoning district and the Mill Pond watershed. No revisions to the approved plan are proposed.



Figure 1: Aerial View of the subject parcel(s) relative to surrounding properties and street network.

[§120-815A](#) of the Land Use Ordinance states that construction of the improvements covered by any site plan approval shall commence within two years of the date upon which the approval was granted, and that if construction has not commenced, as determined by the Code Enforcement Officer, within the specified period, the approval shall be null and void. Construction of the approved improvements has not commenced, and the two-year approval period lapses on August 12, 2026.

Per [§120-815A\(1\)](#), an applicant may request an extension of the approval deadline in writing, made to the Planning Board, prior to the expiration of the period. DM Roma Consulting Engineers, on behalf of the applicant, submitted a written extension request dated July 7, 2026, prior to the expiration of the approval period.

Per [§120-815A\(2\)](#), the Planning Board may grant up to two, one-year extensions if the approved plan conforms to the ordinances in effect at the time the extension is granted and any and all federal and state approvals and permits are current. No federal or state permits were required for the project; therefore, all permit approvals remain current. Staff find no amendments to the Land Use Ordinance since August 12, 2024 that affect the approved plan.

This is the applicant's first extension request. If the extension is granted and construction does not commence prior to August 12, 2027, the applicant may request one additional one-year extension in accordance with [§120-815A\(2\)](#).

The waivers and Conditions of Approval stated in the approval dated August 12, 2024, are as follows:

Waivers:

The approved waiver of [§120-812B\(1\)\(b\)](#) to reduce the required right-of-way from 50 feet to 25 feet.

The approved waiver of [§120-812B\(2\)\(h\)\[1\]](#) to allow more than one two-way driveway onto a single roadway (Sabbady Point Road) for a use generating less than 100 vehicle trips per day, and to allow the driveway width to exceed 40 feet.

The approved waiver of [§120-812B\(3\)\(b\)](#) to allow the private accessways (driveways) to be separated less than 75 feet.

Conditions of Approval:

1. Approval is dependent upon and limited to the proposals and plans contained in the application dated May 20, 2024, as amended August 12, 2024, 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. 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.

3. Approval is subject to the requirements of Chapter 201, Article II, Post-Construction Stormwater Ordinance. 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 fit-up of the new uses: 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, in accordance with [§120-1201C](#).

Motion: [I move] to approve the first one-year approval extension, in accordance with [§120-815A\(2\)](#), for Project #24-19 – Private Warehouse at 120 Tandberg Trail, including the Findings of Fact, Conclusions, waivers, and Conditions of Approval of August 12, 2024, valid until August 12, 2027.