

APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: October 15, 2025

TO: Dustin Roma PE, DM Roma Consulting Engineers
Brandon Lussier, Lussier Apartments, LLC

FROM: Amanda Lessard, Senior Planner/Project Manager and

Cc: Steve Puleo, Planning Director
Windham Planning Board

RE: #25-23 421 Roosevelt Commercial – Amended Major Site Plan – Final Plan Review – Roosevelt Trail – Lussier Apartments, LLC

Requested Planning Board meeting: **October 27, 2025**

Thank you for submitting your final site plan application on June 30, 2025. The application status is **incomplete**. The staff has reviewed the application and found several outstanding item listed below under “**Final Site Plan Application Completeness**” that must be provided before the Planning Board final plan review is scheduled for a public hearing, in accordance with Windham Land Use Ordinance [§120-807F\(4\)](#). As the application is not complete to meet the advertising deadlines for the October 27th meeting, the review will be postponed; your application is tentatively **scheduled for review on November 10, 2025**. The Planning Board meeting is an "in-person meeting" at the Town Council Chambers in the Town Hall located at 8 School Street. The meeting begins at 6:00pm, and your attendance is required.

A site walk is scheduled for the project on Saturday October 25, 2025, directly following another site walk that will begin at 8:30am. Estimated time of arrival is 9:15 am.

Project Information:

The application is to construct a 4,980 sf building with associated parking for a contractor services use on a 1.25 acre property on Roosevelt Trail. The plan is an amendment to major site plan #05-28 North Business Park approved by the Planning Board on June 12, 2006. This lot was split off from the parcel at 233 Roosevelt Trail in 2022. Tax Map: 10A; Lot: 25A; Zone: Commercial III (C-3) in the Colley Wright Brook watershed.

Use: Contractor services.

Final Site Plan Application Completeness

- §120-811B(1)(d)[1] Plan Information. Existing Conditions.
 - [\[o\]](#)[\[vi\]](#) The location of stands of trees or treeline. The plan does not accurately represent the existing treeline after recent tree clearing.
 - [\[e\]](#) Boundaries of all contiguous property under the total or partial control of the owner or applicant regardless of whether all or part is being developed at this time.
- §120-811B(1)(d)[2] Plan Information. Proposed Development Activity.

- [\[f\]](#) Proposed landscaping and buffering. Show the required landscape buffer along the street (Buffer Yard G, 15 feet, per [§120-511C\(3\)\(b\)](#)).
- [\[g\]](#) The location, dimensions, and ground floor elevation of all proposed buildings or building expansion proposed on the site. Elevations of the building with dimensions were not provided, only an oblique rendering of the buildings without any dimensions.
- [§120-807F\(1\)](#) Outside agency approvals or if the applicant has not received a required approval, provide the status of the pending approval. See Town Engineer's comments below related to entrance permit.

Staff Review Comments

The memo will be updated as staff comments are provided.

Planning Department

1. Given the recent tree clearing, demonstrate how the 50' Forested Buffer shown on the plan meets the Buffer Yard I requirement of [§120-511C\(2\)\(b\)](#). See [Table 1](#).
2. Additional plantings in addition to the three street trees shown on the plan are required to comply with Buffer Yard G along the street. See [Table 1](#).
3. Recommended CONDITIONS OF APPROVALS:
 1. Approval is dependent upon and limited to the proposals and plans contained in the application dated September 2, 2025 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 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. 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. The development is subject to the following [Article 12 Impact Fees](#), to be paid with the issuance of new building permits for new use: [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](#).

Town Engineer

4. Traffic: The sight distance looks fine and the additional traffic from the applicant is estimated to be minimal. However, the location of the proposed driveway access to the parcel has a few issues including that it doesn't meet the separation requirements for adjacent drives, which is 265 ft in this zone where the speed limit is 45 mph. Although there appears to be an existing curb cut at the site, there is no evidence that this was permitted, and the distances to the nearest existing entrances on the same side of the street are respectively 110-ft to the north-west and 220-ft to the south-east, and there are also entrances on the opposite site of Roosevelt Trail that are also well less than the required 265 ft. A more major factor, however,

is the presence of the median within Rte. 302 that extends past the area where the proposed entrance is located. The parcel was split off in 2022, well after the presence of the median and the other businesses. The applicant also owns the abutting parcel so it may be an option to share an entrance with that lot. The Public Works Dept would not likely approve an entrance permit as it is currently designed.

5. Stormwater/drainage: The proposed design includes underdrain soil filter and building drip edge BMPs to treat and detain drainage from the site. Based on review of the Stormwater Management report, these BMPs are sized to meet the Maine DEP Ch. 500 General Requirements for water quality and the flooding requirement I the Town's Site Plan ordinance. The report also includes adequate Inspection, Maintenance and Housekeeping Plan and Erosion Control Plan to meet the Basic requirements of Ch. 500. This being said, there are 2 items, however, that require some additional clarification:
 - a. The plan view of drainage on the east side of the parking lot/building where there is a proposed retaining wall and crushed stone shoulder is a bit confusing. A cross-section or additional detail would be helpful in clarifying this so that its clear how drainage will be directed as intended.
 - b. The HydroCAD analysis modeling of the underdrain soil filter shows the secondary outlet (6" round culvert) at 225.73', but the plans show it at 225.0. Please clarify.
 - c. There does not appear to be a snow storage location shown on the plans. Please add or clarify where this is.
 - d. The Roof drip edge filter drainage collects in a perforate pipe on the south side of the building. Its not clear where it discharges to. The detail says that it discharges to a catch basin, but the only catch basin is on the opposite side of the building far side of the parking lot. Is the outlet to the drip edge drain intended to go under the building foundation?

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 "**Staff Review Comments**" before October 22, 2025 or earlier to be included in the Planning Board November 10th agenda. 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 allessard@windhammaine.us.