



Town of Windham

Town Offices
8 School Road
Windham, Maine

Meeting Minutes - Final

Planning Board

Monday, April 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: 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_4RooseveltTlr_042425.pdf](#)

[25-11_MJR_SP_SKP_PLANS_REVISED_4](#)

[RooseveltTrail_042325.pdf](#)

[25-11_MJR_SP_SKP_APPL_4RooseveltTlr_040725.pdf](#)

[25-11_MJR_SP_SKP_PLANS_4RooseveltTlr_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:
 - o Both lots were in the same ownership.
 - o The proposal would result in more than 40,000 square feet of disturbed area in a two year period, requiring review of both properties.
 - o There would be shared stormwater discharge; infrastructure; and access through both lots.
 - o Easements would be required.
 - o 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.