

# Town of Windham

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## MEMO

DATE: April 8, 2020

TO: Windham Planning Board  
FROM: Amanda Lessard, Planning and Jennifer Curtis, Planner  
Cc: Dustin Roma, P.E., DM Roma Consulting Engineers Director  
Development Review Team

RE: 20-05 PTG Commercial Complex Major Site Plan – Sketch Plan Review  
Planning Board Meeting: April 13, 2020

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### Overview –

This application is for a 42,000 square foot commercial development of 6 buildings on a 3.7 acre lot at 626 Roosevelt Trail. Uses for the proposed buildings are yet to be determined. The property is currently developed with two single-family homes and two detached garage structures, along with other minor accessory structures, which are proposed to be demolished and removed.



Aerial View of the subject parcels relative to surrounding properties and street network.

A Development Review Team meeting was held on March 31, 2020. Comments received during the meeting are reflected in the memo below. Note that at the Development Team meeting the applicant presented plans that were revised from those that were submitted on March 23, 2020. The memo reflects the plans and submission dated April 6, 2020.

Tax Map: 52; Lot: 24 Zone: Commercial District 1 (C-1)

## SITE PLAN REVIEW

Staff Comments:

1. Waivers: None

1. Complete Application: *N/A with Sketch Plan*

~~**MOTION:** The application for project 20-05 PTG Commercial Complex is found complete in regard to the submission requirements based on the application checklist, but the Planning Board retains the right to request more information where review criteria are not fully addressed.~~

2. Public Hearing: No public hearing has been scheduled for this project. The Planning Board must determine whether to hold a public hearing on the application.
3. Site Walk: A site walk has not been scheduled for this project. The Planning Board should determine if a site walk is necessary for this project

Findings of Fact and conclusions for the

**Windham Planning Board,**

~~**MOTION:** The Site Plan application for 20-05 PTG Commercial Complex on Tax Map: 52, Lot 24 is to be (approved with conditions/denied) with the following findings of fact and conclusions:~~

## FINDINGS OF FACT

### **Utilization of the Site**

- The site is currently occupied by with two single-family homes and two detached garage structures, along with other minor accessory structures. The existing structures are proposed to be demolished and removed.
- The property was recently timber harvested but no soils were disturbed.
- There are no wetlands identified on the property.

### **Vehicular and Pedestrian Traffic**

- The subject parcel has approximately 250 feet of frontage on Route 302.
- The site currently has two driveway openings on Route 302. In accordance with Section 406.E.6.d, new, enlarged or rebuilt uses on an arterial road, shall be limited to one (1) curb cut.
- The proposed project will be served by a new public street connecting to Rt 302, to be constructed to the Commercial Street standard and the minor local street road base. A sidewalk is shown on the sketch plan. The two existing curb cuts will be closed.
- The proposed access drive location in proximity to the southern property line would allow for a connection to the undeveloped parcel to be able to develop a street network to comply with the C-1 block standards.
- At the Development Review Team Meeting on March 31, 2020, Town Engineer Mark Arienti and Fire Chief Brent Libby requested turn radius diagram for fire trucks and similar vehicles to be able to circulate through the property.
- Development in the C-1 zoning district is subject to the Sidewalk Impact Fee (Section 1201).
- Sight distances for the entrance must be shown on the final plan.
- Driveway entrances on adjacent abutting properties should be shown on the final plan.
- The sketch plan shows 135 parking spaces. The ordinance does not have a minimum number of spaces required but the applicant shall demonstrate that the number of spaces provided onsite will meet the needs of the proposed uses. Section 812.C.(1)(d) requires 30% of the parking spaces to be 10'x20'.
- A traffic impact study must be submitted with the final plan set if the project will generate fifty (50) or more trips during the a.m. or p.m. peak hour.
- If the project generates over 100 peak hour trips and requires a Traffic Movement Permit from the Maine Department of Transportation, it must be submitted with Final Plan.
- The project may be subject to the North Route 302 Road Improvements Impact Fee (Section 1204). A traffic analysis shall be conducted in order to determine the traffic impact and requisite impact fee total, as measured by additional vehicle trips to be generated by a development project that pass through the North Route 302 Capital Improvement District in the peak commuter hour.

### **Sewage Disposal, Water Quality and Groundwater Impacts**

- The project will be served by multiple subsurface wastewater disposal system.
- Test pit soil analysis should be submitted with the final plan. The test pit location must be shown on the plan.
- A groundwater impact analysis is required for involving on-site sewage disposal facilities with a capacity of 2,000 gallons per day or more.

### **Stormwater Management**

- The property is located in the Ditch Brook Watershed.

- Per Section 812.E., a stormwater plan needs to be submitted that meets the standards DEP Chapter 500 Stormwater Management.
- This project requires a Maine Department of Environmental Protection (DEP) Chapter 500 Stormwater Permit, which must be submitted with the Final Plan.
- This project is in the NPDES (National Pollutant Discharge Elimination System) area as designated by the Environmental Protection Agency for the Town of Windham. As a result, there will be additional construction inspection requirements and ongoing requirements for reporting of stormwater infrastructure maintenance as there is more than one (1) acre of development proposed. See recommended Condition of Approval #2.

### **Erosion Control**

- A soil erosion and sediment control plan must be submitted as part of the Final Plan submission.

### **Utilities**

- The property must be served by underground utilities.
- The project will be served by public water for domestic use and fire protection.
- A written statement from the Portland Water District indicating that there is adequate water supply to service the use must be submitted with the Final Plan.
- The project will require road opening permits from the Town for each public right of way that is disturbed.
- The closest fire hydrant on Route 302 is just north of the Page Road intersection. The hydrant location should be shown on the plan.
- At the Development Review Team Meeting on March 31, 2020, Fire Chief Brent Libby noted that Buildings 2 and 3 exceed the Town's minimum requirement and will require a sprinkler system. Sprinkler systems may be required by the building code in other buildings depending on the proposed uses.

### **Technical and Financial Capacity**

- Evidence of financial capacity must be provided as part of the final submission
- Evidence of technical capacity must be provided as part of the final submission.

### **Landscape Plan**

- The final submission should include a landscape plan and planting schedule.
- Snow storage area must be identified on the Final Plan.

### **Conformity with Local Plans and Ordinances**

1. Land Use

- This property meets the minimum lot size requirements and minimum lot frontage requirements of the C1 zoning district.
  - Multi-building development in C1 may orient individual buildings to different front lot lines. Building 1 facade must be oriented parallel to Roosevelt Trail, while the other 5 buildings are oriented to the internal access road. At least one primary entrance must be located on the building's front façade.
  - Building 1 meets the 10-20 foot maximum setback from Route 302 and Buildings 2-6 meet the 0-20 maximum setback from the internal access road. The project meets the minimum side and rear 6 foot setback.
  - The sketch plan application does not identify proposed uses. The buildings shall only be occupied by uses that are permitted in the C1 District.
  - The Final Plan needs to demonstrate how the project will comply with the Commercial District Design Guidelines in Section 813.
    - Building elevations and sign details should be provided with the final plan submission
2. Comprehensive Plan
- This project meets the goals and objectives of the 2017 Comprehensive Plan. The property is located in the North Windham Growth Area.
3. Others:
- Chapter 144 Post-Construction Stormwater Ordinance: The site is in the NPDES MS4 urbanized area. See Condition of Approval #2.
  - Chapter 221 Street Naming and Addressing: Street names approved by the Town Addressing Officer shall be shown on the Final Plan.

### Impacts to Adjacent/Neighboring Properties

- The sketch plan shows two proposed dumpsters located on a paved pad with an enclosure.
- Site lighting must be shown on Final Plan, and details of fixtures must be included in the submission.
- The rear of the property abuts Trailwood Village, a residential subdivision. Screening or landscaping along the property line should be shown on the final plan.

### CONCLUSIONS (N/A)

1. ~~The plan for development reflects/does not reflect the natural capacities of the site to support development.~~
2. ~~Buildings, lots, and support facilities will/will not 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/will not be maintained and protected to the maximum extent.~~
4. ~~The proposed site plan has/does not have sufficient water available for the reasonably foreseeable needs of the site plan.~~

5. ~~The proposed site plan will/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/will not 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/will not provide for adequate sewage waste disposal.~~
8. ~~The proposed site plan conforms/does not conform to a duly adopted site plan regulation or ordinance, comprehensive plan, development plan, or land use plan.~~
9. ~~The developer has/does not have adequate financial capacity to meet the standards of this section.~~
10. ~~The proposed site plan will/will not alone or in conjunction with existing activities, adversely affect the quality or quantity of ground water.~~
11. ~~The proposed site plan will/will not provide for adequate storm water management.~~
12. ~~The proposed location and height of buildings or structure walls and fences, parking, loading and landscaping shall be such that it will/will not interfere or discourage the appropriate development in the use of land adjacent to the proposed site or unreasonable affect its value.~~
13. ~~On site landscaping does/does not provide adequate protection to neighboring properties from detrimental features of the development that could be avoided by adequate landscaping.~~

#### CONDITIONS OF APPROVAL

1. Approval is dependant upon, and limited to, the proposals and plans contained in the application dated March 23, 2020, amended \_\_\_\_\_, and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Staff Review Committee, and any variation from such plans, proposals and supporting documents and representations are subject to review and approval by the Staff Review Committee or the Town Planner in accordance with Section 814.G. of the Land Use Ordinance.
2. Approval is subject to the requirements of the Post-Construction Stormwater Ordinance, Chapter 144. 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 May 1st of each year.