



**Town of Windham**  
**Planning Department**  
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## MEMO

DATE: October 12, 2021

TO: Kevin Bostrom, FRHP Lincolnshire, LLC  
FROM: Steve Puleo, Town Planner  
Cc: Development Review Team  
Dustin Roma, P.E., DM Roma Consulting Engineers.

RE: 21-01: Surface Parking Facility – 480 Roosevelt Trail - Major Site Plan Amendment Review  
- Camping World (Formerly Lee's Family Trailer)  
Planning Board Meeting: **Tentative October 25, 2021**

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Thank you for submitting your application on October 4, 2021. During the staff review of your application, the staff found several outstanding items that need your attention before your Planning Board hearing. Your application is tentatively scheduled for a Planning Board hearing on October 25, 2021. 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 6:30 PM and your attendance is required.

The applicant is proposing to develop an additional 5 acres of parking area to expand the existing recreation vehicle and trailer sales and service operation at Camping World to the 5.8 acre portion of the undeveloped abutting property located behind Tractor Supply. This use, "Retail Sales, Automobile Sales," is not an allowed use in the Commercial 3 Zoning District. As a result, this application required a separate approval through the Zoning Board of Appeals (ZBA) The subject property is 480 Roosevelt Trail.

Tax Map: 15; Lot: 1-A: Zone: Commercial C III (C3)

### **Staff Review Comments:**

#### **Town Manager:**

- At the time of writing this memo, no comments were received.

#### **Planning Director:**

- At the time of writing this memo, no comments were received

#### **Town Planner:**

- Per Section 811.B.1.(18)(i), specify the estimate cost of the development and itemizes the estimate major expensed, such as, but not limited to, roads, sewers, water supply, signage, pavement, stormwater infrastructure, and landscaping.
- Per Section 811.B.(18)(iii), missing *Certificate of Good Standing*(form the Secretary of State) for new applicant is a registered corporation or a statement signed by a corporate officer affirming that the corporation in good standing.
- Per Section 406.6.5.(d)(3), provide a 20-foot landscaped buffer strip at the Danielle Drive entrance meeting the performance standard in Section 511 Buffer Strip, Landscaped.

- Please provide a "Entrance Only" sign for the westerly entrance along Roosevelt Trail, per Planning Board discussion at the September 27, 2021.
- The Traffic Engineer recommends "Directional Pavement Marking Arrows" on the entrance and exit driveways fronting Roosevelt Trail.
- Please show entrance gate on Danielle and provide a Knox Box for the Fire Department to enter the surface parking facility.

### CONDITIONS OF APPROVAL

1. [Standard Condition of Approval] Approval is dependent upon, and limited to, the proposals and plans contained in the application dated October 1, 2021, amended [Input, 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. Prior to the preconstruction meeting, the applicant shall paint the entrance and exit driveways fronting Roosevelt Trail.
3. The applicant shall provide an informational map to customers and on the webpage showing how to enter the site from Roosevelt Trail and inform commercial trailer deliveries to use the Danielle Drive entrance.

### **Town Attorney:**

- At the time of writing this memo, no comments were received.

### **Town Engineer:**

- The "Underdrain Orifice Calculation" provided in Attachment 4 of the Stormwater Management Report is a formula that the MDEP recommends for the sizing of the orifice to achieve a drawdown time of 24 to 48 hours. As a Condition of the MDEP Site Law Permit Order, we will be required to test and ensure that the pond drawdown time occurs within the 24-to-48 hour window, and adjust the orifice accordingly
  - Additional comments on made on September 19, 2021: *Attachment 3 includes calculations indicating a 3" orifice on the underdrain outlet, which is shown as a 6" to 3" off-set reducer on the detail in the 4/1/21 planset so that is fine. Testing documentation demonstrating the drawdown should be provided to the Town.*
- A note has been added to require a double row of silt fence or erosion control mix berm along wetland or stream areas.
  - Additional comments on made on September 19, 2021: *Response accepted.*
- A note has been added to the Site Plan that states the impervious and developed area of the parcels.
  - Additional comments on made on September 19, 2021: *Response accepted.*
- The 2:1 slope on the back side of the pond berm will be permanently stabilized with a blanket of erosion control mix. We have added notes to the plans indicating the requirements for this stabilization method.
  - Additional comments on made on September 19, 2021: *Response accepted.*

- The existing contours that are shown on the plans represent the pre-development elevations that existed prior to site disturbance. The land has been extensively altered in the area where the ponds will be constructed, so we have had the development areas surveyed to establish new existing grades that were utilized in the design of the ponds and finish grades of the parking areas.
  - Additional comments on made on September 19, 2021: *Please clarify what the existing contours on the revised plans represent. The plan notes indicate that they are from LIDAR. When you say "surveyed" do you mean a field survey?*
- The project entrance has been redesigned with paint striping to help prevent queuing of traffic out into Roosevelt Trail. There are painted entrance lanes for RV's and Trailers and a significant expansion of customer parking with angled stalls that promote one-way traffic through the two site entrances. This allows for less congestion at the entrance to the facility and allows more space for vehicles to enter without stacking.
  - Additional comments on made on September 19, 2021: *Please clarify where the redesigned striping will occur. It is not apparent from the site plans. Also please clarify which entrance is referenced above; the 4/5/21 application references a new Danielle Drive entrance in addition to the existing entrance to the facility.*

#### **Public Works, Director**

- At the time of writing this memo, no comments were received.

#### **Environmental & Sustainability Coordinator:**

- Their proposed snow storage facility is sited too close to their stormwater infrastructure. I can see them pushing it into the infrastructure if they run out of room.
- It appears they list some sort of pond near the Roosevelt Trail side of the project. Is this the existing infrastructure?
- Do they have updated ESC plans for this project?
- Who will be completing the project?
- There should be a condition of approval on the site to require a 3PI to conduct annual post-construction stormwater certifications. Can you confirm?
- Is this gravel or pavement?

#### **Fire Chief:**

- Customers cuing on Route 302 seems to happen often before and after hours, most often before. If the entrance on Danielle Drive was available this may help to alleviate that congestion on the two-lane section of the 302.
- Will Danielle Drive remain as an access point on a regular basis? Please provide a gate detail for the entrance on the Danielle Drive with a Knox Box.
- Some delineation of aisle, travel lane/fire lane would be helpful to ensure through access to the site during business hours and after hours in the event of an emergency. The facility is extremely business and access for a fire or medical emergency could be especially challenging and time consuming.

#### **Police Chief:**

- At the time of writing this memo, no comments were received.

October 8, 2021

**School Department:**

- At the time of writing this memo, no comments were received.

**Director of Code Enforcement:**

- At the time of writing this memo, no comments were received.

**Assessor:**

- At the time of writing this memo, no comments were received.

**Director of the Parks and Recreation Department:**

- At the time of writing this memo, no comments were received.

**Director of Economic Development:**

- At the time of writing this memo, no comments were received.

Thank you for your attention to these matters. Provide one copy of your response to staff comments with all revised application materials and five plan sets, with the required construction details. Email an electronic copy of your response letter and plan set (also, provide a .DWG of the site plan, as well). If I receive more comments, I will send them to you ASAP. We will need your response by October 15, 2021. Please feel free to call me with any questions and concerns at (207) 777-1927 or email me at [sjpuleo@windhammaine.us](mailto:sjpuleo@windhammaine.us).