



Town of Windham
Planning Department
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MEMO

DATE: October 13, 2021

TO: Jason Donovan, Bangor Savings Bank
FROM: Steve Puleo, Town Planner
Cc: Development Review Team
Jeff Read, P.E., Sevee & Maher Engineer, Inc.

RE: 21-20: Windham Branch/Office Parking Expansion – 745 Roosevelt Trail & 6 Abby Road –
Amended Site Plan Review – Bangor Savings Bank
Planning Board Meeting: **Tentative October 25, 2021**

Thank you for submitting your application on October 1, 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 application is to construct a fifteen (15) space paved parking expansion for the existing Bank Branch and office building that house Bangor Savings Bank and Cross Insurance. The project plan includes stormwater infiltration ponds, fencing, a pole-mounted lighting fixture, and a painted crosswalk across the drive isle.

Tax Map: 67; Lot: 54/55/56; Zone: Commercial C-I (C-1)

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:

- Please note: the Windham Planning Department has updated all Planning Board and Staff Review Committee application on the Town webpage. The applicant used an outdated application. No action is required.
- Please verify that the applicant obtained a demonstration permit of the removal of the 6 Abby Road residences. If not, please contact the Code Department and verify with the Planning Department the appropriate fee and permits have been acquired.
- The Commercial I (C1) District Standards, per Section 406.E.6.(a), requires “[T]he space between the parking lot and the street shall be landscaped according to the overall plan for the property.” Please provide landscaping plan showing landscaping plant material which will blend with Bank Branch and Office building site’s southwest entrance area. Please plant a shade tree and three (3) lilac as shown on Sheet L-1 of the approved site plan.
- Please add “Amended” in the title block of Sheet C-102.

- Missing estimated costs of the development and itemized major expenses. This information is needed for the Town Engineer to set Performance Guarantees and Observation Inspection Fee amounts.
- Financial capacity letter is an intent letter from Mr. Bob Montgomery-Rice, President and CEO dated March 27, 2020, to the development of the branch bank and office building by redeveloping the properties at 745 and 747 Roosevelt Trail. Please update the financial capacity letter to intending to fund the parking expansion project by redeveloping of the property at 6 Abby Road.
- Is a Maine General Construction Permit required for the site due to overall redeveloped area increasing to approximately 1.24 acres?
- Please provide the cut sheet detail of the lighting fixture.
- Please add the following the

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. 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.

Town Attorney:

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

Town Engineer:

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

Public Works, Director

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

Consulting Engineer:

- There appears to be an existing abandoned residential water service to the lot where the parking expansion is proposed. Has this been abandoned/removed in accordance with Portland Water District Standards?
- There are no internal pedestrian sidewalks from the new parking area to the building as required by Ordinance 813.D.1.
- The proposed grading is 1H:1V or steeper along the westerly property line of the parking lot parcel. How will this be permanently stabilized?

Environmental & Sustainability Coordinator:

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

Fire Chief:

- I have no issues with this. Glad to see they are closing in some of the curb cuts and using the existing bank entrance for access.

Police Chief:

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

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 18, 2021. Please feel free to call me with any questions and concerns at (207) 777-1927 or email me at sjpuleo@windhammaine.us.