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## Technical Review Committee Summary

**To:** Planning Board  
**CC:** David Sullivan, Town Administrator; Alex Mello, Community Development Director  
Applicants: Joe Maynard, Benchmark LLC; and Karl Dubay, The Dubay Group;

**From:** Chris Sullivan, Assistant Director/Planner

**Re:** February 17, 2022 TRC Meeting Summary

1. **Case 2022-04 – 13 – 15 Rockingham Road (Parcels 13-A-9 and 13-A-10); Major Final Site Plan; Zone – Commercial District A and Rt. 28 Access Management Overlay District**

The applicant, Joe Maynard – Benchmark LLC representing property owner Rockingham Road Really Trust, seeks a Major Final Site Plan, to construct two commercial buildings – a 5,400 sq. ft. two-story restaurant with covered and open outdoor seating and a 11,125 sq. ft. commercial building. Various site improvements are also proposed.

**Deputy Chief Jim Saulnier, Windham FD:** The Windham FD Fire Prevention Bureau recommended the applicant include a 20-foot wide drive aisle next to the 12-foot wide drive thru lane. The recommendation is included in the January 2, 2022 plan set.

**Alex Mello, Community Development:** After the voluntary merger of lots 10 and 11, are lots 9 and 10 going to be merged? (The property owner intends on providing cross easements and such across the property lines.) Inquired on DOT approval status of the new curb cut and using the state drainage system for overflow. (The applicant indicated they are close to receiving approval from DOT on the curb cut and there was no objection regarding the overflow drainage). Also inquired on proposed signage. (The applicant indicate that a new free standing sign would be located near the corner of Route 111 and 28 for the two new proposed buildings)

**Chief Gerry Lewis, Windham PD:** Initially concerns about the flow of traffic in and out of the site and within the site itself. Inquired if both driveways could be combined into a single one. (The applicant indicated that they looked at it and determined it was not feasible because of the way the lots are shaped. He also stated that they are working with DOT to approve the curb cuts as presented. The site plan also includes signage indicating there the drive-thru is only one-way traffic.) Inquired if any other trail access planned? (There is trail access from the restaurant but not any other parts of the site. Not planning any other connections so keep parking spaces available for patrons of the businesses on-site.)

**Frank Farmer, HD/HC:** No comment.

**Steve Keach, Town Engineer, Keach Nordstrom Associates:** Have any particular uses been identified? (The owner is targeting a restaurant user for the proposed smaller building in the rear and a bank and home-style restaurant with a take-out focus for the two drive-thru spaces on the building. Two or three small retail units will be available as well.)

**Chris Sullivan, Community Development:**

1. There are a bunch of strike throughs on the plan set where you cannot read numbers.
2. Why does the curb block the dumpster?

3. Landscape notes are really light. Why are the planting plan labels red?
4. Light poles or bases are not easy to read
5. No pole or light pole base detail shown.
6. Are there any hood being installed in the catch basins?
7. Granite curb detail?
8. Legend should be added for proposed plans, i.e., granite curb or cape cod berm.
9. You should add, Tree, Shrub, Perennial, seeding details.
10. Septic? How are the 2 proposed building tied into it?
11. Water and Electric? Where do they tie into the buildings?
12. What is the wavier text on the plans?
13. In front of the dumpster, I would make it "NO PARKING" so customers or employees do not block the dumpster.
14. Is there fence being add to the outdoor eating areas?
15. On page 3, 5, 9 "CENTER LANE TURN ONLY SIGN" is duplicated on those pages.
16. On page 3, at the proposed building, does the curb extend past the walkway?
17. Add to the Chairman's signature Block "Town of Windham Planning Board Approval"

**2. [Case 2022-05](#) – 39 Roulston Road (Parcel 13-C-400); Major Final Site Plan and WWPDP Special Permit; Zone – Professional, Business, and Technology and WWPDP**

The Applicant, Karl Dubay of The Dubay Group, Inc., representing property owner, El Hefni Education Foundation, seeks a Major Final Site Plan to construct a 9,600 square foot two-story addition to the existing Windham Woods school and expand the existing parking lot.

**Deputy Chief Jim Saulnier, Windham FD:** The Windham FD Fire Prevention Bureau will need to coordinate fire suppression specifics with their fire protection engineer for the building and assess if cistern capacity needs to be added. Consider bringing water in from Rt. 28. Consider opening up the stone wall a little to allow for 2<sup>nd</sup> access to the proposed addition.

**Chief Gerry Lewis, Windham PD:** Direct the flow of traffic to the bottom aisle and make the new proposed aisle one way going from west to east and angle the spaces accordingly. Are any future phases being considered? (The Applicant indicated that an additional phase may be considered in the future for pupils of upper elementary/high school age.) PD would need the second entrance for any future phases.

**Frank Farmer, HD/HC:** Inquired on the matting being used on the steep incline in the back of the proposed addition. (The applicant indicated that is to protect the swale during construction that will direct water into the drainage pipe.)

**Steve Keach, Town Engineer, Keach Nordstrom Associates:** Concurs with Chief Lewis' recommendation, the plans should be updated to reflect the flow using painting and signage to direct flow.

**Chris Sullivan, Community Development:**

1. No purpose of plan
2. The existing drainage areas that you are filling have they been checked to make sure they have not turned into wetlands?
3. Has the septic been checked to make sure it meets the added need?
4. What is the hatch pattern around the building?
5. What is the boundary of lawn seeding?
6. Are there any new tree plantings in the island in the Parking lot?
7. Existing drainage area is not labeled.
8. Add to the Chairman's signature Block "Town of Windham Planning Board Approval"
9. Why can't the 1" = 1000' scaled locus plan be used on sheets that has the plan

10. The new light in the parking lot should be moved out of the painted walkway
11. On your parking lot detail, is the crushed gravel compacted?
12. Your roof recharge section detail there should be a steel edging so turf does not grow into stone drainage area.
13. Wetland hatch should be labeled or put in the legend
14. Why are there no radii on the stone walkway at the parking area of the addition?
15. On your pole mount detail, you need to show the light fixture you are using. It is a top mount light?
16. Are some of the lights being changed out in the parking lot? Any new pedestrian lighting at the new building?
17. Is the beehive drain going to a drywell or is it attached to the 15" line that is called out as abandoned on the plan? What is really happening to the pipe?
18. Is there a detail on the stabilized tracking pad?
19. Are any hoods going to be placed in the drainage structures especially if they are draining to a wetland?
20. Do not see a detail of the stone walkway.
21. Is the detention basin being seeded?
22. The 6" HDPE at the new building, where is it being sent to.
23. Is this project doing something to Gov. Dinsmore Rd?
24. Is the walkway between the new and old parking lot asphalt or concrete?
25. There are coordinates on page 4 at the main entrance. These should be moved; they are covering up a directional arrow.
26. Where is the detail to reconstruct the stone wall?
27. How many buses come on to the site?
28. Where is snow going and is salt bring used as a treatment?
29. Where is the dumpster?
30. Please add the number of parking lot spaces to each section.
31. There are a bunch of Strike throughs on the plan set where you cannot read numbers.
32. There is a wall by the main entrances that looks like it' being relocated and this is not called out.
33. Is the space where the green house is parking?
34. Traffic circulation really does not work. I would recommend adding another curb cut. Looks like there is a conflict at the entrances.