



June 5, 2025  
230411

Steve Puleo, *Planning Director*  
Amanda Lessard, *Senior Planner*  
Town of Windham, Maine  
8 School Road, Windham ME 04062

**RE: Comment Response Letter for Amended Minor Subdivision and Final Plan Review  
Franklin Drive Subdivision at 20 Franklin Drive, Windham; Tax Map 18, Lot 26-2-A**

Dear Steve, Amanda, and Members of the Planning Board,

On behalf of Suresh Gali of New Gen Estates, LLC, Sebago Technics, Inc., is pleased to submit this comment response letter and the attached supplementary information for a comment response letter for our Amended Minor Subdivision and Final Plan Review applications for the Frankling Drive Subdivision project. The site is located at 20 Franklin Drive, and can further be identified on the Town's Tax Map 18 as Lot 26-2-A. This letter provides Staff comments *in italics*, as outlined within the Application Completeness & Staff Review Comments memorandum dated May 23, 2025, and our response to comments **in bold**. We offer the following comments:

**Revisions to Approved Plan Completeness (§120-913.B.3):**

1. *While the minor subdivision application and checklist were provided, it is Windham Land Use Ordinance §120-913.B.3. that details the required submission items: Only one (1) full copy of the stormwater report was submitted. Please provide two (2) additional printed copies of the stormwater report.*

**Response: Acknowledged. Two (2) additional physical copies of our stormwater management report are enclosed here within for the Town in junction with this comment response letter.**

2. *§120-913.B.3.c. states that the application shall also include enough supporting information to allow the Board to make a determination that the proposed revisions meet the standards of Article 9 and the criteria of the state statute. See Staff Comments below for additional supporting information that may be needed for the Board's Review.*

**Response: Acknowledged.**

**Staff Review Comments:**

1. *The memo will be updates as staff comments are provided by June 2, 2025.*

**Response: Acknowledged.**

**Planning Department Comments:**

1. *Per §120-913.B.4., the Board's scope of review shall be limited to those portions of the plan which are proposed to be changed. For ease of review, it would have been preferred that the application narrative and response to performance standards had been limited to the proposed changes and related impacts on the applicable standards.*

**Response: Modifications that affected applicable standards are as follows:**

**Performance and Design Standards § 120-911**

- E. Impact on natural beauty, aesthetics, historic sites, wildlife habitat, rare natural areas or public access to the shoreline.**

(1)-(2) Review of the project site for areas of historic sites, wildlife habitat, and rare natural areas have been made to MHPC, MNAP, and MDIFW. Review from MDIFW and MNAP identified possible significant habitats in the area of proposed development. Flycatcher LLC will be conducting surveys on site to identify if significant habitats are on site. All lands will be owned and maintained by the applicant.

**M. Traffic conditions and streets.**

**(5) Specific street design and construction standards.**

(a) General requirements: The proposed public way has been designed to the standard of public streets in accordance with the specifications contained in the land use code with a waiver request relative to certain items of the Commercial Street cross section.

(b) Street design standards: The proposed public way has been designed to the applicable standards for public street serving the commercial subdivision with a waiver request relative to the construction of a cul-de-sac based upon the town's proposed roundabout at Franklin Drive and Veterans Memorial Drive.

**Commercial District (C-1) Performance Standards § 120-410**

(11) All new and reconstructed streets must be built to public street, commercial street, curbed lane or residential street standards. No new private streets are allowed.

The proposed public way will be built to the public street standard with the proposed waiver as mentioned above.

2. *Prior to any Board signature on an approved amended plan, in accordance with §120-913.B.3.d., the revised plan shall indicate that it is the revision of a previously approved and recorded plan, and shall show the title of the subdivision and the book and page or cabinet and sheet on which the original plan is recorded at the Registry of Deeds.*

**Response: Subdivision amendment note has been added to the Subdivision Plan.**

3. *As noted on the January 13, 2025, approved subdivision plan, the Planning Board granted a wavier from §120-911.M.5.b.8. Street Connection Practices, to allow an increase in the Commercial Street Standards pavement width to exceed 38-ft. and the traffic lanes to be greater than 11-ft. regarding the construction of Franklin Drive extension to serve the subdivision. It appears that the proposed revision will also require a waiver from this same section.*

- a. *Plan Sheet C-502 shows a detail of a Minor Local Street Section. In accordance with §120-410.F.11., the extension of Franklin Drive must be building to the Commercial Street standard. Please revised the label.*

**Response: The detail has been modified to read as Commercial Street Section.**

- b. *The Commercial Street standard in Appendix 8 requires a 50-74 ft. right-of-way with a maximum pavement width of 38-ft., 10-11 ft. traffic land width, 7-8 ft. parking lane width, and a verge with a minimum margin of 8-ft. that includes a sidewalk, planters, and furnishings.*

**Response: The cross section for Franklin Drive has been modified as approved by the Planning Board to reflect discussions with town staff. It was requested to eliminate the cul-de-sac and narrow the pavement width of the approved cross section and for the applicant to contribute the savings from the modifications to the proposed roundabout at Franklin Drive and the proposed Veterans Memorial Drive. The subdivision plan includes a 10' adjacent easement that includes street trees per the original approval.**

**The applicant has pledged more than the difference in the costs of the cul-de-sac/T-turnaround plus the difference in the construction cost from the narrowing of the pavement.**

- c. *The site plan shows a street in a 50-ft. right-of-way with 38-ft. wide pavement (10-ft. traffic lanes and 9-ft. parking lanes), a 6-ft. sidewalk and no plantings. Please revise the plan or submit a waiver request form.*

**Response: Waiver request is enclosed.**

4. *Per §120-911.M.5.b.5.b., dead-end streets shall be constructed to provide a cul-de-sac turnaround. Please submit a waiver request form.*

**Response: Waiver request is enclosed.**

5. *A T-turnaround is not detailed in the Land Use Ordinance. §120-911.M.5.b.5.e. states that hammerhead turnaround standards restrict the locations of driveways at the end of the turnaround side branch. Will any driveways be proposed at the turnaround? Additional comments will be requested from the Public Works Director and Fire Chief.*

**Response: The configuration of the T-turnaround is such that the one entrance of the multi-family will access off one leg of the T. This configuration was shared with the Public Works Director prior to the initiation of the final design plans, and he had**

**no opposition to it. The configuration was reviewed by the Fire Department who stated at the Design Review Team meeting of May 28, 2025, and indicated no issues with the configuration.**

**6. Are any new amendments to Maine DEP permits required for this revision?**

**Response: These amendments will be addressed as part of the SLODA submission for the project.**

We appreciate your diligent review of this application, and we look forward to continuing our discussion of the project with Town Staff and the Planning Board. In the interim, please contact me at [rmcsorley@sebagotechnics.com](mailto:rmcsorley@sebagotechnics.com) or by phone at (207) 200-2074 if you have any questions or require additional information. Thank you for your time and consideration.

Sincerely,

SEBAGO TECHNICS, INC.



Robert A. McSorley, P.E.  
*Senior Project Manager*

RAM/BJW:

Enclosures.

**TOWN OF WINDHAM**  
**MINOR\MAJORSUBDIVISION APPLICATION**

**Performance and Design Standards Waiver Request Form**

([Section 120-908](#) – Minor\Major Subdivision Review, Waivers)

For each waiver request from the [Performance and Design Standards](#) detailed in [Section 120-911](#) of the Town of Windham Land Use Ordinance, please submit separate completed copy of this waiver request form for all waivers requested

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**Subdivision or**

**Project Name:**

**Tax Map:**

**Lot(s):**

**Waivers are requested from the following Performance and Design Standards  
(Add Forms as necessary):**

Ordinance Section	Standard	Mark which waiver this form is for
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

- a. Describe how a waiver from the standard indicated above will improve the ability of the project to take the property's pre-development natural features into consideration. Natural features include, but are not limited to, topography, location of water bodies, location of unique or valuable natural resources, relation to abutting properties or land uses. Attach a separate sheet if necessary.

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Ordinance Section: §120-911M(5)(b)[5][b] (PLEASE PROVIDE A SEPERATE IMPACT CRITERIA FRO EACH ORDIANCE SECTION)

b. Will the waiver have an impact on any of the following criteria?

	Yes	No
Water or air pollution	<input type="checkbox"/>	<input type="checkbox"/>
Light pollution or glare	<input type="checkbox"/>	<input type="checkbox"/>
Water supply	<input type="checkbox"/>	<input type="checkbox"/>
Soil erosion	<input type="checkbox"/>	<input type="checkbox"/>
Traffic congestion or safety	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian safety or access	<input type="checkbox"/>	<input type="checkbox"/>
Supply of parking	<input type="checkbox"/>	<input type="checkbox"/>
Sewage disposal capacity	<input type="checkbox"/>	<input type="checkbox"/>
Solid waste disposal capacity	<input type="checkbox"/>	<input type="checkbox"/>
Scenic or natural beauty, aesthetics, historic sites, or rare or irreplaceable natural areas	<input type="checkbox"/>	<input type="checkbox"/>
Flooding or drainage issues on abutting properties	<input type="checkbox"/>	<input type="checkbox"/>
The Town's ability to provide the subdivision with public safety services (if subdivision)	<input type="checkbox"/>	<input type="checkbox"/>

If granting the waiver will result in an impact on any of the criteria above, please provide more detail below.

**TOWN OF WINDHAM**  
**MINOR\MAJORSUBDIVISION APPLICATION**

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Ordinance Section: §120-911M(5)(b)[8] (PLEASE PROVIDE A SEPERATE IMPACT CRITERIA FRO EACH ORDIANCE SECTION)

b. Will the waiver have an impact on any of the following criteria?

	Yes	No
Water or air pollution	<input type="checkbox"/>	<input type="checkbox"/>
Light pollution or glare	<input type="checkbox"/>	<input type="checkbox"/>
Water supply	<input type="checkbox"/>	<input type="checkbox"/>
Soil erosion	<input type="checkbox"/>	<input type="checkbox"/>
Traffic congestion or safety	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian safety or access	<input type="checkbox"/>	<input type="checkbox"/>
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If granting the waiver will result in an impact on any of the criteria above, please provide more detail below.