



Town of Windham
Planning Department
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STAFF REVIEW AND COMPLETENESS MEMO

DATE: July 31, 2024

TO: Dustin Roma; DM Roma Consulting Engineers
FROM: Steve Puleo, Town Planner
Cc: Windham Planning Board

RE: #24-18 – Major Subdivision and Site Plan – Astral Village Subdivision – Tandberg Trail – Final Plan Review –JR Holding Group, LLC

Scheduled for Planning Board meeting: **August 12, 2024**

Thank you for submitting your application on May 20, 2024. The application status is **incomplete relative to the Planning Board submission requirements**. The staff has reviewed the application and found several outstanding items that need your attention before the Planning Board final plan review. Currently, the review is **scheduled for the August 12, 2024, meeting**. The Planning Board meeting is an "in-person meeting" held at the Town Council Chambers in the Town Hall located at 8 School Street. The meeting begins at 6:30 p.m., and your attendance is required.

Project Information:

The application is to construct two multifamily residential buildings with 11 units total, as well as 25 paved parking spots on site. Construction will be on a 2.07-acre section of a larger parcel.

Tax Map: 18A; Lot: 48-1; Zone: Commercial II (C-2) zoning districts in the Presumpscot River watershed.

Planning Department:

- Please include the multi-family performance standards using the checklist that is linked [here](#).
- Standard notes, the standard conditions of approval, and approved waivers must be shown on the plans for final review.
- Fill out and return [street name application](#), as requested by Addressing Officer.

Environmental and Sustainability Coordinator:

- ~~This project should have a condition of approval for annual post-construction inspections & certifications. Additionally, I don't see a revegetation plan for the disturbed wetland that occurred as part of the original fill. Is it possible for them to provide that information?~~

Town Engineer:

- ~~The Grading and Utility Plan (GU-1) shows several areas on the site that will be 2:1 slopes. Please clarify how these slopes will be stabilized.~~
- ~~Provide additional contouring or spot grades on the northwest end of the parking lot to clarify how the stormwater drainage will get to CB-1 and the Stormwater Filter Pond.~~
- ~~Will Units 8 through 11 be daylighted? If so, what will be the finish floor at that level?~~
- ~~Show Proposed snow storage locations on site plan sheet.~~
- ~~A street opening permit will be required for installation of the water main connection in Rte. 35.~~

Assessor:

- This property will need a street name. I did not see that reflected on page 35 of the application, which states that the applicant only intends for this to be a driveway.

CONDITIONS OF APPROVAL (REQUIRED)

1. Approval is dependent upon and limited to the proposals and plans contained in the application dated April 22, 2024, as amended August 12, 2024, and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Planning Board. Any variation from such plans, proposals, supporting documents, and representations is subject to review and approval by the Planning Board or the Town Planner in accordance with [§120-815](#) of the Land Use Ordinance.
2. Approval is subject to the requirements of the Post-Construction Stormwater Ordinance, [Chapter 201](#). 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 June 1st of each year.
3. If the developer sells any dwelling units before the sale of the first dwelling, they must record the Condominium or Homeowners Association Bylaws, Covenants, and relevant documentation pertaining to the care and maintenance of the access driveway, stormwater management system, and open space areas in the Cumberland County Registry of Deeds (CCRD). Additionally, the developer must submit a copy of the recorded documentation to the Planning Department for verification.
4. Per [§120-815C\(1\)\(b\)](#), construction of improvements covered by any site plan approval shall be completed within two (2) years of the date upon which the performance guarantee is accepted by the Town Manager. If construction has not been completed within a specified period, the Town shall, at the Town Manager's discretion, use the performance guarantee to either reclaim and stabilize the site or to complete the improvements as shown on the approved plan.
5. [Recreation Impact Fee](#), [Open Space Impact Fee](#), [Public Safety Impact Fee](#); and [Municipal Office Impact Fee](#). All fees will be determined and collected for any building, or any other permits necessary for the development, [§120-1201C](#).
6. Before the required pre-construction meeting with staff and before any land use activities begin, the applicant shall provide to the Planning Director the "Ability to Serve" letter from the Portland Water District (PWD).

Thank you for your attention to these matters. Provide one copy of your response to staff comments with all revised application materials and one (1) plan set. Email an electronic copy of your response letter, supporting documentation, and plan set. If I receive more comments, I will send them to you ASAP. We will need your response by August 5, 2024. Please feel free to call me with any questions or concerns at (207) 777-1927 or email me at <mailto:sjpuleo@windhammaine.us>.