
APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: October 16, 2025

TO: Dustin Roma, PE, DM Roma Consulting Engineers
Ron Smith, Casco Bay Holdings, LLC

FROM: Amanda Lessard, Senior Planner/Project Manager

Cc: Steve Puleo, Planning Director
Windham Planning Board

RE: #25-18 Marigold Lane Subdivision (formerly 250 Windham Center Road Condos) – Major Subdivision & Site Plan – Preliminary & Final Plan Review – 250 Windham Center Road – Casco Bay Holdings, LLC

Requested Planning Board meeting: **October 27, 2025**

Thank you for submitting your final subdivision and site plan application on October 6, 2025. The application is **incomplete**. The staff has reviewed the application and found several outstanding item listed below under “**Final Subdivision & Site Plan Application Completeness**” that **must be provided by October 20, 2025** before the Planning Board final plan review is scheduled, in accordance with Windham Land Use Ordinance [§120-907B\(4\)\(b\)](#). The application **scheduled for review on October 27, 2025**. If the final plan application remains incomplete but staff comments on the preliminary plan submission have been addressed, the application will be scheduled for Preliminary Review only. 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 6:00pm, and your attendance is required.

Project Information:

The application is for a 6-unit residential development in 3 duplex buildings on a 3.26 acre property. The development will have a 400-foot private access driveway and be served by public water, private wastewater disposal systems, and underground utilities. Subject property is identified as Tax Map: 12; Lot: 52-A; Zone: Windam Center (WC) in the Black Brook watershed. Use: Dwelling, Two-family.

Final Subdivision & Site Plan Application Completeness

- [§120-811B\(1\)\(c\)](#) Written Information.
 - [1] A narrative describing the proposed use or activity/how the proposed development relates to the sketch plan.
 - [4] Right, title or interest to complete the grading shown Lot 52-A
 - [12] Detail sheets of proposed light fixtures.

Staff Review Comments

The memo will be updated as staff comments are provided

Planning Department

1. The northern curb radius of the proposed entrance at Windham Center Road should be revised to be 25' as required in Table 3 in [Appendix B](#).

2. A sidewalk is required across the subdivision frontage on Windham Center Road per [§120-415.1F\(1\)\(g\)](#). There is no sidewalk shown on the north side of the entrance along the property frontage.
3. [§120-814A](#) Multifamily Development Standards Building Architecture.
 - (1)(a) Buildings shall employ more than a single color application. No colors are specified in the application. Please provide.
 - (1)(b) Buildings shall employ more than a single material application. The building elevations provided do not call out materials. Please provide.
4. [§120-814B\(2\)\(b\)](#). Multifamily Development Standards Site Design. The plan does not propose any screening for the existing residential abutter at 250 Windham Center Road Lot 52-A as is required by this section.
5. Is any lighting proposed on the rear of the duplex units?
6. The stormwater management plan maintenance plan states that the owner/applicant is responsible for the maintenance of all stormwater management structures and related site components and the keeping of a maintenance log book with service records until such time that a condominium association is created. Any future condominium conversion would require the Planning Board to approve an amendment to the subdivision plan to review the standards of [§120-911N](#).
7. Recommended MAJOR SUBDIVISION CONDITIONS OF APPROVALS:
 1. Approval is dependent upon and limited to the proposals and plans contained in the application dated June 23, 2025 as amended [*the date of the final plan approval*] 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 [§120-912](#) of the Land Use Ordinance.
 2. The development is subject to the following [Article 12 Impact Fees](#), to be paid with the issuance of new building permits: [Public Safety Impact Fee](#); and [Municipal Office Impact Fee](#). All fees will be determined and collected for any building, or any other permit for the development, in accordance with [§120-1201C](#).
 3. In accordance with [§120-914B\(5\)](#) of the Land Use Ordinance, the Construction of improvements covered by any subdivision plan approval shall be completed within two years of the date upon which the performance guarantee is accepted by the Town Manager. The developer may request a one-year extension of the construction completion deadline prior to the expiration of the period. Such request shall be in writing and shall be made to the Planner. The Town Manager may require an update to the schedule of values and the amount of the guarantee when accepting an extension of the construction period. If construction has not been completed within the specified period, the Town shall, at the Town Manager's discretion, use the performance guarantee to either reclaim and stabilize or to complete the improvements as shown on the approved plan.
 4. In lieu of a performance guarantee for the construction of the project improvements, no lot or parcel of land may be conveyed, and no building permit for any building or any portion of

the development shall be issued by the Code Enforcement Officer, until the completion of all streets, utilities and other required improvements in accordance with this plan and all applicable laws, ordinances and standards. If the applicant wishes to convey a lot prior to all project improvements being completed in accordance with this plan and all applicable laws, ordinances and standards, a performance guarantee equal to the cost of the remaining improvements shall first be approved by the Town Manager, in consultation with the Planning Director, and submitted to the Town.

Town Engineer

8. The October 6 response to my first comment indicates that the Grading and Utility Plan includes labels indicating where slopes are greater than 3:1 and therefore require erosion control blanket per Sheet D-1. However, I still don't see that labeling on the Grading and Utility Plan. The Applicant should correct this and/or clarify how its shown.

As staff review comments related to compliance with any applicable review criteria become available, I will send them to you ASAP. We will need your response by October 20, 2025 or earlier to be included in the Planning Board agenda. 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. Please feel free to call me with any questions or concerns at (207) 207-894-5900 x 6121 or email me at allessard@windhammaine.us.