
APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: July 31, 2025

TO: Dustin Roma PE, DM Roma Consulting Engineers
James Cummings, 25 River Road LLC

FROM: Amanda Lessard, Senior Planner/Project Manager

Cc: Steve Puleo, Planning Director
Windham Planning Board

RE: #25-01 Dolley Farm Subdivision – Major Site Plan & Subdivision – Final Plan Review – River Road – 25 River Road, LLC

Requested Planning Board meeting: **August 11, 2025**

Thank you for submitting your final application on July 21, 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 **need your attention by August 7, 2025** before the Planning Board final plan review is included on the agenda, in accordance with Windham Land Use Ordinance [§120-907B\(4\)\(b\)](#). Your application is **tentatively scheduled for review on August 11, 2025**. 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

This application is for a 42-unit residential condominium development on a 30.82-acres property. The development will have an access drive to the 21 duplex buildings. All units will be served by private on-site septic systems, and public water will be extended 400-feet in River Road to service the dwellings.

The subject property is identified as Tax Map: 5; Lot: 25; Zone: Medium-density Residential (RM) zoning district in the Presumpscot River watershed.

Final Subdivision & Site Plan Application Completeness

- [§120-907C\(4\)\(g\)\[2\]](#) Maine DEP Stormwater Permit.
- [§120-911N\(1\)](#)
 - [\(a\)](#) Draft Condominium Declaration does not include the referenced condominium plat.
 - [\(b\)](#) Draft articles of incorporation of the proposed homeowners' association.

Staff Review Comments

Planning Department

1. During review of the preliminary plan, the Planning Board requested that the final plan submission include a blasting plan that includes proposed notification to abutters and the Town.
2. The Boundary Survey should be updated to reflect the transfer to the abutter as Plan Notes 4 and 7 are no longer current references.

3. The final plan submission notes that the Preliminary Subdivision application dated April 21 and response dated May 30 contained much of the required information for Major Site Plan review, so was not included with this application. The submission should include the final site plan submission items that were not fully reviewed or approved by the Board as part of the Preliminary Subdivision application so that there is no need reference the [May 12, 2025](#) and [June 9, 2025](#) Planning Board agenda for details on site landscaping, multifamily development standards and building architectural plans.
4. [§120-814](#) Multifamily Development Standards.
 - a. In the May 30 response to staff comments on the building orientation required by [§120-814A\(3\)\(a\)](#) and the street facing facades 25% minimum fenestration required by [§120-814A\(2\)\(d\)](#), Response #13 stated that, *“The building plans for Units 1 and 15 are being designed with a wrap-around front porch element so that the main entrance is on Dolly Farm Road but the porch element wraps around the side of the building to create the look of a front entrance facing River Road. We are also adding additional windows to the west side of Units 1 and 15 to meet the fenestration requirement. Updated building plans will be provided with the Final Site Plan application.”* The final plan submission does not include updated building plans and the wrap around porch detail is not shown on the final site plan.
 - b. As noted in the June 5, 2025 staff memo to the Planning Board, the proposed sidewalk from Dolley Farm Road to the connection at the proposed sidewalk along River Road is located within the side yard setback and impacts the buffer to the existing residential abutter. Provide additional screening or relocate the sidewalk to provide an adequate buffer required by [§120-814B\(2\)\(b\)](#).
 - c. [§120-814B\(4\)\(b\)](#) requires 15% of the total lot area (inclusive of required setback areas) be designated, and permanently reserved, as usable common open space. The preliminary plan submission notes that 43,300 sf will be maintained as open lawn to be utilized by the residents for recreation and approximately 24 acres of the entire 34-acre parcel will be left as woodland. The plan should note the required amount of open space and which areas are to be permanently reserved as usable common open space.
 - d. [§120-814B\(4\)\(c\)](#). The site plan designates, within the common open space, the proposed constructed amenities for passive use or active areas required by [§120-814B\(4\)\(c\)](#).
 - i. Provide an example of the type of constructed playground facility and picnic pavilion that is proposed. These are a required element that shall be included in the performance guarantee for the development.
 - ii. The plan should note the required amount of contiguous area required and the size of the area provided.
 - iii. The purpose of the dashed line behind the playground area is unclear.
 - iv. Is Septic Field C designed to additionally be used as a play area?
5. Change Town of Standish to Windham in Note 4 on the Grading and Utility Plan.
6. Recommended CONDITIONS OF APPROVALS:
 1. Approval is dependent upon and limited to the proposals and plans contained in the application dated December 23, 2024 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](#) or [§120-815](#) of the Land Use Ordinance.
2. In accordance with [§120-914B\(5\)](#) and [§120-815C\(1\)\(b\)](#) 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 Manger's discretion, use the performance guarantee to either reclaim and stabilize or to complete the improvements as shown on the approved plan.
 3. In accordance with [§120-911N\(5\)](#) of the Land Use Ordinance, the condominium association documents shall be recorded in the Cumberland County Registry of Deeds within 90 days of the date that the subdivision plan is recorded in the Cumberland County Registry of Deeds. Evidence of such recording shall be provided to the Planning Department. No units shall be sold in the subdivision prior to recording and all deeds shall reference the declaration establishing the condominium association.
 4. The development is subject to the following [Article 12 Impact Fees](#), to be paid with the issuance of new building permits for the uses: [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 permit for the development, [§120-1201C](#).

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 August 7, 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.