

APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: September 10, 2025

TO: Mark Arienti, PE, Town Engineer
FROM: Amanda Lessard, Senior Planner/Project Manager
Cc: Steve Puleo, Planning Director
Windham Planning Board

RE: #25-05 Smith Cemetery Expansion – Major Site Plan – Final Plan Review – 513 Gray Road – Town of Windham

Requested Planning Board meeting: **September 22, 2025**

Thank you for submitting your final site plan application on September 2, 2025. The application status is **incomplete**. The staff has reviewed the application and found several outstanding item listed below under “**Final Site Plan Application Completeness**” that **must be provided by September 17, 2025** before the Planning Board final plan review is scheduled for a public hearing, in accordance with Windham Land Use Ordinance [§120-807F\(4\)](#). Your application is tentatively **scheduled for review on September 22, 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.

A site walk is scheduled for the project on Monday September 15, 2025 at 5:30 pm.

Project Information:

The Town is proposing to expand the existing 3.1-acre Smith Cemetery on to the abutting 23.95 acre parcel on Route 202. The proposed expansion will develop 1.7 acres to provide space for 298 new family plots and 800 single burials, the latter in a Veterans Niche Wall and a Columbarium Niche Wall. A 540 square foot building is also proposed for storage of landscaping maintenance equipment. The project will be accessed by a new driveway on Gray Road. Subject property is identified as Tax Map: 12, Lots: 49-1, 49-2 & Tax Map: 46, Lot: 13A Zone: Windham Center (WC) and Farm (F) in the Black Brook watershed.

Use: Cemetery.

Final Site Plan Application Completeness

- [§120-811B\(1\)\(c\)](#) Written Information.
 - [\[12\]](#) Detail sheets of proposed light fixtures. *Any exterior lighting proposed on the shed and lighting for flag pole.*
- §120-811B(1)(d))[1] Plan Information. Existing Conditions.
 - [\[g\]](#) Location and dimensions of any existing easements that encumber or benefit the property. *Show the location of the access easement on the Webster-Babb property.*
- §120-811B(1)(d))[2] Plan Information. Proposed Development Activity.

- [\[g\]](#) The location, dimensions, and ground floor elevation of all proposed buildings or building expansion proposed on the site. *Provide elevation of maintenance shed.*
- [\[i\]](#) Location and type of exterior lighting. The Planning Board or Staff Review Committee may require a photometric plan to demonstrate the coverage area of all lighting.
- Submit [§120-813](#) Commercial District Design Standards [Checklist](#) and provide a narrative addressing how the project complies with all the required WC standards plus a minimum of eight (8) other Design Standards.

Staff Review Comments

The memo will be updated as staff comments are provided.

Planning Department

1. What is the width of the access drive within the easement? Please label on the plan.
2. Is all the grading for the access drive shown on Sheet C-105 located within the access easement?
3. What is the width of the existing cemetery road to be repaved?
4. Why is the proposed road extension from the existing cemetery only 8' wide?
5. The plan notes a "Potential gravel maintenance access and utility connection road to be approximately 8' wide. This development does not appear to be included in the analysis area of stormwater plan and no construction details have been provided related to the standards of [§120-522](#) Curb cuts and driveway openings. Please clarify if this access drive is proposed as part of this application.
6. [§120-511C\(2\)\(a\)](#) In the Farm zone, Buffer Yard H (10') is required along the property line abutting a residential use. The plants listed on Sheet L-101 do not appear to meet this standard.
 1. Note that per [§120-404](#) where a boundary line divides a parcel the regulations applicable to the less restricted portion of the lot (in the case of the buffer yard, WC) may be extended 50 feet into the more restricted portion of the lot (F).
7. [§120-511C\(3\)\(f\)](#) In the Farm zone, Buffer Yard A, B, or C is required along the frontage of Route 302. See also Table 1 Buffer Yards and [§120-511B\(4\)](#) for materials and uses allowed in buffer yard.
8. Show limits of development and the Meadow Buffer Areas on Overall site plan and Site Plan sheets.
9. Recommended CONDITIONS OF APPROVALS:
 1. Approval is dependent upon and limited to the proposals and plans contained in the application dated February 18, 2025 as amended *TBD* 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. In accordance with [§120-815C\(1\)\(b\)](#) of the Land Use Ordinance, the Construction of improvements covered by any site plan approval shall be completed within two years of the date upon which the performance guarantee is accepted by the Town Manager. 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 the site or to complete the improvements as shown on the approved plan.

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 **“Staff Review Comments”** by September 17, 2025 or earlier to be included in the Planning Board September 22nd 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) full 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.