



Town of Windham
Planning Department
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STAFF REVIEW AND COMPLETENESS MEMO

DATE: August 22, 2024

TO: Anita Lampron
FROM: Evan O'Connor, Town Planner
Cc: Steve Puleo, Town Planner
Windham Planning Board
Shawn Frank P.E., Engineer

RE: #24-20 – Minor Subdivision – Lampron Subdivision – Barnes Rd./ Meredith Dr. – Final Plan Review – Lampron

Scheduled for Planning Board meeting:

Thank you for submitting your application on August 19, 2024. The application status is **complete**. The staff has reviewed the application and found several outstanding items that need your attention before the Planning Board Final plan review. Your application is **scheduled for review on August 26, 2024**. 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 6:30pm, and your attendance is required.

Project Information:

The application is to pursue an after-the-fact approval for the subdivision of the approximately 34.9 acre parcel into three separate lots. Tax Map: 6; Lot: 38E, 38-E01, 38-E02; Zone: Farm (F), Residential Medium (RM), and Stream Protection (SP) zoning districts in the Black Brook watershed.

Planning Department:

CONDITIONS OF APPROVAL (REQUIRED)

1. Approval is dependent upon and limited to the proposals and plans contained in the application dated May 30, 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 or [§120-912](#) 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.

3. [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](#).

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. Please feel free to call me with any questions or concerns at (207) 777-1927 or email me at <mailto:sjpuleo@windhammaine.us>.