

APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: August 4, 2026

TO: Marvin Mayberry, Manager, Mayberry Associates, LLC
Dustin M. Roma, P.E., DM Roma Consulting Engineers

FROM: Natalie E. Thomsen, Town Planner

Cc: Windham Planning Board
Steve Puleo, Planning Director
Mark Arienti, Town Engineer

RE: #26-18 – Major Subdivision & Major Site Plan – Sandbar Road Apartments – Sandbar Road – Sketch Plan Review

Scheduled for Planning Board meeting: August 24, 2026

Thank you for submitting the sketch major subdivision and sketch major site plan applications for the Sandbar Road Apartments on July 29, 2026. Most of the submission is in order. The items below are the ones that still need attention before the applications can be scheduled for Planning Board sketch plan review. Review of a sketch plan is informational and does not result in any approval or disapproval of the project ([§ 120-807E](#) and [§ 120-907A\(3\)](#)).

Project Information

Sketch plan review of a major subdivision and major site plan for a 24-unit residential development in two three-story, twelve-unit buildings on a 1.62-acre parcel. Each building is proposed with eight two-bedroom units and four one-bedroom units. Site improvements include parking, sidewalks, a dumpster pad with fenced enclosure, snow storage areas, and a stormwater filter basin. The development is proposed to be served by public water from the existing eight-inch main in Sandbar Road, underground electrical service, and two private on-site subsurface wastewater disposal fields. Access is proposed from a new driveway onto Sandbar Road, an existing private road. Tax Map: 18; Lot: 32-A03; Zone: Commercial I (C-1), within the Tarkill Pond to Little Sebago Lake watershed.

Items Needing Attention

1. **USGS topographic map.** Not found in the submission. Please provide the portion covering the site, with the boundaries shown ([§ 120-910A\(2\)\(h\)](#)).
2. **Sandbar Road right-of-way.** Please add the Sandbar Road right-of-way lines along the property frontage, with the approximate width labeled ([§ 120-910A\(2\)\(j\)\[3\]](#)). The proposed East Connector Road right-of-way is shown and is all set.
3. **Wetlands and natural features.** Please state in the narrative whether wetlands, streams, ponds, floodplains, aquifers, tree lines, or significant wildlife habitat or fisheries are present, and say so where they are not ([§ 120-910A\(2\)\(j\)\[7\]](#)).
4. **Studies for the preliminary plan.** The traffic, utility, and market study boxes are blank on both application forms. Please indicate which you intend to prepare. With 47 spaces shown, a traffic impact analysis is triggered at preliminary plan ([§ 120-910C\(3\)\(e\)](#)).

5. **Lot area.** The forms list 69,682 square feet (1.59 acres); the deed, plan notes, and cover letter state 1.62 acres. Please confirm which is correct.
6. **Parking description.** The narrative on both application forms describes “off-site parking for 24 vehicles.” The plan shows 47 spaces on the property. Please update the narrative to match.
7. **Project name.** Three names are used across the submission. Please pick one and carry it forward.

Waiver Requests

- [§ 120-812B\(1\)\(b\)](#) – Existing streets shall be suitably improved.
- [§ 120-910C\(3\)\(a\)](#) – Submission of a high-intensity soil survey.

Thank you for your attention to these items. A Development Review Team meeting is scheduled for Tuesday, August 11, 2026 at 2:00 p.m., at which additional staff comments may be provided. Final revisions to the sketch plan should be submitted by **5:00 p.m. on Monday, August 17, 2026**. Please provide one copy of your response to staff comments with any revised materials and one plan set, and email an electronic copy of the response letter, supporting documentation, and plan set. Please feel free to contact me with any questions at (207) 894-5960 x6121 or nethomsen@windhammaine.us.

Sincerely,

Natalie E. Thomsen
Town Planner
Town of Windham