



Town of Windham
Planning Department
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STAFF REVIEW AND COMPLETENESS MEMO

DATE: October 3, 2024

TO: Tyler Norod, Westbrook Development Corp.
Jon Smith, Great Falls Construction

FROM: Evan O'Connor, Town Planner

Cc: Windham Planning Board
Kylie Mason, IRA, Sebago Technics, Inc.
Steve Puleo, Planning Director

RE: #24-25 – Major Subdivision & Site Plan – Andrew School Redevelopment – 55 High Street – Preliminary Plan Review – Westbrook Development Corp.

Scheduled for Planning Board meeting: **October 7, 2024**

Thank you for submitting your application on September 19, 2024. The application status is **incomplete**. The staff has reviewed the application and found several outstanding items that need your attention before the Planning Board preliminary plan review. Your application is **scheduled for review on October 7, 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 a mixed-income development consisting of eighteen affordable apartments for senior housing. This project also includes associated parking areas, internal vehicular drive aisles, pedestrian pathways, a centralized open green space, and stormwater treatment area. Tax Map: 37; Lot: 24; Zone: Village Commercial (VC) zoning districts in the Upper Presumpscot River watershed.

Planning Department:

- For preliminary plan review, please provide agent authorization form, endorsed by the Westbrook Development Corp.
- For preliminary plan review, please provide an explanation on how stormwater runoff from the areas in front of the four-unit will manage the runoff. Will there be any treatment? Also, is the applicant proposing to keep the existing sidewalk along High Street and if so, will it be reconstructed to meet the Town's performance standards of [§120-911M\(5\)\(b\)\[6\]\[c\]](#).
- For preliminary plan review, please provide snow storage locations. If the applicants are providing snow storage locations at the end of the "hammerhead" turnaround area, will the applicants provide crush stone areas to allow the snow to melt without causing any erosion.
- For final plan review, please show building set-back lines.
- For final plan review, please include the parcel's Net Residential Density and open space calculations on the subdivision recording plan.
- For final plan review, please include sections for "Approved Waivers" (if any), Conditions of Approval, note in the General Notes section per [§120-911M\(5\)\(a\)\[5\]\[e\]](#).

- For final plan review, please provide an acceptable form to satisfy the Right, Title, and Interest evidence.
- For final plan review, please provide a Portland Water District “Ability to Serve” letter and a sewer “Capacity to Serve” letter.
- Does the redevelopment of the site require a DEP Stormwater Permit, and if so, please for final plan review, please provide evidence that the permit is issued.
- For final plan review, Please get in contact with the Assessing Department in order to assign the minor private road a name & numbered addresses as per [§ 204-21 & § 204-22](#)

Environmental & Sustainability Coordinator:

- Since the proposed development is greater than 1 acre and it is in the MS4 urbanized area: Approval is subject to the requirements of the Post-Construction Stormwater Ordinance, [Chapter 201](#). Any person owning, operating, leasing, or having control over stormwater management facilities required by the post-construction stormwater management plan must annually engage the services of a qualified third-party inspector who must certify compliance with the post-construction stormwater management plan on or by June 1st of each year.

Town Engineer:

- The proposed development includes the demolition of an old building that may contain hazardous materials. If a hazardous materials assessment was completed for the demolition, please submit if it hasn't already been submitted. **A dust and debris management plan should be prepared and submitted for review prior to construction.**
- A Traffic Memorandum was submitted by the Applicant that concludes that proposed traffic levels are below the threshold for requiring a traffic Management Plan (TMP) from (6 peak hour trips) Maine DOT or a Traffic Impact Analysis under the Town's Subdivision ordinance (58 trips/day). This appears to be appropriate for the scale of the development
- The Applicant submitted a Stormwater Management Report as required by Ch. 900 of the Town Subdivision Ordinance. The report indicates that since this is a redevelopment project, the applicant had chosen to use the Redevelopment Standards in Ch. 500 Section 4.C (2)(d). Based on the relative pollutant rankings change from predevelopment to post-development, the required treatment level was determined to be 60%. In order to more definitively assess this conclusion, it would be helpful for the applicant to submit a diagram showing the pre- and post-development pollutant rankings corresponding to what was used in Table 2 of the stormwater report.
- To achieve the 60% treatment level for the site, the Applicant has proposed roof drip edge filters for the buildings and a subsurface sand filter to treat surface runoff from other impervious site areas. These methods appear to be appropriate for the site and result in 91% of the site's impervious area and 63% of the site's overall developed area in compliance with Ch. 500. A couple questions comments on the treatment:
 - **Please sketch a general outline of the sand filter chamber system on the grading plan;**
 - **Please clarify the determination of the 1.27-ft hmax for orifice sizing.** It was not clear from the HydroCAD analysis and the plans that this is accurate.
- The proposed development will disturb more than 1 acre of site but create less than 1 acre of impervious area. A Stormwater Permit by Rule with Maine DEP will be required; the **Applicant**

should submit documentation that a Notice of Intent for this permit has been filed with DEP with the final application.

- Letters to Portland Water District were included in the application requesting ability to provide water and sewer service to the site. **The Applicant should submit documentation of Ability to Serve from PWD when they are received.**
- No information on lighting was found in the application. **Please submit information on the type and location of lighting at the site.**

CONDITIONS OF APPROVAL (REQUIRED)

1. Approval is dependent upon and limited to the proposals and plans contained in the application dated September 19, 2024 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 [§120-914](#) or [§120-815](#) of the Land Use Ordinance.
2. Approval is subject to the requirements of the Post-Construction Stormwater Ordinance, Chapter 201. Any person owning, operating, leasing, or having control over stormwater management facilities required by the post-construction stormwater management plan must annually engage the services of a qualified third-party inspector who must certify compliance with the post-construction stormwater management plan on or by June 1st of each year.
3. 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.
4. 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 Manger's discretion, use the performance guarantee to either reclaim and stabilize or to complete the improvements as shown on the approved plan.
5. [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. We will need your response by October 3, 2024. Please feel free to email me with any questions or concerns at ehoconnor@windhamme.us .