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**APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO**

DATE: September 3, 2025

TO: Amy Bell Segal, RLA, Sebago Technics, Inc.  
Julie Curran, Great Falls Construction  
Tyler Norod, Westbrook Development Corp.

FROM: Amanda Lessard, Senior Planner/Project Manager

Cc: Windham Planning Board  
Steve Puleo, Planning Director

RE: #24-25 Andrew School Redevelopment/WDCJCS Subdivision – Amended Major Subdivision & Site Plan - Final Plan Review – Academy Street/55 High Street – Great Falls Construction Inc & Westbrook Development Corp.

Scheduled for Planning Board meeting: **September 8, 2025**

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Thank you for submitting your application on August 19, 2025. The application status is **complete relative to the Planning Board submission requirements**. Your application is **scheduled for a public hearing and review on September 8, 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:**

The application is for 17 market-rate apartments in two buildings. The plan amends the October 28, 2024 approval by continuing the mixed-income development consisting of 18 affordable apartments for senior housing, to bring a new total of 35 units on the 2.39 acre property. This project also includes associated parking areas, internal vehicular drive aisles, pedestrian pathways, subsurface stormwater treatment measures and the completion of the centralized open space area. The development will be served by public water and sewer. Subject property is identified as Tax Map: 37; Lot: 24; Zone: Village Commercial (VC) in the Presumpscot River watershed.

**Planning Department**

1. Per [§120-913B\(3\)\(d\)](#) the plan shall indicate that it is the revision of a previously approved and recorded plan and shall show the title of the subdivision and the book and page or cabinet and sheet on which the original plan is recorded at the Registry of Deeds.
2. The Waivers noted on the plan do not need to include the waivers from submission requirements. Per [§120-908C\(2\)\(c\)](#) add the waiver of subdivision performance standard [§ 120-911M\(5\)\(b\)\[7\]](#) Street Connection Requirements granted by the Planning Board on April 14, 2025.
3. The impact fees calculated and listed on the plan as Condition of Approval #5 are incorrect. Recommended condition of approval #5 below does not include the exact amounts. Please advise if you would like staff to provide correct amounts for a condition, otherwise the fees will be calculated at the time of building permit issuance.
4. §120-812C(1)(d) requiring 30% of parking stalls to be 10'x20' was amended by the Town Council [Order 25-043](#) effective May 30, 2025, removing this requirement. The parking stall size

could be redrawn if the applicant desires. The note in the Parking Table on the Site & Subdivision Plan should be removed.

5. The draft condo docs do not include the referenced Plat. See recommended condition of approval #8 requiring revised docs to be approved by the Town Attorney prior to recording.
6. The condo docs state that the association shall maintain the common elements that include stormwater treatment areas in accordance with the DEP Stormwater Permit. The August 18, 2025 Stormwater Permit states that the applicant (Great Falls Construction) will be responsible for the maintenance of all common facilities including the stormwater management system. See recommended condition of approval #9.
7. Is the applicant proposing to develop all the buildings associated with the original approval of the 18 affordable dwelling units or just the additional 17? If not, provide a construction development plan showing how the 17 market-rate dwelling units will be constructed, including the infrastructure necessary to support the eventual construction of the affordable units.
  1. Please confirm how the proposed landscaping and buffer installation plan aligns with the construction development plan. Explain how the buffering along the southwestern and western property boundaries, be maintained if the affordable units are construction after the buffer is planted.
8. Has the applicant considered the “In Lieu of a Performance Guarantee” condition of approval? [§120-914A\(1\)\(d\)](#) provides details that should be addressed prior to final approval if desired.
9. Recommended CONDITIONS OF APPROVALS:
  1. Approval is dependent upon and limited to the proposals and plans contained in the application dated March 3, 2025, August 18, 2025, as amended DATE, 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. Per [§120-912G](#), No subdivision plan shall be released for recording at the Registry of Deeds until the required performance guarantee has been posted. If an approved plan is not recorded in the Registry of Deeds within three years of the original approval, it shall become null and void.
  3. In accordance with [§120-815C\(1\)\(b\)](#) and [§120-914B\(5\)](#) the Land Use Ordinance, the Construction of improvements covered by any site plan approval and any subdivision plan 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. 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.

4. 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.
5. The development is subject to the following Article 12 Impact Fees, to be paid with the issuance of building permits: [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 per [§120-1201C \(MASTER FEE SCHEDULE\)](#)
6. The applicant shall provide to the Director of Planning and the Director of Public Works approval to connect to the Windham's MS4 System and offer to Town Council any of the stormwater pipes and manholes location in High Street.
7. Prior to receiving authorization to connect the private stormwater management system with the Town's stormwater collection system, the applicant shall provide a written approval from the Town Engineer to the Town Planner.
8. In accordance with [§120-911N\(5\)](#) of the Land Use Ordinance, the condominium association documents, including but not limited to the condominium declaration, bylaws, plat, and plans, shall be approved as to form by the Town Attorney and 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 of such condominium association documents and all deeds shall reference the declaration establishing the condominium association.
9. The applicant shall provide the Planner with a copy of the approved and recorded transfer of Maine DEP Stormwater Permit to the Condominium Association.

#### Town Engineer

10. This submittal addresses my March 2025 comments and the only additional comment I would add is that consistent with my letter to Sebago Technics dated 17 July 2025, the contractor will need to notify the Windham Public Works Department in advance of connection of sewer service lines and storm drain line to existing infrastructure in High Street. It may be good to add to the call-out notes on Plan Sheet C-103.

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 3, 2025 or earlier to be included in the Planning Board September 8<sup>th</sup> 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. As 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](mailto:allessard@windhammaine.us).