
APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: September 11, 2025

TO: Dustin Roma, PE, DM Roma Consulting Engineers
Ron Smith, Casco Bay Holdings, LLC

FROM: Amanda Lessard, Senior Planner/Project Manager

Cc: Steve Puleo, Planning Director
Windham Planning Board

RE: #25-18 250 Windham Center Road Condos – Major Subdivision & Site Plan – Preliminary Plan Review – 250 Windham Center Road – Casco Bay Holdings, LLC

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

Thank you for submitting your preliminary application on September 2, 2025. The application is **incomplete**. The staff has reviewed the application and found one outstanding item listed below under **“Preliminary Subdivision Application Completeness”** that **must be provided by September 17, 2025** before the Planning Board preliminary plan review is scheduled for a public hearing, in accordance with Windham Land Use Ordinance [§120-907B\(4\)\(b\)](#). Your application is tentatively **scheduled for a public hearing and 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 immediately following the Board's 5:30pm site walk at Smith Cemetery (approximately 6pm)

Project Information:

The application is for a 6-unit residential condominium development in 3 duplex buildings on a 3.26 acre property. The development will have a 400-foot private access driveway and be served by public water, private wastewater disposal systems, and underground utilities. Subject property is identified as Tax Map: 12; Lot: 52-A; Zone: Windham Center (WC) in the Black Brook watershed.

Preliminary Subdivision Application Completeness

- [§120-910C\(2\)](#) Mandatory Plan Information: The following must be shown on the subdivision plan:
 - [\(b\)](#) Stamp, with date and signature, of the Maine licensed professional land surveyor that conducted the survey. *The boundary survey is not stamped or signed by the professional land surveyor.*

Staff Review Comments

The memo will be updated as staff comments are provided

Planning Department

As the application is for Preliminary Subdivision Review, the submission has not been fully reviewed against the Site Plan Review standards of Article 8.

1. Per [§120-911A\(3\)\(b\)](#), all subdivision boundaries corners shall be marked. There are several property corners on the subdivision plan that do not show existing or proposed iron pins.
2. Per [§120-911E\(2\)\(c\)](#), the common land shall be shown on the final plan with appropriate notations on the plan to indicate it shall not be used for future building lots.
3. Site distances at the proposed entrance at Windham Center Road that comply with Table 1 in [Appendix B](#) must be shown on the plan. The plan notes xxx'+.
4. Show curb cuts on opposite side of Windham Center Road on the plan.
5. A sidewalk is required across the subdivision frontage on Windham Center Road per [§120-415.1F\(1\)\(g\)](#).
6. [§120-814A](#) Multifamily Development Standards. For final plan review:
 - a. At least two different building designs shall be provided as required by [§120-814A\(1\)](#).
 - b. [§120-814B\(2\)\(b\)](#). Provide screening for the existing residential abutter at 250 Windham Center Road. Does the existing vegetation within the proposed treeline provide a sufficient buffer or screening to the existing residential abutters at 2 and 8 Corsetti's Way?
 - c. Identify the amount of land area (minimum 15% of the total lot area) designated as suitable common open space required by [§120-814B\(4\)\(b\)](#).
 - d. Curb cuts on access drives must be separated by a minimum of 75 feet where possible per [§120-814B\(6\)\(c\)](#). For final plan review, the applicant should show on the site plan the distances between driveways.
7. As the road will remain private, has the applicant considered the "in lieu of a performance guarantee" condition of approval? Please see [§120-914A\(1\)\(d\)](#) of the Land Use Ordinance, Chapter 120, for more details on this requirement.
8. [Chapter 101](#) Growth Management was amended by Council Order 25-016 effective September 11, 2025, a growth permit is required for each dwelling unit and growth permits for dwelling units to be located in a proposed subdivision may be applied for after the project receives preliminary subdivision approval from the Planning Board pursuant to Article 9 of Chapter 120, Land Use.
9. Recommended MAJOR SUBDIVISION CONDITIONS OF APPROVALS:
 1. Approval is dependent upon and limited to the proposals and plans contained in the application dated June 23, 2025 as amended [*the date of the final plan approval*] 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](#) of the Land Use Ordinance.
 2. 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.
3. The development is subject to the following [Article 12 Impact Fees](#), to be paid with the issuance of new building permits: [Public Safety Impact Fee](#); and [Municipal Office Impact Fee](#). All fees will be determined and collected for any building, or any other permit for the development, in accordance with [§120-1201C](#).
 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 Manager's discretion, use the performance guarantee to either reclaim and stabilize or to complete the improvements as shown on the approved plan.

Assessing Department

10. 250 Windham Center Road Condos will need a new street name, and likely a change of address to the existing house if using the same access.

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 by September 17, 2025 or earlier to be included in the Planning Board 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. 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.