



Town of Windham
Planning Department
8 School Road
Windham, Maine 04062
Tel: (207) 894-5960 ext. 2
Fax: (207) 892-1916
www.windhammaine.us

STAFF REVIEW AND COMPLETENESS MEMO

DATE: July 31, 2024

TO: Danielle & Charles Hammond
FROM: Steve Puleo, Planning Director
Cc: Windham Planning Board
Shawn Frank P.E., Sebago Technics, Inc.
Jasmine Lopez, Planning Intern

RE: #15-06 – Amended Major Subdivision – Mystic Woods – 29 Meredith Dr. – Amended Plan Review
Scheduled for Planning Board meeting: **August 12, 2024**

Thank you for submitting your application on May 30, 2024. The application status is **incomplete relative to the Planning Board submission requirements**. The staff has reviewed the application and found several outstanding items that need your attention before the Planning Board final plan review. Currently, the review is **scheduled for an August 12, 2024, meeting**. The Planning Board meeting is an "in-person meeting" held at the Town Council Chambers in the Town Hall located at 8 School Street. The meeting begins at 6:30 p.m., and your attendance is required.

Project Information:

The application is to amend a minor subdivision to depict an access easement through Lot 8 to the abutting property Tax Map: 6; Lot: 38-D08; Zone: Medium Residential (RM) and Farm (F) zoning districts in the Black Brook watershed.

Planning Department:

- The book and page number of the Warranty Deed between Susan Duchaine LLC and Danielle and Charles Hammond are unreadable because they are cut off in the photocopy. Please provide another copy where the book and page number are visible.
- The applicant should be listed on the application as Danielle and Charles Hammond, not Dana Lampron. Please provide a revised application with Danielle and Charles Hammond as the applicant.
- Please provide a list of abutting property owners within 500 ft of the entire subdivision, rather than just lot 38-D08.

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.

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 August 5, 2024. Please feel free to call me with any questions or concerns at (207) 777-1927 or email me at <mailto:sjpuleo@windhammaine.us>.