

## APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: May 23, 2025

TO: Robert A. McSorley, P.E., Sebago Technics, Inc.  
Suresh Gali, New Gen Estates, LLC

FROM: Amanda Lessard, Senior Planner/Project Manager

Cc: Development Review Team  
Windham Planning Board

RE: #24-28 Amended Minor Subdivision – Franklin Drive Subdivision – 20 Franklin Drive - Final Plan Review - New Gen Estates, LLC

Scheduled for Planning Board meeting: **June 9, 2025**

Thank you for submitting your subdivision amendment application on May 19, 2025. The application is **incomplete**. The staff has reviewed the application and found one outstanding item listed below under **“Revisions to Approved Plan Completeness”** that **need your attention as soon as possible**. Your application is **scheduled for review on June 9, 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 proposing to revise the design of the extension of Franklin Drive approved by the Planning Board on January 13, 2025, to reduce the roadway width and replace the cul-de-sac with a “T” turnaround. The stormwater management plan is also proposed to be modified to match the road changes. The subject property is identified as Tax Map: 18; Lot: 26-2-A; Zone: Commercial 1 (C-1) and located in the Chaffin Pond/Little Sebago Lake watershed.

### **Revisions to Approved Plan Completeness: §120-913B(3)**

*While the minor subdivision application and checklist were provided, it is Windham Land Use Ordinance §120-913B(3) that details the required submission items.*

- Only 1 full copy of the stormwater report was submitted. Please provide 2 additional printed copies of the stormwater report.

§120-913B(3)(c), that states that the application shall also include enough supporting information to allow the Board to make a determination that the proposed revisions meet the standards of Article 9 and the criteria of the state statute. See Staff Comments below for additional supporting information that may be needed for the Board’s review.

### **Staff Review Comments**

*The memo will be updated as staff comments are provided by June 2, 2025*

## Planning Department

1. Per [§120-913B\(4\)](#), The Board's scope of review shall be limited to those portions of the plan which are proposed to be changed. For ease of review, it would have been preferred that the application narrative and response to performance standards had been limited to the proposed changes and related impacts on the applicable standards.
2. Prior to any Board signature on an approved amended plan, in accordance with [§120-913B\(3\)\(d\)](#), the revised 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.
3. As noted on the January 13, 2025 approved subdivision plan, the Planning Board granted a waiver from [§120-911M\(5\)\(b\)\[8\]](#), street construction practices, to allow an increase in the Commercial Street Standards pavement width to exceed 38-feet and the traffic lanes to be greater than 11-feet regarding the construction of Franklin Drive extension to serve the subdivision. It appears that the proposed revision will also require a waiver from this same section.
  - a. Plan Sheet C-502 shows a detail of a Minor Local Street Section. In accordance with [§120-410F\(11\)](#) the extension of Franklin Drive must be building to the [Commercial Street](#) standard. Revise the label.
  - b. The Commercial Street standard in [Appendix B](#) requires a 50-74 ft ROW with a maximum pavement width of 38 feet, 10-11 feet traffic lane width, parking lane width 7-8 ft and a verge with a minimum margin of 8 feet that includes a sidewalk, planters and furnishings.
  - c. The site plan shows a street in a 50 ft ROW with 38 feet wide pavement (10 ft traffic lanes and 9 ft parking lanes), a 6 ft sidewalk and no plantings. Revise the plan or submit a [waiver request form](#).
4. Per [§120-911M\(5\)\(b\)\[5\]\[b\]](#), dead-end streets shall be constructed to provide a cul-de-sac turnaround. Please submit a [waiver request form](#).
5. A T-turnaround is not detailed in the Land Use Ordinance. [§120-911M\(5\)\(b\)\[5\]\[e\]](#) hammerhead turnaround standards restrict the locations of driveways at the end of the turnaround side branch. Will any driveways be proposed at the turnaround? Additional comments will be requested from the Public Works Director and Fire Chief.
6. Are any new or amendments to Maine DEP Permits required for this revision?

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 June 5, 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](mailto:allessard@windhammaine.us).