

July 10th, 2026

Natalie Thomsen, Town Planner
Town of Windham
8 School Road
Windham, Maine 04062

RE: Response to Staff Review Comments – Riding to the Top Major Site Plan

Dear Natalie,

We received comments from your office dated July 8th, 2026, regarding the review of the subject application submission, and have provided the following response to your comments. The original comments are shown in italic text with responses following thereafter.

Planning Department:

- 1. Dwelling unit – intern/tiny house (Building 6) ([§120-406](#)). The Site Layout and Materials Plan (C-101) identifies Building 6 as an “Intern/Tiny House,” and the bulk table includes a net residential density calculation, indicating a dwelling unit is proposed. A floor plan is not required; please note on the plan the approximate square footage of the building as shown (e.g., the concrete pad/footprint dimensions) and the number of bedrooms. Please also identify how the unit will be served in that general location, including: the wastewater design flow for the unit and whether it is included in the design flow of the proposed subsurface disposal system, the water and utility connections serving the building, and the access/drive serving it. Please note that as a residential dwelling unit, Building 6 is subject to the following [Article 12 Impact Fees](#), to be paid with the issuance of the building permit for the unit: [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 permit for the development, [§120-1201C](#).*

Response: Dimensions of the Intern/Tiny House have been added on the Site Plan. This is a one-bedroom dwelling unit. Water and wastewater services are shown on the utility plan. The water demand and sewer flows for this unit are included in the tables included in Section 10 of the application packet under Residence. Parking for the unit will be provided in the adjacent parking lot, with access along the driveway serving that facility. The applicant acknowledges the referenced fees that will be applied at the time of the building permit application.

- 2. U.S. Army Corps of Engineers – wetland impacts ([§120-812A](#)). The Grading and Drainage Plan (C-102) identifies wetland fill of 3,670 SF plus 320 SF at the expanded crossing (approximately 3,990 SF total). While the narrative states the impact is below the 4,300 SF threshold and qualifies for the Minor Alteration exemption under 38 M.R.S. §480-Q(17) so that no individual MDEP permit is required, the narrative also acknowledges that a U.S. Army Corps of Engineers Section 404 permit may be required. Please provide the USACE determination or authorization (e.g., the applicable Nationwide Permit or written confirmation that no federal*

permit is required). If not available before the meeting, this will be recommended as a condition of approval under [§120-807F\(1\)](#).

Response: An application for USACE approval has been prepared for this project. The schedule for review and approval is not known at this time. We recommend this be included as a condition of approval.

- 3. Reinforced-turf overflow parking – product specification required ([§120-812C](#)). The 22-space event/overflow parking area is shown as “reinforced turf.” Please provide the manufacturer’s product specification (cut sheet) for the specific reinforced-turf system proposed, and confirm that the surface is designed to support the anticipated loads, including emergency-vehicle access. A general label of “reinforced turf” on the plan is not sufficient; staff requires the actual product specification for the record.*

Response: A detail of the reinforced turf section is shown on Sheet C-301 of the updated drawings included with this submission. A product cut sheet is also included with this submission. This area is designed for vehicle parking. Emergency vehicle access throughout the site is provided on the driveways.

- 4. Parking stall dimensions ([§120-812C](#)). There is a discrepancy in the parking stall dimensions. The project narrative states all stalls are 9' × 18' with a 24' aisle, while the Site Layout and Materials Plan (C-101) legend labels the staff/visitor and overflow stalls as 10' × 20'. Please reconcile the stall dimensions between the narrative and the plan. The number of standard spaces and ADA/van-accessible spaces should also be clearly quantified and labeled on the plan.*

Response: The project narrative has been revised to reflect the dimensions of the parking stalls, as shown on the Site Plan. These will be 10'x20'. A table summarizing the parking spaces has been added on the Site Plan.

- 5. Dumpster enclosure screening ([§120-812T](#)). A dumpster pad is shown on the Site Layout and Materials Plan (C-101), but screening details are not included. Please provide the dumpster enclosure detail showing the required fencing or landscaping screening and a level paved or graveled surface. Screening of the manure storage, material storage, and vegetation refuse areas is not required; these areas are located away from public view with very limited exposure to the abutting residential properties. If a manure storage receptacle is constructed through NRCS funding, a condition of approval will require that it be located and constructed in accordance with the NRCS program requirements.*

Response: A detail of the dumpster pad and enclosure is included on the Sheet C-303 of the revised drawings included with this submission.

- 6. Noise standards – acknowledgment ([§120-812S](#)). The application does not include a noise narrative. Given the abutting residential use to the north, please provide a statement acknowledging and confirming compliance with the §120-812S sound-pressure standards, and specifically acknowledge that no construction activities are permitted between the hours of 10:00 PM and 6:00 AM on a site abutting a residential use.*

Response: The current and proposed use of the site will comply with the noise and pressure standards in Section §120-812S of the ordinance. This is a therapeutic riding stables and there are no proposed activities that would produce a significant sources of regular, frequent or intermittent noise that exceed

the values stated in this section. The applicant acknowledges that no construction activity will be permitted on the site between the hours of 10:00pm and 06:00am.

7. *Construction schedule – phasing plan ([§120-815C\(2\)](#)). The narrative states the project will be phased based on funding availability, with construction commencing in summer 2026 and completion targeted for September 2028. A detailed construction schedule is not required at this time; please provide a general construction sequence describing the anticipated phasing framework and how funding availability may affect the order of the work. Please acknowledge that, per §120-815C(2), all improvements covered by the site plan approval must be completed within two years of the date the performance guarantee is accepted by the Town Manager, with extensions at the Town Manager's discretion. If the project is constructed in phases, a condition of approval will provide for the Town Engineer to establish performance guarantees for each phase, with the two-year completion period running from each posting; a detailed construction schedule can be confirmed at the required pre-construction meeting once a contractor is on board.*

Response:

In general, we anticipate that the project may proceed in three general phases of sitework:

- Phase I would include site work for the parking area, septic, water lines, pump house, and the area of the new outdoor arena and the storage/shop addition on the east side of the existing arena
- Phase II would be for the barn and adjacent areas
- Phase III would be the additions to the main building

The phasing and schedule for the work will be dependent on available funds and may also be determined after input from Contractors on how to achieve the project aims in the most efficient and cost-effective manner, avoiding costly re-work and maximizing the use of on-site materials. We anticipate that once we have all the required approvals in place, and a Contractor on board, a more refined schedule for phasing of the improvements will be developed. This will be presented prior to the first pre-construction meeting, along with a detailed cost estimate for the first phase of work.

Additional items for completeness:

8. *Waiver – minor road/private road standards ([§120-555](#)). Please restate the waiver request as a general waiver of the private road construction standards of §120-555 (Appendix B, Table 3 and diagram) for the existing Lilac Drive, and add the cost implications of reconstructing the existing road to meet those standards to the justification, with responses to each criterion in [§120-808B\(2\)](#). The waiver request from §120-812I (overhead/underground utilities) should be restated to identify the specific number of existing utility poles to be retained before the riser pole and underground connection, rather than lengths and distances. The turnaround-location and driveway-connection waivers may be combined into a single request, supported by the practicality of the site design and the Fire Department's ability to circulate the site as designed.*

Response:

The waiver request forms have been revised and replaced in the narrative., as requested.

9. *Frontage, access easement, and amended subdivision plan ([§120-406E](#) / [§120-533](#)). The preliminary amended subdivision plan prepared by Survey, Inc. has been received and is being reviewed under companion*

application #26-11, which is scheduled ahead of this application on the July 27, 2026 agenda. Prior to endorsement of the amended subdivision plan, please provide the finalized plan bearing the surveyor's signed stamp, a general note identifying it as a partial (fragmented) plan of the Twin Meadows Subdivision depicting the easement approved to create frontage along Lilac Drive, and the Town's standard subdivision conditions of approval on the plan (staff will provide the standard conditions). Recording of the approved plan will be addressed through the conditions of approval under #26-11.

Response: A revised Amended Subdivision Plan is included with this submission. The revised plan includes the surveyor's signed stamp, a general note identifying it as a partial (fragmented) plan of the Twin Meadows Subdivision depicting the easement approved to create frontage along Lilac Drive, and the Town's standard subdivision conditions of approval.

10. Sight distance and full extent of Lilac Drive ([§120-812B](#)). Please show the available sight distances at the Lilac Drive / Land of Nod Road intersection (per MDOT standards), and show the full extent of Lilac Drive to its intersection with Land of Nod Road, including the traveled-way width and easement dimensions.

Response:

Sight distances at the intersection of Land of Nod Road and the full extent of Lilac Drive are shown on the revised Site Plan included with this submission.

We trust that these responses adequately address the comments above, but please do not hesitate to contact us if you have any further questions, or require any additional information to process this application.

Regards,



Cragmor Consulting, LLC
Andrew D Johnston, PE, CEng MCIWEM
Principal