



Town of Windham  
Planning Department  
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## STAFF REVIEW AND COMPLETENESS MEMO

DATE: June 4, 2024

TO: John Mallia  
FROM: Steve Puleo, Planning Director  
Cc: Windham Planning Board  
Dustin Roma.

RE: 24-19 – Minor Site Plan – Sabady Point Road Extension – 120 Tandberg Trail – Sketch Plan Review

**Scheduled for Planning Board meeting: June 10, 2024**

Thank you for submitting your application on May 20, 2024. The application status is complete relative to the Planning Board submission requirements. Your application is **scheduled for review on June 10, 2024**. 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 6:30pm, and your attendance is required.

### **Project information:**

The application is to build a 5,050 sf building addition to an existing Private Warehouse Building on a 2.1 acre property. Tax Map: 18; Lot: 39; Zone: Commercial I (C-1) zoning districts in the Mill Pond watershed.

### **Planning Department:**

- Please note: the applicant shall address staff comment from the June 4, 2024 Development Team Review meeting for the final plan review.

### **CONDITIONS OF APPROVAL (POSSIBLE)**

1. Approval is dependent upon and limited to the proposals and plans contained in the application dated May 20, 2024 as amended TBD 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 [§120-815](#) of the Land Use Ordinance.
2. In accordance with [§120-815C\(1\)\(b\)](#) of the Land Use Ordinance, the Construction of improvements covered by any site plan approval 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.

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