

Town of Windham



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September 18, 2025

To: Amanda Lessard, Senior Planner
Steve Puleo, Planning Director
From: Mark Arienti, P.E. Town Engineer
Re: Smith Cemetery Site Plan Application Comment Response

Below I have provided responses to the comments in the 9/16 *Application Completeness and Staff Review Comments* memo and the 3rd Party Engineering Review. Also included are an updated Stormwater Report and Plan Set.

Completeness Review (responses in red type)

- §120-811B(1)(c) Written Information.
 - [12] Detail sheets of proposed light fixtures. *Any exterior lighting proposed on the shed and lighting for flag pole. The only proposed lighting is for the flagpole (see attached example light fixtures in Attachment A). Only interior lighting is proposed for the maintenance shed. A proposed lighting fixture for the flagpole is attached. We are also considering solar-powered lighting, which would be attached to the pole and shine upwards.*
- §120-811B(1)(d)][1] Plan Information. Existing Conditions.
 - [g] Location and dimensions of any existing easements that encumber or benefit the property. *Show the location of the access easement on the Webster-Babb property. The location of the access easement is shown on the Existing Conditions Plan.*
- §120-811B(1)(d)][2] Plan Information. Proposed Development Activity.
 - [g] The location, dimensions, and ground floor elevation of all proposed buildings or building expansion proposed on the site. *Provide elevation of maintenance shed. Elevations of the Proposed Maintenance shed are included as Attachment B to this memorandum.*

- Submit §120-813 Commercial District Design Standards Checklist and provide a narrative addressing how the portion of the project located in the WC District complies with all the required WC standards plus a minimum of eight (8) other Design Standards. **None of the required design standards are applicable since the only portion of the site that is in the WC District is the cemetery expansion. The only building is in the Farm District. See attached completed checklist (Attachment C).**

Planning Department Comments Response

1. What is the width of the access drive within the easement? Please label on the plan. **The width is 14 feet and is labeled on the attached plan.**
2. Is all the grading for the access drive shown on Sheet C-105 located within the access easement? **No, some grading is outside of the 25' access easement, but we will work with the abutting parcel to obtain a grading easement. The access drive will be fully in the easement.**
3. What is the width of the existing cemetery road to be repaved? **The width will be a maximum of 10'**
4. Why is the proposed road extension from the existing cemetery only 8' wide? **The road extension in the cemetery has been widened to 10' but remains smaller than the 14' roadway in the new section of the cemetery because of the close proximity to graves. We have increased the width to a maximum of 10 feet by moving 2 feet closer to the fence line.**
5. The plan notes a “Potential gravel maintenance access and utility connection road to be approximately 8’ wide. This development does not appear to be included in the analysis area of stormwater plan and no construction details have been provided related to the standards of §120-522 Curb cuts and driveway openings. Please clarify if this access drive is proposed as part of this application. **The potential gravel maintenance access has been removed. See revised plans.**
6. §120-511C(2)(a) In the Farm zone, Buffer Yard H (10') is required along the property line abutting a residential use. The plants listed on Sheet L-101 do not appear to meet this standard.
 - i. Note that per §120-404 where a boundary line divides a parcel the regulations applicable to the less restricted portion of the lot (in the case of the buffer yard, WC) may be extended 50 feet into the more restricted portion of the lot (F). **A 10' wide landscape buffer comprised of evergreen trees is proposed along the property line shared with the abutter (Map 12, Lot 62) to provide a visual screen**

between the abutters back yard and the cemetery. The intent is to provide privacy and separation between the uses. A portion of that buffer parallels the Farm Zone/Windham Center Zone line. As noted by Staff, Buffer Yard Type H is the required buffer in the Farm Zone however, the Type H buffer includes deciduous canopy trees, understory and shrubs which would not provide the same visual screen between uses. Therefore we are proposing conifers to provide this buffer as shown on the Landscape Plan (sheet L-101).

7. §120-511C(3)(f) In the Farm zone, Buffer Yard A, B, or C is required along the frontage of Route 302. See also Table 1 Buffer Yards and §120-511B(4) for materials and uses allowed in buffer yard. **The plan has been revised to eliminate the potential gravel maintenance access. The proposed buffer will extend into this area to the maximum extent feasible avoiding conflicts with water and electrical lines. Existing vegetation will be left in place to the maximum extent possible.**
8. Show limits of development and the Meadow Buffer Areas on Overall site plan and Site Plan sheets. **The attached Site Plan has been updated to show the limits of development and Meadow Buffer areas.**
9. **The Attached Site Plan has been updated to include the recommended Conditions of Approvals**

3rd party Engineering Review Memorandum Response (comments not repeated, but responses correlate with comment numbering)

1. The road cross-section is superelevated in some areas and crowned in other areas as indicated by the grading. The detail on Sheet C-503 indicates that the cross-section varies to reflect this.
2. The proposed access road slopes have been returned to the existing grades and notation has been added to confirm that it will be paved.
3. The time of concentration flow path will remain the same now that the access road profile has been returned to existing grades.
4. Notes have been added to the Grading Plan (C-104) regarding installation of the storm drain pipe without impacting the adjacent property.
5. The wording in the Stormwater Report has been modified to indicate drainage west to east consistent with the plans.
6. While POA 1 does have a large increase in peak flow rates, the stormwater design outlets into a wetland area and the projected increase to the water elevation in the wetland is 0.6 inches as shown in the Stormwater Report. The design meets DEP standards. The increase has not been reviewed with the abutting property owner.

7. A note has been added to Sheet C-104 stating “Meadow buffers shall be maintained as a meadow with a generally tall stand of grass, not as a lawn. The meadow buffers shall not be mown more than twice per calendar year. Extents of meadow buffer to be delineated by pins or other delineation device as directed by the owner.”.
8. A note has been added to the Site Plan to indicate that steel pins are to be placed to mark the meadow buffer BMP areas.
9. A Riprap Spillway Berm detail has been added to Sheet C-502.
10. The columbaria are accounted for as impervious surfaces in the Stormwater analysis and a sheet has been added to the Stormwater Report with color coding to show impervious and developed areas.
11. The attached grading plans have been updated to show extending filter barrier lines have been extended downgradient of all areas proposed to be disturbed.
12. The grading plan (C-104) has been modified to show a rip-rap swale/apron at the outlet of the 15” storm drain along the northerly property boundary to prevent erosion between the pipe outlet and meadow buffer.

Attachment A. Lighting Fixture Details

FLDF SERIES

OUTDOOR LIGHTING

FLDF-84W-30K-BR

FLDF-84W-50K-BR

FLAG-POLE NARROW-BEAM SPOTLIGHTS



Avail. Finishes:

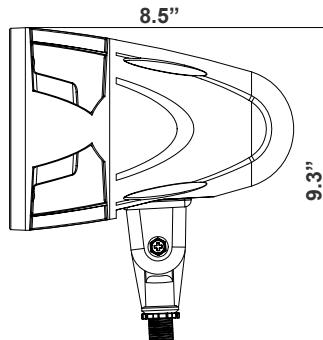
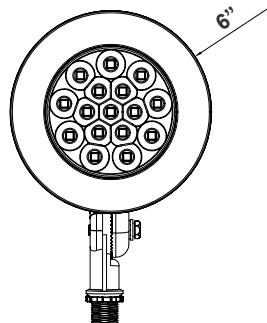


Customer Name: _____

Project Name: _____

Note: _____

Type: _____



This 84W Flag Pole Spotlight delivers an impressive 9000 lumens with a 24° narrow beam angle, perfect for precise and powerful illumination of flags and tall structures. Its focused light ensures the flag stands out dramatically, providing brilliant visibility even from a distance. Ideal for outdoor applications, this spotlight combines energy efficiency with strong performance to highlight your flag beautifully.

9.3"(H) x 8.5"(W) x 6"(D)

Features

- Metal Housing With Potted Inside Finish (Dark Bronze)
- 1/2" Threaded Knuckle Stem
- Lens Type: Plaid Tempered Glass + Aluminum Reflectors

Technical Specifications

Electrical:

- Voltage: 120-277V
- Power Factor: >0.9
- Wattage: 84W
- Efficacy: 107 LPW

Mechanical:

- Metal Housing With Potted Inside Finish (Dark Bronze)
- Cord type: 18" SJTW 18/3 AWG cable
- 1/2" Threaded Knuckle Stem
- Built in Surge Protection, Common Mode 6KV
- Operating Temperature: -40°F to 122°F
- IP Rating: IP65
- Suitable for Wet Locations
- 7-Year Warranty

Lighting:

- Lens Type: Plaid Tempered Glass + Aluminum Reflectors
- Total Lumens: 9000LM
- Color Temperatures: 3000K/5000K
- Color Rendering Index: CRI ≥ 80
- Beam Angle: 25° Narrow-Beam
- Lifespan: 70,000 Hrs.

Applications:

- Flagpole Lighting
- Monument Accents
- Signage
- Architectural Accents
- Landscape Lighting
- Security

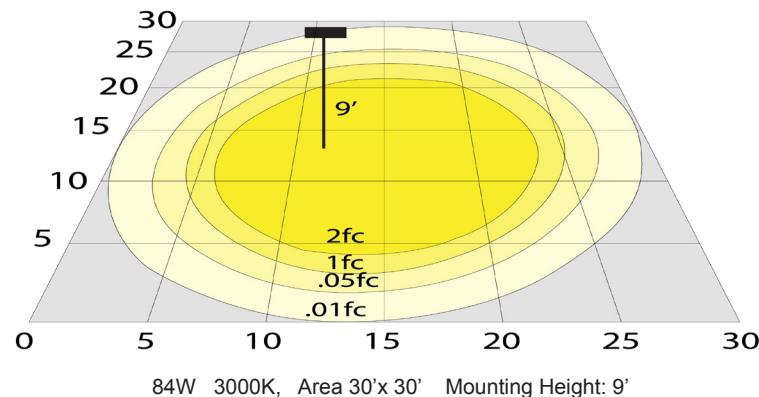
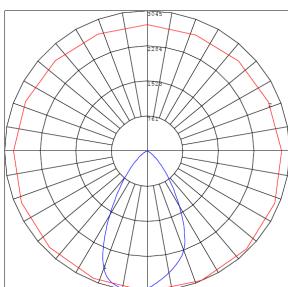
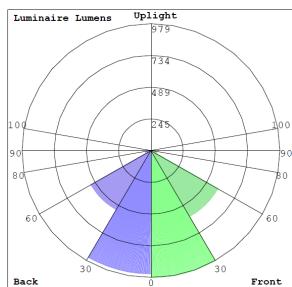


Phone: (877) 805-2252 | Fax: (877) 805-2252
www.westgatemfg.com

WG-07052022



Photometrics: FLDF-84W-BR



BUG Rating: B2-U0-G0

84W 3000K, Area 30'x 30' Mounting Height: 9'

Performance Table: FLDF-84W-BR

MODEL NO.	Wattage	Voltage	Lumens	Color Temp.	BUG Rating	LPW
FLDF-84W-30K-BR	84W	120-277V	9000LM	3000K	B2-U0-G0	107
FLDF-84W-50K-BR				5000K		

Sample Ordering

Model Watt Color Temp. Finish

FLDF - 84W - - BR

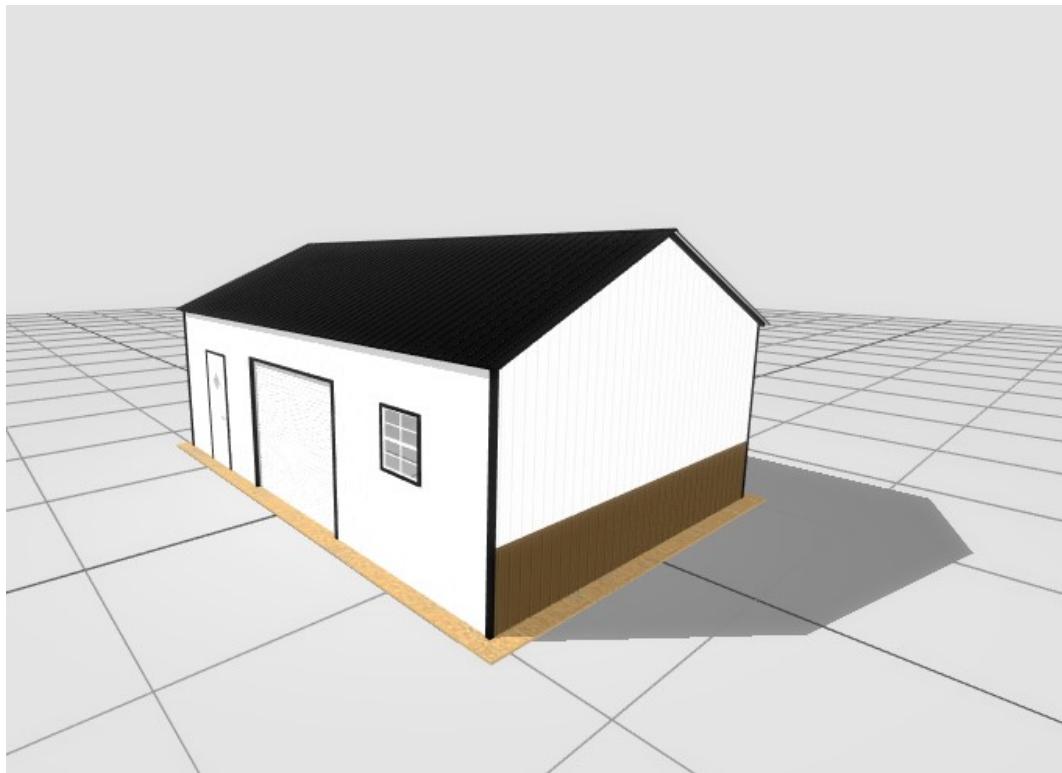
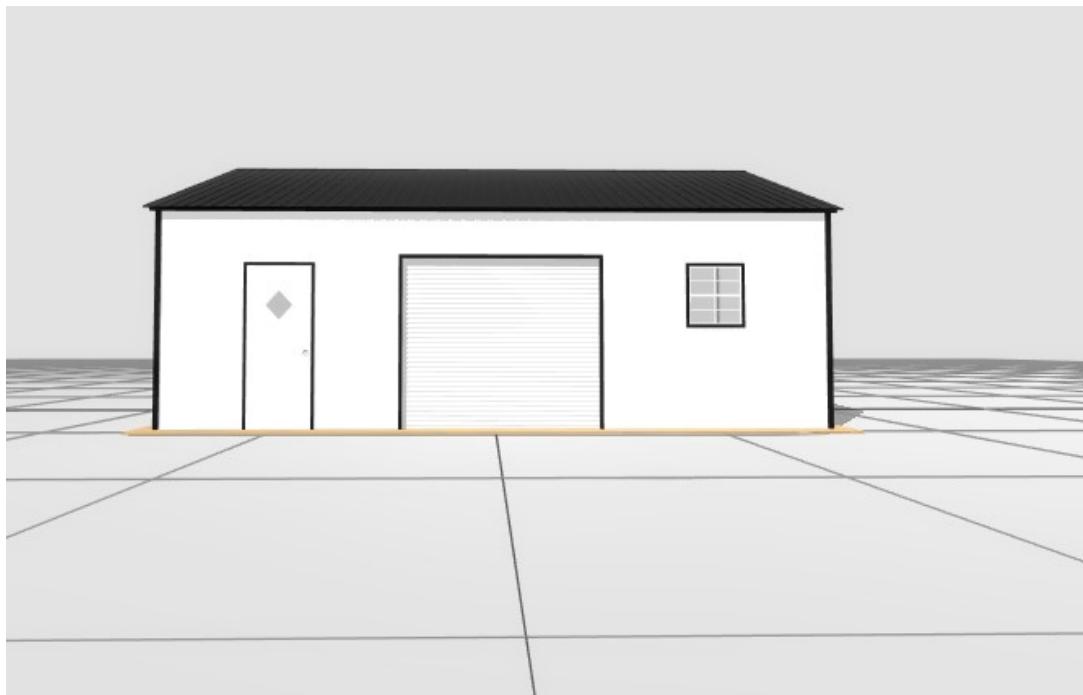
30K = 3000K
50K = 5000K



Attachment B. Maintenance Shed Elevation



Elevations and Perspective View of Proposed Maintenance Shed - Color



Elevations and Perspective View of Proposed Maintenance Shed - White

Attachment C. Design Standards Checklist



APPLICANT/PLANNER'S CHECKLIST FOR MAJOR SITE PLAN REVIEW COMMERCIAL DISTRICT DESIGN STANDARDS SECTION 120-813

The following checklist includes Design Standards for nonresidential developments within Windham's Commercial 1, Commercial 1 North, Commercial 2, Commercial 3, Village Commercial, and Windham Center Districts. Where there is a conflict between provision of the Design Standards and any other ordinance provision, the more restrictive provision shall apply. In addition to meeting all Design Standards required in the applicable zoning districts, development must comply with the minimum of eight (8) other Design Standards.

For purposes of this section, "development" shall mean that portion of the project that:

- a. Is subject to the site plan review under [Article 8 Site Plan Review](#);*
or
- b. Will renovate twenty percent (20%) or more of the entire wall area of a structure on the site. (For this type of renovation, the renovation will be subject to the required Design Standards in Section A. but will not be subject to other required Design Standards.)*

Design Standards Framework

		C-1	C-1N	C-2	C-3	VC	WC	Checklist	
A. Architecture/Building								Applicant	Staff
1	Building Style	R ¹	R	R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
2	Materials	No Building in WC		R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
3	Color	Zone so Not Applicable		R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
4	Roofline	Applicable		R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
5	Facade	R	R	R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
6	Building style coordination (multi-building)	R	R	R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
7	Entrance	R	R	R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
8	Architectural Details	R	R	R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
9	LEED certification							<input type="checkbox"/>	<input type="checkbox"/>
B Site/Parking									
1	Parking location							<input type="checkbox"/>	<input type="checkbox"/>
2	Internal traffic flow	Parking not applicable in cemetery						<input type="checkbox"/>	<input type="checkbox"/>
3	Interconnected Parking lots	applicable in cemetery						<input type="checkbox"/>	<input type="checkbox"/>
4	Orientation of Building	cemetery						<input type="checkbox"/>	<input type="checkbox"/>
5	Screening, Parking				R		R	<input type="checkbox"/>	<input type="checkbox"/>
6	Screening, utilities and service areas/structures	R	R	R		R	R	<input type="checkbox"/>	<input type="checkbox"/>
7	Parking Lot Landscaping							<input type="checkbox"/>	<input type="checkbox"/>
8	Low-Impact Design Stormwater							<input type="checkbox"/>	<input type="checkbox"/>
9	Shared Stormwater Treatment							<input type="checkbox"/>	<input type="checkbox"/>
C Landscaping/Lighting									
1	Lighting/Photometric Plan	R	R			R		<input type="checkbox"/>	<input type="checkbox"/>
2	Lighting coordinated with architecture	R	R			R		<input type="checkbox"/>	<input type="checkbox"/>
3	Light coordinated with landscaping	R	R			R		<input type="checkbox"/>	<input type="checkbox"/>
4	Existing trees preserved	Existing trees preserved where possible. Cemetery closed in winter so not applicable				R	R	<input type="checkbox"/>	<input type="checkbox"/>
5	Snow area designated	R	R	R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
6	Planting variety							<input type="checkbox"/>	<input type="checkbox"/>
7	Planting suitability							<input type="checkbox"/>	<input type="checkbox"/>
8	Mass plantings							<input type="checkbox"/>	<input type="checkbox"/>
9	Illumination levels							<input type="checkbox"/>	<input type="checkbox"/>
D. Bike/Ped									
1	Internal walkways	Sidewalks not appropriate or expected in cemetery. Bike racks		R	R			<input type="checkbox"/>	<input type="checkbox"/>
2	Links to community			R	R	R	R	<input type="checkbox"/>	<input type="checkbox"/>
3	Outdoor activity area							<input type="checkbox"/>	<input type="checkbox"/>
4	Sidewalk	not needed since there is no building to park at.		R	R		R	<input type="checkbox"/>	<input type="checkbox"/>
5	Crosswalk			R	R			<input type="checkbox"/>	<input type="checkbox"/>
6	Bike parking/racks	R	R	R		R	R	<input type="checkbox"/>	<input type="checkbox"/>

¹. Any item with an R in the Table is a required Design Standards in that zoning district.