



Town of Windham
Planning Department
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STAFF REVIEW AND COMPLETENESS MEMO

DATE: February 26, 2024

TO: Mr. Dustin Roma, DM Roma Consulting Engineers
FROM: Steve Puleo, Planning Director
Cc: Development Team Review Committee Peter Gilman, PTG Properties, Inc.

RE: # 21-13: Vintage Subdivision – 626 Roosevelt Trail – Major Subdivision and Site Plan –
Final Plan Review – PTG Properties, Inc.
Planning Board Meeting: **TBA**

Thank you for submitting your application on April 1, 2024. The application's status is currently incomplete. The staff has reviewed the application and discovered several outstanding issues that require your attention and must be resolved before the application can be scheduled on the Planning Board agenda. According to [§120-907C\(4\)\(b\)](#), the application is missing items and additional material required to make the submission complete. The Board will not consider the application until the additional information is submitted and reviewed by staff for completeness.

Project information:

PTG Properties, Inc. is requesting final plan approval for the Vintage Subdivision. The proposed plan includes the construction of a private road called Vintage Drive, as well as the development of Lots 3 and 4 of the subdivision, which will house 30 residential units. Lot 1 and 2 will be reserved for future commercial development. The property at 626 Roosevelt Trail currently includes two single-family homes, two detached garage structures, and a few minor accessory structures, all of which are scheduled to be demolished. The subject property is identified as Tax Map: 52; Lot: 24; Zone: Commercial-I (C1) zoning district.

Planning Department:

- Missing Condominium or Road Association Documentation for the Town Attorney to review, per [§120-911N](#).
- Correct SB-1 to include Site Plan or provide another Board signing sheet SB-2.
- Add on sheet SB-1 an approved waiver section and include all the approved waivers as follows:
 - [§120-910C\(3\)\(C\)\[3\]](#) – High Intensity Soil Survey.
 - [§120-911E\(1\)\(b\)](#) – Street Tree Planted Every 50-feet.
 - [§120-911M\(5\)\(b\)\[7\]](#). Street Connection Requirements: 31 or more units requires a two (2) public street connection.
 - [§120-911M\(5\)\(b\)](#) Road Construction Standards & [Appendix B](#) Commercial Streets.
 - Correct the Conditions of Approval as follows.

CONDITIONS OF APPROVAL(Required)

1. Approval is dependent upon and limited to, the proposals and plans contained in the application dated July 18, 2022, amended on April 10, 2023, on May 15, 2023, and March 11, 2024 and (*the final plan approval date*) of and on supporting documents and oral representations submitted and affirmed by the applicant, and conditions, If any, imposed by the Planning Board and any variation from such plans, proposals and supporting documents, and representations are subject to review and approval by the Planning Board or the Town Planner in with [§120-815v](#) of the Site Plan and §120-913 of the Subdivision Ordinances.

2. Approval is subject to the requirements of [Chapter 201 Article II Post-Construction Stormwater Ordinance](#). Any person owning, operating, leasing, or having control over stormwater management facilities required by the post-construction stormwater management plan must annually engage the services of a qualified third-party inspector who must certify compliance with the post-construction stormwater management plan on or by June 1st of each year.
3. At the time of applying for building permits for the 30 residential units, the applicant shall pay the [North Windham Route 302 Road Improvement impact fee](#) of \$1,530.60, the [North Windham Sidewalk Impact Fee](#), (The Town shall determine the fee from the Town Engineer prior to the Planning Board final plan approval) the [Recreation Impact Fee](#), the [Open Space Impact Fee](#), the [Public Safety Impact Fee](#), and the [Municipal Office Impact Fee](#). All fees will be determined and collected for any building, or any other permits necessary for the development, [§ 120-1201C](#)
4. At the time Lots 1 and 2 are approved for development, the applicant or applicants are required to address the cumulative traffic generation from all the lots within the subdivision and pay the [North Windham Route 302 Road Improvement impact fee](#), [Public Safety Impact Fee](#), and [Municipal Office Impact Fee](#). All fees will be determined and collected for any building, or any other permits necessary for the development, [§ 120-1201C](#)

Town Engineer:

- I am satisfied that DM Roma's response to my comments addresses my concerns and questions.

Fire Department:

- We're all set at the plans for Vintage subdivision as proposed.

Environmental and Sustainability Coordinator:

- The project qualifies for the annual Stormwater Management Facilities Certification – please include a condition of approval requiring compliance with this certification.
- The application does not name an anticipated responsible party for maintenance. I would request like to request a contact for our records for future correspondence.
- The submission does not include an Inspection, Maintenance & Housekeeping Plan. Specifically, it should outline requirements for sand and salt application on the pervious pavers as the prevent clogging.
- Is a planting plan required for this project?

Thank you for your attention to these matters. Provide one copy of your response to staff comments with all revised application materials with the requested information. Email an electronic copy of your response letter and supporting documentation. If I receive more comments, I will send them to you ASAP. We will need your response by April 16, 2024, to be scheduled on the April 22, 2024 Planning Board. Please feel free to call me with any questions or concerns at (207) 777-1927 or email me at sipuleo@windhammaine.us.