

APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: July 8, 2025

TO: Dustin Roma PE, DM Roma Consulting Engineers
Jarod Robie, Robie Holdings LLC

FROM: Amanda Lessard, Senior Planner/Project Manager

Cc: Steve Puleo, Planning Director
Windham Planning Board

RE: #25-06 – Major Subdivision & Site Plan – Shepherd Lane Subdivision (formerly 421 Falmouth Road Condos) – 421 Falmouth Road – Preliminary/Final Plan Review – Robie Holdings, LLC

Scheduled for Planning Board meeting: **July 14, 2025**

Thank you for submitting your final application on June 23, 2025, which also includes a response to staff review comments on the preliminary plan application from the memo dated May 29, 2025. The application is **incomplete**. The staff has reviewed the application and found several outstanding items listed below under “**Final Subdivision & Site Plan Application Completeness**” that **need your attention by July 10, 2025** before the Planning Board final plan review is included on the agenda, in accordance with Windham Land Use Ordinance [§120-907B\(4\)\(b\)](#). Your application is **scheduled for review on July 14, 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 for a 13-unit single-family residential condominium development of a 22.75 acre property. The development will have a 480 foot access driveway and be served by public water, shared private wastewater disposal systems, and underground utilities.

Tax Map: 19; Lots: 104 & 90G; Zone: Village Residential (VR) and Farm (F) in the Pleasant River watershed.

Final Subdivision & Site Plan Application Completeness

- [§120-811B\(2\)\(g\)](#) and [§120-910D\(1\)\(g\)](#) Provide GIS data of site and subdivision plan information.

Staff Review Comments

Planning Department

1. Staff are satisfied with the response to comments on the preliminary plan submission.
2. Draft Condominium Declaration:
 - a. Please provide a condo plat showing the extent of limited common areas.
 - b. Section 4.3 describes a unit yard area that allows for installation of a patio, playsets, an 8x10 shed and other similar uses. These accessory structures have not been shown on the site plan. Has the stormwater management plan included assumptions for this additional impervious area? Please itemize the building layout, access drive and

driveways that total the 36,958 sq of impervious surfaces. If the stormwater report accounts for this development, a condition of approval allowing for variation of building footprints and construction of accessory structures within the limited common area may be necessary.

- c. Will Exhibit C be the Inspection, Maintenance, and Housekeeping Plan prepared by DM Roma Consulting Engineers, Appendix 6 of the Stormwater Management Report?
3. [§120-814A](#) Multifamily Development Standards.
- a. The submission does not demonstrate that Unit 1 which is adjacent to Falmouth Road, has a entrances oriented to face the existing street as required by [§120-814A\(3\)\(a\)](#).
 - b. The submission does not demonstrate that the street facing facades have an area of fenestration a minimum of 25% of the total area of street facing facades as required by [§120-814A\(2\)\(d\)](#). If not all of the 3 building designs provided comply with this requirement, the specific building design that complies with the ordinance standard shall be noted on the plan.
4. Recommended CONDITIONS OF APPROVALS:
1. Approval is dependent upon and limited to the proposals and plans contained in the application dated February 17, 2024 as amended [*the date of the final plan approval*] 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 [§120-912](#) or [§120-815](#) of the Land Use Ordinance.
 2. In accordance with [§120-911N\(5\)](#) of the Land Use Ordinance, the condominium association documents shall be recorded in the Cumberland County Registry of Deeds within 90 days of the date that the subdivision plan is recorded in the Cumberland County Registry of Deeds. Evidence of such recording shall be provided to the Planning Department. No units shall be sold in the subdivision prior to recording and all deeds shall reference the declaration establishing the condominium association.
 3. The development is subject to the following [Article 12 Impact Fees](#), to be paid with the issuance of new building permits for the expanded uses: [North Route 302 Road Improvements Impact Fee](#) of \$463.80; [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](#).
 4. In accordance with [§120-914B\(5\)](#) and [§120-815C\(1\)\(b\)](#) of the Land Use Ordinance, the Construction of improvements covered by any subdivision plan approval shall be completed within two years of the date upon which the performance guarantee is accepted by the Town Manager. The developer may request a one-year extension of the construction completion deadline prior to the expiration of the period. Such request shall be in writing and shall be made to the Planner. The Town Manager may require an update to the schedule of values and the amount of the guarantee when accepting an extension of the construction period. If construction has not been completed within the specified period, the

Town shall, at the Town Manger's discretion, use the performance guarantee to either reclaim and stabilize or to complete the improvements as shown on the approved plan.

Town Engineer

5. The Town Engineer is satisfied with the responses to comments on the preliminary plan submission.

Fire Department

6. With the septic field located under Shepherd Lane, how will access to the property be managed during repair or replacement of the septic system?

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 July 10, 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.