



Town of Windham
Planning Department
8 School Road
Windham, Maine 04062
Tel: (207) 894-5960 ext. 2
Fax: (207) 892-1916
www.windhammaine.us

STAFF REVIEW AND COMPLETENESS MEMO

DATE: July 10, 2024

TO: Gary LaPlante, Department of Corrections, Maine Correction Center

FROM: Steve Puleo, Planning Director

Cc: Windham Planning Board

Owen McCullough and Brandon Blake, Sebago Technics, Inc.

Jasmine Lopez, Planning Intern

RE: #24-22 – Conditional Use – MDOC Women's Mental Health Addition – 17 Mallison Falls Rd. – Sketch Plan Review – Maine Correction Center

Scheduled for Planning Board meeting: July 22, 2024

Thank you for submitting your application on June 7, 2024. The application status is **complete relative to the Planning Board submission requirements**. The staff has reviewed the application and found several outstanding items that need your attention before the Planning Board final plan review. Currently, the review is **scheduled for a July 22, 2024, meeting**. The Planning Board meeting is an "in-person meeting" held at the Town Council Chambers in the Town Hall located at 8 School Street. The meeting begins at 6:30 p.m., and your attendance is required.

Project Information:

The application is to include the addition of a 3,896 SF Women's Mental Health building. The addition provides a separate medical space within the Women's Unit. Tax Map: 3; Lot: 5; Zone: Industrial (I) zoning districts in the Presumpscot River watershed.

Planning Department:

- Add a section on sheet 2.07CE202 for the Conditions of Approval (see below).

Town Engineer:

- Based on my cursory review I do not have any comments to offer on this project. It looks like they'll be building it in an already-developed area of the prison site and the existing infrastructure will handle stormwater and sewer. It would be easier to review if they provided plans at an intermediate scale so it's easier to see the interaction between the proposed work and the existing site.

Assessor:

- One question I have concerns the parcel acreage. The survey notes on pg. 17 of the Plan say the parcel contains approximately 122 acres. Pg 4 of the application lists 108 acres (which is what we have listed in our database). Which is correct? Or does the 122 acres include multiple parcels owned by the same owner?

CONDITIONS OF APPROVAL (REQUIRED)

1. Approval is dependent upon and limited to the proposals and plans contained in the application dated June 7, 2024 as amended July 22, 2024 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.
3. Approval is subject to the requirements of the Post-Construction Stormwater Ordinance, [Chapter 201 Article II](#). 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.
4. The development is subject to the following [Article 12](#) Impact Fees, to be paid with the issuance of a building: [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](#).

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 (if revisions are necessary). If I receive more comments, I will send them to you ASAP. Please feel free to call me with any questions or concerns at (207) 777-1927 or email me at <mailto:sjpuleo@windhammaine.us>.

