



October 22, 2025

Amanda Lessard, Senior Planner
Town of Windham
8 School Road
Windham, Maine 04062

**Re: Response to Town Review Comments
#25-18 Marigold Lane Subdivision
Casco Bay Holdings, LLC – Applicant**

Dear Amanda:

On behalf of Casco Bay Holdings LLC, we have prepared this letter and attached information in response to the comments presented in the Application Completeness & Staff Review Comments Memo dated October 16, 2025.

Final Subdivision & Site Plan Application Completeness

- A narrative describing the proposed use or activity/how the proposed development relates to the sketch plan.
 - Response: The project includes the construction of three buildings for two-family residential use for a total of six dwelling units, along with the construction of a private access drive. All units will be served by a private on-site wastewater disposal system and public water. There are no significant changes from what was proposed on the Sketch Plan.
- Right, title or interest to complete the grading shown on Lot 52-A
 - Response: We have revised the grading on the side of Unit 1 so that no site disturbance is proposed on Lot 52-A. in the vicinity of Unit 1.
- Detail sheets of proposed light fixtures
 - Response: Attached is an image of the proposed lighting fixtures to be installed on the exterior of the garage facing the driveway and on the exterior rear wall adjacent to the basement entry and deck. The lighting on the porches is proposed to be recessed into the ceiling.

Planning Department Comments

Comment #1 – The northern curb radius of the proposed entrance at Windham Center Road should be revised to be 25' as required in Table 3 Appendix B.

Response #1 – The pavement radius has been revised to be a 25 ft radius as requested.

Comment #2 – A sidewalk is required across the subdivision frontage on Windham Center Road per Section 120-415.1.F(1)(g). There is no sidewalk shown on the north side of the entrance along the property frontage.

Response #2 – There is only approximately 20 feet separating the edge of pavement of Marigold Lane and the edge of pavement of the parking lot on the property to the north (Corsetti's market). Both pavement surfaces have a radius where the pavement meets Windham Center Road, so the point of intersection of the two radii is further away from the road than the back of the sidewalk would be, so it is not possible to build a sidewalk in this location while still providing the radii that is required.

Comment #3 – *Section 120-814A Multifamily Development Standards Building Architecture.*

- *Buildings shall employ more than a single color application. No colors are specified in the application. Please provide.*
- *Buildings shall employ more than a single material application. The building elevations provided do not call out materials. Please provide*

Response #3 – We have not specified the exact colors that are being proposed, but General Note 18 on the Subdivision Plan states that the siding color of the building containing Units 3 & 4 shall not be the same color as the siding of the Buildings containing Units 1, 2, 5 & 6 to ensure that there will be more than one color application. The buildings will include concrete foundation, vinyl siding, metal wrapped trim and composite decking, which accounts for four different material applications that will be visible from the exterior.

Comment #4 – *Section 120-814B(2)(B) Multifamily Development Design Standards Site Design. The plan does not propose any screening for the existing residential abutter at 250 Windham Center Road Lot 52-A as is required by this section.*

Response #4 – We have added two spruce trees along the sideline of the project to provide buffering of the backyard, as requested. We had not shown any buffer landscaping in this area because we believe the future owner of the home at 250 Windham Center Road would prefer to have an unobstructed view of the beautiful field area on the adjacent land preserve instead of blocking the view with large evergreen trees, but we will plant the trees if the Town is requiring them.

Comment #5 – *Is any lighting proposed on the rear of the duplex units?*

Response #5 – Only a small light adjacent to the basement entry door and the deck entry door. An image of the proposed light fixture is attached.

Comment #6 – *The Stormwater Management Plan Maintenance Plan states that the owner/applicant is responsible for the maintenance of all stormwater management structures and related site components and the keeping of a maintenance log book with service records until such time that a condominium association is created. Any future condominium conversion would require the Planning Board to approve an amendment to the subdivision plan to review the standards of Section 120-911N.*

Response #6 – We have revised the Stormwater Inspection, Maintenance and Housekeeping Plan to remove any references to a future condominium association and have replaced “250 Windham Center Road” references with “Marigold Lane Residential Development”. The revised document is attached.

Comment #7 – *Recommended Major Subdivision Conditions of Approvals.*

Response #7 – The proposed recommended Conditions of Approval are included on the Subdivision Plan. The language shown on our plan for Conditions #1 and #3 are presented with reference to the relevant Section 800 standards as well as the Section 900 standards so that both Subdivision and Site Plan ordinances standards are referenced.

Town Engineer Comments

Comment #8 – The October 6 response to my first comment indicates that the Grading and Utility Plan includes labels indicating where slopes are greater than 3:1 and therefore require erosion control blanket per Sheet D-1. However, I still do not see that labeling on the Grading and Utility Plan. The applicant should correct this and/or clarify how it is shown.

Response #8 – The note that stated “2:1 slope, see detail” was revised to specify the placement of erosion control blanket for clarity.

Please find the attached revised design plans and supporting documentation for review. If you have any further comments, please don’t hesitate to contact us.

Sincerely,

DM Roma Consulting Engineers

Dustin Roma

Dustin M. Roma, P.E.
President

Cc: Casco Bay Holdings, LLC
Enc.

**Proposed Wall-Mounted light fixture for above/adjacent to Garage Doors
and adjacent to the basement and deck entry doors
Marigold Lane Residential Development**





CONSULTING ENGINEERS

INSPECTION, MAINTENANCE, AND HOUSEKEEPING PLAN

(Prepared by Jayson Haskell, PE #13002)

MARIGOLD LANE RESIDENTIAL DEVELOPMENT

WINDHAM, MAINE

Responsible Party

Owner: Casco Bay Holdings, LLC
P.O. Box 275
Cumberland, ME 04021

The owner/applicant is responsible for the maintenance of all stormwater management structures and related site components and the keeping of a maintenance log book with service records.

Records of all inspections and maintenance work performed must be kept on file with the owner and retained for a minimum of five years. The maintenance log will be made available to the Town and MDEP upon request. At a minimum, the maintenance of stormwater management systems will be performed on the prescribed schedule.

The procedures outlined in this plan are provided as a general overview of the anticipated practices to be utilized on this site. In some instances, additional measures may be required due to unexpected conditions. *The Maine Erosion and Sedimentation Control BMP and Stormwater Management for Maine: Best Management Practices* Manuals published by the MDEP should be referenced for additional information.

During Construction

- 1. Inspection and Corrective Action:** It is the contractor's responsibility to comply with the inspection and maintenance procedures outlined in this section. Inspection shall occur on all disturbed and impervious areas, erosion control measures, material storage areas that are exposed to precipitation, and locations where vehicles enter or exit the site. These areas shall be inspected, including winter work, at least once a week as well as 24 hours before and after a storm event generating more than 0.5 inch of rainfall over a 24-hour period and prior to completing permanent stabilization measures. A person with knowledge of erosion and stormwater control, including the standards and conditions in the permit, shall conduct the inspections.
- 2. Maintenance:** Erosion controls shall be maintained in effective operating condition until areas are permanently stabilized. If best management practices (BMPs) need to be repaired, the repair work should be initiated upon discovery of the problem but no later than the end of the next workday. If BMPs need to be maintained or modified, additional

BMPs are necessary, or other corrective action is needed, implementation must be completed within seven calendar days and prior to any rainfall event.

3. **Construction vehicles and equipment:** Construction vehicles and equipment shall not be driven or stored within any proposed stormwater treatment pond or buffer. To ensure the buffer's natural condition and filtration capacity is maintained, prohibiting vehicles and equipment from these areas will limit the risk of inhibiting the function of the buffer due to compaction or vegetation impact.
4. **Documentation:** A report summarizing the inspections and any corrective action taken must be maintained on site. The log must include the name(s) and qualifications of the person making the inspections; the date(s) of the inspections; and the major observations about the operation and maintenance of erosion and sedimentation controls, materials storage areas, and vehicle access points to the parcel. Major observations must include BMPs that need maintenance, BMPs that failed to operate as designed or proved inadequate for a particular location, and location(s) where additional BMPs are needed. For each BMP requiring maintenance, BMP needing replacement, and location needing additional BMPs, note in the log the corrective action taken and when it was taken. The log must be made accessible to Town staff, and a copy must be provided upon request. The owner shall retain a copy of the log for a period of at least three years from the completion of permanent stabilization.

Housekeeping

1. **Spill prevention:** Controls must be used to prevent pollutants from construction and waste materials on site to enter stormwater, which includes storage practices to minimize exposure of the materials to stormwater. The site contractor or operator must develop, and implement as necessary, appropriate spill prevention, containment, and response planning measures.
2. **Groundwater protection:** During construction, liquid petroleum products and other hazardous materials with the potential to contaminate groundwater may not be stored or handled in areas of the site draining to an infiltration area. An "infiltration area" is any area of the site that by design or as a result of soils, topography and other relevant factors accumulates runoff that infiltrates into the soil. Dikes, berms, sumps, and other forms of secondary containment that prevent discharge to groundwater may be used to isolate portions of the site for the purposes of storage and handling of these materials. Any project proposing infiltration of stormwater must provide adequate pre-treatment of stormwater prior to discharge of stormwater to the infiltration area, or provide for treatment within the infiltration area, in order to prevent the accumulation of fines, reduction in infiltration rate, and consequent flooding and destabilization.
3. **Fugitive sediment and dust:** Actions must be taken to ensure that activities do not result in noticeable erosion of soils or fugitive dust emissions during or after construction. Oil

may not be used for dust control, but other water additives may be considered as needed. A stabilized construction entrance (SCE) should be included to minimize tracking of mud and sediment. If off-site tracking occurs, public roads should be swept immediately and no less than once a week and prior to significant storm events. Operations during dry months, that experience fugitive dust problems, should wet down unpaved access roads once a week or more frequently as needed with a water additive to suppress fugitive sediment and dust.

4. **Debris and other materials:** Minimize the exposure of construction debris, building and landscaping materials, trash, fertilizers, pesticides, herbicides, detergents, sanitary waste and other materials to precipitation and stormwater runoff. These materials must be prevented from becoming a pollutant source.
5. **Excavation de-watering:** Excavation de-watering is the removal of water from trenches, foundations, coffer dams, ponds, and other areas within the construction area that retain water after excavation. In most cases the collected water is heavily silted and hinders correct and safe construction practices. The collected water removed from the ponded area, either through gravity or pumping, must be spread through natural wooded buffers or removed to areas that are specifically designed to collect the maximum amount of sediment possible, like a cofferdam sedimentation basin. Avoid allowing the water to flow over disturbed areas of the site. Equivalent measures may be taken if approved by the Department.
6. **Authorized Non-stormwater discharges:** It is the contractor's responsibility to identify and prevent contamination by non-stormwater discharges. Where allowed non-stormwater discharges exist, they must be identified and steps should be taken to ensure the implementation of appropriate pollution prevention measures for the non-stormwater component(s) of the discharge. Authorized non-stormwater discharges are:
 - (a) Discharges from firefighting activity;
 - (b) Fire hydrant flushings;
 - (c) Vehicle washwater if detergents are not used and washing is limited to the exterior of vehicles (engine, undercarriage and transmission washing is prohibited);
 - (d) Dust control runoff in accordance with permit conditions and Appendix (C)(3);
 - (e) Routine external building washdown, not including surface paint removal, that does not involve detergents;
 - (f) Pavement washwater (where spills/leaks of toxic or hazardous materials have not occurred, unless all spilled material had been removed) if detergents are not used;
 - (g) Uncontaminated air conditioning or compressor condensate;
 - (h) Uncontaminated groundwater or spring water;
 - (i) Foundation or footer drain-water where flows are not contaminated;
 - (j) Uncontaminated excavation dewatering (see requirements in Appendix C(5));
 - (k) Potable water sources including waterline flushings; and
 - (l) Landscape irrigation.

- 7. Unauthorized non-stormwater discharges:** Approval from the Town does not authorize a discharge that is mixed with a source of non-stormwater, other than those discharges in compliance with Section 6 above. Specifically, the Town's approval does not authorize discharges of the following:
- (a) Wastewater from the washout or cleanout of concrete, stucco, paint, form release oils, curing compounds or other construction materials;
 - (b) Fuels, oils or other pollutants used in vehicle and equipment operation and maintenance;
 - (c) Soaps, solvents, or detergents used in vehicle and equipment washing; and
 - (d) Toxic or hazardous substances from a spill or other release.

Post construction

- 1. Inspection and Corrective Action:** All measures must be maintained by the owner in effective operating condition. A Qualified Post-Construction Stormwater Inspector hired by the owner shall at least annually inspect the stormwater management facilities. This person should have knowledge of erosion and stormwater control, including the standards and conditions of the site's approvals. The following areas, facilities, and measures must be inspected, and identified deficiencies must be corrected. Areas, facilities, and measures other than those listed below may also require inspection on a specific site.
- A. Vegetated Areas:** Inspect vegetated areas, particularly slopes and embankments, early in the growing season or after heavy rains to identify active or potential erosion problems. Replant bare areas or areas with sparse growth. Where rill is evident, armor the area with an appropriate lining or divert the erosive flows to on-site areas able to withstand the concentrated flows.
 - B. Vegetated Swales:** Inspect swales in the spring, late fall, and after heavy rains to remove any obstructions to flow, remove accumulated sediments and debris, control vegetative growth that could obstruct flow, and repair any erosion of the ditch lining. Vegetated ditches must be mowed at least annually or otherwise maintained to control the growth of woody vegetation and maintain flow capacity. Grass to be mowed to a minimum height of six inches. Any woody vegetation growing through riprap linings must also be removed. Repair any slumping side slopes as soon as practicable. The channel must receive adequate routine maintenance to maintain capacity and prevent or correct any erosion of the channel's bottom or side slopes.
 - C. Culverts:** Inspect culverts in the spring, late fall, and after heavy rains to remove any obstructions to flow; remove accumulated sediments and debris at the riprap inlet, at the riprap outlet, and within the conduit; and to repair any erosion damage at the culvert's inlet and outlet.

- D. Outlet Control Structures:** Inspect and, if required, clean out catch basins at least once a year, preferably in early spring. Clean out must include the removal and legal disposal of any accumulated sediments and debris at the bottom of the basin, at any inlet grates, at any inflow channels to the basin, and at any pipes between basins. If the basin outlet is designed to trap floatable materials, then remove the floating debris and any floating oils (using oil-absorptive pads).
- E. Underdrained Filter Basin:** The filter basins are not intended to function as snow storage areas. Inspector to verify that winter plowing operations are not dumping or pushing snow into the basins. The basins shall also not be used for vehicle or heavy equipment storage. Basins should be inspected after several major storm events (0.5 inches rainfall over 24 hours) to determine drawdown time during the first year. The basins to be inspected every six months thereafter with at least one inspection after a major storm event.

The basins should drain dry within 24 to 48 hours following a one-inch storm. If ponding exceeds 48 hours, the top of the filter bed must be rototilled to reestablish the soil's filtration capacity. If water ponds on the surface of the bed for more than 72 hours, the top several inches of the filter shall be replaced with fresh material. Inspect for debris and sediment build up in the forebays and basins and remove as needed. Mowing of the basins can only occur semi-annually to a height of no less than 6 inches utilizing a hand-held string trimmer or push-mower. Any bare areas or erosion rills shall be repaired with new filter media or sandy loam then seeded and mulched. The basins should also be inspected annually for destabilization of side slopes, embankment settling and other signs of structural failure.

- F. Level Spreader:** Level spreader should be inspected semi-annually and following major storm events for the first year and every six months thereafter to remove any obstructions to flow. Stormwater runoff should discharge from the level spreader as sheet flow, and any observed channelization of flows or erosion should be corrected immediately. Any woody vegetation growing through riprap must be removed. Replace riprap on areas where any underlying soil or sediment buildup is showing through the stone or where stones have been dislodged.
- G. Emergency Spillway:** Spillways should be inspected semi-annually and following major storm events for the first year and every six months thereafter to remove any obstructions to flow. Any woody vegetation growing through riprap lining must be removed. Replace riprap on areas where any underlying filter fabric is showing through the stone or where stones have been dislodged.
- H. Roofline Drip edges:** The drip edges should be inspected semi-annually and following major storm events for the first year and every six months thereafter. The reservoir crushed stone should drain within 24 to 48 hours following a major storm event. If ponding exceeds 48 hours, the stone reservoir course shall be removed and the filter bed be rototilled to reestablish the soil's filtration capacity. If water ponds in the

reservoir course for more than 72 hours, the top several inches of the filter shall be replaced with fresh material. Inspect for debris and sediment build up at surface and remove as needed. The drip edges are part of the stormwater management plan and cannot be paved over or altered in anyway.

- I. Regular Maintenance:** Clear accumulations of winter sand along roadway once a year, preferably in the spring. Accumulations on pavement may be removed by pavement sweeping. Accumulations of sand along pavement shoulders may be removed by grading excess sand to the pavement edge and removing it manually or by a front-end loader.
- J. Documentation:** Keep a log (report) summarizing inspections, maintenance, and any corrective actions taken. The log must include the date on which each inspection or maintenance task was performed, a description of the inspection findings or maintenance completed, and the name of the inspector or maintenance personnel performing the task. If a maintenance task requires the clean-out of any sediments or debris, indicate where the sediment and debris was disposed after removal. The log must be made accessible to Town staff upon request. The permittee shall retain a copy of the log for a period of at least five years from the completion of permanent stabilization. Attached is a sample log.

Re-certification

As a requirement of the MDEP, a certification of the following items must be submitted within three months of the expiration of each five-year interval from the date of issuance of the permit.

- (a) Identification and repair of erosion problems. All areas of the project site have been inspected for areas of erosion, and appropriate steps have been taken to permanently stabilize these areas.
- (b) Inspection and repair of stormwater control system. All aspects of the stormwater control system have been inspected for damage, wear, and malfunction, and appropriate steps have been taken to repair or replace the system, or portions of the system.
- (c) Maintenance. The erosion and stormwater maintenance plan for the site is being implemented as written, or modifications to the plan have been submitted to and approved by the Department, and the maintenance log is being maintained.

Duration of Maintenance

Perform maintenance as described.

MAINTENANCE LOG

MARIGOLD LANE RESIDENTIAL DEVELOPMENT

WINDHAM, MAINE

(GENERAL INSPECTION FORM PAGE 1 OF 1)

The following stormwater management and erosion control items shall be inspected and maintained as prescribed in the Maintenance Plan with recommended frequencies as identified below. The owner is responsible for keeping this maintenance log on file for a minimum of five years and shall provide a copy to the Town and MDEP upon request. Inspections are to be performed by a qualified third-party inspector and all corrective actions shall be performed by personnel familiar with stormwater management systems and erosion controls.

Maintenance Item	Maintenance Event	Date Performed	Responsible Personnel	Comments
Vegetated Areas	Inspect slopes and embankments early in Spring.			
Vegetated Swales	Inspect after major rainfall event			
	Inspect for erosion or slumping & repair			
	Mowed at least annually.			
Culverts	Inspect semiannually and after major rainfall.			
	Repair erosion at inlet or outlet of pipe.			
	Repair displaced riprap within inlet and outlet aprons.			
	Clean accumulated sediment in culverts when >20% full.			
Roofline Dripedges	Check after each rainfall event to ensure that the stone reservoir drains within 24-48 hours.			
	Replace top several inches of filter if reservoir does not drain within 72 hours.			
	Inspect and remove sediment or debris build up on the surface of the stone			
	Inspect semi-annually for erosion or sediment accumulation and repair as necessary.			
Regular Maintenance	Clear accumulation of winter sand in paved areas annually.			

MAINTENANCE LOG

MARIGOLD LANE RESIDENTIAL DEVELOPMENT

WINDHAM, MAINE

(UNDERDRAINED FILTER BASIN FB-1)

Maintenance Item	Maintenance Event	Date Performed	Responsible Personnel	Comments
Underdrained Filter Basin	Check after each rainfall event to ensure that pond drains within 24-48 hours.			
	Replace top several inches of filter if pond does not drain within 72 hours.			
	Mow grass no more than twice a year to no less than 6 inches in height.			
	Inspect semi-annually for erosion or sediment accumulation and repair as necessary.			
	Inspector to verify basin not utilized for snow storage			
	Inspector to verify basin not utilized for vehicle or heavy equipment storage.			
Outlet Control Structure	Inspect to ensure that structure is properly draining.			
	Remove accumulated sediment semiannually.			
	Inspect grates/inlets and remove debris as needed.			
Emergency Spillway	Inspect and remove obstructions as necessary.			
	Remove woody vegetation.			
	Replace riprap as necessary.			