



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Meeting Minutes - Draft

### Planning Board

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Monday, May 11, 2026

6:00 PM

Council Chambers

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#### 1. Call To Order

#### 2. Roll Call and Declaration of Quorum

*Chair, Marge Govoni, called the meeting to order. Other members present were: Melissa Young, Evert Krikken, Kathleen Brown, and Leo Gerrior.*

*Planning Director, Steve Puleo, and Town Planner, Kathy Tombarelli, were also present.*

#### 3. [PB 26-024](#) Approval of Minutes - The meeting of April 27, 2026

**Attachments:** [Minutes 4-27-2026-draft.pdf](#)

*Evert Krikken made a motion to approve the minutes of the April 27, 2026 meeting.*

*Seconded by Kathleen Brown.*

*Vote: All in favor.*

### New Business

#### 4. [PB 26-025](#) #26-08 Alweber Subdivision - Major Subdivision - Sketch Plan Review - Alweber Road - Richard S. & Paula Symonds

The application is to develop a 5-lot residential conservation subdivision on an 8.82 acre property. The plan proposes a 700-ft long road built to public standards, 4.11 acres of open space, and lots served by on-site wells and septic and underground power. Subject property is identified as Tax Map: 3A; Lot: 50-4; Zone: Farm (F) in the Colley Wright Brook watershed.

**Attachments:** [26-08\\_MJR\\_SUB\\_SKP\\_MEMO\\_Alweber\\_05-11-2026.pdf](#)  
[26-08\\_MJR\\_SUB\\_SKP\\_APPL\\_Alweber\\_04-21-2026\\_redacted.pdf](#)  
[26-08\\_MJR\\_SUB\\_SKP\\_PLAN\\_Alweber\\_04-21-2026.pdf](#)  
[PC\\_Helper\\_Delvin\\_050726.pdf](#)

*Nancy St.Clair, from St.Clair Associates, was present representing the application. She explained:*

- They proposed a five-lot conservation subdivision on Alweber Road.*
- Wetlands had been delineated.*
- There was a stream on the property.*
- Portland Water District (PWD) had an easement across the property for a potential*

future water line.

- The plan provided:
  - o A 75 foot setback to the stream
  - o About a 50 foot setback from the wetlands that were associated with the stream.
  - o Secondary wetlands and the associated upland around them had been set aside for open space.
  - o There was a 50 foot perimeter buffer within the lots.
- They would be building 200 feet of road without access to the house lots, so they requested a waiver of the overall open space requirement.

Kathy Tombarelli reviewed:

- Some abutter comment regarding the PWD easement had been received.
- All of the conservation area was primary conservation according to town ordinance.
- There should be a 100 foot external perimeter buffer separating the building envelopes.
- There were no wetlands of special significance or vernal pools on the site.
- Each lot would have private subsurface wastewater systems, wells, and underground utilities.
- The road would be 700 feet long and built to a minor private road standard.
- 5.37 acres of open space were required. The requested waiver reduction would reduce it to 4.11 acres.

Steve Puleo explained:

- The 50 foot buffer setback on lots was required to be pinned.
- The plan showed a 75 foot NRPA setback, not a 100 foot resource buffer.
- Lot 1 had a portion of wetland on it.
- The open space between lots 2 and 3 was required to have a minimum road frontage of 50 feet, and to be 10,000 square feet in area. It could be disconnected from the open space, but then 75% of the remaining open space must be connected.

Board Comment

- Did the required setbacks affect the buildability of lots 1 and 2? Would those lots support a well and septic?
- There were concerns with early stage planning needing so many waivers and modifications, especially in regard to the project wetlands.
- The lot configuration was non-traditional. Had fewer lots been considered so all aspects of the ordinance were met and waivers and modifications were not necessary?
- The net residential density was only 91 square feet from being limited to four lots. Did the PWD right-of-way/easement have to be deducted from the square footage? Could the Board have a legal opinion on that?
- The Board was not comfortable with the waiver request for open space because of the smaller area set aside and the unusual lot layout.
- The plan would not work, given the concerns expressed by the Board. The applicants may want to reconsider what was proposed and alter the plan.

Steve confirmed what was wanted:

- The Board wanted to understand better what the plan looked like with a 100 foot setback to open space.
- The open space should be included in the adjustment or accommodated somewhere else.
- If alignment of the lots couldn't be accommodated with five lots, then four lots should be proposed.
- The plan could be for a different type of dwellings, planned as condominiums.
- If the buffer setback from resources went onto a lot it would have to be identified. Deviations of less than 100 feet should be shown in a table.

**Other Business**

**5. Adjournment**

*Evert Krikken made a motion to adjourn.*

*Seconded by Kathleen Brown.*

*Vote: All in favor*