

**PLANNING BOARD MEMO • MAJOR SUBDIVISION • SKETCH PLAN REVIEW**

DATE: April 9, 2026

TO: Windham Planning Board  
 FROM: Amanda Lessard, Assistant Town Manager  
 Cc: Steve Puleo, Planning Director  
 Meg Robinson, Developers Collaborative Predevelopment LLC  
 Laura Reading, DC Anglers LP

RE: #24-15 Pettingill Pines Senior Affordable Housing - Major Site Plan Extension  
 Planning Board Meeting: April 13, 2026

The Planning Board approved the Major Site Plan for project #24-15 Pettingill Pines Senior Affordable Housing development of a 2.5-story, 48-unit building with associated parking, utilities, stormwater management infrastructure, and landscaping improvements for a 55+ community on Anglers Road on [May 13, 2024](#). Staff approved a minor change to the site plan on March 6, 2025 in accordance with [§120-815F](#) to modify the building footprint, resulting in a decrease in footprint from 13,146 sf to 12,988 sf, and overall impervious area on the site. The site plans remain unchanged, including parking, utilities, stormwater management, and landscaping except for the areas where the building footprint is changed.



Figure 1: Aerial View of the subject parcel(s) relative to surrounding properties and street network

The property is identified as Tax Map: 80; Lot: 58A; Zone: Farm (F), Retirement Community Care Facility Overlay (RCCFO), and Aquifer B zoning districts in the Chaffin Pond watershed.

In accordance with Land Use Ordinance [§120-815A](#), “Construction of the improvements covered by any site plan approval shall commence within two years of the date upon which the approval was granted. If construction has not commenced, as determined by the Code Enforcement Officer, within the specified period, the approval shall be null and void.”

In accordance with Land Use Ordinance §120-815A(1) the applicant has requested an extension of the approval deadline prior to the expiration on May 13, 2026.

The applicant is requesting an approval extension to keep Planning Board approval from expiring. The project was awarded MaineHousing financing and has completed construction documents but is awaiting a waiver approval from the Made in America within the Office of Management and Budget prior to closing on the project’s construction financing. The federal review process is expected to take approximately six months or longer.

Per [§120-814A\(2\)](#), the Board may grant up to two (2) one (1)-year extensions, therefore, if the project does not commence prior to May 13, 2027, the applicant may apply for another one (1) year extension next year.

The applicant has provided the Maine DEP Stormwater Permit and Maine DHHS Engineers Subsurface Wastewater Disposal approval are still valid. The plan as approved conforms to the ordinances in effect at the present time. Also, the applicant has provided documents in the extension request submission that Planning Board Conditions of Approval 5, 6, and 8 have been met.

Waivers and the Conditions of Approval stated in the approval dated May 13, 2024, are as follows and in attached approval letter:

#### CONDITIONS OF APPROVAL

1. Approval is dependent upon and limited to the proposals and plans contained in the application, dated March 4, 2024 as amended May 13, 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 new building permits for the fit up of the new uses: [North Route 302 Road Improvements Impact Fee](#) of \$6,122.40; [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, [Section 120-1201C](#).
5. Before the required pre-construction meeting with staff and before any land use activities begin, the applicant shall provide to the town planner the Chapter 500 Stormwater Permit from Maine Department of Environmental Protection (MDEP) and the Department of Health and Human Services (DHHS) wastewater authorization letter.
6. Prior to receiving authorization to connect the private stormwater management system with the Town's stormwater collection system, the applicant shall provide a written approval from the Town Engineer to the Town Planner.
7. The applicant shall work with the Planning Director and Town Manager to develop an agreement to install a bus shelter located at the access driveway and Anglers Road intersection.
8. Before a building permit can be issued, the applicant must submit a calculation for 25% fenestration on the front facade of the building to the Planning Director for approval.

**MOTION:** [I move] to approve the first one (1)-year approval extension, in accordance with §120-814A, for the #24-15 Pettingill Pines Senior Affordable Housing - Major Site Plan with the Findings of Fact, Conclusions, and Conditions of Approval from May 13, 2024 valid until May 13, 2027.