



**Town of Windham**  
**Planning Department**  
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## STAFF REVIEW AND COMPLETENESS MEMO

DATE: October 10, 2024

TO: Suresh Gali, New Gen Estates, LLC  
FROM: Evan O'Connor, Town Planner  
Cc: Windham Planning Board  
Robert A. McSorley, P.E., Sebago Technics, Inc.  
Steve Puleo, Planning Director

RE: #24-28 – Minor Subdivision – Franklin Drive Subdivision – 20 Franklin Drive – Sketch Plan Review – New Gen Estates, LLC

Scheduled for Planning Board meeting: **October 28, 2024**

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Thank you for submitting your application on September 30, 2024. The application status is **incomplete**. The staff has reviewed the application and found several outstanding items that need your attention before the Planning Board sketch plan review. Your application is **scheduled for review on October 28 2024**. 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 6:30pm, and your attendance is required.

### **Project Information:**

The application is a four lot subdivision to create lots for future commercial and residential uses of the property.. Tax Map: 18; Lot: 26-2; Zone: Commercial I (C-1) zoning districts in the Chaffin Pond / Little Sebago Lake watershed.

### **Assessing Department:**

- **CORRECTION:** MBLU – This parcel was broken off from MBLU 18-26-2. This correct MBLU for the new parcel (the subject of this application) is 18-26-2-A as shown in our online database and on this year's tax bill.
- **QUESTION:** MAILING ADDRESS – In our system, we have the owner's mailing address as 675 Main St, South Portland, ME 04106. The application lists 50 Maine Mall Rd, South Portland, ME 04074. Which address is the most current? I will update our database accordingly.

### **CONDITIONS OF APPROVAL (REQUIRED)**

1. Approval is dependent upon and limited to the proposals and plans contained in the application dated September 30, 2024 as amended TBD 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 [§120-914](#) or [§120-815](#) of the Land Use Ordinance.

2. (SUBDIVISION) In accordance with [§120-914B\(5\)](#) 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.

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 I receive more comments, I will send them to you ASAP. We will need your response by October 17, 2024. Please feel free to call me with any questions or concerns at (207) 714-1141 or email me at <mailto:ehoconnor@windhammaine.us>.