



Town of Windham
Planning Department
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STAFF REVIEW AND COMPLETENESS MEMO

DATE: October 16, 2024

TO: Gateway Development, LLC, Applicant
FROM: Evan O'Connor, Town Planner
Cc: Windham Planning Board
Steve Puleo, Planning Director
Dustin Roma, Agent

RE: #24-31 – Major Site Plan & Subdivision – Turning Leaf Heights – Turning Leaf Drive – Sketch Plan Review – Gateway Development, LLC

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

Thank you for submitting your application on October 7, 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:

This Application proposes a multifamily development consisting of three (3) buildings with 30 units each, two (2) buildings with 12 units each, seven (7) buildings with four (4) units each, and two duplex buildings for a total of 146 dwelling units. Approximately 1,900 ft of new roadway to be built as extensions of Turning Leaf Drive and Drive In Lane. All units served by public water and public sewer. Tax Map: 14; Lot: 9-B; Zone: Commercial I (C-1) zoning district in the Ditch Brook watershed.

Planning Department:

- **It is indicated that a waiver is being requested of §120- 812 – MAJOR SITE PLAN PERFORMANCE STANDARDS, however this is not specified and no waiver request form has been submitted. Please submit the waiver request form.**
- **Is the applicant planning to offer the new roadways as public streets to the town?**
- **What standard are the roadways being constructed to? Please refer to our [Street Design and Construction Standards](#).**
- **Please provide more detailed information about the traffic study to be conducted.**
- **The submitted plan shows a dumpster slab within the front yard setback off of drive-in lane, this is not permitted.**
- **Please clarify the two perpendicular parking spaces shown on the side of drive in lane. These would not be permitted as shown.**
- **Please provide more detail relating to your plans for water & sewer coverage.**
- **Please indicate expected trip ends to result from this development.**

- **Please indicate oversized parking space requirements.**
- **Is parking for the Duplexes/Townhouses going to be in front of the garages? If so, these parking spots must be outside of the setback area.**

Addressing Officer:

- **A new street name will be required for the access to building B. All other buildings and units will be numbered off Turning Leaf Drive and Drive-In Lane.**

Fire Dept.:

- **A fire hydrant will be needed at the intersection of Turning Leaf Drive & Drive in Lane**
- **The two duplexes are not required to be sprinklered, all other buildings are required to be sprinklered.**

Town Engineer:

- That wet pond for stormwater. Is that just for phase that first phase or is that for the full development?
- Are these buildings going to have drip edges?

Environmental & Sustainability Coordinator:

- From the provided plans, it seems to indicate a potential wetland, how is that going to be determined?

CONDITIONS OF APPROVAL (REQUIRED)

- ~~1. Approval is dependent upon and limited to the proposals and plans contained in the application dated October 7, 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. (SITE PLAN) 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. (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.~~

- ~~4. Approval is subject to the requirements of the Post-Construction Stormwater Ordinance, [Chapter 201](#). 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.~~
- ~~5. If the developer sells any dwelling units before the sale of the first dwelling, they must record the Condominium or Homeowners Association Bylaws, Covenants, and relevant documentation pertaining to the care and maintenance of the access driveway, stormwater management system, and open space areas in the Cumberland County Registry of Deeds (CCRD). Additionally, the developer must submit a copy of the recorded documentation to the Planning Department for verification.~~

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 22, 2024. Please feel free to email me with any questions or concerns at <mailto:ehoconnor@windhamme.us>.