



## APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: August 28, 2025 **SJR Reply in red August 31, 2025**

TO: Steve Roberge P.E., SJR Engineering  
Laurie Bachelder, Meredith Way, LLC  
FROM: Amanda Lessard, Senior Planner/Project Manager  
Cc: Steve Puleo, Planning Director  
Windham Planning Board

RE: #25-16 – Meredith Woods Subdivision – Major Subdivision – Preliminary Plan Review –  
Meredith Drive – Meredith Way, LLC

Requested Planning Board meeting: September 8, 2025

Thank you for submitting your preliminary application on August 18, 2025 and revised plans on August 25, 2025. The application is **complete**. Your application is **scheduled for a public hearing and review on September 8, 2025**. 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 6:00pm, and your attendance is required.

New staff comments from the August 22, 2025 memo appear as underlined text below.

### **Project Information:**

The application is to develop a 5-lot conservation subdivision with a paved minor private road 810 feet in length. Lots will range in size from 30,047 SF to 32,227 SF, with the remaining 16.86 acres as open space. Lots will be served by private subsurface wastewater disposal systems, public water and underground utilities.

This subdivision is an amendment of Lot 2 in the Lampron Subdivision approved by the Planning Board on August 26, 2024 and the development of the "Possible Future Road Extension" shown on the Mystic Woods Subdivision approved by the Planning Board on January 25, 2016.

Tax Map: 6; Lot: 38-E02; Zone: Farm (F) and Stream Protection (SP) in the Black Brook watershed. Uses: Dwelling, single-family.

### **Staff Review Comments**

*The memo will be updated as staff comments are provided.*

### **Planning Department**

1. [§120-911E\(1\)\(b\)](#) requires the planting of street trees. No street trees are shown on the subdivision plan within the first 650 feet of the Monty Way ROW. Are there existing trees that will be retained to meet the standard? If not, and none are proposed, submit a [waiver request form](#).

**We have now shown a row of Arborvitae shrubs along both road property lines adjoining abutter properties. These shrubs are to be planted 10' on center to the beginning of the existing woods line along the road. We also show 2 street trees on each proposed lot. If available trees are located in the correct position and grade, the Owner would like to keep them, but these would be a rare circumstance.**

2. Monty Way appears to exceed the required Minor Private Road standard, by proposing the addition of a hot bituminous pavement surface. Would the applicant consider constructing the street to the Minor Local Street standard and subsequently offering to the Town as a public way?

**The Owner would consider this option and wants to enter into an agreement allowing this. However, a public street would require a sidewalk to be constructed. There is not enough room in the 50' ROW with associated ditching and grading to stay within the land under control by the applicant. If the PB were to waive this requirement, it could be proposed.**

3. If the road is proposed to remain private, has the applicant considered the "in lieu of a performance guarantee" condition of approval? Please see [§120-914A\(1\)\(d\)](#) of the Land Use Ordinance, Chapter 120, for more details on this requirement.

**We will review this condition of approval and get back to the Planning Department/PB with an answer.**

4. For final plan review, the lots shall be labeled with the map and lot number assigned by the Town of Windham Assessing Department.

**We will place that information on the subdivision plan.**

5. Recommended CONDITIONS OF APPROVALS: **These have been added to the subdivision plan.**

- 1) Approval is dependent upon and limited to the proposals and plans contained in the application dated June 23, 2025 as amended [*the date of the final plan approval*] 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 [§120-912](#) of the Land Use Ordinance.
- 2) 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 Manager's discretion, use the performance guarantee to either reclaim and stabilize or to complete the improvements as shown on the approved plan.

- 3) In accordance with [§120-911N\(5\)](#) of the Land Use Ordinance, the homeowners' association documents shall be recorded in the Cumberland County Registry of Deeds within 90 days of the date that the subdivision plan is recorded in the Cumberland County Registry of Deeds. Evidence of such recording shall be provided to the Planning Department. No lots shall be sold in the subdivision prior to recording and all deeds shall reference the declaration establishing the homeowners' association.
- 4) [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 permits necessary for the development, [§120-1201C](#).
- 5) Before issuing building permits the applicant or builder must have the town engineer verify that the 50-foot conservation subdivision exterior boundary buffer line is pinned, staked, or fenced in the field.

### **Assessing Department**

6. There appears to be a slight discrepancy between the acreage listed on the application and the acreage listed on the plan/survey. The application lists the parcel size as 1,029,952 sq ft (23.64 ac); The plan lists the parcel size as 24.36 ac (0.72 ac larger). Which acreage is correct?

**The correct acreage is 24.36 acres. Thank you for picking this up! We did not add in the area of the road ROW when determining our parcel acreage. This has now been edited on the plan.**

### **Town Engineer**

7. Stormwater. A stormwater report was included in the application materials but I have several comments/questions on it:
  - a. Please provide sizing calculations in the stormwater report for the vegetated underdrain soil filter basin and for the roof drip edges to confirm that they meet Maine DEP treatment requirements specified in Ch. 500

**The sizing calculations for the soil filter pond are in the narrative of the stormwater report. We have attached a typical house roof drip edge calculation for the depth/width of the drip edge.**

- b. Please provide a pre- and post-development watershed plans showing the catchment areas, stormwater flow lines and points of analysis.

**The watershed plans have been broken up to existing condition and another with post construction condition. Both show the flow lines, sub-catchment areas, hydrological soils grouping, and point of analysis. We have also provided typical areas of house construction for the roof drip edges.**

- c. Provide a summary table showing the percent impervious and developed area treated.

**We have attached the summary table requested.**

- d. The design includes an underdrain soil filter basin to treat storm water from the cul-de-sac area and a portion of the proposed lot development as well as roof drip edge filters for the house roofs. Most of the initial portion of the road (up to about STA 6+50) appears to drain to the two level spreaders located along the side of the road centered

around STA 4+00. This seems to be a good plan, but in order to count as a Maine DEP-approved BMP under Ch. 500 I believe that the level spreaders need to drain to either a forested or meadow buffer, whose size is determined per Ch. 500 Appendix F and whose area is defined and preserved via a deed restriction.

**Correct. We have provided an upland 60' long wooded buffer after the level spreader on land reserved as open space from the Mystic Woods Subdivision. The 60' buffer is longer than required for a Type C forested buffer (50' required) for residential subdivision. However, the Applicant does not have Ownership of this land, but it serves the same purpose as the land lies in "open space" within that subdivision. The water from this buffer eventually returns back onto land that the developer owns but it is then in a wetland condition. We are open to other ideas?**

- e. The table on page 23 of the Stormwater Report entitled Stormwater Summary at Design Point indicates the proposed flows exceed the existing flows, but the report says that the proposed peak flows will be insignificant compared to the existing flows, which is in contradiction with the table. Please clarify.

**The stormwater flows are essentially nothing. The proposed development soil filter pond provides detention for runoff water. We are holding all stormwater runoff back within the pond by passing development water through a small 1" hole in the pond control structure. Holes smaller than this are subject to plugging. The proposed flows are almost the same insignificant flows...**

**We haven't identified the other potential watershed for house construction/lot development since these are unknown at this time. However, existing watershed areas are smaller due to the house roof drip edge and a portion of the yard/driveway areas are being diverted into the soil filter pond watershed. No impacts to stormwater are anticipated.**

#### 8. Road/traffic

- a. The extension of the water line from the cul-de-sac at the current end of Meredith Drive will require a street opening permit and the permit will specify that the restoration of Meredith must be restored in accordance with the Town's ordinance for "Excavations in Reconstructed Streets" (§ 204-14) since this road was surface paved less than 5 years ago.

**We understand and will comply with Town ordinances and requirements.**

#### 9. Plans

- a. Please provide a detail for the level spreaders that are shown on the plans along Monty Way that meets the requirement specified in Maine DEP Ch. 500;

**We have added this detail to our plans.**

- b. Please specify the material for the erosion control blanket/mat specified in a couple areas. There's a detail but I think it would be helpful to provide a spec for this with an or equal approved by engineer.

**We have added this specification to our plans.**

- c. The 4'0" catch basin detail on Sheet 5 has a note that says "Oil Debris Hood as Specified (see detail)" but no detail is provided except for the one the note is on.

**We have deleted this detail.**

As staff review comments related to compliance with any applicable review criteria become available, I will send them to you ASAP. We will need your response "**Staff Review Comments**" by September 3, 2025 or earlier to be included in the Planning Board September 8<sup>th</sup> agenda. 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. As Please feel free to call me with any questions or concerns at (207) 207-894-5900 x 6121 or email me at [allessard@windhammaine.us](mailto:allessard@windhammaine.us).

**From:** [Kevin Farrar](#)  
**To:** [Steve Roberge](#)  
**Subject:** Areas  
**Date:** Monday, September 1, 2025 10:42:15 AM  
**Attachments:** [25-05 disturbed worksheet.pdf](#)

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The pink line on the attached worksheet is what I called "treated disturbed area" (plus the two drip edge areas for Lots 3 and 4). I just wanted you to see what I was using for that.

Total impervious area - includes all new pavement, buildings, porches, decks and gravel shoulder, does not include the part of Monty Way within the Meredith Drive r/w = 39,773 sf (would have been 40,132 with that part of Monty Way)

Treated impervious areas :

- Monty Way (sta 2+00 to CB's) = 10,120 sf
- Lot 1 building, porch & portion of deck = 1756 sf
- Lot 2 building, porch & portion of deck = 1969 sf
- Lot 3 building, porch & portion of deck = 2806 sf
- Lot 4 building, porch & portion of deck = 1969 sf
- Lot 5 building, porch & portion of deck = 1756 sf
- Watershed 1A cul-de-sac and portions of driveways = 9565 sf
- portion of driveway for lot 1 not in WS-1A that drains to ditch leading to level lip spreader = 99 sf
- portion of driveway for Lot 5 not in WS-1A that drains to ditch leading to level lip spreader (assumed driveway crowned in center) = 570 sf

total treated impervious area = 30,610 sf

$30,610 / 39,773 = 77.0\%$  (would have been 76.3% with that part of Monty Way)

Total disturbed area = 119,088 sf / 2.74 acres

Treated disturbed areas :

- Pink shape (attached worksheet) = 59,004 sf
  - Lot 3 roof and drip edge = 3338 sf
  - Lot 4 roof and drip edge = 2400 sf
- total treated disturbed area = 64,742 af

$64,742 / 119,088 = 54.4\%$

I think you are all set with these numbers.

Kevin