



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

DATE: September 24, 2024

TO: Peter Gilman, Tammy Gilman, Anna Gilman, Emily Gilman, Michael Gilman, Michael Gilman  
& PTG Properties Inc  
Dustin Roma, P.E., DM Roma Consulting Engineers

FROM: Evan O'Connor, Town Planner

Cc: Steve Puleo, Planning Director  
Barry Tibbetts, Town Manager  
Bob Burns, Assistant Town Manager

RE: #24-13 – Major Subdivision – Final Plan Review – Cross Ridge Subdivision

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Thank you for submitting your application on August 21, 2024. Staff has reviewed the application and found several outstanding items that need your attention before the Planning Board final plan review. Currently, the review is **scheduled for a postponed October 7, 2024, meeting**. The Planning Board meeting is an "in-person meeting" held at the Town Council Chambers in the Town Hall located at 8 School Street. The meeting begins at 6:30 p.m., and your attendance is required.

The application proposes the reconfiguration of ten (10) parcels into an eight (8) lot single-family residential subdivision. The existing private road network of Cross Ridge Drive, Lockland Drive, and Flintlock Drive will provide access to the new dwelling units. A right-of-way over the proposed Lot 1 provides access to other adjacent land of the applicant in the Town of Gray. The applicant proposes to conduct asphalt overlay paving over a portion of Cross Ridge and Lockland Drives and install two fire protection cisterns. On-site wastewater disposal systems and private wells will serve the new dwelling units. Tax Map: 22; Lots: 20-5, 23-3 (portion), 23-3B, 23-6, 23-7, 23-8, 23-9, 23-10, 23-11, and 23-12 Zone: Farm Residential District (FR) and located in the Pleasant River watershed.

### Planning Department:

- Show how the bus parking area will be reconfigured, such as additional pavement areas for parent parking to reduce the erosion of the shoulders of Cross Ridge Drive.
- Please discuss any modifications proposed to the Smith Road and Cross Ridge Drive intersection.
- Show any additional paving east of the Lockland Drive and Cross Ridge Drive intersection, as identified during the site walk.
- Show locations of the additional signs as discussed during the final hearing and confirm all the waivers the Board approved.
- Confirm the number of lots along Lockland and Crossing Ridge Drive out to Smith Drive. If under 31, resend the street connectivity waiver request. Also, a written explanation of why a second street connection is impossible due to a lack of RTI, as well as any history Peter Gilman discussed at the hearing regarding attempts to cross other properties.

- Explain how Peter Gilman is going to approach modifying the Master Road Agreement, including separate road agreements for other roads not associated with the new subdivision, as well as his attempt to create an HOA to maintain the subdivision's common elements.

### Fire Department

- ~~The fire rescue department are all set with the Cross Ridge Subdivision as proposed. However, we are requesting that each cistern to be installed to the NFPA 22 Standard. Also, our hard suction is 6" not 4.5" as listed, so the adapter needs to be 6" on the suction pipe. And, we will need a 2.5" recirculation pipe added to the tank as well as a water level gauge indicator. The gauge must be visible from a vehicle or fire apparatus.~~

### CONDITIONS OF APPROVAL (For Final Plan Review)

1. Approval is dependent upon and limited to the proposals and plans contained in the applications dated March 4, 2024, May 1, 2024, and amended on August 26, 2024, along with 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 [§120-913](#) of the Land Use Ordinance.
2. The signed subdivision recording plan shall be recorded three (3) years for the date of the final approval at the Cumberland County Registry of Deeds (CCRD).
3. Prior to the pre-construction meeting, a Homeowner's Association Bylaws, Convents, and Documentation for the care and maintenance of the (private road) and/or open space areas shall be recorded in Cumberland County Registry of Deed (CCRD) and a copy of the recorded documentation shall be submitted to the Planning Department for verification.
4. The development is subject to the following [Article 12](#) Impact Fees: [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 permits, or any other permits necessary for the development, [§120-1201C](#).

Thank you for your attention to these matters. Please provide one (1) printed copy of your response with all revised application materials. Please direct any questions or concerns after that date to Town Planner Evan O'Connor at (207) 714-1141 or email at [ehoconnor@windhammaine.us](mailto:ehoconnor@windhammaine.us).