



October 21, 2024  
240577

Steve Puleo, Planning Director  
Evan O’Conner, Town Planner  
Town of Windham Planning Department  
8 School Road  
Windham, ME 04062

**RE: Response to Staff Review Memorandum, Oct. 15, 2024**  
**#24-25 Major Subdivision & Site Plan – WDCJCS Subdivision**  
**Preliminary Plan Review Application; 55 High Street, MBLU: 37-24**

Dear Planning Staff and Members of the Planning Board,

On behalf of Great Falls Construction and Westbrook Development Corporation, Sebago Technics, Inc. is pleased to prepare this letter in response to staff comments in the Staff Review and Completeness Memo, dated October 15, 2024. This memorandum was prepared for the former Andrew School site redevelopment project for a proposed mixed-income senior housing development consisting of eighteen (18) units. The project site is located at 55 High Street, which can further be identified on the Town Tax Map 37 as Lot 24.

Attached to this letter is a revised Site and Subdivision Plan that includes an updated title block, updated utility infrastructure, and an added backflow preventer concrete pad. We offer the following responses:

**Town Engineer:**

1. *Please add a detail showing the connection of the new drain manhole DMH-3 to the Town’s existing stormwater infrastructure in High Street that maintains the integrity of that system. Please note that this discharge will be connected into the Town’s Municipal Separate Stormwater System (MS4), and therefore the discharge will need to be consistent with the Town’s MS4 permit requirements and the Town’s MS4 Stormwater Management Plan.*

**Response: Acknowledged, please see the revised Sheet C-504 attached.**

2. *A detail is also required relative to restoration of High Street when the culvert from the proposed development to DMH-3 is made. A Street Opening permit from Windham Public Works is required in order to install these structures in conformance with Town Ordinance Ch. 204, Streets and Sidewalks. This permit application does not need to be submitted as part of the application, but rather in advance of the construction.*

**Response: Acknowledged, please see the revised Sheet C-504 attached.**

**Conditions of Approval:**

1. *Approval is dependent upon and limited to the proposals and plans contained in the application dated October 10, 2024, as amended October 28, 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 §120-912 or §120-815 of the Land Use Ordinance.*

**Response: Acknowledged.**

2. *Per §120-912.G., No subdivision plan shall be released for recording at the Registry of Deeds until the required performance guarantee has been posted. If an approved plan is not recorded in the Registry of Deeds within three years of the original approval, it shall become null and void.*

**Response: Acknowledged.**

3. *In accordance with §120-815.C.1.b. and §120-914.B.5. of the Land Use Ordinance, the construction of improvements covered by any site plan approval and any subdivision plan 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. 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 guarantee when accepting an extension of the construction period.*

**Response: Acknowledged, this note has been consolidated to include both Site Plan approval and Subdivision approval, as reviewed by the Town Planner.**

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 1<sup>st</sup> of each year.*

**Response: Acknowledged.**

5. *Recreation Impact Fee (\$600 x 4 = \$2,400.00), Open Space Impact Fee (\$450 x 18 = \$8,100.00), Public Safety Impact Fee (\$1,008 x 4 = \$4,032.00), and Municipal Office Impact Fee (\$333 x 4 = \$1,332.00). All Fees (\$2,400 + \$8,100 + \$4,032 + \$1,332 = \$15,864) will be determined and collected for any building, or other permits necessary for the development (§120-1201.C. Master Fee Schedule).*

**Response: Acknowledged.**

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.*

**Response: Acknowledged.**

We appreciate your attention to this project, and we look forward to its successful completion. Upon your review, please contact me if you have any additional comments or require additional information. Thank you for your time and consideration.

Sincerely,

SEBAGO TECHNICS, INC.



Amy Bell Segal, RLA  
Senior Project Manager & Landscape Architect  
Maine Licensed Landscape Architect

ABS/bjw