



Town of Windham
Planning Department
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STAFF REVIEW AND COMPLETENESS MEMO

DATE: November 14, 2024

TO: Blessed By Four, LLC, John F. Chase Trust
FROM: Steve Puleo, Planning Director
Cc: Windham Planning Board
Tim Michaud, Terradyn Consultants, LLC

RE: #11-06 – Amended Major Subdivision – Canada Hill Amended Subdivision – Highland Cliff Road – Final Plan Review – John F. Chase Trust

Scheduled for Planning Board meeting: **November 25, 2024**

Thank you for submitting your application on October 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's final plan review. Your application is **scheduled for new business review on November 25th and will be schedule for public `hearing the application determined complete**. 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 applicant's agent attendance is required.

Project Information:

The proposed amendment to the Canada Hill Subdivision focuses on completing unbuilt stormwater management features from the 2012 approval, such as berms, level spreaders, and culvert repairs. It also includes modifications to an underdrained filter pond to prevent overflow onto Highland Cliff Road. Tax Map: 4; Lots 1, 2, 3, 8, 10, 11, 12, and 13; Zone: Farm (F) zoning districts.

Planning Department:

- Missing deeds for Lots 1, 2, 3, 8, 10, 11, 12, and 13. Does the applicant has written authorization from the above property owners and the HOA to enter their properties and construction or maintain stormwater BMPs? Please provide for final plan review.
- Cover letter states 15-lot but the project description reference 13-single family, please clarify.
- Missing in planset the recorded exiting subdivision plan.
- Missing for the digital transfer of subdivision plan (GIS format). Please provide for final plan review.
- Any waiver requests needed from the Board approval i.e., stormwater treatment in vegetative buffer or anything else.
- Please provide contact person name for the applicant (Blessed by Four, LLC).
- Provide all the preliminary plan information that showing mark ups of the amendments for Planning Board.
- Please explain if the BMPs and the amount of percentage of treatment in phase II Non-Linear portion over treatment to accommodate for under the treated areas in phase I

Non-linear portion of the project site and how does these future treatment improvements relate to the MeDEP stormwater permit amendment.

- In section J. Stormwater Management, please update the recording plan with General Note and the new MeDEP issue the amended stormwater permit order number.
- E. (2). Please confirm CCHFI will transfer MeDEP portion of amended stormwater permit to the Canada Hill Homeowner’s Association.
- Please update the FEMA 100yr Floodplain mapping and the net residential density calculations. The Town adopted the new map June 24, 2024.

CONDITIONS OF APPROVAL (Proposed)

1. Approval is dependent upon and limited to the proposals and plans contained in the application dated October 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](#) 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 Manger's discretion, use the performance guarantee to either reclaim and stabilize or to complete the improvements as shown on the approved plan.
3. Prior to pre-construction meeting with Town staff, the applicant shall obtain Soil and Erosion Control permits for each property, with the consent of the property owner, from the Town of Windham Code Enforcement Office and provide the permits to the Director of Planning.

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 (DATE). Please feel free to call me with any questions or concerns at (207) 777-1927 or email me at <mailto:sjpuleo@windhammaine.us>.