



## MEMO

DATE: October 12, 2021

TO: James Cummings  
FROM: Steve Puleo, Town Planner  
Cc: Development Review Team  
Dustin Roma, P.E., DM Roma Consulting Engineers.

RE: 21-11: 11 Androscoggin Street Apartments. Major Site Plan and Minor Subdivision plan review  
Planning Board Meeting: **Tentative November 8, 2021**

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Thank you for submitting your application on October 4, 2021. During the staff review of your application, the staff found the application is incomplete and several outstanding items that need your attention before your Planning Board hearing. Your application is tentatively scheduled for a Planning Board hearing on November 8, 2021. 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 6:30 PM and your attendance is required.

James Cummings is proposing a lot split, and the construction of a 3-unit apartment building. The property in question is located at 11 Androscoggin Street and identified on Tax Map: 37, Lot 13, Zone: Village Commercial (VC).

A Development Review Team meeting was held on July 27, 2021.

Tax Map: 37; Lot: 13; Zone: Village Center (VC).

### **Staff Review Comments:**

#### **Town Manager:**

- At the time of writing this memo, no comments were received.

#### **Planning Director:**

- At the time of writing this memo, no comments were received

#### **Town Planner:**

- The Major Site Plan application fee of \$850.00.
- The building elevations and floor plans of the residential building.
- A detailed analysis of how the building design meeting Section 813 Commercial District Design Guidelines.
- The PWD “Ability to Serve” letter for water usage and sanitary flow.
- A stormwater plan, which meets Chapter 500 standards, including a maintenance and inspection plan.
- A brief traffic summary.
- Submission Requirements of Section 811 (please review the application checklist).
- Performance standards of Section 812 (please review the application checklist).

CONDITIONS OF APPROVAL

1. [Standard Condition of Approval] Approval is dependent upon, and limited to, the proposals and plans contained in the application dated October 1, 2021, amended [Input, and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Staff Review Committee, and any variation from such plans, proposals and supporting documents and representations are subject to review and approval by the Staff Review Committee or the Town Planner in accordance with Section 814.G. of the Land Use Ordinance.
2. Approval is subject to the requirements of the Post-Construction Stormwater Ordinance, Chapter 144. 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 May 1st of each year.

**Town Attorney:**

- At the time of writing this memo, no comments were received.

**Town Engineer:**

- The plans do not seem to include proposed grading of the site particularly on the side and rear of the buildings where the slopes are quite steep. In addition details on the provision of erosion control for at and around the outfall of the existing culvert at the rear of Lot 2.
- For the same culvert referenced above, a drainage easement should be granted to the Town to allow for maintenance of the culvert, if needed, on the subdivision's property. Also, the subdivision plan states that stormwater runoff from the driveways will flow into the street where it will go into the Town drainage system. Generally the Town requires developments to manage runoff on site. The applicant should consider pervious pavers or equivalent that would allow for this.
- Per Windham's Land Use Ordinance Section 911.J.6, all subdivisions regardless of size require that a stormwater management plan shall be submitted that complies with Section 4E Flooding Standard of the DEP Chapter 500 Stormwater Management,
- Roof drip edge filters are proposed. The plans should show the location of these including the discharge point for the underdrain/foundation drain.
- The Site Plan should show proposed landscaping.

**Public Works, Director**

- At the time of writing this memo, no comments were received.

**Consulting Engineer:**

- At the time of writing this memo, no comments were received.

**Environmental & Sustainability Coordinator:**

- At the time of writing this memo, no comments were received.

**Fire Chief:**

- At the time of writing this memo, no comments were received.

**Police Chief:**

- At the time of writing this memo, no comments were received.

**School Department:**

- At the time of writing this memo, no comments were received.

**Director of Code Enforcement:**

- At the time of writing this memo, no comments were received.

**Assessor:**

- At the time of writing this memo, no comments were received.

**Director of the Parks and Recreation Department:**

- At the time of writing this memo, no comments were received.

**Director of Economic Development:**

- At the time of writing this memo, no comments were received.

Thank you for your attention to these matters. Provide one copy of your response to staff comments with all revised application materials and five plan sets, with the required construction details. Email an electronic copy of your response letter and plan set (also, provide a .DWG of the site plan, as well). If I receive more comments, I will send them to you ASAP. We will need your response by October 18, 2021. Please feel free to call me with any questions and concerns at (207) 777-1927 or email me at [sjpuleo@windhammaine.us](mailto:sjpuleo@windhammaine.us).