

APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: August 28, 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](#).

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?
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.
4. For final plan review, the lots shall be labeled with the map and lot number assigned by the Town of Windham Assessing Department.
5. Recommended CONDITIONS OF APPROVALS:
 - 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 Manger'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?

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
 - b. Please provide a pre- and post-development watershed plans showing the catchment areas, stormwater flow lines and points of analysis.
 - c. Provide a summary table showing the percent impervious and developed area treated.
 - 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.
 - 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.
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.
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;
 - 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.
 - 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.

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 8th 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.