

APPLICATION COMPLETENESS & STAFF REVIEW COMMENTS MEMO

DATE: June 11, 2026

TO: Dustin Roma PE, DM Roma Consulting Engineers
Blaine Rich, Gateway Development LLC

FROM: Amanda Lessard, Assistant Town Manager

Cc: Natalie Thomsen, Town Planner
Steve Puleo, Planning Director
Windham Planning Board

RE: #24-31 Turning Leaf Heights - Major Site Plan & Subdivision - Final Plan Review - Turning Leaf Drive - Gateway Development LLC

Scheduled Planning Board meeting: June 22, 2026

Thank you for submitting your final subdivision and site plan application on May 19, 2026. The application is **incomplete**. The staff has reviewed the application and found outstanding items listed below under "**Final Subdivision & Site Plan Application Completeness**" that **need your attention by June 15, 2026** before the Planning Board final plan review is included on the agenda, in accordance with Windham Land Use Ordinance [§120-907B\(4\)\(b\)](#). However, given the change in scope of the project since the Planning Board's March 9, 2026 approval of the preliminary subdivision application, your application is **scheduled for preliminary review on June 22, 2026**. 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.

Project Information:

The application proposes to subdivide the 12.2 acre property into 5 lots with a 1,200-foot extension of Turning Leaf Drive and a 600-foot extension of Drive-In Lane and develop ~~152 residential dwelling units in 21 buildings consisting of three (3) buildings with 32 units each, two (2) buildings with 12 units each, and sixteen (16) duplex buildings~~ 128 residential dwelling units in 35 buildings consisting of three (3) buildings with 32 units each, and sixteen (16) duplex buildings. All units will be served by public water and public sewer. Subject property is identified as Tax Map: 14; Lot: 9B; Zone: Commercial I (C-1) and Stream Protection (SP) in the Ditch Brook watershed.

Uses: Dwelling, multifamily; Dwelling, two-family.

Final Subdivision & Site Plan Application Completeness

- [§120-911N\(1\)\(b\)](#) Draft articles of incorporation of the proposed homeowners' association as a not-for-profit corporation.
- [§120-907B\(4\)\(h\)](#) During review of the preliminary plan, the Planning Board requested that the final plan submission address all traffic impact analysis requirements. See third-party review comments below.
- [§120-811B\(1\)\(d\)\[2\]\[h\]](#) Location, front view, materials, and dimensions of proposed signs (Neighborhood sign show on Sheet S-1 and building sign shown on multifamily building elevations), together with the method for securing the sign.

Staff Review Comments

The memo will be updated as staff comments are provided.

Planning Department

1. The final plans have been revised from the preliminary plans to eliminate the two 12-unit buildings, reducing the total of number of units from 152 to 128.
 - a. The Town will provide credit for preliminary application fees towards the final plan application fee.
 - b. Has the Site Law record been updated as requested in the October 17, 2025 email from DEP? Have revised plans been provided to PWD to update the Ability to Serve?
2. The floor plans for the multi-unit buildings show a total of 33 units per building (1st floor 8 2-bed units and 1 efficiency; 2nd & 3rd floor, 4 2-bed units, 7 4-bed units and 1 efficiency). The final plan labels the multifamily buildings at 32 units. The traffic impact study is based on 96 multi-family dwelling units and 32 attached townhouse-style dwelling units. Which unit count is correct? Revise plans accordingly.
3. Provide additional documentation on how the proposed planting plans comply with the Buffer yard standards of [§120-511C\(3\)\(b\)](#). None of the buffer yards appear to include the Buffer Yard G understory trees. Additional landscaping is required on Lot 1 between the parking lot and Lot 4. Lot 4 buffer yard requires additional canopy trees along Turning Leaf Drive and landscaping along Drive In Lane. Additional landscaping is required on Lot 3. No landscaping is proposed on Lot 5 – at a minimum street trees are required by [§ 120-911E\(1\)\(b\)](#). Street trees are also required on the extension of Drive In Lane in the Town ROW.
4. What is the purpose use of the concrete rectangle within the Turning Leaf ROW adjacent to the proposed trail on Lot 5?
5. [§120-814](#) Multifamily Development Standards.
 - a. [§120-814A\(1\)](#) requires architectural variety. Only one building design for the duplex buildings on Lot 2 has been provided. The duplex building elevation appears to employ more than a single material application, but the materials are not noted on the elevations. Building shall employ more than a single color application. No colors are specified on the elevation.
 - b. [§120-814B\(4\)\(b\)](#) requires parking for bicycles at 0.5 bikes per dwelling unit in the multifamily dwelling. Each 32 unit building requires parking for 16 bicycles. The final plan application states that three bike racks will be provided that will each provide bike storage for 16 bikes at Buildings A, D, and E. Are bike racks proposed on the interior of the building? Otherwise, they should be shown on the site plan.
 - c. [§120-814B\(4\)\(b\)](#) requires 15% of the total lot area (inclusive of required setback areas) be designated, and permanently reserved, as usable common open space. The final plan submission notes that the 12-acre property requires 1.8 acres of usable common open space which is met by the preserved wooded area adjacent to Ditch Brook which is in excess of 3 acres. The plan should note the required amount of open space and the area to be permanently reserved as usable common open space.
 - d. [§120-814B\(4\)\(c\)](#). For the proposed 128 dwelling units, the ordinance requires 8,400 sq ft of contiguous area with constructed amenities for passive use or active areas. The applicant states that a walking trail to the stream will be constructed along with a 3,900 sq ft “outdoor recreation area” to the rear of Building A that will include two to three picnic tables and an open lawn area for play. What is the area of the proposed walking

- trail? The plan should note the required amount of contiguous area required and the size of the area provided.
- e. The outdoor recreation area at Building A is insufficient size and not contiguous with the other common open space to meet this requirement. Constructed recreation amenities are a required element of the site plan approval that shall be included in the performance guarantee for the development.
 - f. [§120-814B\(5\)\(b\)](#) How does the parking lot landscaping meet the requirements of this section?
 - g. [§120-814B\(6\)\(c\)](#) What are the distances between duplex driveways. Provide an explanation of why it is not possible to separate curb cuts by a minimum of 75 feet.
6. The Traffic Impact Study dated May 15, 2026 did not include an estimate of the number of new peak hour trips expected to pass through the Route 302/Anglers Road/Whites Bridge Road intersection in order to determine the amount of the [North Route 302 Road Improvements Impact Fee](#).
7. Recommended CONDITIONS OF APPROVALS:
1. Approval is dependent upon and limited to the proposals and plans contained in the application dated February 17, 2024 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 [§120-911N\(5\)](#) of the Land Use Ordinance, the homeowners' association documents shall be approved as to form by the Town Attorney and 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 of such homeowners' association documents and all deeds shall reference the declaration establishing the homeowners' association.
 3. The development is subject to the following [Article 12 Impact Fees](#), to be paid with the issuance of new building permits for the expanded uses: [North Route 302 Road Improvements Impact Fee](#) of **TBD** (*TBD during final plan review per peak hour trip through Route 302/Anglers Rd/Whites Bridge Intersection*); [Public Safety Impact Fee](#); and [Municipal Office Impact Fee](#). All fees will be determined and collected for any building, or any other permit for the development, [§120-1201C](#).
 4. 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.
5. Approval is subject to the requirements of the Post-Construction Stormwater Ordinance, [Chapter 201 Article II](#). 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 1st of each year.
 6. Prior to initial occupancy of the development, the applicant shall pay the Town of Windham a safety impact fee of \$7,258 towards future improvement to address safety concerns given the additional vehicular traffic volumes through this corridor from the project.

Third Party Consulting Engineer

8. We have reviewed the Traffic Impact Study for Turning Leaf Heights dated May 15, 2026, and prepared by Barton & Loguidice. Based on our review, we offer the following comments:
 1. Overall, the TIS was well done and met common standards for completing a TIS.
 2. We concurred with the general overall findings but have some comments on the details and request supporting information.
 3. The trip generation appears reasonable, but because the trip generation is close (97 PM Peak Hour Trip Ends) to the 100 MaineDOT threshold, we recommend the applicant submit a request for concurrence from the MaineDOT that a TMP permit is not required.
 4. The idea of a safety fee appeared appropriate. After reviewing the HSM information, we do not recommend any changes and concur with their findings.
 5. More effort is needed on the informal bypass lane. The intent of the applicant's efforts is to complete work that will both provide for informal maneuvers around left-turning vehicles into Drive In Lane and also to prepare a section of Route 302 for a future center turn lane. The applicant should provide a conceptual center-turn-lane design that aligns with the signalized intersection at River Road/Turning Leaf Drive and extends to approximately Fielding's Commons. The concept should include sidewalks where appropriate and dimensions of lanes and shoulders that are similar to the Windham Moves concepts. Calculations and supporting information should be provided for the dimensions of the informal bypass lane. The applicant's proposed widening should then be identified within that concept to show how it contributes to the overall design. The initial discussion in the TIS focuses on maintaining the existing width, which, in our opinion, will not achieve the overall goal. Partial widening of Route 302 will be required by this applicant. Right-of-way should be shown on the concept plans. Since this is Route 302, all of this should be submitted to MaineDOT for review and comment prior to approval, to make sure they agree moving forward.

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 to “**Staff Review Comments**” by June 18, 2026 or earlier to be included in the Planning Board June 22nd 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. 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.