



Town of Windham  
Planning Department  
8 School Road  
Windham, Maine 04062  
Tel: (207) 894-5960 ext. 2  
Fax: (207) 892-1916  
[www.windhammaine.us](http://www.windhammaine.us)

## STAFF REVIEW AND COMPLETENESS MEMO

DATE: September 5, 2024

TO: Tyler Norod, Westbrook Development Corp.  
FROM: Evan O'Connor, Town Planner  
Cc: Windham Planning Board  
Kylie Mason, IRA, Sebago Technics, Inc.  
Steve Puleo, Planning Director

RE: #24-25 – Major Subdivision & Site Plan – Andrew School Redevelopment – 55 High Street –  
Sketch Plan Review – Westbrook Development Corp.

Scheduled for Planning Board meeting: **September 9, 2024**

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Thank you for submitting your application on August 27, 2024. The application status is **complete relative to the Planning Board submission requirements for a sketch plan review**. The staff has reviewed the application and found several outstanding items that need your attention before the Planning Board sketch plan review. Your application is **scheduled for review on September 9, 2024**. 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 your attendance is required.

### **Project Information:**

The application is a mixed-income development consisting of eighteen affordable apartments for senior housing, This project also includes associated parking areas, internal vehicular drive aisles, pedestrian pathways, a centralized open green space, and stormwater treatment area. Tax Map: 37; Lot: 24; Zone: Village Commercial (VC) zoning districts in the Upper Presumpscot River watershed.

### **Comments from the Development Review Team Meeting:**

- Remove the islands shown in the parking area to give enough space for fire & rescue.
- The Fire Chief is satisfied with sprinkling the 18-units, all structures are within 1000' of the nearest fire hydrants. The hammerheads in the parking area will be satisfactory if both are extended.
- Dumpster area must be shown on plan, and considered a structure, with a 10 ft setback & screening.
- Fenestration is needed only for the front facing sides of buildings on public ways.

### **CONDITIONS OF APPROVAL**

1. Approval is dependent upon and limited to the proposals and plans contained in the application dated August 27, 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](#) or [§120-815](#) of the Land Use Ordinance.

2. In accordance with [§120-815C\(1\)\(b\)](#) of the Land Use Ordinance, the Construction of improvements covered by any site plan approval 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.
3. 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.

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. Please feel free to call me with any questions or concerns at (207) 714-1141 or email me at <mailto:ehoconnor@windhammaine.us>.