

Final Major Site Plan & Final Major Subdivision Applications

To the Town of Windham

Marigold Lane Subdivision

250 Windham Center Road
Windham, Maine

Applicant:
Casco Bay Holdings LLC
PO Box 275
Cumberland, ME 04021

Prepared By:
DM Roma Consulting Engineers
PO Box 1116
Windham, ME 04062



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MARIGOLD LANE SUBDIVISION

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SECTION 1

APPLICATION FORMS & SUBMISSION CHECKLISTS



Town of Windham

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

MAJOR SUBDIVISION – FINAL PLAN - REVIEW APPLICATION

FEES FOR MAJOR SUBDIVISION FINAL PLAN REVIEW		APPLICATION FEE: ☒ \$350.00 AMENDED APPLICATION FEE: ☐ \$350.00		AMOUNT PAID: \$ 600.00 DATE: 10-6-25	
☐ Amended Major Subdivision Each Lot / Revision		REVIEW ESCROW: ☒ \$250.00 AMENDED REVIEW ESCROW: ☐ \$250.00		Office Use: _____ Office Stamp: _____	
PROPERTY DESCRIPTION	Parcel ID	Map(s) #	12	Lot(s) #	52-A
	# Lots/dwelling units:	6	Total Distr. >1Ac.	☒ Y ☐ N	Zoning District(s)
	Physical Address:	250 Windham Center Road			Watershed:
					WC
					Total Land Area SF:
					142,370 SF
					Est. Road Length(ft):
					400 FT
PROPERTY OWNER'S INFORMATION	Name:				Name of Business:
	Phone:	(207) 831 - 5101			Mailing Address:
	Fax or Cell:				PO Box 275
	Email:	ron@cbhm.net			Cumberland, ME 04021
APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)	Name:	Same as Owner			Name of Business:
	Phone:				Mailing Address:
	Fax or Cell:				
	Email:				
APPLICANT'S AGENT INFORMATION	Name:	Dustin Roma			Name of Business:
	Phone:	(207) 591 - 5055			Mailing Address:
	Fax or Cell:	(207) 310 - 0506			PO Box 1116
	Email:	dustin@dmroma.com			Windham, ME 04062
PROJECT INFORMATION	Existing Land Use (Use extra paper, if necessary): Lot has been divided from existing dwelling. There is an existing barn and detached garage on the property that will both be removed.				
	Provide a narrative description of the Proposed Project (Use extra paper, if necessary): The single family home has been split off on its own lot and conveyed to another owner. Six residential dwelling units in 3 duplex buildings will be constructed on the remaining land with access from a new 400-foot long private access drive. The existing barn and detached garage on the property will be removed. All dwellings are intended to be rented apartments and will be served by public water and private on-site wastewater disposal.				
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.): The site contains wetlands and a man-made pond.				

MAJOR SUBDIVISION - FINAL PLAN - REVIEW APPLICATION REQUIREMENTS

Section 910 of the Land Use Ordinance

The submission shall contain, five (5) copies of the following information, including full plan sets. Along with one (1) electronic version of the entire submission unless a waiver of a submission requirement is granted.

The Major Plan document/map:

- A) Plan size: 24" X 36"
 B) Plan Scale: No greater 1":100'
 C) Title block: Applicant's name and address
- Name of the preparer of plans with professional information
 - Parcel's tax map identification (map and lot) and street address, if available

- Complete application submission deadline: three (3) weeks prior to the desired Staff Review Committee meeting.
 - Five copies of the application and plans
 - Application Payment and Review Escrow
- A pre-submission meeting with the Town staff is required.
- Contact information:
 - Windham Planning Department (207) 894-5960, ext. 2
 - Steve Puleo, Town Planner sipuleo@windhammaine.us
 - Amanda Lessard, Planning Director allessard@windhammaine.us

APPLICANT/PLANNER'S CHECKLIST FOR MAJOR SUBDIVISION REVIEW

SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.

The following checklist includes items generally required for development by the Town of Windham's LAND USE ORDINANCE, Sections 907.B., 910.C., & 911. Due to projects specifics, are required to provide a complete and accurate set of plans, reports, and supporting documentation (as listed in the checklist below).

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.

Final Plan - Major Subdivision - Submission Requirements:	Applicant	Staff			
A. Written information – submitted in a bound report.			B. Mandatory Plan Information	Applicant	Staff
1. A fully executed application form.	☒	☐	1. All information presented on the Preliminary Plan, and any amendments suggested or required by the Board.	☒	☐
2. Evidence that the escrow account balance is greater than 25% of the initial Preliminary Plan deposit.	☒	☐	2. Map and lot numbers for all lots as assigned by the Town of Windham Assessing Department.	☒	☐
3. If public open space is to be provided, written offers of cession to the Town of Windham shall be provided.	☐	☐	3. Seal of the Maine Licensed Professional who prepared the plan.	☒	☐
4. If the subdivider reserves title to spaces within the subdivision, provide copies of agreements or other documents.	☐	☐	4. All public open spaces for which offers of cession are made by the subdivider and those spaces to which title is reserved by the subdivider.	☐	☐
5. Copies of any outside agency approvals.	☒	☐	5. Location of all permanent monuments.	☒	☐
6. Statement from the Maine Inland Fisheries & Wildlife that no significant wildlife habitat exists on the site.	☒	☐	PDF\Electronic Submission.	☒	☐
7. Digital transfer of subdivision plan data (GIS format).	☒	☐			

The undersigned hereby makes an application to the Town of Windham for approval of the proposed project and declares the foregoing to be true and accurate to the best of his/her knowledge.

Dustin Roma

10-6-25

Dustin M Roma - Authorized Agent

APPLICANT OR AGENT'S SIGNATURE

DATE

PLEASE TYPE OR PRINT THE NAME



MAJOR SITE PLAN REVIEW APPLICATION

FEES FOR MAJOR SITE PLAN REVIEW		APPLICATION FEE: (No Bldg.) (W/Bldg.: \$25/1,000 SF up to 5,000 SF)		☒ \$1,300.00 ☐ \$ _____	TOTAL AMOUNT PAID: \$ 3,300.00				
		REVIEW ESCROW: (GFA) 2,000 SF - 5,000 SF = \$2,000 5,000 SF - 15,000 SF = \$3,000 15,000 SF - 35,000 SF = \$4,000 Over 35,000 SF = \$5,000 No Building = \$2,000		☒ \$ 2,000.00 ☐ \$ _____ ☐ \$ _____ ☐ \$ _____ ☐ \$ _____	DATE: 10-3-2025 <i>Office Use:</i>				
☐ Amended Site Plan – (Each Revision)		AMENDED APPLICATION FEE: AMENDED REVIEW ESCROW:		☐ \$350.00 ☐ \$250.00			<i>Office Stamp:</i>		
PROPERTY DESCRIPTION	Parcel Information:	Map(s):	12	Lot(s):	52-A	Zoning District(s):	WC	Size of the Parcel in SF:	142,370 SF
	Total Disturbance. >1Ac		☒ Y ☐ N	Estimated Building SF:	5,361 SF	IF NO BUILDING; Estimated SF of Total Development:			
	Physical Address:	250 Windham Center Road				Watershed:	Black Brook to Presumpscot River		
PROPERTY OWNER'S INFORMATION	Name:					Name of the Business:	Casco Bay Holdings, LLC		
	Phone:	(207) 831 - 5101				Mailing Address:	PO Box 275 Cumberland, ME 04021		
	Fax or Cell:								
	Email:	ron@cbhm.net							
APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)	Name:	Same as owner				Name of Business:			
	Phone:					Mailing Address:			
	Fax or Cell:								
	Email:								
APPLICANT'S AGENT INFORMATION	Name:	Dustin Roma				Name of Business:	DM Roma Consulting Engineers		
	Phone:	(207) 591 - 5055				Mailing Address:	PO Box 1116 Windham, ME 04062		
	Fax or Cell:	(207) 310 - 0506							
	Email:	dustin@dmroma.com							
PROJECT INFORMATION	Existing Land Use (Use extra paper, if necessary): Lot has been divided from the existing dwelling. There is an existing barn and detached garage on the property that will both be removed.								
	Provide a narrative description of the Proposed Project (Use extra paper, if necessary): The single family home has been split off on its own lot and conveyed to another owner. Six residential dwelling units in 3 duplex buildings will be constructed on the remaining land with access from a new 400-foot long private access drive. The existing barn and detached garage on the property will be removed. All dwellings are intended to be rented apartments and will be served by public water and private on-site wastewater disposal.								
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.): The site contains wetlands and a man-made pond.								



MAJOR SITE PLAN REVIEW APPLICATION REQUIREMENTS

Section 120-811 of the Land Use Ordinance

The submission shall contain five (5) copies of the following information, including full plan sets. Along with one (1) electronic version of the entire submission, unless waiver of a submission requirement is granted, and one (1) complete plan set.

The Major Plan document/map: A) Plan size: 24" X 36" B) Plan Scale: No greater 1":100' C) Title block: Applicant's name, project name, and address • Name of the preparer of plans with professional information • Parcel's tax map identification (map and lot) and street address, if available	• Complete application submission deadline: three (3) weeks (21-days) before the desired Planning Board meeting. - Five copies of the application and plans - Application Payment and Review Escrow • A pre-submission meeting with the Town staff is required. • Contact information: Windham Planning Department (207) 894-5960, ext. 2 Steve Puleo, Town Planner sipuleo@windhammaine.us Amanda Lessard, Planning Director allessard@windhammaine.us
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APPLICANT/PLANNER'S CHECKLIST FOR MAJOR SITE PLAN REVIEW

<u>SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.</u> <i>The following checklist includes items generally required for development by the Town of Windham's LAND USE ORDINANCE, Sections 120-811, 120-812, 120-813 & 120-814. Due to projects specifics, the applicant is required to provide a complete and accurate set of plans, reports, and supporting documentation (as listed in the checklist below).</i>	<u>IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.</u>
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Column #1.			Column #2.		
1. Final Plan -Major Site Plan: Submission Requirements	Applicant	Staff	Plan Requirements – Existing Conditions (Continued):	Applicant	Staff
A. Completed Major Site Plan Application form	☒	☐	vii. Zoning classification(s), including overlay and/or subdistricts, of the property and the location of zoning district boundaries if the property is located in 2 or more districts or abuts a different district	☒	☐
B. Evidence of Payment of application & escrow fees	☒	☐	viii. Bearings and lengths of all property lines of the property to be developed, and the stamp of the surveyor that performed the survey	☒	☐
C. Written information – submitted in a bounded and tabbed report			ix. Existing topography of the site at 2-foot contour intervals.	☒	☐
1. A narrative describing the proposed use or activity.	☒	☐	x. Location and size of any existing sewer and water mains, culverts and drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property and on abutting streets or land that may serve the development.	☒	☐
2. Name, address, & phone number of record owner, and applicant if different (see Agent Autorotation form).	☒	☐	xi. Location, names, and present widths of existing public and/or private streets and rights-of-way within or adjacent to the proposed development.	☒	☐
3. Names and addresses of all abutting property owners	☒	☐	xii. Location, dimensions, and ground floor elevation of all existing buildings.	☒	☐
4. Documentation demonstrating right, title, or interest in the property	☒	☐	xiii. Location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or adjacent to the site.	☒	☐
5. Copies of existing proposed covenants or deed restrictions.	☒	☐	xiv. Location of intersecting roads or driveways within 200 feet of the site.	☒	☐
6. Copies of existing or proposed easements on the property.	☒	☐	xv. Location of the following		
7. Name, registration number, and seal of the licensed professional who prepared the plan, if applicable.	☒	☐	a. Open drainage courses	☒	☐
8. Evidence of applicant's technical capability to carry out the project.	☒	☐	b. Wetlands	☒	☐
			c. Stone walls	☒	☐
9. Assessment of the adequacy of any existing sewer and water mains, culverts and drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property.	☒	☐	d. Graveyards	☒	☐



Continued from Column #1. (Page 2)			Continued from Column #2. (Page 2)		
10. Estimated demands for water and sewage disposal.	☒	☐	e. Fences	☒	☐
			f. Stands of trees or treeline, and	☒	☐
			g. Other important or unique natural areas and site features, including but not limited to, floodplains, deer wintering areas, significant wildlife habitats, fisheries, scenic areas, habitat for rare and endangered plants and animals, unique natural communities and natural areas, sand and gravel aquifers, and historic and/or archaeological resources.	☒	☐
11. Provisions for handling all solid wastes, including hazardous and special wastes.	☒	☐	xvi. Direction of existing surface water drainage across the site	☒	☐
12. Detail sheets of proposed light fixtures.	☒	☐	xvii. Location, front view, dimensions, & lighting of existing signs.	☐	☐
13. Listing of proposed trees or shrubs to be used for landscaping	☒	☐			
14. Estimate weekday AM and PM and Saturday peak hours and daily traffic to be generated by the project.	☒	☐	xviii. Location & dimensions of existing easements that encumber or benefit the site.	☒	☐
15. Description of important or unique natural areas and site features, including floodplains, deer wintering areas, significant wildlife habitats, fisheries, scenic areas, habitat for rare and endangered plants and	☒	☐	xix. Location of the nearest fire hydrant, dry hydrant, or other water supply.	☒	☐
16. If the project requires a stormwater permit from MaineDEP or if the Planning Board or if the Staff Review Committee determines that such information is required, submit the following.			E. Plan Requirements - Proposed Development Activity		
			i. Location and dimensions of all provisions for water supply and wastewater disposal, and evidence of their adequacy for the proposed use, including soils test pit data if on-site sewage disposal is proposed	☒	☐
a. stormwater calculations.	☒	☐	ii. Grading plan showing the proposed topography of the site at 2-foot contour intervals	☒	☐
b. erosion and sedimentation control measures.	☒	☐	iii. The direction of proposed surface water drainage across the site and from the site, with an assessment of impacts on downstream properties.	☒	☐
c. water quality and/or phosphorous export management provisions.	☒	☐	iv. Location and proposed screening of any on-site collection or storage facilities	☒	☐
17. If public water or sewerage will be utilized, provide a statement from the utility district regarding the adequacy of water supply in terms of quantity and pressure for both domestic and fire flows, and the capacity of the sewer system to accommodate additional wastewater.	☒	☐	v. Location, dimensions, and materials to be used in the construction of proposed driveways, parking, and loading areas, and walkways, and any changes in traffic flow onto or off-site	☒	☐
18. Financial Capacity			vi. Proposed landscaping and buffering	☒	☐
i. Estimated costs of development and itemize estimated major expenses.	☒	☐	vii. Location, dimensions, and ground floor elevation of all buildings or expansions	☒	☐
ii. Financing (submit one of the following)			viii. Location, front view, materials, and dimensions of proposed signs together with a method for securing sign	☐	☐
a. Letter of commitment to fund	☐	☐	ix. Location and type of exterior lighting. Photometric plan to demonstrate the coverage area of all lighting may be required by the Planning Board.	☒	☐
b. Self-financing	☐	☐	x. Location of all utilities, including fire protection systems	☒	☐
1. Annual corporate report	☐	☐	xi. Approval block: Provide space on the plan drawing for the following words, "Approved: Town of Windham Planning Board" along with space for signatures and date	☒	☐
2. Bank Statement	☐	☐	2. Major Final Site Plan Requirements as Exhibits to the Application		
c. Other			a. Narrative and/or plan describing how the proposed development plan relates to the sketch plan.	☒	☐
1. Cash equity commitment of 20% of the total cost of development	☐	☐	b. Stormwater drainage and erosion control program shows:		
2. Financial plan for remaining financing.	☐	☐	1. The existing and proposed method of handling stormwater runoff	☒	☐



Continued from Column #1. (Page 3)			Continued from Column #2. (Page 3)		
3. Letter from institution indicating intent to finance.	☒	☐	2. The direction of the flow of the runoff, through the use of arrows and a description of the type of flow (e.g., sheet flow, concentrated flow, etc.)	☒	☐
iii. If a registered corporation a Certificate of Good Standing from:			3. Location, elevation, and size of all catch basins, dry wells, drainage ditches, swales, retention basins, and storm sewers	☒	☐
- Secretary of State, or	☒	☐	4. Engineering calculations were used to determine drainage requirements based on the 25-year, 24-hour storm frequency.	☒	☐
- the statement signed by a corporate officer	☐	☐	5. Methods of minimizing erosion and controlling sedimentation during and after construction.	☒	☐
19. Technical Capacity (address both).			c. A groundwater impact analysis prepared by a groundwater hydrologist for projects involving on-site water supply or sewage disposal facilities with a capacity of 2,000 gallons or more per day	☐	☐
i. Prior experience relating to developments in the Town.	☒	☐	d. Name, registration number, and seal of the Maine Licensed Professional Architect, Engineer, Surveyor, Landscape Architect, and/or similar professional who prepared the plan.	☒	☐
ii. Personnel resumes or documents showing experience and qualification of development designers	☒	☐	e. A utility plan showing, in addition to provisions for water supply and wastewater disposal, the location and nature of electrical, telephone, cable TV, and any other utility services to be installed on the site.	☒	☐
D. Plan Requirements – Existing Conditions			f. A planting schedule keyed to the site plan indicating the general varieties and sizes of trees, shrubs, and other vegetation to be planted on the site, as well as information of provisions that will be made to retain and protect existing trees, shrubs, and other vegetation.	☒	☐
i. Location Map adequate to locate project within the municipality	☒	☐	g. Digital transfer of any site plan data to the town (GIS format)	☒	☐
ii. Vicinity Plan. Drawn to a scale of not over 400 feet to the inch, and showing area within 250 feet of the property line, and shall show the following:	☒	☐			
a. Approximate location of all property lines and acreage of the parcel(s).	☒	☐			
b. Locations, widths, and names of existing, filed, or proposed streets, easements, or building footprints.	☒	☐			
c. Location and designations of any public spaces.	☒	☐	h. A traffic impact study if the project expansion will generate 50 or more trips during the AM or PM peak hour, or if required by the Planning Board)	☐	☐
d. Outline of the proposed site plan, together with its street system and an indication of the future probable street system of the remaining portion of the tract.	☒	☐			
iii. North Arrow identifying Grid North; Magnetic North with the declination between Grid and Magnetic; and whether Magnetic or Grid bearings were used.	☒	☐			
iv. Location of all required building setbacks, yards, and buffers.	☒	☐			
v. Boundaries of all contiguous property under the total or partial control of the owner or applicant.	☒	☐			
vi. Tax map and lot number of the parcel(s) on which the project is located	☒	☐			
			PDF\Electronic Submission.	☒	☐

The undersigned hereby makes an application to the Town of Windham for approval of the proposed project and declares the foregoing to be true and accurate to the best of his/her knowledge.

<i>Dustin Roma</i>	10-6-25
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APPLICANT OR AGENT'S SIGNATURE

DATE

Dustin Roma - Authorized Agent

PLEASE TYPE OR PRINT NAME

SECTION 2

RESPONSE TO REVIEW COMMENTS



Response to Town Review Comments
Marigold Lane Subdivision – formerly 250 Windham Center Road Subdivision
Casco Bay Holdings, LLC - Applicant

Preliminary Subdivision & Site Plan Application Completeness

- *§120-910C(2) Mandatory Plan Information: The following must be shown on the subdivision plan: (b) Stamp, with date and signature, of the Maine licensed professional land surveyor that conducted the survey. The boundary survey is not stamped or signed by the professional land surveyor.*

Response – A signed & stamped boundary survey is included as Plan Sheet 2 in the plan set. The Subdivision Plan will be stamped by the Licensed Land Surveyor prior to recording in the Cumberland County Registry of Deeds.

Planning Department Comments

Comment #1 – Per §120-911A(3)(b), all subdivision boundary and lot corners shall be marked. There are several property corners on the subdivision plan that do not show existing or proposed iron pins.

Response #1 – The final plan has been revised to include the requirement to set pins at lot corners where pins were not found.

Comment #2 – Per §120-911E(2)(c), the common land shall be shown on the final plan with appropriate notations on the plan to indicate it shall not be used for future building lots.

Response #2 – The subdivision plan has been revised to note the area that is reserved for common land, and Note 14 was added to indicate the common land cannot be used for future building lots unless a subdivision amendment is approved by the Planning Board.

Comment #3 – Site distances at the proposed entrance at Windham Center Road that comply with Table 1 in Appendix B must be shown on the plan. The plan notes xxx'+.

Response #3 – A portion of the hill has been removed along the frontage of Windham Center Road looking left so that sight distance could be measured in place. We observed at least 310 feet of sight distance looking left and through the signalized intersection looking right. Measured sight distance has been added to the plans. Sight distance is expected to increase substantially looking left following completion of construction of the proposed sidewalk along the property frontage on Windham Center Road, which we expect will require ledge removal.

Comment #4 – Show curb cuts on opposite side of Windham Center Road on the plan.

Response #4 – The existing curb cuts on the opposite side of Windham Center Road have been added to the plans.

Comment #5 – A sidewalk is required across the subdivision frontage on Windham Center Road per §120-415.1F(1)(g).

Response #5 – Windham Center Road exists without any edge treatment on either side within the project frontage, with the only edge treatment being at the intersection of Windham Center Road and Gray Road, with a short section of sidewalk in front of Corsetti's Market, and a section of granite curbing on the opposite side of Windham Center Road associated with the existing crosswalk. Windham Center Road within the project property frontage is in a cut and the project applicant has (with the Town's approval) had a contractor cut back the slope to provide additional shoulder along Windham Center Road along the project property frontage as well as the frontage in front of the existing residence. In performing that work ledge was encountered just below the surface. The ledge will be removed and a sidewalk with curb will be constructed from the project driveway extending south to the southern extent of the property frontage.

Comment #6 – §120-814A Multifamily Development Standards. For final plan review:

- a) *At least two different building designs shall be provided as required by §120-814A(1).*

Response #6a – We are proposing to construct the middle building (Units 3 & 4) with a hip roof to create two building forms for the project. The other two buildings (Units 1, 2, 5 & 6) will have the gable-end roof as shown on the plans contained in Section 7 of the application. See additional explanation in Section 9 of the application related to Multi-family development standards.

- b) *§120-814B(2)(b). Provide screening for the existing residential abutter at 250 Windham Center Road. Does the existing vegetation within the proposed treeline provide a sufficient buffer or screening to the existing residential abutters at 2 and 8 Corsetti's Way?*

Response #6b – We placed Units 1 and 2 close to the access driveway so that the units will generally not be visible from the windows in the existing home. We would prefer to not plant trees in the backyard of the existing home at 250 Windham Center Road because there is a very nice viewshed looking out over the field on the abutting property owned by the Presumpscot Regional Land Trust, which would be blocked over time as the trees grew to maturity. Screening of the project to 2 and 8 Corsetti's Way is beneficial to the neighboring property and for the residents that will occupy the units on Marigold Lane. Our project design has been developed, ultimately with the intent of maintaining the existing treeline and the existing landscaping installed as screening along the property limits can remain protected in place. We are proposing curb along the north edge of Marigold Lane to minimize site disturbance along the north side of the road and maintain existing landscaping screening to the greatest extent possible.

The project will require removal of an existing barn structure and a second garage structure, which will open up a viewshed between our proposed project and the Corsetti's Market convenience store. Additional screening will be planted along the property line to provide screening in the area where the structures will be removed, as shown on the Landscaping Site Plan.

- c) *Identify the amount of land area (minimum 15% of the total lot area) designated as usable common open space required by §120-814B(4)(b).*

Response #6c – We have added hatching to an area of proposed open space that represents more than 15% of the gross land area to the Subdivision Plan, and quantified the area in Note 16 on the Subdivision Plan.

- d) *Curb cuts on access drives must be separated by a minimum of 75 feet where possible per §120-814B(6)(c). For final plan review, the applicant should show on the site plan the distances between driveways.*

Response #6d – The distance between the driveway limit for the existing residence and the driveway limit for first duplex measures 119 feet. The distance between the driveway limits from the first duplex and second duplex measures 65 feet, and the distance between the driveway limits from the second duplex and last duplex measures 95 feet and is separated by the proposed hammerhead turnaround. We do not recommend extending the road by 10 feet to achieve 10 additional feet of separation between the first and second building because it would require the second and third buildings to be 10 feet further down the hill, which will complicate grading because of the drop in existing grades where the second and third buildings are located.

Comment #7 – *As the road will 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.*

Response #7 – We have added Condition of Approval #4 to the Subdivision Plan with the required language.

Comment #8 – *Chapter 101 Growth Management was amended by Council Order 25-016 effective September 11, 2025, a growth permit is required for each dwelling unit and growth permits for dwelling units to be located in a proposed subdivision may be applied for after the project receives preliminary subdivision approval from the Planning Board pursuant to Article 9 of Chapter 120, Land Use.*

Response #8 – We understand, and the applicant will apply for growth permits accordingly.

Town Engineer Comments (provided in an email from mtarienti@windhammaine.us sent 9/17/2025)

Comment – *Please clarify/show how the steep slopes at the end of the road and on the underdrain soil filter embankment will be stabilized. Based on the proposed grading, the slopes are 2:1 so something more substantial than just loam, seed and hay mulch will be needed.*

Response – The end of the road consists of a 2:1 slope to an elevation of 252 and then 3:1 to the bottom of FB-1. Per our plan, 2:1 slope will require the use of erosion control blankets, which a detail was included on sheet D-1. The grading and utility plan now includes labels indicating where slopes steeper than 3:1 are located and that the steeper slopes require erosion control blanket.

Comment – *The typical roadway detail on Sheet D-2 shows a swale on one side of the road and a curb on the other. I believe that the curb is proposed to be on the northerly side, but please confirm this and show on the grading plan the location where this would be located*

Response – The road detail has been revised to reflect the current design; the curb is on the northerly limit of the road. The detail was also revised to reflect the mono-pitch road section sloping towards the curb and eliminated the swale shown, due to the fact that the swale is no longer needed and will not be built behind the curb. The plans have also been updated with labels calling out the curb.

Comment – *Please provide a detail/plan for stormwater management prior to and during construction of the underdrain soil filter. Will the UDSF be generally shaped and act as a sediment basin prior to placing drainage and filter media? If so, provide a detail for this use.*

Response – The design intent is to have the stormwater pond shaped as part of the original sitework, and the basin will function as a sedimentation basin until the site is stabilized with vegetation and pavement. There is a “Construction Sequencing” note on the filter basin detail (General Note 1) on the Grading & Utility Plan (Sheet 5) which specifies this sequencing of construction.

Comment – *It doesn't appear that snow storage is shown on the plan; please add.*

Response – Snow storage areas have been added to the site plan as requested.

Comment – *Based on review of the Site Plan the information in the Stormwater Report, the project will disturb more than an acre of land. Therefore please add a note to the plan that the contractor/developer will need to file for a Construction General Permit from Maine DEP before starting work.*

Response – Note 17 has been added to the Subdivision Plan to require the submission of a NOI to the Maine DEP for a Construction General Permit by the developer/operator.

SECTION 3

WAIVER REQUESTS

Section 3 – Waiver Requests

The Planning Director has approved the following waiver requests for submission items:

- Section 120-910C(3)(a) – High Intensity Soil Survey
- Section 120-910C(3)(c) – Hydrogeologic Assessment

We are not requesting any waivers from Site Plan or Subdivision Performance Standards.

SECTION 4

DEED SHOWING LOT SPLIT AND CONVEYANCE

QUITCLAIM DEED WITHOUT COVENANT
(Release Deed)
DLN: 3198198

CASCO BAY HOLDINGS, LLC, a Maine Limited Liability Company with a principal place of business in Cumberland, County of Cumberland and State of Maine,

For Consideration Paid, GRANTS with QUITCLAIM COVENANT TO:

ROYAL RIVER DEVELOPMENT COMPANY, a Maine Corporation with a principal place of business in the City of Westbrook, County of Cumberland and State of Maine and a mailing address of 75 Elmaple Drive, Westbrook, Maine 04092,

A certain parcel of land with the buildings and improvements thereon situated on the northeasterly side of Windham Center Road in the Town of Windham, County of Cumberland, State of Maine being bounded and described as follows:

BEGINNING on the northeasterly sideline of Windham Center Road at land now or formerly of the Presumpscot Regional Land Trust, Inc. as described in a deed recorded in Book 33609, Page 212 in the Cumberland County Registry of Deeds; thence N 54° 37' 54" W, by and along the northeasterly sideline of Windham Center Road, a distance of 108.01 feet; thence N 37° 33' 54" W a distance of 51.85 feet; thence N 36° 56' 40" E a distance of 114.21 feet; thence S 51° 17' 02" E a distance of 169.31 feet to land of the Presumpscot Regional Land Trust, Inc.; thence S 42° 19' 36" W, by and along land of the Presumpscot Regional Land Trust, Inc., a distance of 120.38 feet to the point of beginning, containing approximately 20,010 square feet.

Also conveying a certain easement situated on the northeasterly side of Windham Center Road in the Town of Windham, County of Cumberland, State of Maine being bounded and described as follows:

BEGINNING on the northeasterly sideline of Windham Center Road at land now or formerly of Corsetti's Market, Inc as described in a deed recorded in Book 21929, Page 145 in the Cumberland County Registry of Deeds; thence N 36° 56' 40" E, by and along land of Corsetti's Market, Inc, a distance of 57.63 feet; thence S 53° 03' 20" E a distance of 50.00 feet; thence S 36° 56' 40" W a distance of 41.03 feet; thence S 37° 33' 54" E a distance of 51.85 feet to the northeasterly sideline of Windham Center Road; thence N 54° 37' 54" W, by and along the northeasterly sideline of Windham Center Road, a distance of 100.00 feet to the point of beginning.

Bearings are Grid North.

Said easement shall be for all purposes of ingress and egress by pedestrians or vehicles and for the installation and maintenance of any and all utility lines, pipes, conduits and their appurtenant facilities, and said easement area may be improved for any such purposes.

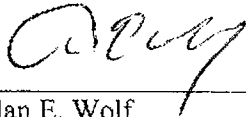
Grantor shall have the right to clear the easement area and to construct, install, repair, rebuild, replace, pave and maintain a driveway, including, without limitation, associated culverts and graded slope and channel areas within the easement area.

Reference is made to an exhibit entitled "Lot Exhibit 250 Windham Center Road Windham, Maine for record owner Casco Bay Holdings, LLC" dated 8-26-2025 by DM Roma Consulting Engineers, a copy of which is attached hereto.

Being a portion of the premises conveyed to the Grantor herein by deed of Sawin Capital, LLC dated April 29, 2025 and recorded at the Cumberland County Registry of Deeds in Book 41413, Page 54.

IN WITNESS WHEREOF, the said CASCO BAY HOLDINGS, LLC has caused this instrument to be signed and sealed by Alan E. Wolf, hereunto duly authorized this 2nd day of October, 2025.

CASCO BAY HOLDINGS, LLC

By: 

Alan E. Wolf

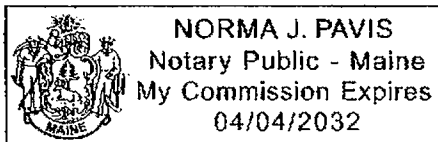
Its Authorized Agent

STATE OF MAINE
COUNTY OF CUMBERLAND

OCTOBER 2, 2025

Then personally appeared the above-named ALAN E. WOLF, Authorized Agent of CASCO BAY HOLDINGS, LLC as aforesaid and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of said limited liability company.

Before me,




Maine Attorney at Law/Notary Public
Print Name: _____
My Commission Expires: _____

SECTION 5

OUTSIDE AGENCY PERMITTING

Section 5 – Outside Agency Permitting

The following Permits-By-Rule have been submitted for the project:

- Stormwater Permit-By-Rule to the Maine Department of Environmental Protection for land disturbance exceeding 1 acre. The MDEP has provided us with a Permit Acceptance Notice, a copy of which is attached.
- Self-Verification Notification Form to the US Army Corps of Engineers for alteration of 2,360 sf of wetlands. A copy of the SVN Form filed on 9-3-25 is attached.

A Maine Construction General Permit will need to be filed by the Applicant/Operator prior to construction. We have included General Note #17 on the Subdivision Plan to document this requirement.



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM
COMMISSIONER

Permit-by-Rule & Notice of Intent Acceptance Notice

Applicant: CASCO BAY HOLDINGS LLC

Town: Windham

Project Address: 250 Windham Center Road

Tax Map/Lot #: 12 - 52-1

Permit Number: PBR_ID-0100963

Accepted Date: 9/22/2025

NRPA ☐

Stormwater ☒

MCGP ☐

Project Description:

250 Windham Center Road Residential Condominium Development

The applicant is proposing a residential development with three duplex residential buildings for a total of six (6) dwelling units. The development will also include the construction of an access driveway designed to meet the Town's Major Private Road Standard with a total length of approximately 435 linear feet. The units will be served by public water, shared subsurface wastewater disposal fields and underground electric, telephone and cable.

A Maine Construction General Permit must be submitted by the Operator for this project.

Sincerely,

Martha Harris
Environmental Specialist III
Bureau of Land Resources

AUGUSTA
17 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0017
(207) 287-7688 FAX: (207) 287-7826
Website: www.maine.gov/dep

BANGOR
106 HOGAN ROAD, SUITE 6
BANGOR, MAINE 04401
(207) 941-4570 FAX: (207) 941-4584

PORTLAND
312 CANCO ROAD
PORTLAND, MAINE 04103
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE
1235 CENTRAL DRIVE, SKYWAY PARK
PRESQUE ISLE, MAINE 04769
(207) 764-0477 FAX: (207) 760-3143



Section VI: Self-Verification Notification Form
(for all tidal and non-tidal projects in Maine subject to Corps jurisdiction)

**US Army Corps
of Engineers®**
New England District

At least two weeks before work commences, complete all fields (write "none" if applicable) below or use the fillable form found at www.nae.usace.army.mil/Missions/Regulatory/State-General-Permits/Maine-General-Permit/ The two-week lead time is not required for emergency situations. **Send this form, an Official Species List, and project plans to the following email address: cenae-r-me@usace.army.mil**

Maine Project Office
U.S. Army Corps of Engineers
442 Civic Center Drive, Suite 350
Augusta, Maine 04330

State Permit #: _____
Date of State Permit: _____
State Project Manager: _____

Permittee: Casco Bay Holdings LLC

Address, City, State, Zip: PO Box 275, Cumberland Maine 04021

Email, Phone: ron@cbhm.net; (207) 831-5101

Agent: DM Roma Consulting Engineers

Address, City, State, Zip: PO Box 1116, Windham Maine 04062

Email, Phone: Dustin@dmroma.com; (207) 591-5055~ office

Contractor: Not yet selected

Address, City, State, Zip: _____

Email, Phone: _____

Project Name: 250 Windham Center Road Residential Condominium Development

Address, City, State, Zip: 250 Windham Center Road, Windham Maine 04062

Lat °N, Long °W: 43°47' 20.9" N, 70° 24' 26.2" W Tax Map/Lot: 12 / 52-A

Waterway Name: Black Brook

Description of Work: Proposed residential condominium development, with 3 duplexes, public water, private septic, stormwater BMPt, and paved private road & driveways ☒

Proposed Starting Date: Fall/Winter 2025 Proposed Finish Date: Winter Spring 2027

Area of wetland impact (SF): Permanent: 2,360 sf Temporary: 0 sf

Area of waterway impact (SF): Permanent: --- Temporary: ---

Work will be done under the following Section V General Permits (circle all that apply):

I. Inland Waters and wetlands: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

II. Navigable Waters: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

Have MHPC and all five federally-recognized tribes in Maine been notified of the proposed work? X Yes ___ No

Your signature below, as permittee, indicates that you accept and agree to comply with the terms, eligibility criteria, and general conditions for Self-Verification under the Maine General Permit.

Permittee Signature: _____

- as agent

Date: 9/3/2025



October 7, 2025

J.P. Connolly
Senior Project Engineer
DM ROMA Consulting Engineers

Re: 250 Windham Center Rd, WI
Ability to Serve with PWD Water

Dear Mr. Connolly:

The Portland Water District has received your request for an Ability to Serve Determination for the noted site submitted on August 11, 2025. Based on the information provided on the plan dated October 6, 2025, we can confirm that the District will be able to serve the proposed project as further described in this letter. **Please note that this letter constitutes approval of the water system as currently designed and is valid for eighteen (18) months after the date of issue. Any changes affecting the approved water system will require further review and approval by PWD.**

Conditions of Service

The following conditions of service apply:

- A new 1.5-inch domestic service with a 1-inch meter may be installed from the water main in the Windham Center Road. The service should enter through the property's frontage on Windham Center Road at least 10ft from any side property lines.
- An approved non-testable dual check backflow prevention device must be installed on the service line directly **after the meter in the meter pit** prior to service activation. Please refer to the PWD website for more information on cross-connection control policies.
- The Portland Water District acknowledges all occupants of a multi-unit building as customers of the District. As such, all tenants of the building must be able to access the water meter. The method of access to the meter by the tenants is at the discretion of the owner of the building, provided that the tenants can freely access the meter in accordance with the Portland Water District Terms & Conditions.
- The existing 3/4-inch domestic service line and 5/8-inch meter at this site may be used to provide water to the existing building.
- Please note that PWD's Terms and Conditions require that a service to one parcel cannot serve another parcel. If in the future this parcel is subdivided, a separate service will be required.



Prior to construction, the owner or contractor will need to complete a Service Application and pay all necessary fees for each proposed service. When the project is ready for construction, an Application for each service can be requested by contacting **the MEANS Group at MEANS@pwd.org or 207-774-5961 ext. 3199**. Once a completed Application has been submitted with payment, please allow seven (7) days for processing.

Existing Site Service

According to District records, the project site does have water service. Please refer to the “Conditions of Service” section of this letter for requirements related to the use of this service.

Water System Characteristics

According to District records, there is a 12-inch Ductile Iron water main in Windham Center Road and a public fire hydrant located at 730ft from the site. The estimated static pressure in the area is 74 psi.

Public Fire Protection

The installation of new public hydrants to be accepted into the District water system will most likely not be required. It is your responsibility to contact the Town of Windham Fire Department to ensure that this project is adequately served by existing and/or proposed hydrants.

Domestic Water Needs

The data noted above indicates there should be adequate pressure and volume of water to serve the domestic water needs of your proposed project.

Private Fire Protection Water Needs

You have indicated that this project will not require water service to provide private fire protection to the site.

Should you disagree with this determination, you may request a review by the District’s Internal Review Team. Your request for review must be in writing and state the reason for your disagreement with the determination. The request must be sent to MEANS@PWD.org or mailed to 225 Douglass Street, Portland Maine, 04104 c/o MEANS. The Internal Review Team will undertake review as requested within 2 weeks of receipt of a request for review.

If the District can be of further assistance in this matter, please let us know.

Sincerely,
Portland Water District

A handwritten signature in black ink, appearing to read 'Robert A. Bartels', written in a cursive style.

Robert A. Bartels, P.E.
Senior Project Engineer

SECTION 6

HISTORIC PROPERTIES COORDINATION

Section 6 – Historic Properties Coordination

We have consulted with the Maine Historic Preservation Commission (MHPC) and Windham Historical Society regarding the proposed redevelopment of the property at 250 Windham Center Road, including our intent to remove the existing barn and detached garage structure from the property. We have also reviewed the Town's 2016 Comprehensive Plan regarding designated historic properties. In early September we provided a location map and preliminary project plans to the MHPC and requested consultation on the potential for impacts to any historic structures or properties. We received a reply from MHPC requesting additional information about all the buildings on the property including additional photographs and the names of previous owners of the property. At that time we reached out to the Windham Historical Society through their website requesting archival review, and we also performed our own online research of the property including reviewing deed ownership back through the generations. We were contacted by Penny Loura from Windham Historical Society in response to our online request for archival review, and we were provided with some history of the property including testimony regarding historical use of the property that we relayed to the MHPC. The MHPC reviewed all the provided information, and performed their own archival review, and on September 24 they issued the attached letter indicating that there will be no historic properties affected by the proposed redevelopment project at 250 Windham Center Road.



MAINE HISTORIC PRESERVATION COMMISSION
55 CAPITOL STREET
65 STATE HOUSE STATION
AUGUSTA, MAINE
04333

JANET T. MILLS
GOVERNOR

KIRK F. MOHNEY
DIRECTOR

September 24, 2025

Mr. J.P. Connolly
DM Roma
PO Box 1116
Windham, ME 04062

Project: MHPC #1564-25 250 Windham Center Road
Proposed Subdivision
Town: Windham, ME

Dear Mr. Connolly:

In response to your recent request, I have reviewed the information received September 12, 2025 to continue consultation on the above referenced project in accordance with Section 106 of the National Historic Preservation Act of 1966, as amended (NHPA).

Based on the information submitted, I have concluded that there will be no historic properties (architectural or archaeological) affected by this proposed undertaking, as defined by Section 106.

If you have any questions, please contact Megan M. Rideout of this office at megan.m.rideout@maine.gov or (207) 287-2992.

Sincerely,

Kirk F. Mohney
State Historic Preservation Officer

SECTION 7

PROPOSED BUILDING ARCHITECTURAL PLANS

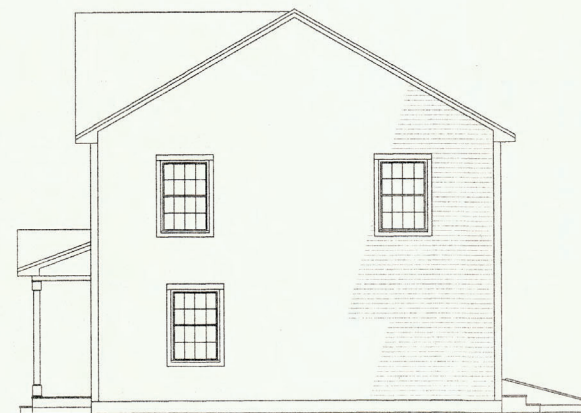
Section 7 – Proposed Building Architectural Plans

Attached is an elevation drawing of the proposed duplex building that will be constructed to house the six dwelling units. The Site Plan ordinance requires multifamily developments to utilize at least two building styles, so we are proposing to build the structures that will include Units 1, 2, 5 & 6 with a gable-end roof and the building that will house Units 3 & 4 (the middle building) will have a hip roof. The siding color of the middle building (Units 3 & 4) will also be different than the siding color of the two end buildings to create variety. General Note 18 has been added to the Subdivision Plan documenting this requirement to provide differentiation between the building styles.

REAR ELEVATION

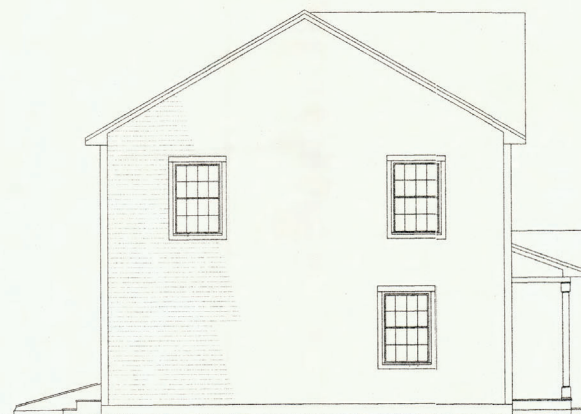


RIGHT ELEVATION



NOTE: UNITS 1,2,5 & 6 ROOF WILL BE GABLE-END STYLE
UNITS 3,4 (MIDDLE BUILDING) WILL HAVE HIP ROOF STYLE

LEFT ELEVATION



FRONT ELEVATION



BID OR APPRAISAL DRAWINGS ONLY - NOT FOR CONSTRUCTION PURPOSES

© J.CALL DESIGN

THESE DRAWINGS ARE TO BE USED FOR BIDS OR APPRAISAL ONLY.
THEY ARE NOT TO BE USED FOR PERMITS. USE OR REPRODUCTION OF THESE
DRAWINGS FOR CONSTRUCTION VIOLATES FEDERAL COPYRIGHT LAWS.



J. CALL DESIGN

PLANNING AND DESIGN SERVICES FOR
RESIDENTIAL AND COMMERCIAL
151 ROOSEVELT TRAIL, WINDHAM, ME. 207-892-2810

SCALE	DRAWN BY
1/4" = 1'	J. CALL
9/2015	1 OF 4
DATE	PAGE

BID PLANS ONLY

MPMC L.L.C.

NO ADDRESS AT THIS TIME

ELEVATIONS

SECTION 8

SITE LIGHTING

Section 8 – Site Lighting

Each dwelling will include the installation of exterior lighting that is mounted to the building to provide illumination of the front porch, walkways and driveways so that on-street lighting will not be required.

SECTION 9

MULTI-FAMILY DEVELOPMENT STANDARDS



APPLICANT/PLANNER'S CHECKLIST FOR MAJOR SITE PLAN REVIEW

MULTIFAMILY DEVELOPMENT STANDARDS SECTION 120-814

For purposed of this section , "development" shall mean that portion of the project that:

- a. Is subject to the site plan review under [Article 8 Site Plan Review](#); or*
- b. The purpose of this section is to establish design standards and guidelines that will apply to multifamily development.*

Design Standards		Checklist	
		Applicant	Staff
A. Building Architecture			
(1) Architectural variety.			
(a) Buildings shall employ more than a single-color application.		☒	☐
(b) Buildings shall employ more than a single material application.		☒	☐
(c) At least two different building designs shall be included in developments with multiple buildings. Building designs shall be differentiated through variations to building materials, color, rooflines, massing or a variation of form.		☒	☐
(2) Façade.			
(a) The composition of a proposed building facade shall be defined by horizontal and vertical articulation. Facades shall be articulated with architectural details that create visual interest.		☒	☐
(b) The primary facade and all facades visible from public ways for buildings with more than two dwelling units and greater than 35 feet in length shall provide variation in roof and facade character through changes in facade set-back, roof configuration, and/or projecting or recessed building elements.		N/A ☐	☐
(c) The primary facade and all facades visible from public ways for buildings three or more stories in height, shall include at least two of the following: architectural details: gables or dormers, articulated roof lines, balconies, variations in facade setback, bay windows, recessed entries, covered porches (minimum six feet wide), covered entries, stoops, or other means of creating visual interest acceptable to the Planning Board.		N/A ☐	☐
(d) The primary facade and all facades visible from public ways shall have an area of fenestration a minimum of 25% of the total area of street facing facades. The rhythm, size and proportion of door, window and other openings shall be proportional to the overall massing of the building		N/A ☐	☐
(1) Orientation.			
(a) When buildings are adjacent to an existing street, building entrances shall be oriented to face the street.		N/A ☐	☐
(b) Buildings may be oriented to open space areas, provided that street frontages are developed consistent with above.		☒	☐
B. Site design			
(1) Parking.			
(a) On-site parking may include new internal streets or access drives with parallel or angled on-street parking. Wherever possible, parking lots shall be located to the rear or sides of multifamily buildings.		☒	☐
(b) Provisions shall be made for snow storage in the design of all parking areas. The areas used for snow shall not conflict with proposed landscaping. The areas shall be sited to avoid problems with visibility, traffic circulation, drainage, or icing during winter months.		☒	☐
(2) Screening.			
(a) Utilities. Service areas, loading docks, delivery areas, trash receptacles, and mechanical equipment shall be screened to minimize visibility from sensitive view-points such as public and private roadways, main entrances, residences outside the development, public open spaces, and pathways. Service areas shall be screened with architectural elements such as walls or fences. Screening may be further enhanced with evergreen trees, shrubs, and earth berms. Gates on utility enclosures shall be designed to prevent sagging.		☒	☐
(b) Existing residential abutters. When new residential development is adjacent to an existing residential use, landscaping, including large evergreen trees, and/or garden features (e.g., trellis or supplementary fencing), shall provide a buffer or screening between properties and obscure direct sight-lines into private yard areas or windows on adjacent properties.		☒	☐
(3) Bicycle/pedestrian.			
(a) Internal traffic flow internal walkways.			
[1] Continuous internal walkways shall be provided from the public sidewalk to the principal entrance of all principal buildings on the site. Walkways shall also connect other buildings on multi-building developments, transit stops, and other focal points of pedestrian activity.		☐	☐
(b) Links to community.			
[1] Site plans shall preserve or create linkages with surrounding buildings, neighborhoods, and other parts of the community. The design of these links shall consider views, noise, traffic, security, lighting, the privacy of abutting commercial or residential neighbors, and other factors relating to the safety and welfare of the user.		☒	☐
[2] Internal pedestrian connections between abutting properties shall be provided to encourage walking and discourage additional auto trips onto major roadways. Connections shall avoid crossing parking lots, major interior roadways, service areas, drive-throughs, and other potential points of conflicts. Where such crossings are unavoidable, they shall be well-marked and as direct as possible.		☒	☐
(c) Bicycle parking/racks			
[1] Development with multifamily dwellings shall provide facilities for the parking of bicycles at a ratio of 0.5 bicycle parking space per dwelling unit in the multifamily dwelling.		☐	☐



(4) Recreation and open space.			
(a)	The Planning Board shall require the reservation of land for parks, playgrounds, or open space areas to benefit the residents of the proposed development. The reserved land must be of suitable dimension, topography, and general character for the proposed recreational use and must be reasonably accessible to residents of the development. It must be designated on the plan as "reserved for conservation or recreation purposes."	☒	☐
(b)	A minimum area of 15% of the total lot area (inclusive of required setback areas) shall be designated, and permanently reserved, as usable common open space. The area may include the required setback areas. Stormwater infrastructure shall not count towards the minimum area, except for low-impact development (LID) systems as identified in the September 21, 2007, report, "LID Guidance Manual for Maine Communities," as amended.	☒	☐
(c)	In all developments with more than 10 units, excepting developments within 500 feet of a public park or playground that is directly accessible, the site plan shall designate, within the common open space, a minimum of 250 square feet/each of the first 10 units, plus 50 square feet/unit above 10 units, of contiguous area with constructed amenities for passive use (e.g. outdoor courtyards, seating areas, or family picnic area with amenities such as landscaping, lighting, weather protection and other features that encourage use year-round) or active areas (e.g., children's play areas, play fields, and community gardens).	N/A ☐	☐
(5) Landscape/lighting.			
(a) Landscaping.			
[1]	The use of a variety of plant materials that exhibit seasonal color and interesting texture is encouraged to create a distinctive, yet low maintenance environment. Plantings plans should strike a balance between monoculture (the use of a single species) and too much variety, and not include species on the list of invasive plants published by the Maine Department of Agriculture, Conservation and Forestry.	☒	☐
[2]	The use of plant materials and landscape elements that require a low degree of maintenance is strongly encouraged. All plantings shall be resistant to insect infestation, drought, disease, roadside salt, and auto emissions, and hardy to Maine winters.	☒	☐
[3]	Shrubs and perennials should generally be planted in large masses or drifts, rather than as individual specimens, to provide a pleasing effect for both motorists and pedestrians.	☒	☐
[4]	To maintain the character of the landscape, existing healthy trees and shrubs shall be preserved or be transplanted to another area of the site wherever practical. Where it is not possible to maintain existing trees, the reason for removal shall be given in writing.	☒	☐
(b) Parking lot landscaping.			
[1]	Parking areas with 40 or fewer parking stalls shall landscape a minimum of 10% of the total area. Parking areas with greater than 40 parking stalls shall landscape a minimum of 15% of the total area. Planting islands shall be a minimum of nine inches in width. All parking lot landscaping shall be able to tolerate parking lot growing conditions.	N/A ☐	☐
[2]	Trees in parking lots may be planted in informal groups, straight rows, or irregular groupings as space permits, or they may be concentrated in certain areas. Trees should be planted a minimum of five feet from the end of parking lot islands.	N/A ☐	☐
[3]	Where trees abut pedestrian walkways or places where people will be walking in parking lots, their lower branches shall be pruned to at least eight feet above the paved surface to avoid becoming an obstacle. Shrubs used in parking lot islands shall not exceed three feet in height to avoid blocking visibility.	N/A ☐	☐
[4]	Landscaped areas used for separation between banks of parking stalls shall contain 50% vegetative cover.	N/A ☐	☐
[5]	Landscaping materials surrounding parking lots and in islands shall be able to tolerate large quantities of snow stored during winter months. Delicate plant material shall not be used in areas where they are likely to be buried under snow.	N/A ☐	☐
(c) Lighting.			
[1]	Light fixtures used in driveways and parking lots shall be in scale with buildings on site. Maximum pole height along driveways shall not exceed 25 feet.	☒	☐
[2]	Pedestrian-scaled lighting, less than 16 feet in height, shall be used to illuminate areas used for pedestrian circulation.	☒	☐
[3]	All illumination shall be controlled with cutoffs that primarily direct light downward.	☒	☐
(6) Access drive standards. Multifamily developments in which the property will be held in common ownership shall be served by an access drive. Access drives shall remain private and shall not be maintained or repaired by the Town. Access drives shall meet the following standards:			
(a) C1 and C2 Districts.			
[1]	Design standards. Access drives shall be designed to conform to the standards for commercial street, curbed lane or residential street standards.	N/A ☐	☐
[2]	Rights-of-way. The minimum right-of-way width for a commercial street, curbed lane or residential street in Appendix B is not applicable to an access drive. When the Planning Board determines that a right-of-way is required to connect to a surrounding street, an existing right-of-way on an abutting property, or to provide continuation of the road to allow for connectivity with expected future development, a public access easement across the access drive shall be offered to the Town in order to comply with the Article 4 , Block Standards.	N/A ☐	☐
[3]	Setbacks. There shall be no required setback between an access drive and a structure.	N/A ☐	☐
(b) Other districts.			
[1]	Design standards. Access drives shall be designed to conform to the standards for "major private roads" in these regulations, including the standards contained in Table 3, Table 4, and the applicable cross sections in Appendix B Street Standards.	☒	☐
[2]	Rights-of-way. The minimum right-of-way width for a "major private road" in Table 3 of Appendix B is not applicable to an access drive.	☒	☐
[3]	Setbacks. There shall be no minimum setback required between an access drive and a structure.	☒	☐
(c)	Curb cuts on the access drive must be separated by a minimum of 75 feet where possible and aligned with curb cuts on the opposite side of the access drive to the greatest extent possible.	☒	☐
(d)	Access drives shall remain private and shall not be maintained or repaired by the Town. A note shall appear on the site plan: All internal access roads and driveways shall remain private and shall be maintained by the developer, lot owners, homeowners/condominium association, or road association and shall not be offered for acceptance, or maintained, by the Town of Windham unless they meet all municipal street design and construction standards at the time of offering.	☒	☐

Section 9 – Multi-Family Development Standards

The project has been designed to meet the following Multifamily development standards outlined in Section 120-814 of the Land Use Code:

A. Building Architecture

1. Architectural Variety – Buildings are proposed to have white trim to provide accent to the siding color. We are proposing to build the structures that will include Units 1, 2, 5 & 6 with a gable-end roof and the building that will house Units 3 & 4 (the middle building) will have a hip roof. The siding color of the middle building (Units 3 & 4) will also be different than the siding color of the two end buildings to create variety. General Note 18 has been added to the Subdivision Plan documenting this requirement to provide differentiation between the building styles.
2. Façade – The buildings have been designed with gables, covered porches and roofline articulation to provide visual interest. There are no buildings facing the public street that will require compliance with the 25% façade fenestration requirement.
3. Orientation – No buildings are fronting on an existing public street, so all dwellings have been designed to orient the front entry with the access drive.

B. Site Design

1. Parking – Each dwelling will have one vehicle parking space constructed as 90-degree driveway parking and one parking space in the attached garage. The parking areas are designed as to not conflict with snow storage.
2. Screening – There are no service areas, utility areas, trash dumpsters or significant mechanical equipment associated with this project development. Each unit will have trash totes that will be stored outside adjacent to the home, or inside the garage. Landscape screening will be maintained and supplemented along the property boundary to the north. The property to the south is an open field that is owned and managed by the Presumpscot Regional Land Trus.
3. Bicycle/Pedestrian – The internal private drive is only 400 feet long and there will be sufficient space for the residents to walk on the side of the paved roadway within the 2-foot paved shoulder without impacting traffic operations. A sidewalk will be constructed along the property's frontage on Windham Center Road heading south. The requirement to provide on-site bicycle storage is for multifamily dwellings, and this project consists entirely of two-family homes; however, the attached garages will provide space for residents to store bikes and other means of transportation.
4. Recreation and Open Space – The project property is 142,370 square feet which requires a minimum of 21,356 square feet of usable open space representing 15% of

the gross land area of the property. A wooded area that is 25,668 square feet has been designated on the Subdivision Plan as Open Space to meet this requirement, and there will be additional lawn area around the units that will provide additional open space for the benefit of the residents of the development.

5. Landscape/Lighting – Each duplex unit will have a landscaping bed planted along the front of the porch. Street trees are proposed to be planted along the access driveway and along Windham Center Road. Down-cast lighting will be installed on the covered porches and over the garage doors to illuminate the driveways and walkways.
6. Access Drive Standards – The project has been designed with service from a new Access Drive that will be built to the Major Private Road standard. We are proposing individual driveways to each unit that function similar to 90-degree on-street parking spaces with vehicles backing out into the access drive, so the 75-foot separation between driveway entrances and the need to align driveway entrances with the driveways across the street are not generally applicable to this style of development. A note requiring Marigold Lane to remain privately maintained appears on the Subdivision and Site Plan.