



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

STAFF REVIEW AND COMPLETENESS MEMO

DATE: April 2, 2024

TO: Peter Gilman, Tammy Gilman, Anna Gilman, Emily Gilman, Michael Gilman, Michael Gilman & PTG Properties Inc
Dustin Roma, P.E., DM Roma Consulting Engineers
FROM: Amanda Lessard, Planning Director
Cc: Steve Puleo, Town Planner
Barry Tibbetts, Town Manager
Bob Burns, Assistant Town Manager

RE: #24-13 – Major Subdivision – Preliminary Plan Review – Cross Ridge Subdivision

Thank you for submitting your application on March 1, 2024, as required by the Administrative Consent Agreement executed on January 11, 2024. The application status is **incomplete** based on the materials set forth in Exhibit B. Staff has reviewed the application and found several outstanding items that need your attention and should be addressed prior to scheduling a meeting between the Owners and the Development Review Team to review the Preliminary Plan. **Please submit the outstanding items required by the Administrative Consent Agreement by May 1, 2024.**

The application proposes the reconfiguration of ten (10) parcels into an eight (8) lot single-family residential subdivision. The existing private road network of Cross Ridge Drive, Lockland Drive, and Flintlock Drive will provide access to the new dwelling units. A right-of-way over the proposed Lot 1 provides access to other adjacent land of the applicant in the Town of Gray. The applicant proposes to conduct asphalt overlay paving over a portion of Cross Ridge and Lockland Drives and install two fire protection cisterns. On-site wastewater disposal systems and private wells will serve the new dwelling units.

Tax Map: 22; Lots: 20-5, 23-3 (portion), 23-3B, 23-6, 23-7, 23-8, 23-9, 23-10, 23-11, and 23-12 Zone: Farm Residential District (FR) and located in the Pleasant River watershed.

Administrative Consent Agreement Outstanding Items:

- Agent Authorization Letter
- From Administrative Consent Agreement Exhibit B
 - (d) RTI for PTG Properties Inc Map 22 Lot 23-3B Book 35447, Page 177 and Tammy J. Gilman Map 22 Lot 23-11 Book 28692 Page 279
 - (f) Description of ownership and maintenance of road, fire protection and other areas.
 - The submitted Master Road Maintenance Agreement does not include the referenced Exhibit A, Plan of Cross Ridge Drive & Lockland Drive recorded in the Cumberland County Registry of Deeds in Plan Book 208, Page 255. Please provide.
 - Are Flintlock Drive, Winchester Drive and Idlewood Drive subject to the road maintenance agreement?
 - The application states that if an HOA is not formed, then the applicant will continue to own the road and fire cistern, with maintenance

- responsibilities to be shared as outlined in the Master Road Maintenance Agreement.
- The 30,000-gallon cistern is proposed to be located on the current Map 22 Lot 20-5 that is proposed to be part of the Winchester Drive ROW. Is this expansion of Winchester Drive subject to the road maintenance agreement?
- The definition of maintenance in the submitted Master Road Maintenance Agreement in Section 5 on page 2 does not appear to extend to maintenance of a cistern.
- Provide a maintenance plan for the fire cisterns.
- (i) Existing drainage and stormwater management plans; depiction of existing and proposed stormwater controls on the plan.
 - Only some of the stormwater buffers approved as part of the DEP permit are shown on the plan.
 - Does the DEP permit account for the developed area of the proposed 8 lots? Are there any proposed stormwater controls?
 - Are the stormwater forested buffers to be pinned on the proposed 8 lots or were they already permanently marked by June 21, 2011 as required by the DEP permit?
- (k) Location of proposed truck turnaround areas for access to cisterns.
- (l) Copies of the applications filed with the DEP.
 - The Town has an electronic copy of the plan set submitted to DEP associated with the 2011 Stormwater Permit (but not the application materials) and a portion of the application for the 2011 NRPA permit.
- (m) Financial capacity. Estimated costs were provided and a statement that “The applicant has available funds to complete this project”. Provide one of the following in [§120-910C\(1\)\(p\)\(2\)](#).
 - The cost estimate should also include the installation of monuments for the road, lot boundaries and forested buffer.
- (n) Confirmation that the proposed lot configuration satisfies the current dimensional standards for conventional lots in the Farm Residential Zone.
 - Does the remainder of the reconfigured Map 22 Lot 23-3 have the required minimum road frontage?
- (p) Confirmation that stormwater management devices have been installed in accordance with MDEP Stormwater Permits.
- (t) Plan Information:
 - Boundary survey of the effected lots with surveyor stamp
 - Additional information about the wetland delineation (e.g. Date of survey)

Thank you for your attention to these matters. Please provide one (1) printed copy of your response with all revised application materials and one (1) plan set with the requested information and email an electronic copy of your response letter, supporting documentation, and plan set. I will be leaving employment with the Town on Tuesday April 9, 2024. Please direct any questions or concerns after that date to Town Planner Steve Puleo at (207) 777-1927 or email at sjpuleo@windhammaine.us.