



Town of Windham
Planning Department
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STAFF REVIEW AND COMMENTS MEMO

DATE: April 28, 2023

TO: Loni Graiver and Nickolas Coppola, 770 Roosevelt Trail, LLC
FROM: Steve Puleo, Town Planner
Cc: Windham Planning Board
Drew Gagnon, P.E., Gorrill Palmer Consulting Engineers

RE: #23-18 Tandberg Trail Residential Development - Major Subdivision and Site Plan – Sketch Plan Review – 770 Roosevelt Trail, LLC.

Scheduled for Planning Board meeting of May 8, 2023

Thank you for submitting your application on April 18, 2023. The application status is **incomplete**. The staff has reviewed the application and found several outstanding items that need your attention before scheduling a Planning Board amended site plan review. Your application is **scheduled for review on May 8, 2023**. 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 6:30 p.m., and your attendance is required.

The application is for the development of a portion of Shaw's property with 13 buildings, 156 two-bedroom multifamily units, supporting utilities, parking areas, private drives, drainage and stormwater infrastructure, outdoor amenities, and .

The property in question is identified on Tax Map: 70; Lots: 1A; Zone: Commercial I (C-1) district in the Presumpscot River watershed.

Planning Department:

- **The Town has scheduled a Development Review Team meeting on May 3rd at 2:00 P.M. <https://us02web.zoom.us/j/86751276172?pwd=Mm50TVRSVVRRTXE2cE5TcmtpSG43dz09>.**
- **Going forward regarding application submissions, please provide three applications and supporting exhibits and documentation, and three bounded and folded to 10"x14" size. The Sketch Plan application has been updated and found by following this [link](#).**
- **Please be aware that this portion of Shaw's property is part of a subdivision and will require an amended subdivision approval to create the lot for development. Explain who will provide this request and provide an amended subdivision application and all related documents and permit as necessary.**
- **Missing right, title, and interest evidence connecting Loni Graiver and 770 Roosevelt Trail, LLC. Please include corporation status for 770 Roosevelt Trail, LLC from the Secretary of State.**
- **Missing Traffic and Utility Studies.**
- **Missing the name of the subdivision.**
- **Explain the locations, width, and proposal of easements of restrictions.**
- **The Planning Board cannot approve District Standards waiver requests. Please withdraw your request. The multifamily performance standards, [Order No 23-041](#) for building orientation and setbacks.**

- **Is the “dog park” available for public use and if so, will the applicant provide a public access easement?**
- **Please provide the recorded subdivision plan of the entire 24 acre parcel (Map 70 Lot 1A).**

CONDITIONS OF APPROVAL

1. Approval is dependent upon, and limited to, the proposals and plans contained in the application dated April 18, 2023, as amended _____, and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Planning Board, and any variation from such plans, proposals and supporting documents and representations are subject to review and approval by the Planning Board or the Town Planner in accordance with [Section 120-913](#) of the Subdivision Ordinance and [Section 120-814](#) of the Site Plan ordinance.
2. [possible other conditions of approval]

Thank you for your attention to these matters. Provide one copy of your response to staff comments with all revised application materials and one plan sets with the required construction details. 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. We will need your response by May 4, 2023. Please feel free to call me with any questions or concerns at (207) 777-1927 or email me at sjpuleo@windhammaine.us.