



Town of Windham
Planning Department
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MEMO

DATE: October 12, 2021

TO: James Cummings
FROM: Steve Puleo, Town Planner
Cc: Development Review Team
Dustin Roma, P.E., DM Roma Consulting Engineers.

RE: 21-12: 68 High Street – Minor Subdivision Plan Review
Planning Board Meeting: **Tentative October 25, 2021**

Thank you for submitting your application on October 4, 2021. During the staff review of your application, the staff found several outstanding items that need your attention before your Planning Board hearing. Your application is tentatively scheduled for a Planning Board hearing on October 25, 2021. 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 PM and your attendance is required.

James Cummings is requesting a review of a proposed 3-lot subdivision by creating one single-family lot and a duplex lot for development. The original lot with an existing building will remain as a two-unit dwelling. The property in question is located at 68 High Street.

A Development Review Team meeting was held on July 27, 2021.

Tax Map: 37; Lot: 21; Zone: Village Center (VC).

Staff Review Comments:

Town Manager:

- At the time of writing this memo, no comments were received.

Planning Director:

- At the time of writing this memo, no comments were received

Town Planner:

- Missing financial capacity for the project.
- Missing drainage to the Town for the stormwater outfall on Lot #2.
- Missing PWD “Ability to Serve” letter for the proposed single-family and duplex buildings.
- Missing deed for the conveyance of the existing two-unit (Lot #1).
- Please provide a Land Surveyor Stamp on the proposed subdivision recording plan.

CONDITIONS OF APPROVAL

1. [Standard Condition of Approval] Approval is dependent upon, and limited to, the proposals and plans contained in the application dated October 4, 2021, amended [*Input date*], and

supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Staff Review Committee, and any variation from such plans, proposals and supporting documents and representations are subject to review and approval by the Staff Review Committee or the Town Planner in accordance with Section 814.G. of the Land Use Ordinance.

2. Prior to the issuance of building permit for Lot #2, the applicant shall provide to the Town Planner an executed and recorded drainage easement for the Town's stormwater outfall on Lot #2.

Town Attorney:

- At the time of writing this memo, no comments were received.

Town Engineer:

- The plans do not seem to include proposed grading of the site particularly on the side and rear of the buildings where the slopes are quite steep. In addition details on the provision of erosion control for at and around the outfall of the existing culvert at the rear of Lot 2.
- For the same culvert referenced above, a drainage easement should be granted to the Town to allow for maintenance of the culvert, if needed, on the subdivision's property. Also, the subdivision plan states that stormwater runoff from the driveways will flow into the street where it will go into the Town drainage system. Generally the Town requires developments to manage runoff on site. The applicant should consider pervious pavers or equivalent that would allow for this.
- Per Windham's Land Use Ordinance Section 911.J.6, all subdivisions regardless of size require that a stormwater management plan shall be submitted that complies with Section 4E Flooding Standard of the DEP Chapter 500 Stormwater Management,
- Roof drip edge filters are proposed. The plans should show the location of these including the discharge point for the underdrain/foundation drain.
- The Site Plan should show proposed landscaping.

Public Works, Director

- The applicant should know we are planning on rebuilding High st. and sidewalk on the same side in 2022 as long as the budget is there so he would, should get all his utilities in before we are there.

Environmental & Sustainability Coordinator:

- The application narrative mentioned that stormwater runoff generated from the driveway would be directed towards the Town's stormwater system, which will outlet back onto the applicant's property via a Town outfall. How much extra flow will this generate? The outfall they intend to direct runoff is a hung culvert that flows regularly and has experienced erosion and sedimentation issues in the past. Additionally, due to the small sites and proximity to the Town's stormwater system, can it be outlined in the ESC plan that stormwater inlet protection is used for the adjacent High Street catch basins.

Fire Chief:

- At the time of writing this memo, no comments were received.

Police Chief:

- At the time of writing this memo, no comments were received.

School Department:

- At the time of writing this memo, no comments were received.

Director of Code Enforcement:

- At the time of writing this memo, no comments were received.

Assessor:

- At the time of writing this memo, no comments were received.

Director of the Parks and Recreation Department:

- At the time of writing this memo, no comments were received.

Director of Economic Development:

- At the time of writing this memo, no comments were received.

Thank you for your attention to these matters. Provide one copy of your response to staff comments with all revised application materials and five plan sets, with the required construction details. Email an electronic copy of your response letter and plan set (also, provide a .DWG of the site plan, as well). If I receive more comments, I will send them to you ASAP. We will need your response by October 18, 2021. Please feel free to call me with any questions and concerns at (207) 777-1927 or email me at sjpuleo@windhammaine.us.