

Stephen J. Puleo

From: Stephen J. Puleo
Sent: Wednesday, November 3, 2021 9:20 AM
To: dustin@dmroma.com
Subject: 21-11: 11 Androscoggin Street - Minor Subdivision - Revised Completeness Letter

Good morning Dustin,

Here are items that need attention or are incomplete. The public hearing for the request is scheduled for November 8, 2021, Planning Board meeting.

Town Planner:

- Parking area: The cover letter states five parking spaces, and the plan sheet GU-1 shows just four. Also, note in Section 543, Parking and Loading refers to parking and loading in Section 812.C.1.(a). This section applies to all zoning districts, and parking for two (2) or more vehicles shall not back out into the street. If this is the parking arrangement you are proposing, a waiver required is needed. Please provide a waiver request for Section 543 for the minor subdivision. Refer to the COA section below for the language to use.
- The PWD "Ability to Serve" letter is missing, please provide.
- There is not an estimated cost of development nor financial capacity evidence.
- The subdivision recording plan does not have a stamp of the Maine Licensed Professional Surveyor.
- The parking plan shall include the location of the snow storage area.
- All Conditions of Approval and waivers shall be listed on the subdivision recording plan. The following are proposed waivers and COAs:
- Please contact the Assessing office for the map/lot number and address for the new lot.

Waiver:

- Waiver of Sections 543 and 812.C.1.(a) to allow two (2) or more parking spaces serving the Duplex structure to back out onto the street.

Conditions of Approval:

- The addition of two or more dwelling units on the new lot shall require the minor subdivision approval to be amended to a major subdivision.
- The applicant shall add a note to the subdivision plan requiring grading and erosion control plans with the building permit application. The grading and erosion control plans shall be reviewed and approved by the Town Engineer, in writing, prior to issuing the building permit for either a single-family dwelling or duplex.
- The applicant shall add a note subdivision plan requiring the use of roofline drip edge filters, construction details of the plunge pool, and the stormwater management plan

must meet Section 911.J.6. with the building permit application. The roofline drip edge filters, construction details of the plunge pool, and a stormwater management plan shall be reviewed and approved by the Town Engineer, in writing, prior to issuing the building permit for either a single-family dwelling or a duplex.

Town Engineer:

- The Windham Land Use Ordinance Section 911.J.6, requires all subdivisions regardless of size to submit a stormwater management plan that complies with Section 4E Flooding Standard of the DEP Chapter 500 Stormwater Management.
- Roofline drip edges are shown for roof runoff. Based on the location that these drip edges are shown on the plan, it appears that the roof will fully pitch toward Androscoggin St. Is this correct?
- A detail should be provided on the plans for the plunge pool that is shown on the plan that receives the drip edge and foundation drain discharges.
- Grading details should be provided to show how drainage from the parking area will flow to the level spreader.

Please do your best to respond by the end of the week.

Thank you.

~~~~~

Best,

***Steve Puleo, Town Planner***

Town of Windham  
8 School Road  
Windham, ME 04062



office: (207) 894-5960 x 6123

Direct: (207) 777-1927

cell : 207-712-1069

fax: (207) 892-1916

[www.windhammaine.us](http://www.windhammaine.us)

**NOTICE:** Under Maine's Freedom of Access ("Right to Know") law, documents – including emails – in the possession of public officials about town business are considered public records. This means if anyone asks to see it, we are required to provide it. There are very few exceptions. We welcome citizen comments and want to hear from our constituents, but please keep in mind that what you write in an email is not private and will be made available to any interested party.