



# **TOWN OF WINDHAM MAJOR SITE PLAN REVIEW APPLICATION**

For:

**322 Roosevelt Trail  
Windham, Maine**

Applicant:

**322 Roosevelt Trail, LLC  
963 Main Street  
Westbrook, Maine 04092**

Prepared by:

**Sebago Technics, Inc.  
75 John Roberts Road, Suite 4A  
South Portland, Maine 04106**

**June 2024  
20380**



Sebago Technics, Inc.  
75 John Roberts Road-Suite 4A  
South Portland, ME 04106-6963

**Phone** (207) 200-2100    **FAX** (207) 856-2206

TO Town of Windham Planning Board  
Attn: Steve Puleo, Planning Director  
8 School Road, Windham, ME 04062

## LETTER OF TRANSMITTAL

DATE: 06/17/2024	STI Project 20380
ATTENTION: Windham Planning Department	
RE: 322 Roosevelt Trail	
Site Plan Application	

WE ARE SENDING YOU  Attached  Under separate cover via STI Staff Delivery the following items:

Shop drawings  Prints  Plans  Samples  Specifications  
 Copy of letter  Shop drawings  Major Site Plan Review App and Attachments

COPIES	DATE	NO.	DESCRIPTION
3	June 2024	1	Site Plan Review Application, Bound
3	June 2024	2	Site Plan Set, Bound and Folded
1	6/17/24		Digital File Link Circulated by Email

THESE ARE TRANSMITTED as checked below:

For approval  Approved as submitted  Resubmit \_\_\_\_\_ copies for approval  
 For your use  Approved as noted  Submit \_\_\_\_\_ copies for distribution  
 As requested  Returned for corrections  Return \_\_\_\_\_ corrected prints  
 For review and comment  \_\_\_\_\_  
 FOR BIDS DUE \_\_\_\_\_  PRINTS RETURNED AFTER LOAN TO US

REMARKS: \$3,325.00 Fee to be delivered by Applicant

COPY TO: FILE

Signed: Stefanie Nichols for Shawn Frank, P.E.

*If enclosures are not as noted, kindly notify us at once.*

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**APPENDED: SITE AND ARCHITECTURAL DRAWINGS**

June 17, 2024  
20380

Steve Puleo, Planning Director  
Town of Windham Planning Department  
Marge Govoni, Chair  
Town of Windham Planning Board  
8 School Road  
Windham, Maine 04062

**RE: Major Site Plan Application #24-14**

**322 Roosevelt Trail, Windham**

**Applicant: 322 Roosevelt Trail, LLC**

**Tax Map12, Lot 58**

Dear Steve, Chair Govoni, and Planning Board members:

On behalf of 322 Roosevelt Trail, LLC, we respectfully submit three (3) copies of the Major Site Plan Application, plans, and fees for proposed site improvements at the ±3.42-acre 322 Roosevelt Trail (Route 302) property at the corner of Roosevelt Trail and Nash Road. The applicant is converting the current motel units to multi-family dwellings as permitted by the 322 Roosevelt Trail Contract Zone. The Town approved the Contract Zone (322 Roosevelt Trail) that is recorded in the Cumberland County Registry of Deeds, Book 40374/Page 187, and filed on September 21, 2023.

Per the Planning Board Memo-Major Site Plan-Sketch Plan Review dated April 4, 2024, to the Windham Planning Board from Steve Puleo, Town Planner, we offer the following responses to review criteria in *italics* followed by STI response in **Bold**.

*Overview –*

*The proposal is to convert an existing motel located at 322 Roosevelt Trail into a multi-family residential building with 23 dwelling units to construct a small addition behind the nine (9) residential dwelling units of 1,188 SF of floor area. The applicant also intends to make site improvements to the existing pavement along the front of the property, including a 15-foot-wide buffer yard. Tax Map: 12; Lot: 58; Zone: Contract Zone in the Presumpscot watershed.*

*Note on classification: Maine Subdivision Law Section 4402.6 exempts the division of a new or an existing structure into three (3) or more dwelling units... where the project is subject to municipal site plan review.*

*A Development Review Team meeting was held on March 27, 2024. Comments received during the meeting are reflected in the memo below.*

## SITE PLAN REVIEW

### Staff Comments:

1. Complete Application: *N/A*
2. *Waivers:*

*Waiver of submission requirements.*  
*None requested.*

*Waiver of the Site Plan Performance Standards.*  
*None requested.*

3. *Public Hearing:* *The Planning Board must determine whether to hold a public hearing on the application.*
4. *Site Walk:* *The Planning Board must decide to hold and schedule a site walk for this project.*

### ***Findings of Fact, Conclusions, and Conditions of Approval for the Windham Planning Board:***

#### FINDINGS OF FACT

***Jurisdiction:*** *The 322 Roosevelt Trail Addition project is classified as a Major Site Plan, which the Planning Board is authorized to review and act on by §120-805A(2)(a) and 322 Roosevelt Trail Contract Zone §6.e. and f. of the Town of Windham Land Use Ordinance.*

***Title, Right, or Interest:*** *The applicant has submitted a copy of a Warranty Deed between Saronis Corp. and 322 Roosevelt Trail and recorded on June 1, 2017 at the Cumberland County Registry of Deeds in Book 34047 and Page 213.*

#### ARTICLE 4 ZONING DISTRICTS

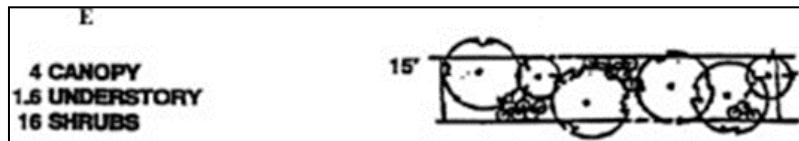
- *As shown on the Town of Windham Land Use Map approved by the Town Council, dated August 15, 2023, Tax Map: 12; Lot: 56.*
- *The property is located in Contract zones (§120-422), E. 322 Roosevelt Trail Contract Zone. See Appendix K, included as an attachment to this chapter. [Added 7-11-2023 by Order No. 23-129]*  
**Response:** The Contract Zone is included in Exhibit 4.
- *The applicant is proposing to convert the former motel into the Multifamily dwelling with 23 apartments, per §2. Permitted uses.*  
**Response:** Acknowledged.
- *According to §5., the existing structure meets the contract zone's dimensional standards for the existing building.*  
**Response:** Acknowledged.
- *According to §6., District Standards:*
- *Buffer strip along the Roosevelt Trail is required to meet Article 5, Buffer yard performance standards.*  
**Response:** The 15'-wide buffer strip approved as part of the Contract Zone is shown on the appended plans.

- *Curb cut standards from Roosevelt Trail are required to meet Article 5 Curb cuts and driveway openings performance standards.*  
Response: The existing entrance meets the curb cut standards of Article 5.
- *Parking and loading for the use shall meet a minimum of one (1) parking space per dwelling and shall be 9' by 18' in size. Nonresidential is required to meet of Article 5 Parking and loading performance standards.*  
Response: Parking stalls meet the requirements of the approved Contract Zone, providing one space per dwelling unit as shown on the plans. Three parallel parking spaces are proposed as shown to replace the three removed to provide the landscape buffer. These new spaces are shown to be 9' x 20' in accordance with Town requirements.
- *Dumpster is required to meet Article 5 Parking and loading performance standards.*  
Response: The existing dumpster is noted to be enclosed to meet the performance standards, and the appropriate detail has been added..
- *Site Plan and Subdivision reviews and approval authority shall be with the Planning Board.*  
Response: Acknowledged.
- *The three overhead utility connections are permitted in the zoning district.*  
Response: Acknowledged.

## **ARTICLE 5 PERFORMANCE STANDARDS**

### **§120-511 – Buffer yards**

*C(2)(a) Buffer yard requirements in residential districts, Table 2, for other residential; Multifamily over 4 dwelling units requires buffer yard E.*



Response: The buffer yard E requirements are shown to be met on the enclosed Site Plan showing proposed planting locations, numbers, and identification in accordance with Table 2, along with the relocation of the boulders outside of the MDOT right of way.

### **§120-522 – Curb cuts and driveway openings**

*B(2)(b) Each curb cut shall be limited to 40-feet in width.*

Response: The existing curb cut meets the requirements of this section; changes are not proposed.

### **§120-542 – Parking and loading**

- *The standards for parking and loading are found in Article 8 and waiver only may be granted by the Planning Board.*  
Response: With the exception of relocating three (3) spaces to allow installation of the 15' buffering along the street frontage, changes to the existing parking are not proposed.

### **§120-554 – Solid waste dumpsters**

- *All permanent solid waste dumpsters shall be installed on a concrete pad and shall be screened*

*on all sides by fencing or vegetation.*

**Response:** The existing dumpster will be enclosed to provide screening on all sides, as required; reference is made to the enclosed plan set for dumpster location and detail.

### **§120-812 – MAJOR SITE PLAN PERFORMANCE STANDARDS**

#### ***§120-812A - Utilization of the Site***

- *The subject parcel is approximately 3.82 acres (166,399.2 SF). The site is improved with 23 dwelling units in a connected building.*
- *The site has an existing large-paved parking area, concrete walkways along the front and side of the building.*
- *Grassy open areas with a 34' wide driveway to Roosevelt Trail for access to the site.*
- *The applicant has identified wetland and forested areas on the property.*

#### ***§120-812B - Vehicular Traffic***

- *The applicant provided the ITE traffic generation from the site at 10 a.m. and 10 p.m. peak hour. For the final plan review, the applicant shall provide a traffic assessment of the vehicle and the Nash Road intersection.*

**Response:** The Traffic Assessment is enclosed in Exhibit 10, as requested.

- *At the Development Review Team Meeting on March 27, 2024, Deputy Fire Chief Westcott Libby requested a fire lane access on the north side of the building to access the rear of the building.*

**Response:** The requested fire lane access is shown on the revised plans.

- *Roosevelt Trail does not have sidewalk along the road, therefore the development in is not required to install sidewalk with the proposed building addition.*

**Response:** Acknowledged.

- *For the final plan review, sight distances for the entrance must be shown.*

**Response:** Sight distances are shown on the appended site plan.

#### ***§120-812C - Parking and Loading***

- *The sketch plan shows 25 parking spaces for the 23 dwelling units. Per §6.c., the applicant can maintain the existing parking stall size of 9' x 18'.*

**Response:** Acknowledged.

#### ***§120-812D - Pedestrian Traffic***

- *The applicant site had an existing concrete walk five (5') wide in front and side along the easterly and southerly sides of the building.*

**Response:** Acknowledged.

#### ***§120-812E - Stormwater Management.***

- *The property is in the Presumpscot River watershed, and the Town Engineer stated at the Development Review Team meeting that a stormwater management plan for the site must meet Chapter 500 standards.*

**Response:** A drainage narrative is provided in Exhibit 7, which discusses treating the runoff from the emergency gravel access drive with a level spreader and wooded buffer.

- *For the final plan, the applicant shall provide a stormwater plan as required in §120-812F.*

Response: See the Site Plan Exhibit 7.

- *The application includes an inspection, maintenance, and housekeeping plan and an erosion and sedimentation control plan sheet that generally meets the requirements of the Maine DEP Ch. 500 Basic Standards.*

Response: Acknowledged.

- *Snow storage locations are shown north of the proposed fire lane and areas east and south of the main parking area.*

Response: Acknowledged.

#### **§120-812F - Erosion Control**

- *The applicant has a plan for Erosion and Sedimentation Control practices during the site improvement construction activities that will meet the Basic Standards per Section 4(A) of the MeDEP Chapter 500 Stormwater Rules as outlined for the final plan review, per Section §120-812F(1) and (2)(a).*

#### **§120-812G - Water Supply Provisions.**

- *The development proposal has an existing on-site well for both domestic and fire suppression services.*

#### **§120-812H - Sewage Disposal Provisions**

- *The building is connected to an existing on-site sewage disposal system meeting the requirements of the Subsurface Wastewater Disposal plan. The applicant provided permit for two system providing a capacity of 100 GDP per 23 units total 2,200 GDP of capacity. The 1,188 SF addition will provide bedrooms for the nine (9) dwelling of the one-story portion of the building.*

#### **§120-812I - Utilities**

- *Per §6.g., allows the applicant to maintain the three (3) existing overhead connections.*  
Response: Acknowledged.

#### **§120-812J - Groundwater Impacts**

- *The 1,188 SF addition for the bedroom will not add more wastewater flow or use more groundwater. No impacts, either the quality or quantity of groundwater available to abutting properties, are expected.*

Response: A compliance inspection for the existing septic systems indicating that the system was functioning properly on the day of inspection is enclosed in Exhibit 6.

#### **§120-812K - Water Quality Protection**

- *The property is no within a direct watershed of a lake most at risk from new development, as designated in Chapter 502. Water Quality Protection will be improved by a reduced of impervious cover of the existing site.*

Response: Impervious cover is expanded since the Sketch Plan submittal by the installation of a fire access drive and stormwater management consisting of a level spreader to a wooded buffer is proposed as discussed with the Town Engineer and noted in Exhibit 7.

#### **§120-812L – Hazardous, Special and Radioactive Materials**

- *The proposed resident use is not anticipating handling, storing, or using any material identified by the federal or state as hazardous, special, or radioactive.*

#### **§120-812M – Shoreland Relationship**

- *The proposed development is not located in a shoreland zoning district.*

#### **§120-812N - Technical and Financial Capacity**

*The project site work cost estimate has not been provided at sketch plan review application stage. For the final plan review, the applicant has provided financial capacity complete the proposed addition and site improvements.*

Response: Acknowledged

- *The applicant has contracted with Sebago Technics, Inc. to prepare the plans, obtain permits, and design advice. For the final plan review, the applicants and consultant shall provide technical capacity qualifications.*

Response: Technical qualifications are provided in Exhibit 5, as required.

#### **§120-812O – Solid Waste Management**

- *The construction debris associated with general building construction will include clean wood, material packaging, cardboard, etc.*

Response: Acknowledged.

- *For the final plan review, a dumpster pad and enclosure meeting the Contract Zone District §6. d. shall be provided.*

Response: Acknowledged; the dumpster enclosure is shown on plans.

#### **§120-812P – Historical and Archaeological Resources**

- *There are no known historic and archaeological resources onsite.*

Response: Acknowledged.

#### **§120-812Q - Floodplain Management**

- *The proposed buildings are not in the FEMA 100-year floodplain.*

Response: Acknowledged.

#### **§120-812R – Exterior Lighting**

- *For the final plan review, a photometric plan, and details of fixtures cut sheets will be provided.*  
Response: Changes to the existing lighting level are not proposed beyond the addition of lighting fixtures affixed to the wall at the new rear entrances of the expanded units. The proposed lighting will consist of residential-scale dark-sky-compliant fixtures selected by the project architect. The lighting will provide adequate lighting for safety without light spilling on neighboring properties. We note that all proposed new lighting is on the rear face of the building, is interior to the property, and is shielded by mature vegetation.

#### **§120-812S - Noise**

- *The proposed residential uses shall not exceed 55 dB between 7:00 AM to 10:00 PM and 45 dB between 10:01 PM to 6:59 AM.*

Response: Acknowledged.

**§120-812T – Storage of Materials and Screening (Landscape Plan)**

- For the final plan review, the applicant shall provide a landscape plan for the 15' wide Buffer Yard.

Response: The landscape plan for the proposed buffering is depicted on the Site Plan.

**§120-814 Multifamily development standards.**

**§120-814A – Building Architecture (The applicant shall address the following required information for final plan review, as applicable for the site).**

*A. Building architecture.*

- (1) Architectural variety.
- (2) Facade.
- (3) Orientation

Response: No new buildings are not proposed, only an expansion to the rear of the existing single-story portion of the building. The existing building provides architectural variety and facade contrast between the one-story portion of the building and the two-story portion, the connecting canopy between the two building sections and the decks on the front two-story portion. Additionally, the orientation of the two sections is angled rather than straight along its Roosevelt Trail frontage.

*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 multi-family buildings.

Response: With the exception of relocating three (3) existing spaces to accommodate the proposed new 15'-wide vegetative street buffering, the existing parking will remain as it exists.

- (b) Provisions shall be made for snow storage in the design of all parking areas...

Response: The snow storage area is sited to avoid conflicts and is shown on the enclosed site plan and acknowledged by the Town in comments for Major Site Plan Performance Standards §120-812E-Stormwater Management: "Snow storage locations are shown north of the proposed fire lane and areas east and south of the main parking area"

*(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...Screening may be further enhanced with evergreen trees, shrubs, and earth berms. Gates on utility enclosures shall be designed to prevent sagging.

Response: The trash receptacle is screened as required. Reference is made to the enclosed site plan and details for location and materials.

- (b) Existing residential abutters. When new residential development is adjacent to an existing residential use, landscaping..., shall provide a buffer or screening between properties and obscure direct sight lines into private yard areas or windows on adjacent properties.

Response: New residential development is not proposed but currently exists; however,

abutting residential uses are presently screened by a combination of mature vegetation and fencing.

(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...*

**Response:** Pedestrian infrastructure is not available along this section of Roosevelt Trail, and the applicant is not required to install a sidewalk per the comment for Major Site Plan Performance Standards §120-812B-Vehicular Traffic: "Roosevelt Trail does not have sidewalk along the road, therefore the development is not required to install sidewalk with the proposed building addition."

(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.*

**Response:** Not applicable; the site is in a rural location that does not include linkage points to surrounding areas.

[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.*

**Response:** Internal pedestrian circulation is limited to unit access. Pedestrian access to neighboring properties is not proposed.

*Bicycle parking/racks.*

[3] *Development with multi-family dwellings shall provide facilities for the parking of bicycles at a ratio of 0.5 bicycle parking space per dwelling unit in the multi-family dwelling.*

**Response:** A 12-bike rack is shown on the appended plans, as required.

(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."*

**Response:** Acknowledged; the reserved area is identified on the site plans.

(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...*

**Response:** The Applicant intends to preserve the required 0.5 acres of total lot area for usable common open space.

- (c) *In all developments with more than 10 units,..., the site plan shall designate, within the common open space (COS), 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).*

**Response:** The applicant intends to provide the 3,150 SF minimum within the COS for tenant enjoyment, as shown on the appended site plan.

(5) *Landscape/lighting.*

(a) *Landscaping.*

**Response:** Proposed landscaping is limited to the 15'-wide street buffering shown on the appended site plans. Plant materials and design were created in accordance with the provisions of (5)(a)[1-4] by professional landscape architectural staff. The proposed buffering will complement existing mature vegetation and provide visual interest with low maintenance attributes.

- [1] *The use of a variety of plant materials that exhibit seasonal color and interesting texture...*
- [2] *The use of plant materials and landscape elements that require a low degree of maintenance is strongly encouraged....*
- [3] *Shrubs and perennials should generally be planted in large masses or drifts, rather than as individual specimens...*
- [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...*

(b) *Parking lot landscaping.*

*Parking areas with 40 or fewer parking stalls shall landscape a minimum of 10% of the total area...*

- [1] *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.*
- [2] *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.*
- [3] *Landscaped areas used for separation between banks of parking stalls shall contain 50% vegetative cover.*
- [4] *Landscaping materials surrounding parking lots and in islands shall be able to tolerate large quantities of snow stored during winter months...*

**Response:** The applicant proposes to update parking lot aesthetics by installing the 15'-wide buffering in accordance with the provisions of the approved Contract Zone. Reference is made to the Site Plan showing the proposed landscaping.

(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.*

**Response:** Changes to the existing lighting is not proposed. LED dark-sky-compliant residential-scale fixtures will be provided at the rear entries of the nine expanded units. Changes to the existing lighting is not proposed.

(6) *Access drive standards. Multi-family 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:*

**Response:** The existing driveway will be used for access without modification.

(a) *C1 and C2 Districts.*

**Response:** Not applicable; the site is located in a Contract Zone.

(b) *Other districts.*

**Response:** Changes to the existing drive are not proposed.

[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.*

**Response:** Changes to the existing access are not proposed.

(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.*

**Response:** Acknowledged; the note has been added to the site plan, as required.

### **Conformity with Local Plans and Ordinances**

#### **1. Land Use**

- *For the final plan review, building elevations and sign details shall be provided.*
- *The site improvements comply with the 322 Roosevelt Trail Contract Zone.*

**Response:** Elevations for the proposed building addition are enclosed in the plan set. The existing signage will be relocated within the buffering.

#### **2. Comprehensive Plan**

- *This project meets the goals and objectives of the 2017 Comprehensive Plan.*

**Response:** Acknowledged.

***Impacts on Adjacent/Neighboring Properties***

- *The applicant does not anticipate any adverse impacts on the neighboring and abutting properties.*  
Response: Acknowledged.

**CONDITIONS OF APPROVAL**

Response: Acknowledged and listed on the site plan.

1. *Approval is dependent upon and limited to the proposals and plans contained in the application dated March 4, 2024 as amended TBD and supporting documents and oral representations submitted and affirmed by the applicant, and conditions, if any, imposed by the Planning Board. Any variation from such plans, proposals, supporting documents, and representations is subject to review and approval by the Planning Board or the Town Planner in accordance with or §120-815 of the Land Use Ordinance.*
2. *In accordance with §120-815C(1)(b) of the Land Use Ordinance, the Construction of improvements covered by any site plan approval shall be completed within two years of the date upon which the performance guarantee is accepted by the Town Manager. If construction has not been completed within the specified period, the Town shall, at the Town Manager's discretion, use the performance guarantee to either reclaim and stabilize the site or to complete the improvements as shown on the approved plan.*

We are hopeful that the enclosed application and associated information are sufficient to allow the Planning Board to review the Final Site Plan Review application. Upon your review of the submittal documents, however, please call with any questions or if you require additional information. We appreciate your consideration.

Sincerely,

Sebago Technics, Inc.



Shawn M. Frank, P.E.  
Senior Vice President, Commercial and Development

enc. (3) copies of application text and plans, digital copy via email

cc: S. Smith, 322 Roosevelt Trail, LLC



**MAINE**  
Department of the Secretary of State  
Bureau of Corporations, Elections and Commissions

[Corporate Name Search](#)

## Information Summary

[Subscriber activity report](#)

This record contains information from the CEC database and is accurate as of: **Tue Apr 02 2024 10:43:44**. Please print or save for your records.

Legal Name	Charter Number	Filing Type	Status					
322 ROOSEVELT TRAIL, LLC	20173857DC	LIMITED LIABILITY COMPANY	GOOD STANDING					
Filing Date	Expiration Date	Jurisdiction						
02/08/2017	N/A	MAINE						
Other Names	(A=Assumed ; F=Former)							
NONE								
Principal Home Office Address								
Physical	Mailing							
Clerk/Registered Agent								
Physical	Mailing							
JOHN W GEISMAR 2 CANAL PLAZA	JOHN W GEISMAR P. O. BOX 4600							
PORTLAND, ME 04101	PORTLAND, ME 04112-4600							

# **Exhibit 1**

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## **Major Site Plan Review Application/Checklist**



## MAJOR SITE PLAN REVIEW APPLICATION

<b>FEES FOR MAJOR SITE PLAN REVIEW</b>		<b>APPLICATION FEE:</b> (No Bldg.) (W/Bldg.: \$25/1,000 SF up to 5,000 SF) <b>REVIEW ESCROW:</b> (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		<input type="checkbox"/> \$1,3000.00 <input type="checkbox"/> \$25.00 <input type="checkbox"/> \$2,000.00 <input type="checkbox"/> \$ <input type="checkbox"/> \$ <input type="checkbox"/> \$ <input type="checkbox"/> \$ <input type="checkbox"/> \$ <input type="checkbox"/> \$		<b>TOTAL AMOUNT PAID:</b> \$ _____  <b>DATE:</b> _____			
						<i>Office Use:</i> 322 Roosevelt Trail			
<input type="checkbox"/> Amended Site Plan – (Each Revision)		AMENDED APPLICATION FEE: AMENDED REVIEW ESCROW:		<input type="checkbox"/> \$350.00 <input type="checkbox"/> \$250.00				<i>Office Stamp:</i>	
<b>PROPERTY DESCRIPTION</b>	Parcel Information:	Map(s):	12	Lot(s):	58	Zoning District(s):	CZ	Size of the Parcel in SF:	148,975.2 +/-
	Total Disturbance. >1Ac	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	Estimated Building SF:	1,188 Addition	IF NO BUILDING; Estimated SF of Total Development:	
	Physical Address:	322 Roosevelt Trail					Watershed:	Upper Presumpscot River Watershed	
<b>PROPERTY OWNER'S INFORMATION</b>	Name:	322 Roosevelt Trail, LLC				Name of the Business:	c/o Scott Smith		
	Phone:	(207) 591-0365				Mailing Address:	963 Main Street, Westbrook, ME 04092		
	Fax or Cell:								
	Email:	scott@clarkepaint.com							
<b>APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)</b>	Name:	See Owner's Information, Above.				Name of Business:			
	Phone					Mailing Address:			
	Fax or Cell								
	Email:								
<b>APPLICANT'S AGENT INFORMATION</b>	Name:	Shawn M. Frank, P.E.				Name of Business:	Sebago Technics, Inc.		
	Phone:	(207) 200-2062				Mailing Address:	75 John Roberts Road, Suite 4A		
	Fax or Cell:						South Portland, ME 04106		
	Email:	sfrank@sebagotechnics.com							
<b>PROJECT INFORMATION</b>	<b>Existing Land Use (Use extra paper, if necessary):</b> 23 short term dwelling units, including one caretaker unit.								
	<b>Provide a narrative description of the Proposed Project (Use extra paper, if necessary):</b> Conversion of all dwelling units from short term rental to multi-family dwelling units. The applicant also intends to expand the footprints of 9 out of the 23 units together with other associated site improvements in support of long-term residential rental use. Other proposed improvements include removal of existing pavement to create vegetative buffering along the street frontage and the relocation of three 9'x18' parking stalls affected by asphalt removal for buffering and addition of a fire access lane. We note that no change to the overall parking count, access or circulation is proposed.								
	<b>Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.):</b> The proposal is not located in areas of natural resources or other constraints limiting construction of the proposed improvements. Resources are shown on the enclosed Existing Conditions Plan.								



## 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](mailto:sipuleo@windhammaine.us)  
Amanda Lessard, Planning Director [allessard@windhammaine.us](mailto:allessard@windhammaine.us)

## APPLICANT/PLANNER'S CHECKLIST FOR MAJOR SITE PLAN 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 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).*

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

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	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/> Contract
B. Evidence of Payment of application & escrow fees	<input type="checkbox"/>	<input type="checkbox"/>	viii. Bearings and lengths of all property lines of the property to be developed, and the stamp of the surveyor that performed the survey	<input type="checkbox"/>	<input type="checkbox"/>
C. Written information – submitted in a <b>bounded and tabbed</b> report			ix. Existing topography of the site at 2-foot contour intervals.	<input type="checkbox"/>	<input type="checkbox"/>
1. A narrative describing the proposed use or activity.	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>
2. Name, address, & phone number of record owner, and applicant if different (see Agent Autorotation form).	<input type="checkbox"/>	<input type="checkbox"/>	xi. Location, names, and present widths of existing public and/or private streets and rights-of-way within or adjacent to the proposed development.	<input type="checkbox"/>	<input type="checkbox"/>
3. Names and addresses of all abutting property owners	<input type="checkbox"/>	<input type="checkbox"/>	xii. Location, dimensions, and ground floor elevation of all existing buildings.	<input type="checkbox"/>	<input type="checkbox"/>
4. Documentation demonstrating right, title, or interest in the property	<input type="checkbox"/>	<input type="checkbox"/>	xiii. Location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or adjacent to the site.	<input type="checkbox"/>	<input type="checkbox"/>
5. Copies of existing proposed covenants or deed restrictions.	<input type="checkbox"/> n/a	<input type="checkbox"/>	xiv. Location of intersecting roads or driveways within 200 feet of the site.	<input type="checkbox"/>	<input type="checkbox"/>
6. Copies of existing or proposed easements on the property.	<input type="checkbox"/>	<input type="checkbox"/>	xv. Location of the following		
7. Name, registration number, and seal of the licensed professional who prepared the plan, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	a. Open drainage courses	<input type="checkbox"/>	<input type="checkbox"/> n/a
8. Evidence of applicant's technical capability to carry out the project.	<input type="checkbox"/>	<input type="checkbox"/>	b. Wetlands	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	c. Stone walls	<input type="checkbox"/>	<input type="checkbox"/> n/a
			d. Graveyards	<input type="checkbox"/>	<input type="checkbox"/> n/a



Continued from Column #1. (Page 2)			Continued from Column #2. (Page 2)		
10. Estimated demands for water and sewage disposal.	<input type="checkbox"/>	<input type="checkbox"/>	e. Fences	<input type="checkbox"/>	<input type="checkbox"/>
			f. Stands of trees or treeline, and	<input type="checkbox"/>	<input type="checkbox"/>
			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.	<input type="checkbox"/>	<input type="checkbox"/>
11. Provisions for handling all solid wastes, including hazardous and special wastes.	<input type="checkbox"/>	<input type="checkbox"/>	xvi. Direction of existing surface water drainage across the site	<input type="checkbox"/>	<input type="checkbox"/>
12. Detail sheets of proposed light fixtures.	<input type="checkbox"/>	<input type="checkbox"/>	xvii. Location, front view, dimensions, & lighting of existing signs.	<input type="checkbox"/>	<input type="checkbox"/>
13. Listing of proposed trees or shrubs to be used for landscaping	<input type="checkbox"/>	<input type="checkbox"/>	xviii. Location & dimensions of existing easements that encumber or benefit the site.	<input type="checkbox"/>	<input type="checkbox"/>
14. Estimate weekday AM and PM and Saturday peak hours and daily traffic to be generated by the project.	<input type="checkbox"/>	<input type="checkbox"/>	xix. Location of the nearest fire hydrant, dry hydrant, or other water supply.	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<b>E. Plan Requirements - Proposed Development Activity</b>		
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.			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	<input type="checkbox"/>	<input type="checkbox"/>
a. stormwater calculations.	<input type="checkbox"/>	<input type="checkbox"/>	ii. Grading plan showing the proposed topography of the site at 2-foot contour intervals	<input type="checkbox"/>	<input type="checkbox"/>
b. erosion and sedimentation control measures.	<input type="checkbox"/>	<input type="checkbox"/>	iii. The direction of proposed surface water drainage across the site and from the site, with an assessment of impacts on downstream properties.	<input type="checkbox"/>	<input type="checkbox"/>
c. water quality and/or phosphorous export management provisions.	<input type="checkbox"/>	<input type="checkbox"/>	iv. Location and proposed screening of any on-site collection or storage facilities	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>
18. Financial Capacity			vi. Proposed landscaping and buffering	<input type="checkbox"/>	<input type="checkbox"/>
i. Estimated costs of development and itemize estimated major expenses.	<input type="checkbox"/>	<input type="checkbox"/>	vii. Location, dimensions, and ground floor elevation of all buildings or expansions	<input type="checkbox"/>	<input type="checkbox"/>
ii. Financing (submit one of the following)			viii. Location, front view, materials, and dimensions of proposed signs together with a method for securing sign	<input type="checkbox"/>	<input type="checkbox"/>
a. Letter of commitment to fund	<input type="checkbox"/>	<input type="checkbox"/>	ix. Location and type of exterior lighting. Photometric plan to demonstrate the coverage area of all lighting may be required by the Planning Board.	<input type="checkbox"/>	<input type="checkbox"/>
b. Self-financing	<input type="checkbox"/>	<input type="checkbox"/>	x. Location of all utilities, including fire protection systems	<input type="checkbox"/>	<input type="checkbox"/>
1. Annual corporate report	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>
2. Bank Statement	<input type="checkbox"/>	<input type="checkbox"/>	<b>2. Major Final Site Plan Requirements as Exhibits to the Application</b>		
c. Other			a. Narrative and/or plan describing how the proposed development plan relates to the sketch plan.	<input type="checkbox"/>	<input type="checkbox"/>
1. Cash equity commitment of 20% of the total cost of development	<input type="checkbox"/>	<input type="checkbox"/>	b. Stormwater drainage and erosion control program shows:		
2. Financial plan for remaining financing.	<input type="checkbox"/>	<input type="checkbox"/>	1. The existing and proposed method of handling stormwater runoff	<input type="checkbox"/>	<input type="checkbox"/>



Continued from Column #1. (Page 3)			Continued from Column #2. (Page 3)				
3. Letter from institution indicating intent to finance.	<input type="checkbox"/>	<input type="checkbox"/>	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.)	<input type="checkbox"/>	<input type="checkbox"/>		
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	<input type="checkbox"/>	<input type="checkbox"/>		
- Secretary of State, or	<input type="checkbox"/>	<input type="checkbox"/>	4. Engineering calculations were used to determine drainage requirements based on the 25-year, 24-hour storm frequency.	<input type="checkbox"/>	<input type="checkbox"/>		
- the statement signed by a corporate officer	<input type="checkbox"/>	<input type="checkbox"/>	5. Methods of minimizing erosion and controlling sedimentation during and after construction.	<input type="checkbox"/>	<input type="checkbox"/>		
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	<input type="checkbox"/>	<input type="checkbox"/> n/a		
i. Prior experience relating to developments in the Town.	<input type="checkbox"/>	<input type="checkbox"/>	d. Name, registration number, and seal of the Maine Licensed Professional Architect, Engineer, Surveyor, Landscape Architect, and/or similar professional who prepared the plan.	<input type="checkbox"/>	<input type="checkbox"/>		
ii. Personnel resumes or documents showing experience and qualification of development designers	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>		
<b>D. Plan Requirements – Existing Conditions</b>			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.	<input type="checkbox"/>	<input type="checkbox"/>		
i. Location Map adequate to locate project within the municipality	<input type="checkbox"/>	<input type="checkbox"/>	<b>Upon Final Approval</b>	<input type="checkbox"/>	<input type="checkbox"/>		
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:	<input type="checkbox"/>	<input type="checkbox"/>					
a. Approximate location of all property lines and acreage of the parcel(s).	<input type="checkbox"/>	<input type="checkbox"/>					
b. Locations, widths, and names of existing, filed, or proposed streets, easements, or building footprints.	<input type="checkbox"/>	<input type="checkbox"/>					
c. Location and designations of any public spaces.	<input type="checkbox"/>	<input type="checkbox"/> n/a					
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.	<input type="checkbox"/>	<input type="checkbox"/>					
iii. North Arrow identifying Grid North; Magnetic North with the declination between Grid and Magnetic; and whether Magnetic or Grid bearings were used.	<input type="checkbox"/>	<input type="checkbox"/>	<b>PDF\Electronic Submission.</b>				
iv. Location of all required building setbacks, yards, and buffers.	<input type="checkbox"/>	<input type="checkbox"/>					
v. Boundaries of all contiguous property under the total or partial control of the owner or applicant.	<input type="checkbox"/>	<input type="checkbox"/>					
vi. Tax map and lot number of the parcel(s) on which the project is located	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> n/a			

**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.**

Shawn M. Frank, Agent, Sebago Technics, Inc.

APPLICANT OR AGENT'S SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME



## APPLICANT/PLANNER'S CHECKLIST FOR MAJOR SITE PLAN REVIEW

### MULTIFAMILY DEVELOPMENT STANDARDS SECTION 120-814

*For purposes 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
<b>A. Building Architecture</b>		<b>Rear addition, 9-Units Only</b>	
(1) Architectural variety.			
(a) Buildings shall employ more than a single-color application.	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Buildings shall employ more than a single material application.	<input type="checkbox"/>	<input type="checkbox"/>	
(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.	<input type="checkbox"/>	<input type="checkbox"/>	
(2) Façade.	<b>Not Applicable, rear addition, 9-Units</b>		
(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.	<input type="checkbox"/>	<input type="checkbox"/>	
(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.	<input type="checkbox"/>	<input type="checkbox"/>	
(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.	<input type="checkbox"/>	<input type="checkbox"/>	
(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	<input type="checkbox"/>	<input type="checkbox"/>	
(1) Orientation.	<b>Not Applicable, All Units are Existing</b>		
(a) When buildings are adjacent to an existing street, building entrances shall be oriented to face the street.	<input type="checkbox"/>	<input type="checkbox"/>	
(b) Buildings may be oriented to open space areas, provided that street frontages are developed consistent with above.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B. Site design</b>			
(1) Parking.	<b>Existing Parking Meets Contract Zone Requirements</b>		
(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.	<input type="checkbox"/>	<input type="checkbox"/>	
(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.	<input type="checkbox"/>	<input type="checkbox"/>	
(2) Screening.	<b>Existing Development</b>		
(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.	<input type="checkbox"/>	<input type="checkbox"/>	
(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.	<input type="checkbox"/>	<input type="checkbox"/>	
(3) Bicycle/pedestrian.	<b>Linkages to Other Properties are Not Proposed</b>		
(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.	<input type="checkbox"/>	<input type="checkbox"/>	
(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.	<input type="checkbox"/>	<input type="checkbox"/>	
[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.	<input type="checkbox"/>	<input type="checkbox"/>	
(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.	<input type="checkbox"/>	<input type="checkbox"/>	



(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."	<input type="checkbox"/>	<input type="checkbox"/>
(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.	<input type="checkbox"/>	<input type="checkbox"/>
(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).	<input type="checkbox"/>	<input type="checkbox"/>
(5) Landscape/lighting.			
(a)	<b>15' Buffer along street frontage</b>		
[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. Planting 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.	<input type="checkbox"/>	<input type="checkbox"/>
[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.	<input type="checkbox"/>	<input type="checkbox"/>
[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.	<input type="checkbox"/>	<input type="checkbox"/>
[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.	<input type="checkbox"/>	<input type="checkbox"/>
(b)	<b>Parking is Existing -Change is Limited to Relocation of 3 Spaces</b>		
[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.	<input type="checkbox"/>	<input type="checkbox"/>
[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.	<input type="checkbox"/>	<input type="checkbox"/>
[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.	<input type="checkbox"/>	<input type="checkbox"/>
[4]	Landscaped areas used for separation between banks of parking stalls shall contain 50% vegetative cover.	<input type="checkbox"/>	<input type="checkbox"/>
[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.	<input type="checkbox"/>	<input type="checkbox"/>
(c)	<b>Change to Existing Lighting is Not Proposed Beyond The Addition of Rear Entry Fixtures</b>		
[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.	<input type="checkbox"/>	<input type="checkbox"/>
[2]	Pedestrian-scaled lighting, less than 16 feet in height, shall be used to illuminate areas used for pedestrian circulation.	<input type="checkbox"/>	<input type="checkbox"/>
[3]	All illumination shall be controlled with cutoffs that primarily direct light downward.	<input type="checkbox"/>	<input type="checkbox"/>
(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:	<b>Changes to the Existing Access Are Not Proposed</b>	
(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.	<input type="checkbox"/>	<input type="checkbox"/>
[2]	Rights-of-way. The minimum right-of-way width for a commercial street, curbed lane or residential street in <a href="#">Appendix B</a> 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 <a href="#">Article 4</a> , Block Standards.	<input type="checkbox"/>	<input type="checkbox"/>
[3]	Setbacks. There shall be no required setback between an access drive and a structure.	<input type="checkbox"/>	<input type="checkbox"/>
(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 <a href="#">Appendix B</a> Street Standards.	<input type="checkbox"/>	<input type="checkbox"/>
[2]	Rights-of-way. The minimum right-of-way width for a "major private road" in Table 3 of <a href="#">Appendix B</a> is not applicable to an access drive.	<input type="checkbox"/>	<input type="checkbox"/>
[3]	Setbacks. There shall be no minimum setback required between an access drive and a structure.	<input type="checkbox"/>	<input type="checkbox"/>
(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.	<input type="checkbox"/>	<input type="checkbox"/>
(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.	<input type="checkbox"/>	<input type="checkbox"/>

## **Exhibit 2**

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## **Location and Resource Maps**

## Exhibit 2: Location and Resource Maps

USGS Site Location Map: This map exhibit shows the site located on a portion of the latest topographical mapping available for Cumberland County, Maine.

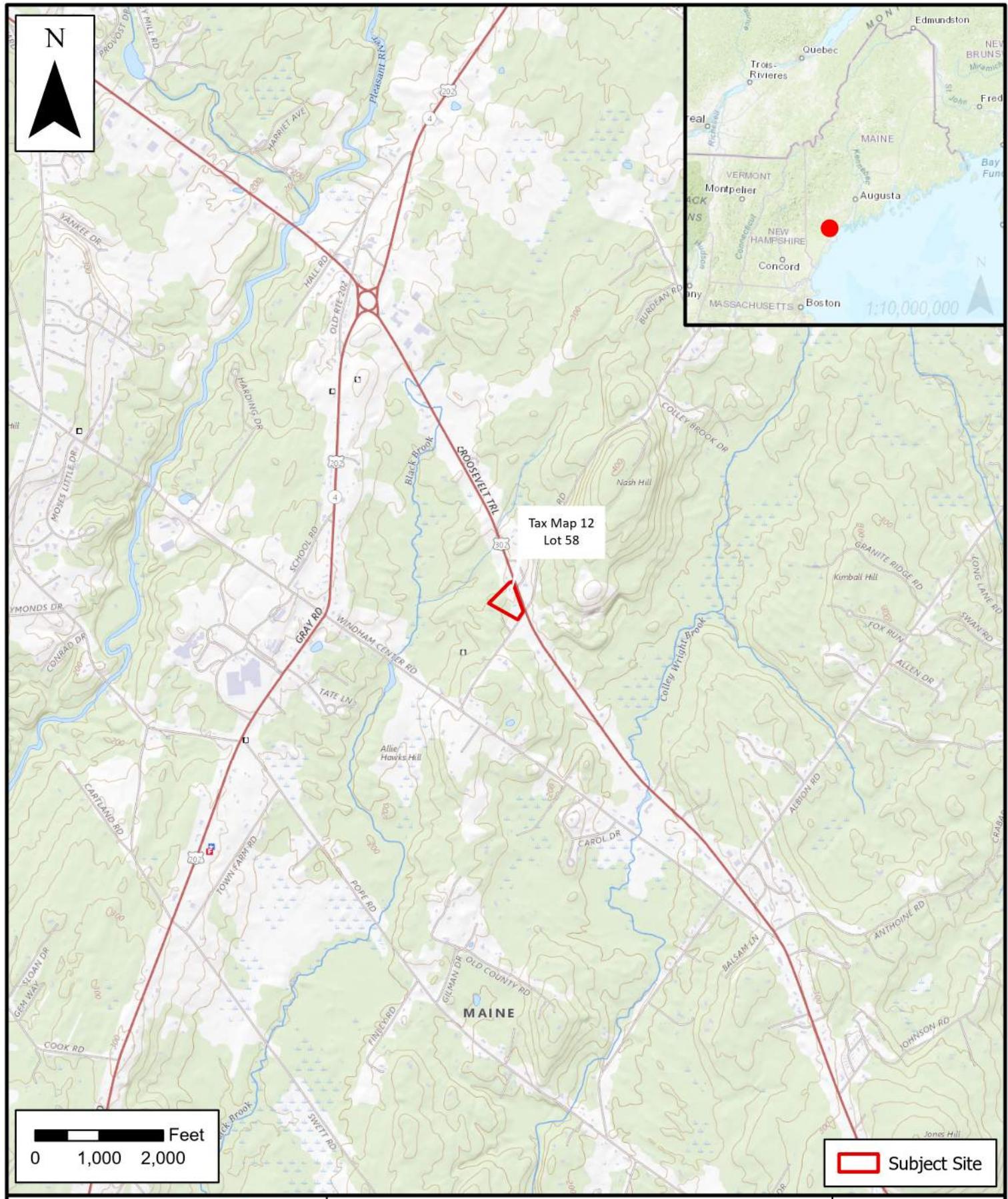
Tax Map: A reduced-size copy of the Town of Windham Tax Map 12 and a GIS Tax Map aerial image showing the site are enclosed in this section.

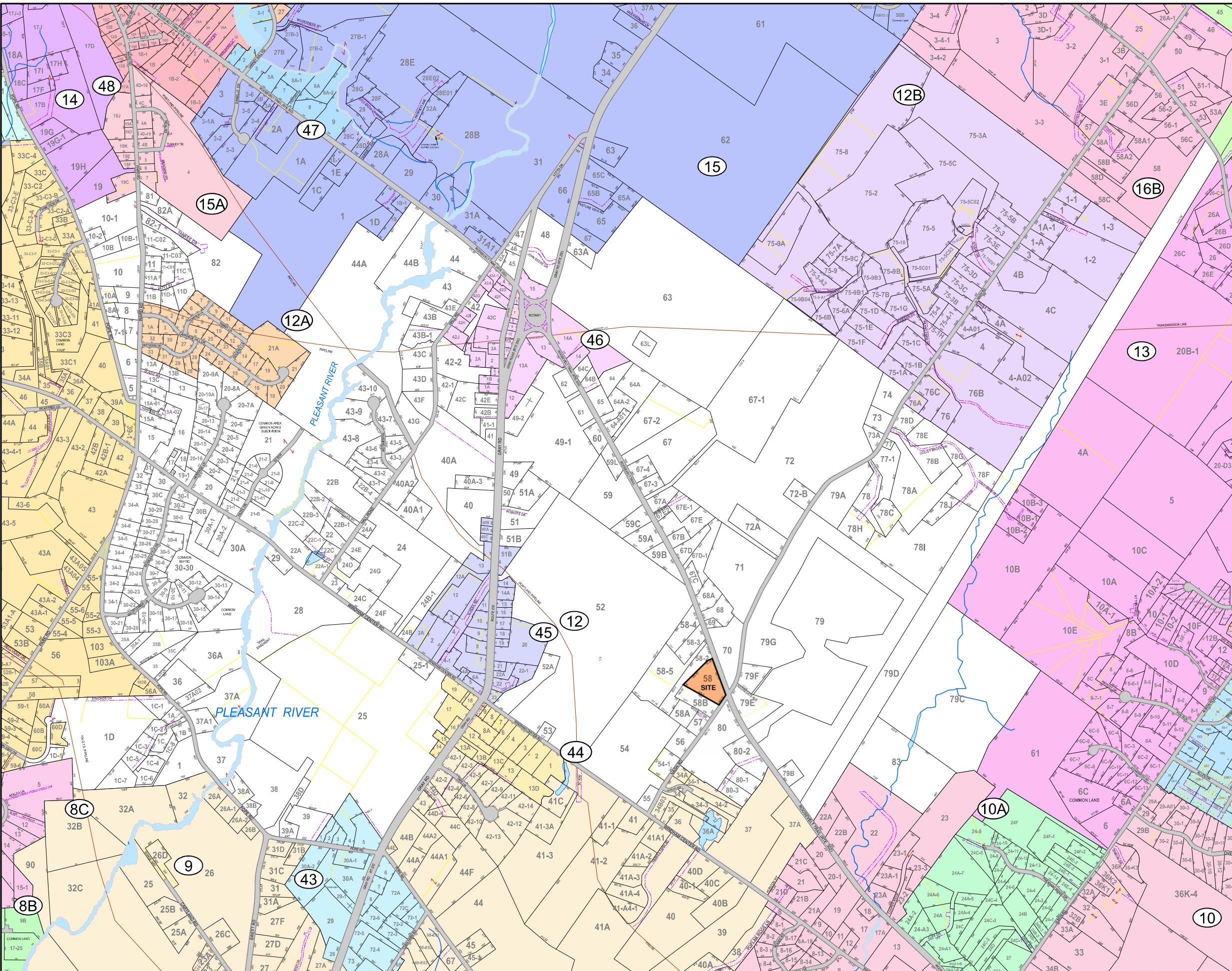
USGS Watershed: The project is located in the Upper Presumpscot River Watershed identified as HUC:01060001304 in the watershed boundary dataset.

Land Use Map: The site is a Contract Zone (322 Roosevelt Trail) as shown on the Town Land Use Map revised through August 15, 2023.

NRCS Medium-Intensity Soils: Reference is made to the project area identified on the USDA/Web Soil Survey included in this section. The majority of the developed area on the site is located in an area of Scantic silt loam. The remainder of the site is Paxton fine sandy loam.

FEMA FIRM Map: The proposed project is located in Zone C, an area of minimal flood hazard, usually depicted on FIRM as above the 500-year flood level; refer to the enclosed FEMA map exhibit, Community Panel 2301890030B, effective date of 9/2/1981.





THIS MAP IS FOR ASSESSMENT PURPOSES. IT IS NOT VALID FOR LEGAL DESCRIPTION OR CONVEYANCE.

THE HORIZONTAL DATUM IS THE MAINE STATE PLANE COORDINATE SYSTEM, NAD 83.

ORIGINAL MAPPING BY JAMES W. SEWALL COMPANY, OLD TOWN, MAINE

CAI Technologies  
Precision Mapping. Geospatial Solutions  
11 Pleasant Street, Littleton, NH 03561  
800.322.4540 - www.cai-tech.com

REVISED & REPRINTED BY

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110 55 0 110 220 330

110 55 0 110 220 330

LEGEND

PARCEL NUMBER

RECORD DIMENSION

SUBDIVISION LOT NO.

COMMON OWNERSHIP

STREAMS

CEMETERY

CONDOMINIUM

FARMSTEAD

OLD PROPERTY LINES

UTILITY LINES

ROW EASEMENT

ROW EASEMENT PWD

110 55 0 110 220 330

110 55 0 110 220 330

FEET 450 225 0 450 900 1,350

METERS 110 55 0 110 220 330

REvised TO: APRIL 1, 2023

PROPERTY MAPS

WINDHAM

MAINE

INDEX DIAGRAM

MAP NO.

12

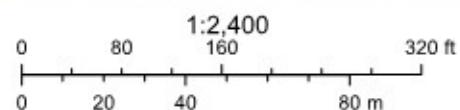
# Tax Map



February 26, 2024



Parcel Boundaries



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



HUC: 010600010301  
Little Sebago  
Lake-Pleasant  
River Watershed

HUC: 010600010304  
Upper Presumpscot  
River Watershed



Gally Wright Brook

Black Brook

0 1,000 2,000 US Feet

USGS HUC12  
SUBJECT SITE

**SEBAGO**  
TECHNIICS

WWW.SEBAGOTECHNICS.COM  
75 John Roberts Rd. - Suite 4A  
South Portland, ME 04106  
Tel. 207-200-2100

USGS WATERSHED MAP  
322 ROOSEVELT TRAIL, LLC

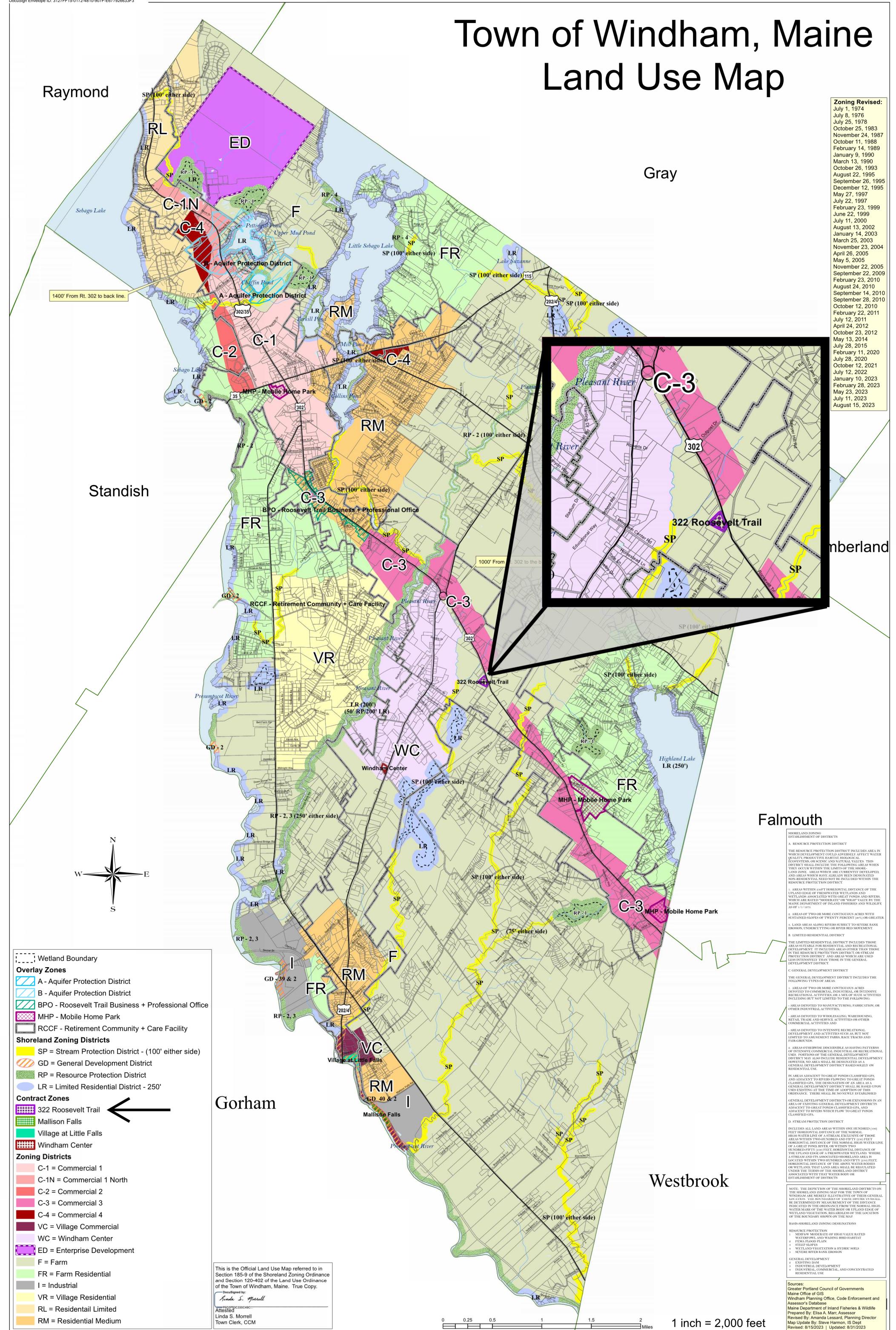
SCALE: 1:12,000

DATE: 8/23/2022

LOCATION:  
322 ROOSEVELT TRAIL  
WINDHAM, ME

INFORMATION:  
MAINE GEOLIBRARY  
USGS WATERSHED BOUNDARY DATASET  
ESRI WORLD TERRAIN BASE

# Town of Windham, Maine Land Use Map



Soil Map—Cumberland County and Part of Oxford County, Maine  
(322 Roosevelt Trail, Windham)



## MAP LEGEND

<b>Area of Interest (AOI)</b>		Spoil Area
<b>Soils</b>		Stony Spot
		Very Stony Spot
		Wet Spot
		Other
		Special Line Features
<b>Special Point Features</b>		
Blowout		Streams and Canals
Borrow Pit		<b>Transportation</b>
Clay Spot		Rails
Closed Depression		Interstate Highways
Gravel Pit		US Routes
Gravelly Spot		Major Roads
Landfill		Local Roads
Lava Flow		<b>Background</b>
Marsh or swamp		Aerial Photography
Mine or Quarry		
Miscellaneous Water		
Perennial Water		
Rock Outcrop		
Saline Spot		
Sandy Spot		
Severely Eroded Spot		
Sinkhole		
Slide or Slip		
Sodic Spot		

## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale. Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service

Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Cumberland County and Part of Oxford County, Maine  
Survey Area Date: Version 20, Sep 5, 2023

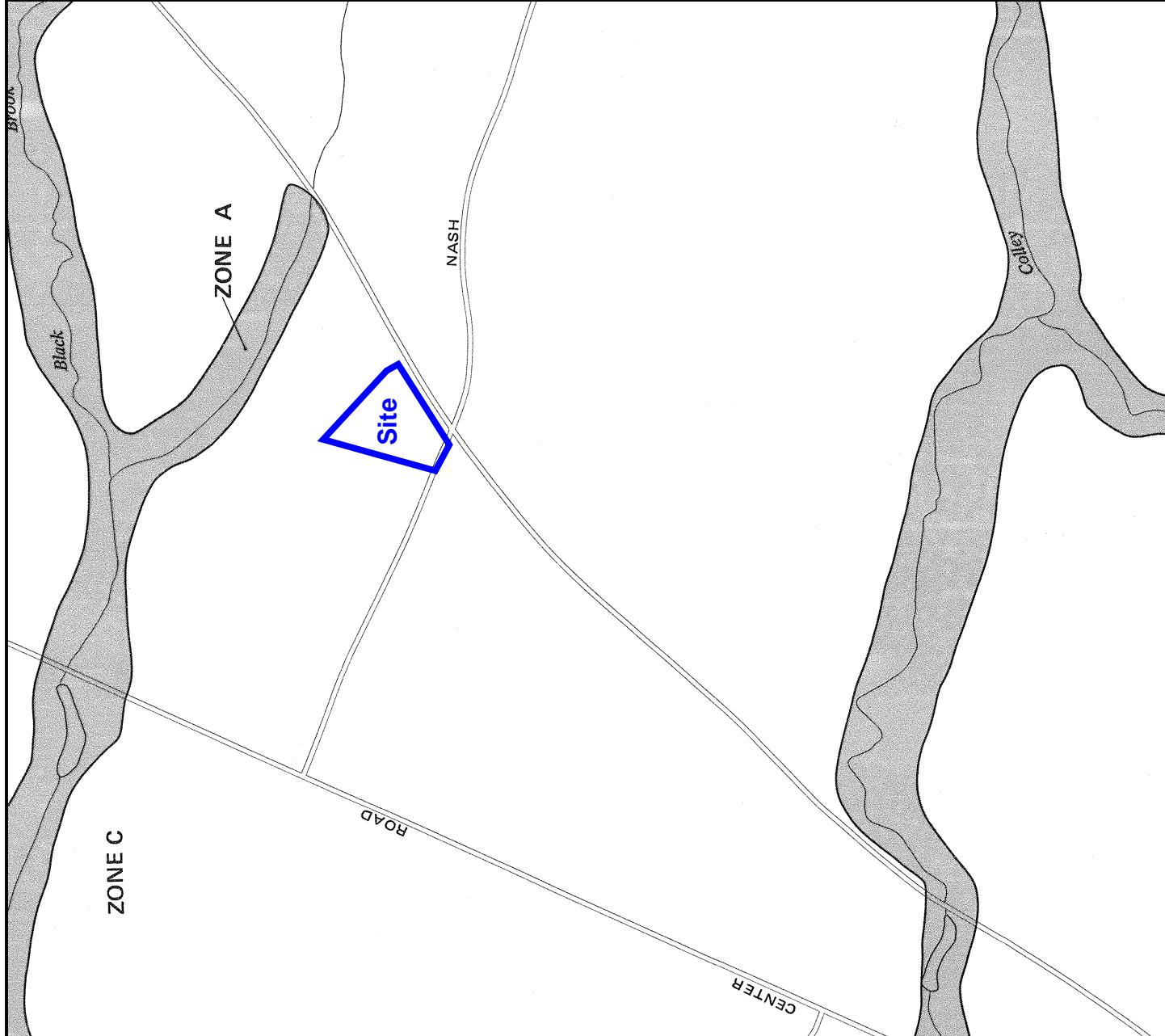
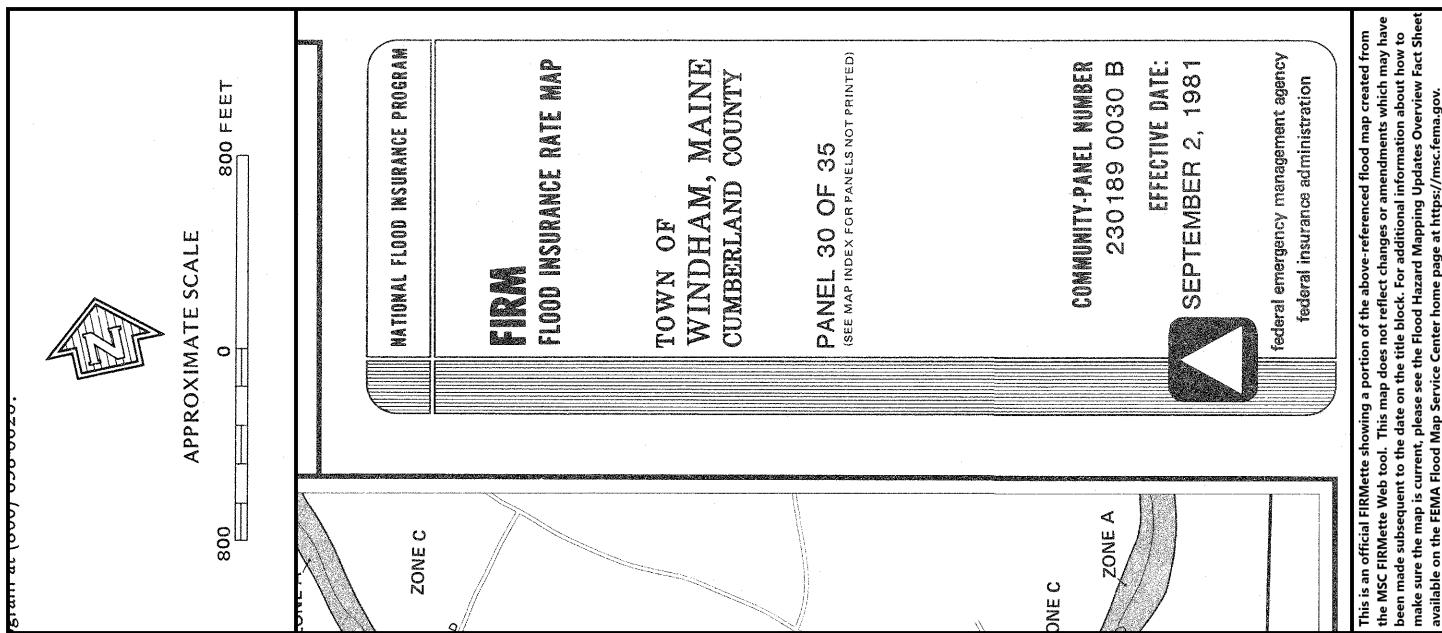
Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 22, 2021—Oct 7, 2021

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
PbB	Paxton fine sandy loam, 3 to 8 percent slopes	1.7	48.7%
Sn	Scantic silt loam, 0 to 3 percent slopes	1.8	51.3%
<b>Totals for Area of Interest</b>		<b>3.5</b>	<b>100.0%</b>



This is an official FIRMette showing a portion of the above-referenced flood map created from the MSC FIRMette Web tool. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For additional information about how to make sure the map is current, please see the Flood Hazard Mapping Updates Overview Fact Sheet available on the FEMA Flood Map Service Center home page at <https://msc.fema.gov>.

## **Exhibit 3**

---

## **Abutters**

### **Exhibit 3: Abutters**

Abutting property owners and mailing addresses within a 500' radius of the project site keyed to a tax map exhibit are enclosed in this section.

12/ 52/ / /  
PRESUMPCOT REGIONAL  
PO BOX 33  
GORHAM, ME 04038

12/ 54/ / /  
GIUSTI RUTHANN TRUSTEE  
280 WINDHAM CTR RD  
WINDHAM, ME 04062

12/ 56/ / /  
SALWAY FAMILY TRUST  
10 NASH ROAD  
WINDHAM, ME 04062

12/ 57/ / /  
HASKELL ELSIE V  
14 NASH ROAD  
WINDHAM, ME 04062-4363

12/ 58/ / /  
322 ROOSEVELT TRAIL LLC  
963 MAIN STREET  
WESTBROOK, ME 04092

12/ 58/ 2/ /  
P T G PROPERTIES INC  
75 LOCKLAND DRIVE  
WINDHAM, ME 04062

12/ 58/ 3/ /  
MAYBERRY BRUCE V  
39 SANDBAR ROAD  
WINDHAM, ME 04062

12/ 58/ 4/ /  
HUNTER NATHAN G &  
330 ROOSEVELT TRAIL  
WINDHAM, ME 04062

12/ 58/ 5/ /  
O'BRION LEEANNE  
395 BAR MILLS ROAD  
HOLLIS, ME 04042

12/ 58/ A/ /  
ROBERTS MICHELLE  
8 MOONLIT DR  
WINDHAM, ME 04062

12/ 58/ B/ /  
CARROLL JOSEPH  
9 MOONLIT DR  
WINDHAM, ME 04062

12/ 68/ / /  
INPRO LLC  
329 ROOSEVELT TR  
WINDHAM, ME 04062

12/ 69/ / /  
BYERS KENNETH W  
26 THOMAS DRIVE  
WESTBROOK, ME 04092

12/ 70/ / /  
HENNESSY JOSEPH &  
43 ANTHOINE ROAD  
WINDHAM, ME 04062

12/ 79/ F/ /  
S B FREEPORT INC  
PO BOX 69  
GORHAM, ME 04038

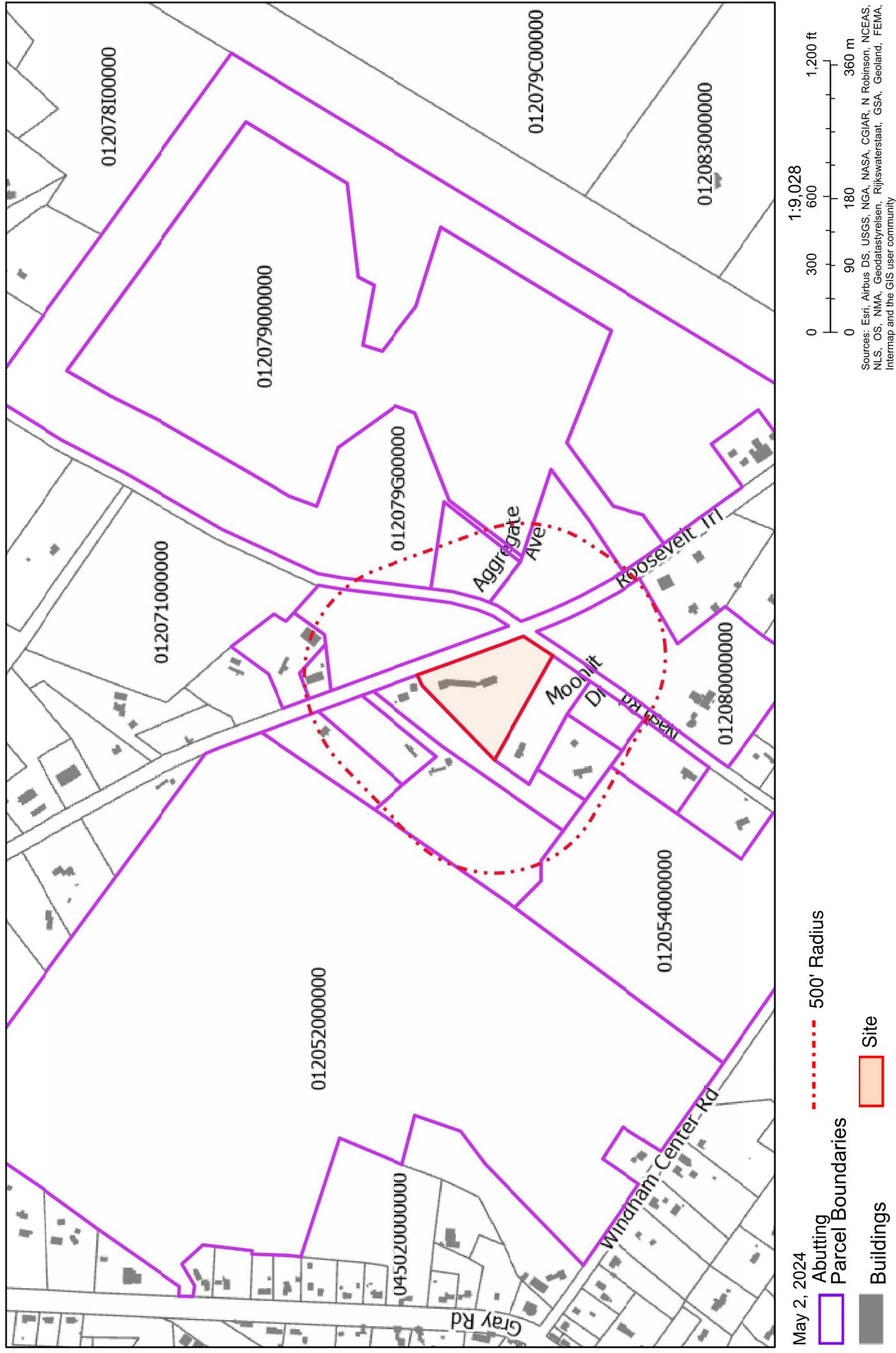
12/ 80/ / /  
PINCHBECK DAVID &  
9 NASH ROAD  
WINDHAM, ME 04062

12/ 79/ / /  
S B FREEPORT INC  
PO BOX 69  
GORHAM, ME 04038

12/ 79/ E/ /  
S B FREEPORT INC  
PO BOX 69  
GORHAM, ME 04038

12/ 79/ G/ /  
S B FREEPORT INC  
PO BOX 69  
GORHAM, ME 04038

## Abutter Locus Map



## **Exhibit 4**

---

## **Right, Title, and Interest**

Received  
 Recorded Register of Deeds  
 Jun 01, 2017 10:34:47A  
 Cumberland County  
 Nancy A. Lane

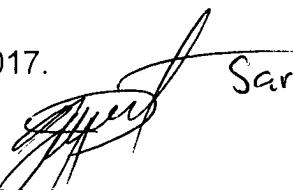
**WARRANTY DEED**  
Maine Statutory Short Form

**SARONIS CORP.**, a Maine Corporation with a place of business at 322 Roosevelt Trail, Windham ME 04062, for consideration paid, grants with **Warranty Covenants** to **322 ROOSEVELT TRAIL, LLC**, with a place of business at 963 Main Street, Westbrook ME 04092, a certain lot or parcel of land with any buildings thereon, situated in Windham, County of Cumberland, and State of Maine, being further described as follows:

A certain lot or parcel of land, with the buildings thereon, situated on the southwesterly side of Roosevelt Trail (also known as U.S. Route 302) and the northwesterly side of the Nash Road, in the Town of Windham, County of Cumberland, and State of Maine, and being shown as "Lot 1. Area = 166,502 sq. ft" on plan entitled "Standard Boundary Survey Plan of Land Suburban Pines Motel, U.S. Route 302 and Nash Road, Windham, Maine made for V.P. Associates, 547 Main Street, Westbrook, Maine," dated September 1, 1989, prepared by James C. Lauzier, RLS, Land Surveying Consultants, P.O. Box 234, So. Windham, Maine and recorded in the Cumberland County Registry of Deeds in Plan Book 185, Page 22.

Grantor received title to the above premises by deed of Marguerite L. Potter dated January 13, 2004 and recorded in the Cumberland County Registry of Deeds in Book 20768 Page 172 on January 14, 2004.

WITNESS, my hand this 31<sup>st</sup> day of May, 2017.

 Saronis Corp.

Witness

By: Grantor – Peter Gionis, President Saronis Corp.

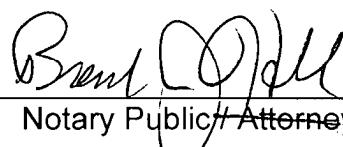
State of Maine  
 Cumberland, SS

Personally appeared before me Peter Gionis in his capacity as President of Saronis Corp., acknowledged the foregoing instrument to be his free act and deed, and subscribed his name above.

Before me,

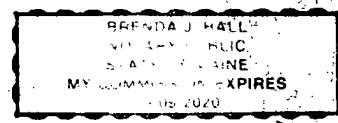
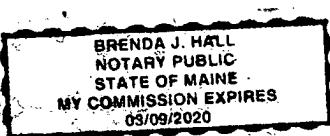
5-31-17

Date

 Notary Public/ Attorney

Brenda J. Hall

Print Name or Stamp



LAND USE

*120 Attachment 11*

**Appendix K**

**322 Roosevelt Trail Contract Zone**

## 322 Roosevelt Trail Contract Zone

### 322 ROOSEVELT TRAIL CONTRACT ZONING AGREEMENT

This Contract Zoning Agreement (this "Agreement") made this 10th day of August, 2023 (the "Effective Date"), by and between the TOWN OF WINDHAM, a body corporate and politic located in Cumberland County and State of Maine (the "Town") with a mailing address of 8 School Road, Windham, Maine and 322 Roosevelt Trail, LLC, a Maine limited liability company with a mailing address of 963 Main Street, Westbrook, Maine 04092 (the "Owner").

WHEREAS, the Town is authorized to enter into contract zoning agreements pursuant to 30-A M.R.S. § 4352 and Section 108 of the Windham Land Use Ordinance (the "Ordinance").

WHEREAS, the Owner owns the real estate parcel located at 322 Roosevelt Trail, Windham, Maine, consisting of approximately 3.82+- acres, generally being shown on the Town's Tax Map 12, Lots 58, all of which Property is shown on the attached Exhibit A-Site Location Map (the "Property");

WHEREAS, the Property is currently located in the Farm (F) Zoning District, as further described in the Ordinance;

WHEREAS, the Owner proposes to utilize the Property for multifamily dwelling, including expansion of one of the two existing residential buildings on the Property to create larger residential dwelling units and improvement of the existing site aesthetics and conditions (the "Project");

WHEREAS, the Owner and the Town have agreed that it is desirable that the Property be utilized for multifamily residential dwelling;

WHEREAS, after notice and hearing and due deliberation of this re-zoning proposal, the Windham Planning Board recommended the re-zoning of the Property;

WHEREAS, the Town, by and through its Planning Board and Town Council, have determined that the re-zoning is consistent with the Comprehensive Plan; and

WHEREAS, this re-zoning has been authorized by the Town Council.

NOW, THEREFORE, in consideration of the mutual promises made by each party to the other, the parties covenant and agree as follows:

1. The Town will amend the Ordinance and Zoning Map of the Town of Windham to create and to make reference to the 322 Roosevelt Trail Contract Zone, as shown on Exhibit A attached hereto and hereby incorporated by reference.
2. The Owner, its successors and assigns, shall use the property in compliance with all applicable requirements set forth in Exhibit B, attached hereto and hereby incorporated by reference, including the further Exhibits attached thereto and incorporated therein.
3. The Owner shall record the fully executed Contract Zoning Agreement and all Exhibits in the Cumberland County Registry of Deeds and shall submit proof of recording to the Town's Code

Enforcement Officer and Planner before any site work is undertaken or any building permits are issued.

4. The provisions of this Agreement shall be deemed restrictions on the use of the Property, and this Contract Zoning Agreement may be amended only by future written Agreement between the Town of Windham and the Owner or its successors in interest after compliance with State law for adoption or amendment of contract zones.
5. The restrictions, provisions, and conditions of this Agreement are an essential part of the re-zoning, shall run with the Property, shall bind the Owner, its successors in interest and assigns of the Property or any part thereof, and shall inure to the benefit of and be enforceable by the Town.
6. Wherever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. However, the provisions of this Agreement are severable, and if any one clause or provision hereof shall be held invalid or unenforceable, in whole or in part, by any Court of competent jurisdiction, then such invalidity or unenforceability shall affect only such clause or provision, or part thereof, and shall not in any manner affect any other clause or provision of this Agreement nor affect the validity of this Agreement or the remaining portions thereof.
7. Except as expressly modified herein, the use and occupancy of the Property shall be governed by and comply with the provisions of the Ordinance.
8. In the event that the Owner or its successors or assigns fail to complete or operate the Project or the Property in accordance with this Agreement, the Town Council of the Town shall have the authority, after written notice to the Owner or its successors or assigns, and reasonable opportunity to cure, to terminate this Agreement and to re-zone the Property to Farm Zoning District or any successor zone. In the event of such a re-zoning, the Property shall then be used for only such uses as otherwise allowed by law. The Town shall also have the ability to enforce any breach of this Agreement or any other violation of the Ordinance through the provisions of 30-A M.R.S. § 4452.

NOW THEREFORE, this Agreement is hereby made official by the signatures below:

[Signatures on Following Page]

Witness our hands and Seals on Sept. 21, 2023

TOWN OF WINDHAM

Jammy Hodgman

Witness

By: BS  
Print Name: Barry Tibbets  
Its: Town Manager

Jammy Hodgman

Witness

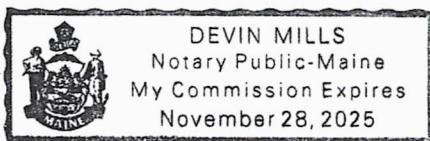
322 ROOSEVELT TRAIL, LLC

By: SW  
Print Name: Scott W. Smith  
Its: Partner

STATE OF MAINE  
COUNTY OF CUMBERLAND

Sept 21, 2023

Then personally appeared before me the above-named Barry Tibbets, Scott W. Smith and acknowledged the foregoing instrument to be his free act and deed in said capacity, and the free act and deed of Town of Windham, Maine.



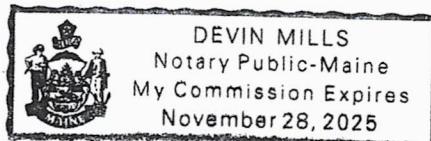
Devin Mills  
Notary Public/Attorney-at-Law  
Print Name: Devin Mills  
My Commission Expires: 11/28/25

STATE OF MAINE  
COUNTY OF CUMBERLAND

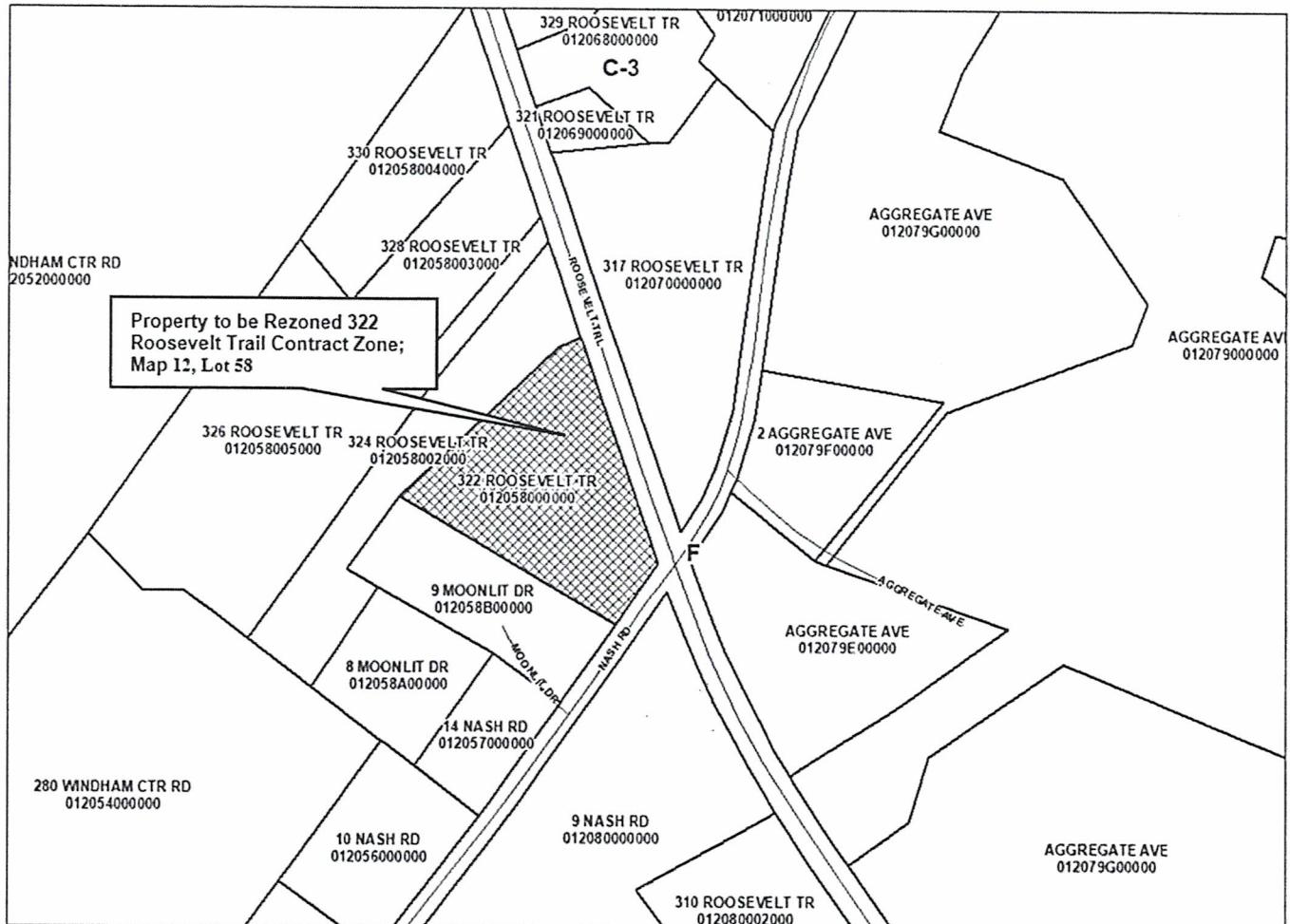
, 2023

Then personally appeared before me the above-named Barry Tibbets, Scott W. Smith and acknowledged the foregoing instrument to be his free act and deed in said capacity, and the free act and deed of 322 Roosevelt Trail, LLC.

Devin Mills  
Notary Public/Attorney-at-Law  
Print Name: Devin Mills  
My Commission Expires: 11/28/25



**EXHIBIT A**  
[SITE LOCATION MAP]



**EXHIBIT B**  
[322 ROOSEVELT TRAIL CONTRACT ZONING DISTRICT]

**1. Intent**

The 322 Roosevelt Trail Contract Zoning District intends to enable the expansion and redevelopment of the Property and the residential structures thereon for multifamily residential dwelling of up to 23 long-term dwelling units. Said use of the Property will benefit the Town by providing quality affordable housing for the workforce and retirees in an area of the Town where residential use is preferred over commercial or other intensive non-residential uses. The Contract Zone is located on U.S. Route 302, a transit route, that supports the transportation system along a main corridor in the Town. Furthermore, the Contract Zone will not result in a visual change that negatively affects the rural character of the Property or neighboring properties, and no expansion of municipal services is necessary as part of the re-zoning.

**2. Permitted Uses**

- a. Dwelling, Multifamily
- b. Home Occupation 1
- c. Home Occupation 2
- d. Building, Accessory
- e. Use, Accessory

**3. Conditional Uses**

None

**4. Prohibited Uses**

Uses that are not expressly enumerated herein as either Permitted Uses or Conditional Uses are prohibited.

**5. Dimensional Standards**

- a. Minimum Lot Size: Minimum lot size shall be 3.82+/- acres.
- b. Density: Up to 23 long-term dwelling units to be located in two (2) existing buildings, subject to expansion, as depicted on the Contract Zone Plan attached hereto and incorporated herein as Exhibit B-1 ("Exhibit B-1").
- c. Frontage: 507.71+/- feet
- d. Minimum Front Setback: 40 feet
- e. Minimum Side Setback: 10 feet
- f. Minimum Rear Setback: 10 feet
- g. Maximum Building Height: The greater of 35 feet and the height of existing structures, subject to expansion, as depicted on Exhibit B-1. h. Maximum Building Coverage: 25%

**6 District Performance Standards**

a. Buffer strip, landscaped/streetscape landscaping: A reasonable attempt to screen the Project with buffering measures installed between the street right-of-way and the buildings and parking at 322 Roosevelt Trail. The primary purpose of the buffering is to limit and soften views to and from Roosevelt Trail. Screening shall consist of a planting strip of trees, shrubs, perennials, erratic placement, mounding, or a combination thereof in an aesthetically pleasing arrangement. Selected vegetation shall be non-invasive species and the property owner is responsible for maintaining the buffer in good condition. The final screening plan shall be determined by the Planning Board per the site plan and subdivision review.

The buffer strip standards of Section 120-511 of the Land Use Ordinance shall apply.

b. Curb cuts and driveway openings: The curb cuts and driveway opening shall be satisfied by existing conditions and as depicted on the Existing Conditions Plan attached hereto and incorporated herein as Exhibit B-2 ("Exhibit B-2"), and shall not exceed forty feet (40') in width.

The curb cut standards of Section 120-522 of the Land Use Ordinance, with the exception of Subsection 120-522(B), shall apply.

c. Parking and loading: The Project shall include a minimum of one (1) parking space per dwelling unit. Parking layout and design shall be satisfied by existing conditions and as depicted on Exhibit B-1, and a parking stall shall be nine feet (9') by eighteen feet (18') in size.

Parking for any nonresidential uses shall be designed to permit each motor vehicle to proceed to and from the parking space provided for it without requiring the moving of any other motor vehicle.

The parking and loading standards of Section 120-542 of the Land Use Ordinance shall apply.

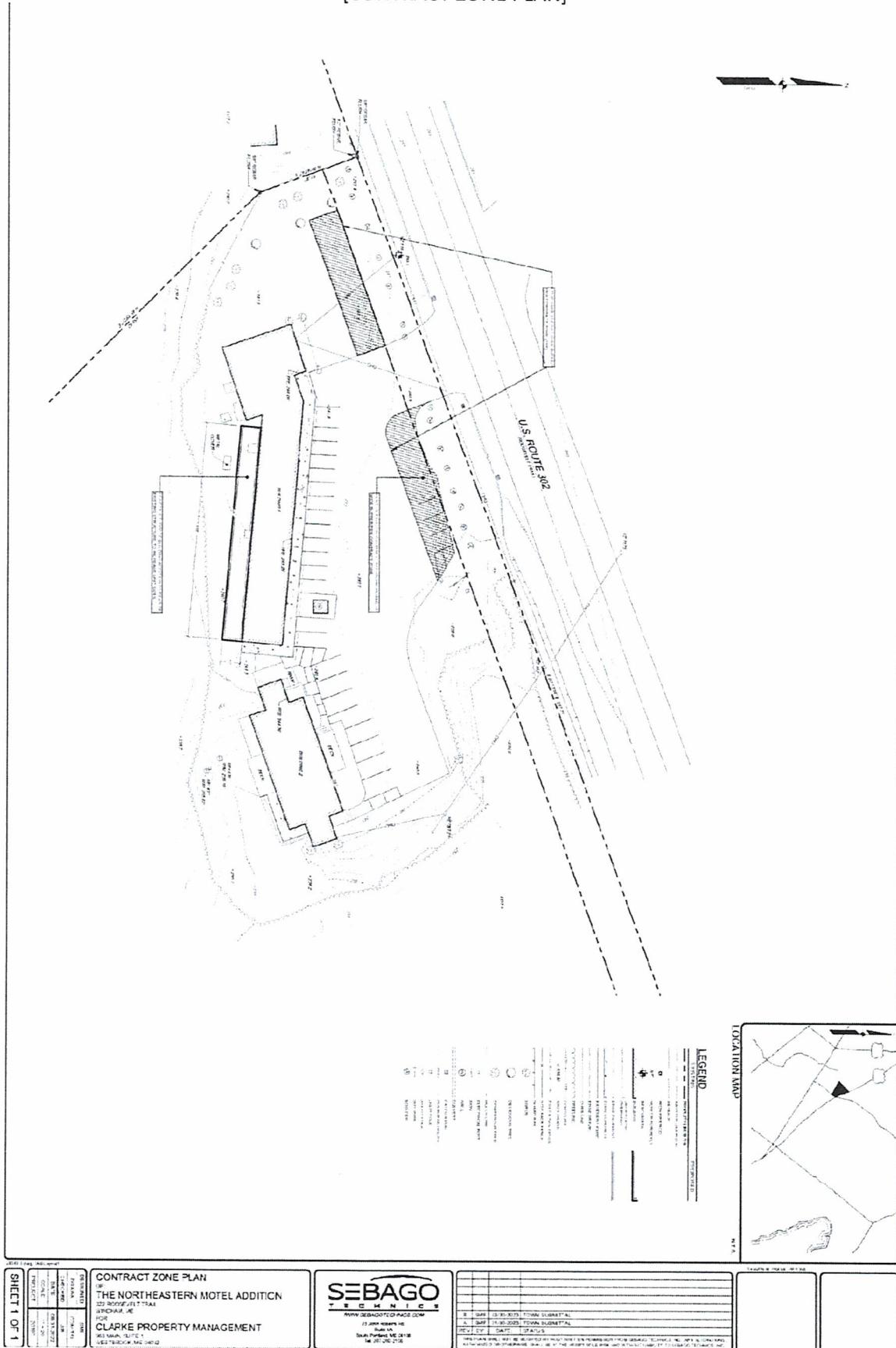
d. Solid Waste Dumpster: Any permanent solid waste dumpster shall meet the standards of Section 120-554 of the Land Use Ordinance.

e. Site plan review and approval authority shall be with the Planning Board in accordance with the application and review requirements established by Article 8 of the Land Use Ordinance.

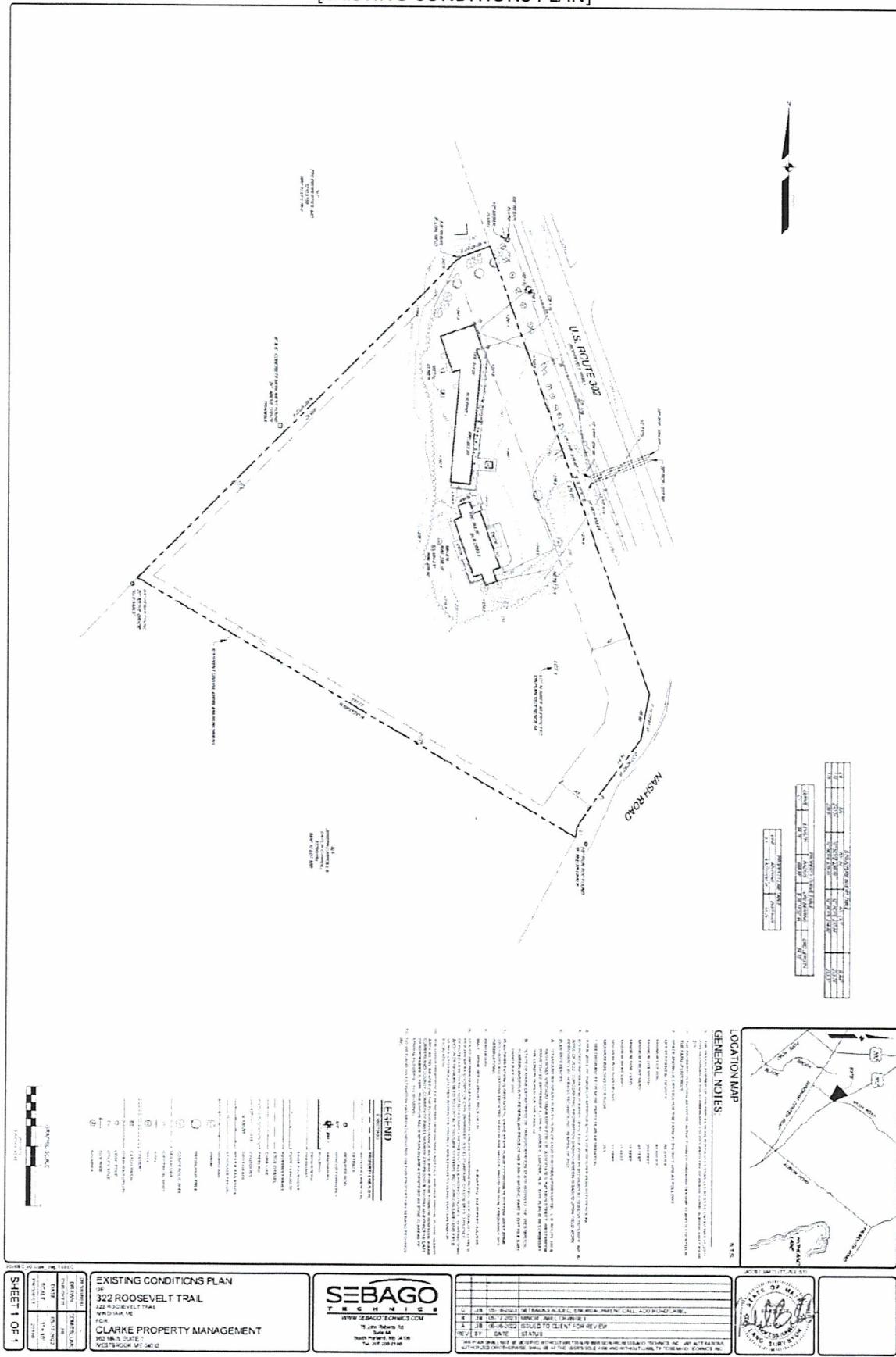
f. Subdivision review and approval shall be in accordance with the application and review requirements and procedures established by Article 9 of the Land Use Ordinance.

g. Three overhead utility connections, as depicted on Exhibit B-1, shall be permitted.

**EXHIBIT B-1**  
**[CONTRACT ZONE PLAN]**



**EXHIBIT B-2**  
**[EXISTING CONDITIONS PLAN]**



## **Exhibit 5**

---

# **Technical Ability and Financial Capacity**

### **Exhibit 5: Technical Ability and Financial Capacity**

Scott Smith of 322 Roosevelt Trail LLC manages many properties and has years of experience with property and building improvements throughout the area. The changes at 322 Roosevelt Trail are within the expertise and capacity of the applicant/owner.

Sebago Technics, Inc. provides design, engineering, traffic, landscaping, and permitting support for the proposed unit conversion, expansion, and site modifications at 322 Roosevelt Trail. Sebago Technics is a multi-disciplinary professional firm with over forty years of experience offering engineering, landscape architecture, surveying, transportation, CADD, GIS, permitting, natural resources, environmental and geospatial services. In this section, we enclose a firm overview and the resume of the project manager, Shawn M. Frank, P.E., and the project staff.

#### Financial

The applicant has provided financial capacity to complete the proposed addition and site improvements.

# SHAWN M. FRANK, PE

Senior Vice President, Commercial Development

---



Mr. Frank joined Sebago Technics, Inc. (STI) in April of 1985 and has over 33 years of experience in the civil engineering field, on a wide variety of private and public projects. These include utility systems for sanitary and water supply, stormwater control/treatment, roadway design, and construction inspection. His expertise includes difficult design situations involving pipe trench depths of 20' and minimum slope piping in marginal soils. He has designed pump stations ranging from single-family package units to wet well/dry well systems exceeding 200 gpm.

## EXPERIENCE



Mr. Frank specializes in the design and permitting of residential subdivisions and commercial site plans throughout southern Maine. The number of lots within the subdivisions ranged from three to ninety. All of the projects required review and approval by the local municipal planning board. The larger projects required permitting through the Maine Department of Environmental Protection. Mr. Frank prepared the applications for submission, coordinated the review with staff and presented the projects to the planning boards.

Mr. Frank is particularly skilled in the coordination of the internal departments at Sebago Technics, as well as presentations to clients and local planning boards. His professionalism and attention to publicly sensitive issues, combined with his technical knowledge, has made him effective in dealing with local concerns about project impacts, both during and after construction.

Prior to joining Sebago Technics, Mr. Frank worked as a design engineer with an architectural/engineering firm in Bangor. In this role, he was exposed to many disciplines of civil engineering. His main emphasis and responsibilities consisted of site and utility design.

## EDUCATION



Norwich University  
Northfield, VT  
Bachelor of Science, Civil Engineering  
1984

## MEMBERSHIPS

Chi Epsilon,  
National Civil Engineering Honor  
Society

American Society of Civil Engineers  
Director, Maine Aggregate Association

## REGISTRATIONS

Professional Engineering:  
Maine #6396



# KELSEY WEIR, EI

Civil Engineer



Kelsey joined Sebago Technics, Inc. (Sebago) in February of 2024 as a Civil Engineer. Hailing from Ohio, Kelsey graduated from the University of Maine with a degree in Civil Engineering. Prior to her employment at Sebago, she had been working for a local civil engineering firm with experience in coastal permitting and design projects. While in college, Kelsey had internships with experience in research for the United States Army Corps of Engineers (USACE), teaching assistant roles, and worked on transportation projects for a national transportation engineering firm. Kelsey is proficient in Civil 3D, HydroCAD and Microstation.

## EXPERIENCE



### **Cascades Subdivision – Saco, Maine**

Design engineer for stormwater for a 195-unit residential subdivision. Assisted in site development plans.

### **Fairway Commons Subdivision – Gorham, Maine**

Design engineer for a 14-unit residential subdivision. Provided site grading, stormwater treatment and design, and utility layout.

### **Private Residence – Cape Elizabeth, Maine**

Assisted in the preliminary site development concepts for a sand dune restoration for a residence in Cape Elizabeth.

*Prior to her employment at Sebago Technics, Kelsey's experience includes:*

### **Walsh Engineering Associates, Westbrook, ME**

Civil Project Engineer (May 2023- February 2024)

- Working on coastal shoreline stabilization projects in Peaks Island, Kennebunkport, and York, Maine
- Design riprap revetments with Civil-3D and Excel using Army Corp of Engineers Design Standards for residential and commercial properties.
- Permitted shoreline stabilization projects with the Department of Environmental Protection, Army Corp of Engineers, and local municipalities.
- Coordinated, scheduled, and communicated with private clients and surveying subconsultants.
- Performed stormwater drainage design and analysis for subdivisions utilizing Hydro-CAD software.
- Drafted residential and commercial stormwater drainage design, shoreline stabilization, and wetland delineation.
- Permitted SLODA stormwater permits with the Department of Environmental Protection for subdivisions.
- Coordinated and compiled Army Corp of Engineers permits for a multi marina dredge project.

## EDUCATION



University of Maine - Orono, ME

B.S., Civil Engineering

Concentration: Structures

Minor: Marine and Ocean Engineering

## CERTIFICATIONS

Engineering Intern (EI)

OSHA 10

## MEMBERSHIPS

Society of Women Engineers

American Society of Civil Engineers (ASCE)



# STEFANIE K. NICHOLS

Permitting Specialist/Project Coordinator



Mrs. Nichols joined Sebago Technics, Inc. (STI) in 2018 as a Permitting Specialist/Project Coordinator and is a Regulatory Specialist with over 36 years of diverse experience. During this time, she has worked with many different disciplines in the various aspects of site permitting and site inventory, and associated reports and graphics. Other duties over the years include civil drafting-hand and ACAD, project bid tracking and construction submittal processing, sourcing landscape materials, livestock procurement/travel permits, and short-term fostering.

## EXPERIENCE



### **Solar Array Projects**

Locations: Berwick, Kenduskeag, Lewiston, Livermore Falls, Mechanic Falls, Minot, North Berwick, Orrington, Oxford, Prospect, Searsport, Stockton Springs, etc.

Applications: MDEP Site Law, NRPA, Stormwater, Transfer, Extension, Decommissioning, USACE, MDOT Driveway, and Municipal.

### **Homestead Farms Subdivision - Falmouth, ME**

Single-Family Clustered Development

Applications: MDEP Site Law, NRPA, ACOE, Municipal Subdivision/Site Plan Review

### **Copart of Connecticut - Windham, ME**

Vehicle Auction Facility/Offices

Applications: MDEP Site Law, NRPA, Municipal Site, and Subdivision

### **Harborchase - South Portland, ME**

Senior Housing/Memory Care

Applications: Municipal, MDEP and FAA

### **Maine Medical Center - Portland, ME**

Large Medical Facility Expansion, Congress Street

Application: Municipal Level III Site Plan Application

### **Colby College - Waterville, ME (2003-2018)**

Liberal Arts College modifications and expansions: Athletic Fieldhouse Complex, Grossman Hall Addition/Renovation, Oakland Solar Array, Baseball/Softball Facility, Johnson Pond Water Quality, Biomass Plant Expansion, Cotter Union Expansion, The Diamond Building, Roberts Row Elevator Towers, Colby Green, etc.

Applications: MDEP, USACE, Municipal

### **Sugarloaf - Carrabassett Valley, ME (2003-2016)**

Ski Resort additions and modifications: Glades at Burnt Mountain, Golf Course, Snow Park, Bullwinkle's Expansion, Trail Widening, Parking, Sand and Salt Storage, etc.

Applications: MDEP, USACE, Municipal

### **Sebasco Harbor Resort and Harbor Island - Phippsburg, ME (2003-2018)**

Resort permitting, building modification, golf course modifications, parking, utilities, subdivision projects

Applications: MDEP Site Location, NRPA, OBD Renewal, DEP Transfers & Extensions, Municipal Site, and Subdivision

### **100+ Private Residences**

Locations: Maine, Massachusetts, New Hampshire, Connecticut, Montana

Applications: Municipal Site/Shoreland Review, MDEP NRPA, USACE, MDOT Driveway

## EDUCATION



Northern Maine Technical College

Presque Isle, ME

Drafting Technology

Central Maine Technical College

Auburn, ME

Maine Technical Source (MTS)

Yarmouth, ME

AutoCAD I

**SEBAGO**  
TECHNICS

# MICHELLE “SHELLY” R. STACEY

CAD Manager



Ms. Stacey joined Sebago Technics in 2018 as a Senior CAD Designer. She has more than 20 years of Civil CAD experience on local, regional, and national projects. She is experienced in the development of full civil site plan sets including utility, roadway, grading, profiles, sections and detail plans for local and national firms. She has diversified experience within various stages/design elements of a project.

In her role as CAD Manager, Shelly manages Sebago's CAD design teams to ensure project support and technical mentoring as the company continues to onboard new team members. Shelly is also responsible for the overall workload coordination for the CAD design team. Shelly is committed to deadlines and ensuring the company delivers clear, correct, and timely deliverables.

## EXPERIENCE



### **TWIN FALLS SUBDEVELOPMENT – WESTBROOK, MAINE**

Developed plan set to include, subdivision plan with roads, grading and drainage plans, sewer, storm drain and water plans, pipe networks, and erosion control plans and details.

### **NESG – MULTIPLE SOLAR DEVELOPMENT SITES, MAINE**

Developed plan sets to include, solar arrays with roads, grading and drainage plans, and erosion control plans and details.

### **PIPER SHORES – SCARBOROUGH, MAINE**

Developed plan set to include, roads, parking lots, grading and drainage plans, sewer, storm drain and water plans, pipe networks, and erosion control plans and details.

### **COASTAL RIPTIDE BASEBALL FACILITY – SANFORD, MAINE**

Created Multi-phase grading and drainage plans with road and parking layouts. Pipe networks for drainage and sewer.

## EDUCATION



Vermont Technical College

Randolph, Vermont

Associate of Engineering in Civil Engineering Technology, 1997

## SKILLS

AutoCAD 2018 by AutoDesk

Civil 3D 2018 by AutoDesk

Corpscon

Bing Live Maps

Microsoft Office Suite

Blue Beam and Adobe Acrobat

Google Earth

## **Exhibit 6**

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## **Utilities**

## Exhibit 6: Utilities

### Water

Potable water is provided to all units at 322 Roosevelt Trail is provided by the Portland Water District. This project does not include usage flow changes.

### Wastewater Disposal

Arkie Rogers Septic Service, Inc. performed an existing septic system compliance inspection at 322 Roosevelt Trail on May 15, 2024, and found the system was functioning properly; reference is made to the inspection statement enclosed in this section. Design information for the subsurface wastewater disposal was included in the Sketch Plan review documentation. Per the enclosed memorandum by Gary Fullerton, CSS, LSE of Sebago Technics, dated March 4, 2024, a septic design review indicates that the design average flow per person based on Maine Subsurface Wastewater Disposal residential rules is sufficient to meet the existing and the proposed motel room conversion to efficiency apartment use.

### Electrical and Communication

Existing electrical and communication infrastructure will be extended as necessary to accommodate unit layout changes at the nine expanded dwelling units.

**Arkie Rogers Septic Service Inc.**  
**Compliance Inspection for Existing Septic Systems**  
207-892-9126  
E-Mail: [Arkierogers1@outlook.com](mailto:Arkierogers1@outlook.com)

**Comments:** On 5/15/2024 our company evaluated the septic system at 322 Roosevelt Trail, Raymond Maine. All tanks had good baffles; all pumps were working as well as the alarm system. The concrete chambers were found to be clean and dry. The system was functioning properly on the day of inspection.

**Inspection Summary:**

Physical and operational condition of the on-site wastewater treatment system:

Functional: X      Functional with concerns: \_\_\_\_\_      Not Functional: \_\_\_\_\_

Septic systems are sub terranean, therefore, it is impossible to determine their overall condition. Also, when no water is entering the field line, i.e., if the house is vacant, a determination of their status is difficult. No prediction can be made as to when or if a system might fail.

This report comments on the workability of the system on the day of inspection only, and is in no way intended to be a guarantee or warranty.

Workability can be altered by factors such as excessive rainfall, heavy water usage, faulty plumbing or physical damage to system. All tanks require pumping maintenance.

Inspector's Signature: Dan Rogers

State Certifications #455



## *Memorandum*

**To:** Shawn Frank, PLS

**From:** Gary Fullerton, CSS, LSE

A handwritten signature in black ink that reads "Gary Fullerton".

**Date:** March 4, 2024

**Project:** #20380 – Northeastern Motel – 322 Roosevelt Trail, Windham

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I have reviewed the septic system designs for the Northeastern Motel. There are two septic systems that serve the motel and its 22 residential units. The first system was designed in 1987 and serves 13 units. The second system was designed in 2017 and serves 9 units and 4 employees. All of these units were designed at 100 gpd each, which is based on hotels and motels with private baths.

As I understand, 13 units are currently efficiency units and 9 are motel units. The proposal is to convert the 9 motel units into efficiency units. As I understand Table 4C, you can design hotel/motel units without a kitchen at 50 gpd per bed. These are all single bed units. The only change will be adding a small kitchen.

The average flow per person in a residential setting based on the Maine Subsurface Wastewater Disposal rules is 45 gpd. In my opinion, each of these rooms whether motel units or efficiencies are sufficient at 100 gpd. I have attached the two existing HHE-200 septic system designs. Please let me know if you have any questions.

## **Exhibit 7**

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# **Stormwater /**

# **Erosion & Sedimentation Control**

### **Exhibit 7: Stormwater / Erosion & Sedimentation Control**

Stormwater Reference is made to the Stormwater Drainage Plan included in this section. The information in this section meets the performance standards with respect to stormwater management in accordance with Maine Department of Environmental Protection (MDEP) Ch. 500 Stormwater Management Rules for the new, proposed impervious area at 322 Roosevelt Trail.

Erosion & Sedimentation Control (ESC) ESC measures, details, and the written plan are shown on the appended drawings. The ESC features are designed in accordance with recognized MDEP Maine Erosion and Sediment Control Best Management Practices.

## STORMWATER DRAINAGE PLAN

### 322 Roosevelt Trail Apartments Windham, Maine

#### I. Introduction

This Stormwater Drainage Plan has been prepared to address the performance standards with respect to stormwater management, in accordance with Chapter 500 Standards for the new, proposed impervious area at the 322 Roosevelt Trail Apartments.

#### II. Existing Conditions

The project site is identified as Lot 58 on Town of Windham Tax Map 12, and consists of approximately 3.52 acres of property that consists of an existing 23-unit motel facility with an access drive and parking area along with undeveloped wooded land. According to the latest edition of the Maine Department of Environmental Protection (DEP) Chapter 502, the project is not within the direct watershed of a Lake Most at Risk or an Urban Impaired Stream. The majority of the site drains towards the intersection of Roosevelt Trail and Nash Road to an area of wetlands which also accepts the runoff from twin 30-inch concrete culverts which cross Roosevelt Trail. A smaller area along the northerly property line drains to the abutting property to the north from the ridge line which contains the septic systems.

#### III. Proposed Development

The development proposes to construct an 1188 square foot addition along the back of the single-story portion of the motel which contains nine units to create efficiency apartments from the existing motel rooms. An approximately equal amount of pavement is proposed to be removed along the project street frontage to provide the required 15-foot-wide landscape buffer between the parking area and the roadway right of way. In accordance with a request from the Fire Department, an 18-foot-wide gravel emergency access drive is proposed along the northerly side of the building to allow emergency access to the rear of the facility. A shallow vegetated drainage swale is proposed to intercept the runoff from this access and direct it to a level spreader to disperse the runoff into a wooded buffer area prior to outletting the site. As the site development does not disturb greater than one acre of land area, no permitting is required through the MDEP.

#### **IV. Erosion and Sedimentation Control**

Erosion and Sediment Control measures shall include siltation fencing down gradient of the proposed disturbed area. The existing paved driveway will provide a stabilized construction entrance from Roosevelt Trail.

#### **V. Conclusions**

The proposed development has been designed to manage stormwater runoff by generally maintaining existing drainage patterns. A shallow vegetated swale is proposed to accept runoff from the new impervious area associated with the emergency access drive and direct it to a level spreader and into a wooded buffer. Erosion and Sedimentation Control shall be implemented in accordance with the enclosed plans.

Prepared by,

SEBAGO TECHNICS, INC.



Shawn M. Frank, P.E.  
Senior Project Manager

SMF

cc: 322 Roosevelt Trail, LLC

## **Exhibit 8**

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## **Solid Waste**

### **Exhibit 8: Solid Waste**

Municipal Solid Waste (MSW) The existing multi-family residential project consists of 23 units, generating normal daily household trash and recycling. MSW is currently removed weekly via a private contract that will remain in effect without change.

## **Exhibit 9**

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## **Other Reviews**

### **Exhibit 9: Other Reviews**

Municipal site plan review is the only permit required for the proposed project. We note that stormwater management is proposed in accordance with the standards of MDEP Ch. 500.

Per §120-807.F Final site plan review procedures, the following new approvals are not required:

- (a) Maine Department of Environmental Protection (MDEP)-SLODA
- (b) MDEP Natural Resources Protection (NRPA), Stormwater Law, or MEPDES
- (c) Maine Department of Transportation (MDOT)-TMP, entrance, etc.
- (d) Town of Windham Public Works Department (DPW)-Curb cuts
- (e) The Portland Water District (PWD)-Proposed public water or sewer
- (f) Maine Department of Health and Human Services (DHHS) – Central water supply
- (g) Maine licensed professional engineer-Individual wells
- (h) Maine Department of Health and Human Services (DHHS)-Engineered sewage
- (i) Plumbing Inspector (LPI)-Individual septic tanks
- (j) US Army Corps of Engineers (USACE)-Sec. 404 Permit, Clean Water Act
- (k) Town E911 Addressing Officer-Proposed street names

**Agency Site Review** As part of the site plan review, the applicant has contacted the following agencies to verify the absence or presence of resources:

- Maine Historic Preservation Commission
- Maine Department of Inland Fisheries & Wildlife
- Maine Natural Areas Program

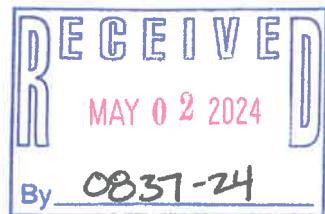
Per available public resources, we do not anticipate that the project will affect regulated resources. The letters of inquiry and/or responses are included in this section.



May 2, 2024  
20380

Mr. Kirk F. Mohney, Director and State Historic Preservation Officer  
Maine Historic Preservation Commission  
65 State House Station  
Augusta, Maine 04333

Email submittal: mhpcprojectreview@maine.gov



Multi-Family Unit Expansion and Other Site Improvements  
322 Roosevelt Trail (Route 302)  
Windham, ME  
Tax Map 12/Lot 58

Dear Mr. Mohney:

On behalf of our client, Sebago Technics respectfully requests a site review for a small residential expansion and associated site improvements at 322 Roosevelt Trail in the Town of Windham. More specifically, the proposal includes converting existing units to 23 multi-family dwelling units and constructing a 1,188 SF addition to benefit nine (9) units. The site is locally known as The Northeastern Motel and consists of a combination of residential use and a wooded area. The neighborhood uses include single-family and duplex residential, a towing company, unimproved property, and the Shaw Brothers O Pit.

As part of the site review for permitting and design, we request a review by the Maine Historic Preservation Commission for any properties or structures of historical significance in the site vicinity. We note that the project will not be federally funded. A review of the Cumberland County, Maine, National Register of Historic Places (NRHP), and CARMA map viewer did not identify structures, districts, or artifacts near the development site. The Town of Windham tax records identify two (2) lots with structures over fifty years located near the project site. There are no views of the project site from the lots mentioned above.

Please review the material at your earliest convenience and let me know your findings. If you have any questions or require additional information, please do not hesitate to contact me at snichols@sebagotechnics.com or directly by phone at (207) 200-2120. I look forward to hearing from you.

Sincerely,

SEBAGO TECHNICS, INC.

Stefanie Nichols  
Permitting Specialist/Project Coordinator

enc.      Location Map  
            Aerial Tax Image  
            >50 Year Structure Key/Assessor Cards  
            Site Plan 11x17

Based on the information submitted, I have concluded that there will be no historic properties affected by the proposed undertaking, as defined by Section 106 of the National Historic Preservation Act. Consequently, pursuant to 36 CFR 800.4(d)(1), no further Section 106 consultation is required unless additional resources are discovered during project implementation pursuant to 36 CFR 800.13.

Kirk F. Mohney,  
State Historic Preservation Officer  
Maine Historic Preservation Commission

5/30/24  
Date



May 2, 2024  
20380

Mr. John Perry, Environmental Review Coordinator  
Maine Department of Inland Fisheries and Wildlife  
Ciara Wentworth, Resource Biologist, Environmental Review Program  
41 State House Station  
Augusta, Maine 04333

Email submittal: ifwenvironmentalreview@maine.gov

**Multi-Family Unit Expansion and Other Site Improvements**

**322 Roosevelt Trail (Route 302)**

**Windham, ME**

**Tax Map 12/Lot 58**

Dear John and Ciara:

On behalf of our client, Sebago Techniques respectfully requests a site review for a small residential expansion and associated site improvements at 322 Roosevelt Trail (Route 302) in the Town of Windham. More specifically, the proposal includes converting existing units to 23 multi-family dwelling units and constructing a 1,188 SF addition to benefit nine (9) units. The overall site is a combination of residential use and woods. As part of the site review, we request MDIFW review regarding known locations of Endangered, Threatened, and Special Concern species, designated Essential and Significant Wildlife habitats, and fisheries habitats in the vicinity of the site as identified on the attached location map.

If you have any questions, please do not hesitate to contact me at [snichols@sebagotechnics.com](mailto:snichols@sebagotechnics.com) or (207) 200-2120. I look forward to hearing from you.

Sincerely,

SEBAGO TECHNICS, INC.

A handwritten signature in black ink that reads "Stefanie Nichols".

Stefanie Nichols  
Permitting Specialist/Project Coordinator

enc.



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY  
177 STATE HOUSE STATION  
AUGUSTA, MAINE 04333

JANET T. MILLS  
GOVERNOR

AMANDA E. BEAL  
COMMISSIONER

May 2, 2024

Stefanie Nichols  
Sebago Technics  
75 John Roberts Road, Suite 4A  
South Portland, ME 04106

Via email: [snichols@sebagotechnics.com](mailto:snichols@sebagotechnics.com)

Re: Rare and exemplary botanical features in proximity to: #20380, Multi-Family Unit Expansion and Other Site Improvements, 322 Roosevelt Trail, Windham, Maine

Dear Stefanie Nichols:

I have searched the Maine Natural Areas Program's Biological and Conservation Data System files in response to your request received May 2, 2024 for information on the presence of rare or unique botanical features documented from the vicinity of the project in Windham, Maine. Rare and unique botanical features include the habitat of rare, threatened, or endangered plant species and unique or exemplary natural communities. Our review involves examining maps, manual and computerized records, other sources of information such as scientific articles or published references, and the personal knowledge of staff or cooperating experts.

Our official response covers only botanical features. For authoritative information and official response for zoological features you must make a similar request to the Maine Department of Inland Fisheries and Wildlife, 284 State Street, Augusta, Maine 04333.

According to the information currently in our Biological and Conservation Data System files, there are no rare botanical features documented specifically within the project area. This lack of data may indicate minimal survey efforts rather than confirm the absence of rare botanical features. You may want to have the site inventoried by a qualified field biologist to ensure that no undocumented rare features are inadvertently harmed.

If a field survey of the project area is conducted, please refer to the enclosed supplemental information regarding rare and exemplary botanical features documented to occur in the vicinity of the project site. The list may include information on features that have been known to occur historically in the area as well as recently field-verified information. While historic records have not been documented in several years, they may persist in the area if suitable habitat exists. The enclosed list identifies features with potential to occur in the area, and it should be considered if you choose to conduct field surveys.

This finding is available and appropriate for preparation and review of environmental assessments, but it is not a substitute for on-site surveys. Comprehensive field surveys do not exist for all natural areas in Maine, and in the absence of a specific field investigation, the Maine Natural Areas Program cannot provide a definitive statement on the presence or absence of unusual natural features at this site.

MOLLY DOCHERTY, DIRECTOR  
MAINE NATURAL AREAS PROGRAM  
90 BLOSSOM LANE, DEERING BUILDING



PHONE: (207) 287-8044  
[WWW.MAINE.GOV/DACF/MNAP](http://WWW.MAINE.GOV/DACF/MNAP)

The Maine Natural Areas Program (MNAP) is continuously working to achieve a more comprehensive database of exemplary natural features in Maine. We would appreciate the contribution of any information obtained should you decide to do field work. MNAP welcomes coordination with individuals or organizations proposing environmental alteration or conducting environmental assessments. If, however, data provided by MNAP are to be published in any form, the Program should be informed at the outset and credited as the source.

The Maine Natural Areas Program has instituted a fee structure of \$75.00 an hour to recover the actual cost of processing your request for information. You will receive an invoice for \$150.00 for two hours of our services.

Thank you for using MNAP in the environmental review process. Please do not hesitate to contact me if you have further questions about the Natural Areas Program or about rare or unique botanical features on this site.

Sincerely,

*Lisa St. Hilaire*

Lisa St. Hilaire | Information Manager | Maine Natural Areas Program  
207-287-8044 | [lisa.st.hilaire@maine.gov](mailto:lisa.st.hilaire@maine.gov)

**Rare and Exemplary Botanical Features within 4 miles of  
Project: #20380, Multi-Family Unit Improvements/Expansion, 322 Roosevelt Trail, Windham, ME**

Common Name	State Status	State Rank	Global Rank	Date Last Observed	Occurrence Number	Habitat
<b>Broad Beech Fern</b>	SC	S2	G5	1872-08	15	Hardwood to mixed forest (forest, upland)
<b>Columbian Watermeal</b>	SC	S2	G5	2016-09-04	28	Hardwood to mixed forest (forest, upland)
<b>Ebony Spleenwort</b>	SC	S2	G5	2016-09-12	11	Open water (non-forested, wetland)
<b>Engelmann's Spikerush</b>	SC	S2	G5	1910-06-06	10	Rocky summits and outcrops (non-forested,
<b>Enriched Northern Hardwoods</b>	PE	SH	G4G5	1916-08-31	2	Open wetland, not coastal nor rivershore (non-forested,
<b>Fern-leaved False Foxglove</b>	S3	GNR		2001-08-28	34	
<b>Great Blue Lobelia</b>	SC	S3	G5	1902-09-02	13	Dry barrens (partly forested, upland),Hardwood to mixed
<b>Horned Pondweed</b>	PE	SX	G5	1905-09	3	Forested wetland,Non-tidal rivershore (non-forested,
<b>Marsh Milkwort</b>	SC	S2	G5	1913-09-13	9	Tidal wetland (non-forested, wetland)
<b>Missouri Rockcress</b>	PE	SH	G5T4	1903-08-18	1	Dry barrens (partly forested, upland),Open wetland, not
<b>Mountain Honeysuckle</b>	T	S1	G5	1905-06-11	5	Rocky summits and outcrops (non-forested,
	E	S2	G5	2007-10-05	11	Dry barrens (partly forested, upland),Hardwood to mixed

<u>Rattlesnake Hawkweed</u>	E	S1	G5T4Q	1909-07	1	Dry barrens (partly forested, upland)
<u>Scarlet Oak</u>	E	S1	G5	1916-08	2	Hardwood to mixed forest (forest, upland)
<u>Small Whorled Pogonia</u>	E	S2	G2G3	2018-06-15	18	Hardwood to mixed forest (forest, upland)
<u>Spicebush</u>	SC	S3	G5	2006-06-11	11	Forested wetland
<u>Spotted Pondweed</u>	T	S1	G5	2016-06-22	3	Open water (non-forested, wetland)
<u>Vasey's Pondweed</u>	SC	S2	G4	1901-08-04	7	Open water (non-forested, wetland)
<u>Water-plantain Spearwort</u>	PE	SH	G4	1903-07-29	2	Open water (non-forested, wetland)

Date Exported: 2024-05-02 15:38

## Conservation Status Ranks

**State and Global Ranks:** This ranking system facilitates a quick assessment of a species' or habitat type's rarity and is the primary tool used to develop conservation, protection, and restoration priorities for individual species and natural habitat types. Each species or habitat is assigned both a state (S) and global (G) rank on a scale of critically imperiled (1) to secure (5). Factors such as range extent, the number of occurrences, intensity of threats, etc., contribute to the assignment of state and global ranks. The definitions for state and global ranks are comparable but applied at different geographic scales; something that is state imperiled may be globally secure.

The information supporting these ranks is developed and maintained by the Maine Natural Areas Program (state ranks) and NatureServe (global ranks).

Rank	Definition
<b>S1</b> <b>G1</b>	<b>Critically Imperiled</b> – At very high risk of extinction or elimination due to very restricted range, very few populations or occurrences, very steep declines, very severe threats, or other factors.
<b>S2</b> <b>G2</b>	<b>Imperiled</b> – At high risk of extinction or elimination due to restricted range, few populations or occurrences, steep declines, severe threats, or other factors.
<b>S3</b> <b>G3</b>	<b>Vulnerable</b> – At moderate risk of extinction or elimination due to a fairly restricted range, relatively few populations or occurrences, recent and widespread declines, threats, or other factors.
<b>S4</b> <b>G4</b>	<b>Apparently Secure</b> – At fairly low risk of extinction or elimination due to an extensive range and/or many populations or occurrences, but with possible cause for some concern as a result of local recent declines, threats, or other factors.
<b>S5</b> <b>G5</b>	<b>Secure</b> – At very low risk of extinction or elimination due to a very extensive range, abundant populations or occurrences, and little to no concern from declines or threats.
<b>SX</b> <b>GX</b>	<b>Presumed Extinct</b> – Not located despite intensive searches and virtually no likelihood of rediscovery.
<b>SH</b> <b>GH</b>	<b>Possibly Extinct</b> – Known from only historical occurrences but still some hope of rediscovery.
<b>S#S#</b> <b>G#G#</b>	<b>Range Rank</b> – A numeric range rank (e.g., S2S3 or S1S3) is used to indicate any range of uncertainty about the status of the species or ecosystem.
<b>SU</b> <b>GU</b>	<b>Unrankable</b> – Currently unrankable due to lack of information or due to substantially conflicting information about status or trends.
<b>GNR</b> <b>SNR</b>	<b>Unranked</b> – Global or subnational conservation status not yet assessed.
<b>SNA</b> <b>GNA</b>	<b>Not Applicable</b> – A conservation status rank is not applicable because the species or ecosystem is not a suitable target for conservation activities (e.g., non-native species or ecosystems).
Qualifier	Definition
<b>S#?</b> <b>G#?</b>	<b>Inexact Numeric Rank</b> – Denotes inexact numeric rank.
<b>Q</b>	<b>Questionable taxonomy that may reduce conservation priority</b> – Distinctiveness of this entity as a taxon or ecosystem type at the current level is questionable. The “Q” modifier is only used at a global level.
<b>T#</b>	<b>Infraspecific Taxon (trinomial)</b> – The status of infraspecific taxa (subspecies or varieties) are indicated by a “T-rank” following the species' global rank.

**State Status:** Endangered and Threatened are legal status designations authorized by statute. Please refer to MRSA Title 12, §544 and §544-B.

Status	Definition
<b>E</b>	<b>Endangered</b> – Any native plant species in danger of extinction throughout all or a significant portion of its range within the State or Federally listed as Endangered.
<b>T</b>	<b>Threatened</b> – Any native plant species likely to become endangered within the foreseeable future throughout all or a significant portion of its range in the State or Federally listed as Threatened.
<b>SC</b>	<b>Special Concern</b> – A native plant species that is rare in the State, but not rare enough to be considered Threatened or Endangered.
<b>PE</b>	<b>Potentially Extirpated</b> – A native plant species that has not been documented in the State in over 20 years, or loss of the last known occurrence.

**Element Occurrence (EO) Ranks:** Quality assessments that designate viability of a population or integrity of habitat. These ranks are based on size, condition, and landscape context. Range ranks (e.g., AB, BC) and uncertainty ranks (e.g., B?) are allowed. The Maine Natural Areas Program tracks all occurrences of rare plants and natural communities/ecosystems (S1-S3) as well as exemplary common natural community types (S4-S5 with EO ranks A/B).

Rank	Definition
<b>A</b>	<b>Excellent</b> – Excellent estimated viability/ecological integrity.
<b>B</b>	<b>Good</b> – Good estimated viability/ecological integrity.
<b>C</b>	<b>Fair</b> – Fair estimated viability/ecological integrity.
<b>D</b>	<b>Poor</b> – Poor estimated viability/ecological integrity.
<b>E</b>	<b>Extant</b> – Verified extant, but viability/ecological integrity not assessed.
<b>H</b>	<b>Historical</b> – Lack of field information within past 20 years verifying continued existence of the occurrence, but not enough to document extirpation.
<b>X</b>	<b>Extirpated</b> – Documented loss of population/destruction of habitat.
<b>U</b>	<b>Unrankable</b> – Occurrence unable to be ranked due to lack of sufficient information (e.g., possible mistaken identification).
<b>NR</b>	<b>Not Ranked</b> – An occurrence rank has not been assigned.

Visit the Maine Natural Areas Program website for more information  
<http://www.maine.gov/dacf/mnap>



## **Exhibit 10**

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## **Traffic**

**Exhibit 10: Traffic**

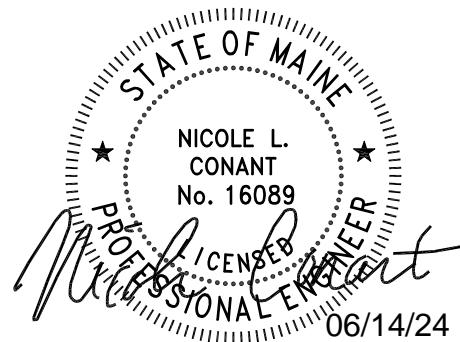
Reference is made to the enclosed Trip Generation Assessment dated June 14, 2024.

## Memorandum

20380

**To:** Shawn Frank, P.E., Sebago Techniques  
**From:** Michael Feely, EI, Sebago Techniques  
                  Nikki Conant, P.E., Sebago Techniques  
**Date:** June 14, 2024

**Subject:** Trip Generation Assessment, 322 Roosevelt Trail Apartments, Windham



### Introduction

The purpose of this memorandum is to provide a trip generation assessment for a proposed change of use from a 23-room motel to 23 apartment units at 322 Roosevelt Trail (Route 302) in Windham, Maine. Access to the site is provided via an existing entrance approximately 350 feet north of Nash Road.

### Trip Generation

Trip generation for the proposed use was completed utilizing the 11<sup>th</sup> Edition of the Institute of Transportation Engineers (ITE), *Trip Generation Manual*. Land use code (LUC) 220 – Multifamily Housing (Low-Rise) was utilized based on 23 dwelling units. ITE defines LUC 220 as including “apartments, townhouses, and condominiums located within the same building with at least three other dwelling units and that have two or three floors (levels).” Estimated trip generation for the proposed use is outlined in Table 1.

**Table 1 – Proposed ITE Trip Generation  
 Land Use Code 220 – Multifamily Housing (Low-Rise)  
 23 Dwelling Units**

Time Period	Average Rate per Dwelling Unit	Trips	Entering	Exiting
<b>Weekday</b>	6.74	155	78 (50%)	77 (50%)
<b>AM Peak Hour – Adjacent Street (7 – 9 AM)</b>	0.40	9	2 (24%)	7 (76%)
<b>AM Peak Hour – Generator</b>	0.47	11	3 (24%)	8 (76%)
<b>PM Peak Hour – Adjacent Street (4 – 6 PM)</b>	0.51	12	7 (63%)	5 (37%)
<b>PM Peak Hour – Generator</b>	0.57	13	8 (62%)	5 (38%)

As demonstrated in Table 1, the proposed apartments are estimated to generate a total of 11 trips and 13 trips during the AM and PM peak hours of the generator, respectively.

For the existing motel use, LUC 320 – Motel was utilized based on 23 rooms. ITE defines LUC 320 as a “place of lodging that provides sleeping accommodations and provides little or no meeting space and few supporting facilities.” Estimated trip generation for the existing use is outlined in Table 2.

**Table 2 – Existing ITE Trip Generation  
Land Use Code 320 – Motel  
23 Rooms**

<i>Time Period</i>	<i>Average Rate per Room</i>	<i>Trips</i>	<i>Entering</i>	<i>Exiting</i>
<b>Weekday</b>	3.35	77	39 (50%)	38 (50%)
<b>AM Peak Hour – Adjacent Street (7 – 9 AM)</b>	0.35	8	3 (37%)	5 (63%)
<b>AM Peak Hour – Generator</b>	0.40	9	4 (41%)	5 (59%)
<b>PM Peak Hour – Adjacent Street (4 – 6 PM)</b>	0.36	8	4 (54%)	4 (46%)
<b>PM Peak Hour – Generator</b>	0.41	9	5 (55%)	4 (45%)

As demonstrated in Table 2, the 23-room motel generated a total of approximately 9 trips and 9 trips during the AM and PM peak hours of the generator, respectively.

The proposed change from a 23-room motel to 23 apartments is expected to generate two (2) new trips and four (4) new trips during the AM and PM peak hours of the generator, respectively. The existing entrance to the site is adequate for the expected increase in trips. This level of new trip generation would not be anticipated to have impact off-site on the adjacent roadways, including the nearby intersection of Roosevelt Trail and Nash Road.

# **Exhibit 11**

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## **Lighting**

### **Exhibit 11: Lighting**

Changes to the existing site lighting are limited to the addition of LED residential-scale dark-sky-compliant fixtures at the newly created rear entrances of the nine expanded units. The specified fixtures will provide suitable lighting for entry access and safety that will not spill onto neighboring properties. The project architect will determine the fixture selection.