



September 2, 2025

Amanda Lessard, Senior Planner
Town of Windham
8 School Road
Windham, ME 04062

**Re: Sketch Plan – Site Plan Amendment
Roosevelt Trail Commercial Building
Lussier Apartments, LLC - Applicant**

Dear Amanda:

On behalf of Lussier Apartments, LLC we have prepared the enclosed Sketch Plan Application for review of a proposed commercial development located on a 1.25-acre property on Roosevelt Trail. The property is identified as Lot 25-A on Tax Map 10-A and is located in the Commercial-3 zoning district. The property was divided from a larger parcel, which we understand received Site Plan approval from the Windham Planning Board for a commercial use that still exists on that property. It is our understanding that this Site Plan application will be reviewed as an amendment to the previously approved site plan, because this property was part of the adjacent lot when Site Plan approval was granted.

The property proposed to be developed has been partially cleared of trees, but there are no structures or significant improvements on the lot. The project will include the construction of a 4,980 sf commercial-use building with paved access from Roosevelt Trail and paved on-site parking and driveways. The building will have offices and meeting space in the front portion, and storage of equipment and materials in the rear portion of the building. The applicant intends to operate an established water treatment and radon mitigation business at this location.

The building will require an on-site well and on-site wastewater disposal system. Power will be extended to the building from Roosevelt Trail and will be installed underground.

Drainage from the project site is tributary to Colley Wright Brook. We anticipate that the project development area will be less than 1 acre and we do not anticipate that the MDEP will require permitting, unless the MDEP determines that this development is an extension of the previous development and requires permitting as a common scheme of development.

We do not anticipate that the project will require any market studies, utility studies or traffic studies beyond normal consideration to satisfy the Land Use Ordinance performance standards and requirements of the utility districts. We are not aware of any existing easements on the property.

Upon your review of the enclosed documents, please let us know if you have any questions or require any additional information.

Sincerely,

DM ROMA CONSULTING ENGINEERS

Dustin Roma

Dustin M. Roma, P.E.
President



SKETCH PLAN - MAJOR SITE PLAN REVIEW APPLICATION

FEES FOR SKETCH PLAN REVIEW		APPLICATION FEE:		<input checked="" type="checkbox"/> \$200.00	AMOUNT PAID:				
		REVIEW ESCROW:		<input checked="" type="checkbox"/> \$400.00	\$ 600.00				
						DATE: 9-2-25			
						Office Use:		Office Stamp:	
PROPERTY DESCRIPTION	Parcel ID	Map(s) #	10-A	Lot(s) #	25-A	Zoning District(s)	C-3	Total Land Area SF	54,470 SF
	Total Disturbance. >1Ac		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Est. Building SF:		4,980 SF		No Building; Est. SF of Total Development:	
	Physical Address:		0 Roosevelt Trail				Watershed:		Colley Wright Brook to Presumpscot
PROPERTY OWNER'S INFORMATION	Name:					Name of Business:		Lussier Apartments LLC	
	Phone:		(207) 807 - 8831			Mailing Address:		243 Roosevelt Trail	
	Fax or Cell:							Windham, ME 04062	
	Email:		brandon.lussier@pillartopost.com						
APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)	Name:		Same as owner			Name of Business:			
	Phone:					Mailing Address:			
	Fax or Cell:								
	Email:								
APPLICANT'S AGENT INFORMATION	Name:		Dustin Roma			Name of Business:		DM Roma Consulting Engineers	
	Phone:		(207) 591 - 5055			Mailing Address:		PO Box 1116	
	Fax or Cell:		(207) 310 - 0506					Windham, ME 04062	
	Email:		dustin@dmroma.com						
PROJECT INFORMATION	Existing Land Use (Use extra paper, if necessary):								
	Vacant land - divided from previously approved site plan with commercial use.								
	Provide a narrative description of the Proposed Project (Use extra paper, if necessary):								
Construct a 4,980 sf commercial building with associated paved parking and driveway. Building will require on-site well and on-site wastewater disposal field									
Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.):									
No significant limitations to note									



SKETCH PLAN REVIEW REQUIREMENTS FOR A MAJOR SITE PLAN APPLICATION

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 a waiver of a submission requirement is granted.

The Sketch Plan document/map:

- A) Plan size: 24" X 36"
- B) Plan Scale: No greater 1":100'
- C) Title block: Applicant's name and address
- Name of 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 prior to the desired Planning Board or Staff Review Committee meeting.

- Five copies of application and plans
- Application Payment and Review Escrow
- Pre-submission meeting with the Town staff is required.
- Contact information:
Windham Planning Department (207) 894-5960, ext. 2
Steve Puleo, Town Planner spuleo@windhammaine.us
Amanda Lessard, Planning Director allessard@windhammaine.us

APPLICANT/PLANNER'S CHECKLIST FOR SKETCH PLAN REVIEW REQUIREMENTS

SUBMITTALS THAT THE TOWN PLANNER DEEMS INCOMPLETE 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 811, 812, & 813. Due to projects specifics, are 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.

NOTE TO APPLICANT: PRIOR TO THE SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE AND APPRAISE THE LAYOUT OF DEVELOPMENT (SEE RULES OF PLANNING BOARD FOR MORE SPECIFICS, PER SECTION 120-807D(2)).

Submission Requirements:	Applicant	Staff	Submission Requirements (continued)	Applicant	Staff
a) Completed Sketch Plan Application form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-If yes, submit letter with the waivers being requested, along with a completed "Performance and Design Standards Waiver Request" form.	<input type="checkbox"/>	<input type="checkbox"/>
b) Proposed Project Conditions:					
- Condition of the site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plan Requirements		
- Proposed use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please note: the Sketch Plan does not need to be surveyed. However, if it is surveyed, please refer to the GIS requirements for Final Plan review. It may be in the applicant's interest to obtain the required GIS data while the surveyor is on site		
- Constraints/opportunities of site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1] The name of the development, North arrow, date, and scale.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outline any of the follow			2] The boundaries of the parcel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Traffic Study	<input type="checkbox"/>	<input type="checkbox"/>	3] The relationship of the site to the surrounding area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Utility Study	<input type="checkbox"/>	<input type="checkbox"/>	4] The topography of the site at an appropriate contour interval depending on the nature of the use and character of the site (in many instances, submittal of the applicable USGS ten-foot contour map will be adequate).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Market Study	<input type="checkbox"/>	<input type="checkbox"/>	5] The approximate size and location of major natural features of the site, including wetlands, streams, ponds, floodplains, groundwater aquifers, significant wildlife habitats and fisheries or other important natural features (if none, so state).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Name, address, phone for record owner and applicant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6] Existing buildings, structure, or other improvements on the site (if none, so state).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Names and addresses of all consultants working on the project.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7] Existing restrictions or easements on the site (if none, so state).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Evidence of right, title, or interest in the property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8] Approximate location and size of existing utilities on and adjacent to the tract, including utility poles and hydrants (if none, so state)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f) Evidence of payment of Sketch Plan fees and escrow deposit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9] A Class D medium-intensity soil survey (information from the most current soil survey for Cumberland County, Maine, is acceptable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g) Any anticipated waiver requests (Section 120-808)					
Waivers from Submission Criteria. Will the applicant be requesting waivers from the "Submission information for which a Waiver May be Granted"?	<input type="checkbox"/>	<input type="checkbox"/>	10] The location and size of proposed buildings, structures, access drives, parking areas, and other development features (if applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- If yes, submit letter with waivers being requested, along with a completed "Performance & design Standards Waiver Request Form.	<input type="checkbox"/>	<input type="checkbox"/>			
Waivers from Subdivision Performance Standards in Section 120-812 of the Land Use Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>	PDF Electronic Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The undersigned hereby makes 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.

Dustin Roma

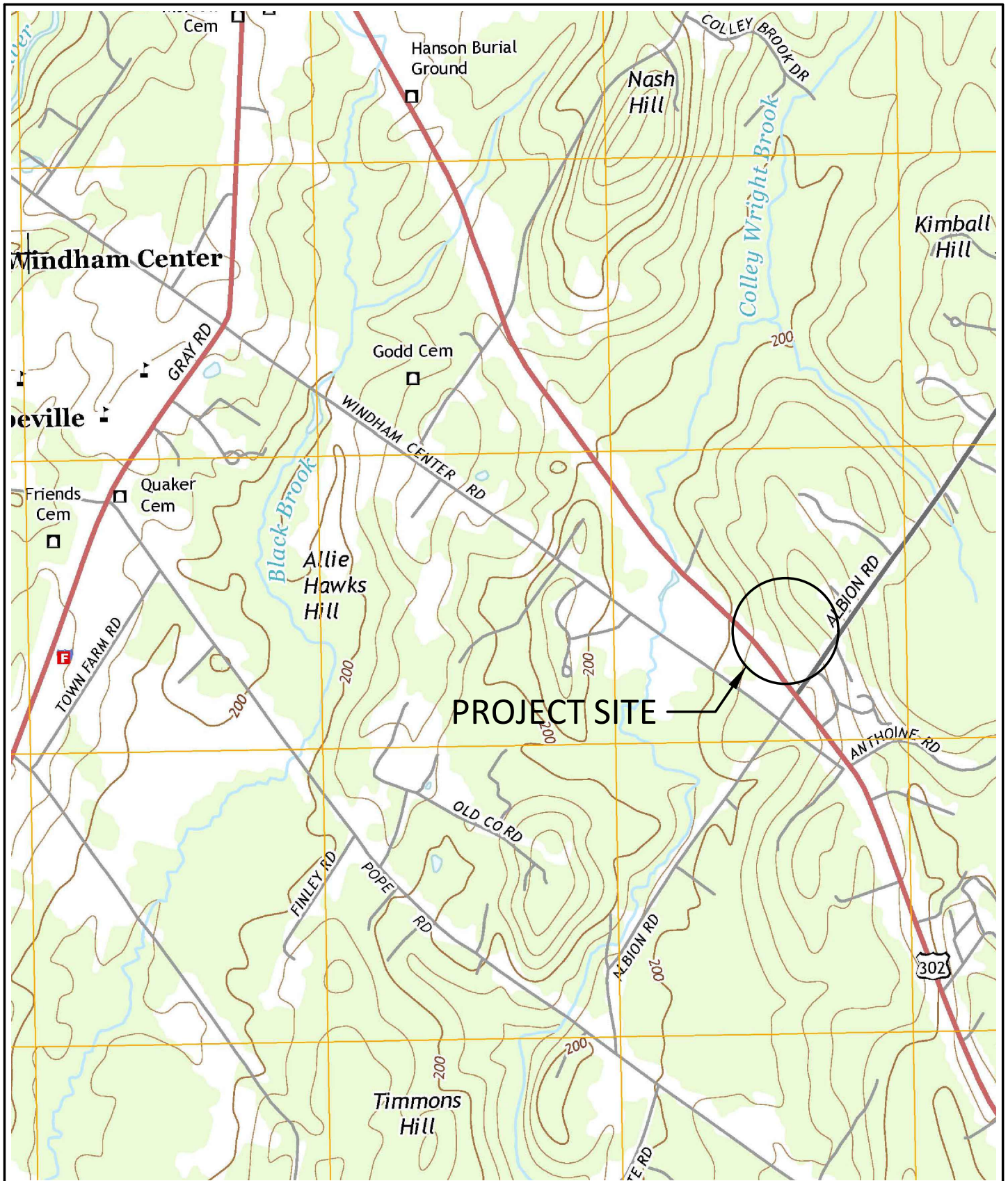
9-2-25

Dustin Roma - Authorized Agent

APPLICANT OR AGENT'S SIGNATURE

DATE

PLEASE TYPE OR PRINT NAME



SITE LOCATION MAP

COMMERCIAL BUILDING
WINDHAM, MAINE

FOR RECORD OWNER:
LUSSIER APARTMENTS LLC
243 ROOSEVELT TRAIL
WINDHAM, ME 04062

SCALE: 1"=1500'
DATE: 09-02-2025
JOB NUMBER: 25053

DM ROMA

CONSULTING ENGINEERS

P.O. BOX 1116
WINDHAM, ME 04062
(207) 591-5055

WARRANTY DEED
Statutory Short Form

DLN: 3057367

KNOW ALL BY THESE PRESENTS, That, **Q Hien LLC, a Maine Limited Liability Company**, with a principal place of business in **3 Deering Road, Gorham, Cumberland County, State of Maine**, for consideration paid, grants to **Lussier Apartments LLC, a Maine Limited Liability Company**, whose mailing address is **243 Roosevelt Trail, Windham, ME 04062**, with Warranty Covenants, the real property in the Town of **Windham**, County of **Cumberland** and State of **Maine**, more particularly described as follows:

The following lot or parcel of land situated on the northeasterly side of Roosevelt Trail, also known as Route 302, in the Town of Windham, County of Cumberland, and State of Maine being bounded and described, to wit:

Beginning on the northeasterly sideline of Roosevelt Trail at land now or formerly of Lussier Apartments, LLC as described in a deed recorded in Book 35544, Page 251 in the Cumberland County Registry of Deeds (CCRD);

Thence N 69° 56' 33" E, by and along land of Lussier Apartments, LLC and land now or formerly of Nicholas Valente and Amy A. Valente as described in a deed recorded in Book 37788, Page 277 CCRD, a distance of 312.22 feet;

Thence S 34° 54' 06" E a distance of 35.85 feet;

Thence S 19° 50' 06" E a distance of 233.42 feet;

Thence N 69° 58' 36" W a distance of 175.37 feet;

Thence S 84° 45' 23" W a distance of 98.17 feet;

Thence S 57° 10' 55" W a distance of 90.03 feet the easterly sideline of Roosevelt Trail;

Thence N 20° 19' 16" W, by and along the easterly sideline of Roosevelt Trail, a distance of 3.79 feet;

Thence northwesterly, by and along the northeasterly sideline of Roosevelt Trail, along a curve concave to the left having a radius of 3658.13 feet an arc distance of 146.21 feet to the Point of Beginning.

The parcel contains approximately 1.25 acres. Bearings are Magnetic 2002.

Reference is made to a plan entitled "Proposed Division Roosevelt Trail Windham, Maine for Carlberg Investment Group, LLC" dated March 2022 by Survey Inc.

Meaning and intending to convey and conveying the real property described in a deed to **Q Hien LLC**, dated November 14, 2024 and recorded with the Cumberland County Registry of Deeds in Book 41124, Page 44.

Witness our hands and seals this August 26, 2025.

Witness:

Q Hien LLC

By: _____

Hien Quach, Member

By: _____

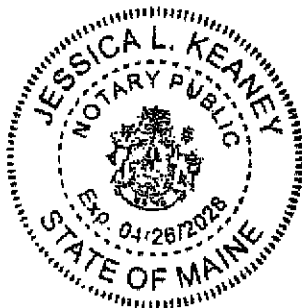
Bien Thach, Member

STATE OF MAINE

COUNTY OF CUMBERLAND, ss.

August 26, 2025

Personally appeared on the above date, the above-named **Hien Quach and Bien Thach**, Members of said **Q Hien LLC**, and acknowledged the foregoing to be their free act and deed in their said capacity and the free act and deed of said **Q Hien LLC**.



Before me,

Notary Public/Attorney at Law

Print name: Jessica L. Keaney

Exp: 04/26/2028



Soil Map—Cumberland County and Part of Oxford County, Maine



MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

Water Features



Streams and Canals

Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

Background



Aerial Photography

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 Data: Version 21, Aug 26, 2024

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

Date(s) aerial images were photographed: Mar 1, 2022—Jul 1, 2022

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
PfB	Paxton very stony fine sandy loam, 3 to 8 percent slopes	0.7	44.5%
Sn	Scantic silt loam, 0 to 3 percent slopes	0.4	27.8%
WrB	Woodbridge fine sandy loam, 0 to 8 percent slopes	0.4	27.7%
Totals for Area of Interest		1.5	100.0%

Cumberland County and Part of Oxford County, Maine

PfB—Paxton very stony fine sandy loam, 3 to 8 percent slopes

Map Unit Setting

National map unit symbol: bljj

Elevation: 10 to 2,500 feet

Mean annual precipitation: 34 to 50 inches

Mean annual air temperature: 37 to 46 degrees F

Frost-free period: 90 to 160 days

Farmland classification: Farmland of local importance

Map Unit Composition

Paxton and similar soils: 85 percent

Minor components: 2 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Paxton

Setting

Landform: Drumlinoid ridges

Landform position (two-dimensional): Summit, shoulder

Landform position (three-dimensional): Interfluve, crest

Down-slope shape: Convex

Across-slope shape: Convex

Parent material: Coarse-loamy lodgment till derived from mica schist

Typical profile

Oa - 0 to 2 inches: highly decomposed plant material

H1 - 2 to 8 inches: fine sandy loam

H2 - 8 to 20 inches: fine sandy loam

H3 - 20 to 65 inches: fine sandy loam

Properties and qualities

Slope: 3 to 8 percent

Surface area covered with cobbles, stones or boulders: 1.6 percent

Depth to restrictive feature: 18 to 40 inches to densic material

Drainage class: Well drained

Capacity of the most limiting layer to transmit water

(Ksat): Moderately low to moderately high (0.06 to 0.60 in/hr)

Depth to water table: About 30 to 42 inches

Frequency of flooding: None

Frequency of ponding: None

Available water supply, 0 to 60 inches: Low (about 3.5 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 6s

Hydrologic Soil Group: C

Ecological site: F144BY501ME - Loamy Slope (Northern Hardwoods)

Hydric soil rating: No

Minor Components

Ridgebury

Percent of map unit: 2 percent

Landform: Drumlinoid ridges

Landform position (two-dimensional): Footslope

Landform position (three-dimensional): Base slope

Down-slope shape: Concave

Across-slope shape: Concave

Hydric soil rating: Yes

Data Source Information

Soil Survey Area: Cumberland County and Part of Oxford County, Maine

Survey Area Data: Version 21, Aug 26, 2024

Cumberland County and Part of Oxford County, Maine

Sn—Scantic silt loam, 0 to 3 percent slopes

Map Unit Setting

National map unit symbol: 2slv3

Elevation: 10 to 900 feet

Mean annual precipitation: 33 to 60 inches

Mean annual air temperature: 39 to 45 degrees F

Frost-free period: 90 to 160 days

Farmland classification: Farmland of local importance

Map Unit Composition

Scantic and similar soils: 85 percent

Minor components: 5 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Scantic

Setting

Landform: Marine terraces, river valleys

Landform position (three-dimensional): Talf

Down-slope shape: Linear

Across-slope shape: Linear

Parent material: Glaciomarine deposits

Typical profile

Ap - 0 to 9 inches: silt loam

Bg1 - 9 to 16 inches: silty clay loam

Bg2 - 16 to 29 inches: silty clay

Cg - 29 to 65 inches: silty clay

Properties and qualities

Slope: 0 to 3 percent

Depth to restrictive feature: More than 80 inches

Drainage class: Poorly drained

Capacity of the most limiting layer to transmit water (Ksat): Very low to moderately low (0.00 to 0.06 in/hr)

Depth to water table: About 0 to 12 inches

Frequency of flooding: None

Frequency of ponding: None

Available water supply, 0 to 60 inches: Moderate (about 6.3 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 4w

Hydrologic Soil Group: D

Ecological site: F144BY304ME - Wet Clay Flat

Hydric soil rating: Yes

Minor Components

Biddeford

Percent of map unit: 3 percent

Landform: Marine terraces, river valleys

Landform position (two-dimensional): Toeslope

Landform position (three-dimensional): Dip

Down-slope shape: Concave

Across-slope shape: Concave, linear

Ecological site: F144BY002ME - Marine Terrace Depression

Hydric soil rating: Yes

Roundabout

Percent of map unit: 2 percent

Landform: River valleys, marine terraces

Landform position (three-dimensional): Tread, talf

Down-slope shape: Linear

Across-slope shape: Linear

Hydric soil rating: Yes

Data Source Information

Soil Survey Area: Cumberland County and Part of Oxford County, Maine

Survey Area Data: Version 21, Aug 26, 2024

Cumberland County and Part of Oxford County, Maine

WrB—Woodbridge fine sandy loam, 0 to 8 percent slopes

Map Unit Setting

National map unit symbol: blkf

Elevation: 0 to 2,500 feet

Mean annual precipitation: 34 to 50 inches

Mean annual air temperature: 37 to 46 degrees F

Frost-free period: 90 to 160 days

Farmland classification: All areas are prime farmland

Map Unit Composition

Woodbridge and similar soils: 86 percent

Minor components: 3 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Woodbridge

Setting

Landform: Till plains

Landform position (two-dimensional): Shoulder, backslope

Landform position (three-dimensional): Crest, side slope

Down-slope shape: Linear

Across-slope shape: Linear

Parent material: Coarse-loamy lodgment till derived from mica schist

Typical profile

H1 - 0 to 3 inches: fine sandy loam

H2 - 3 to 20 inches: fine sandy loam

H3 - 20 to 65 inches: fine sandy loam

Properties and qualities

Slope: 0 to 8 percent

Depth to restrictive feature: 16 to 36 inches to densic material

Drainage class: Moderately well drained

Capacity of the most limiting layer to transmit water

(Ksat): Moderately low to moderately high (0.06 to 0.60 in/hr)

Depth to water table: About 18 to 30 inches

Frequency of flooding: None

Frequency of ponding: None

Available water supply, 0 to 60 inches: Very low (about 2.8 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 2e

Hydrologic Soil Group: C

Ecological site: F144BY501ME - Loamy Slope (Northern Hardwoods)

Hydric soil rating: No

Minor Components

Ridgebury

Percent of map unit: 3 percent

Landform: Till plains

Landform position (two-dimensional): Footslope

Landform position (three-dimensional): Base slope

Down-slope shape: Concave

Across-slope shape: Concave

Hydric soil rating: Yes

Data Source Information

Soil Survey Area: Cumberland County and Part of Oxford County, Maine

Survey Area Data: Version 21, Aug 26, 2024