

October 6, 2025

Mr. Steve Puleo
Planning Director
Town of Windham
8 School Road
Windham, ME 04062

**Subject: Plan Review Amendment
Windham Village Apartments – Windham, ME
Cover Letter**

Dear Steve:

Windham Village Apartments, LLC. has retained Gorrill Palmer to assist in the preparation of plans and permitting for the approved Major Site Plan and Subdivision project #23-18 – Windham Village Apartments. This project was approved at Windham’s July 1, 2024, Planning Board meeting with a vote of 5 to 0.

On September 8th, 2025, the Planning Board approved the most recent amended subdivision application to revise the project to a condominium structure as well as minor parking lot updates and building elevation revisions.

We provide this letter to the Town requesting a plan amendment review relative to the performance guarantee required for the project. In accordance with Section 120-914A.(1)(d), the Applicant requests that in lieu of a performance guarantee for construction of the project improvements, no lot or parcel may be conveyed and no building permit for any building will be issued by CEO until the completion of all streets, utilities and other required improvements are completed.

In support of this application, we have also provided the following materials:

Attachment	Section
1	Application & Checklists
2	Title, Right, or Interest
3	Amended Subdivision and Site Plan

A check in the amount of \$600 for the amended plan review request has been dropped off at the Town for this application.



STRUCTURAL



FALL PROTECTION
SAFETY



TRANSPORTATION



SITE DESIGN



SURVEY



WATER
RESOURCES



TECHNOLOGY
& INNOVATION



CLOSURE

As discussed with your office, an electronic version of this application is submitted for your review and approval. We look forward to continuing discussion of this project with you.

If you have any questions on the information being submitted, please contact our office.

Sincerely,

GORRILL PALMER

Drew Gagnon, PE

Service Line Leader – Land Development

Phone 207-772-2515 x288

dgagnon@gorrillpalmer.com

c: Loni Graiver, Windham Village Apartments, LLC
Angelo Coppola, Windham Village Apartments, LLC
Peter Lavoie, Risbara Brothers Construction

u:\graiver homes\3796_gravier homes_tandberg trail mixed residential housing - windham\p applications\local\amended subdivision august 2025\3796 - subdivision amendment (07.31.2025).docx

ATTACHMENT 1

APPLICATION & CHECKLISTS

**AMENDED SUBDIVISION APPLICATION**

FEES FOR AMENDED SUBDIVISION		APPLICATION FEE:		☒ \$350.00 (Each lot/Revision)		AMOUNT PAID:			
		REVIEW ESCROW:		☒ \$250.00		\$ _____			
						DATE: _____			
NAME OF ORIGINAL SUBDIVISION BEING REVISED OR AMENDED:		Windham Village Apartments				Office Use:			
						Office Stamp:			
PROPERTY DESCRIPTION	Parcel ID	Map #	70	Lot(s) #	1-A01	Zoning District(s)	C-1	Total Land Area SF	388,989 SF
	Physical Address	770 Roosevelt Trail, Windham, ME 04062				Watershed	Presumpscot River		
PROPERTY OWNER'S INFORMATION	Name	Windham Village Apartment, LLC				Name of Business	Windham Village Apartments, LLC		
	Phone	207-329-7355				Mailing Address	40 Farm Gate Road Falmouth, ME 04105		
	Fax or Cell								
	Email								
APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)	Name					Name of Business			
	Phone					Mailing Address			
	Fax or Cell								
	Email								
APPLICANT'S AGENT INFORMATION	Name	Drew Gagnon				Name of Business	Gorrill Palmer		
	Phone	207-772-2515				Mailing Address	300 Southborough Drive, Suite 200 South Portland, ME 04106		
	Fax or Cell	207-653-8748							
	Email	dgagnon@gorrillpalmer.com							
PROJECT INFORMATION	Existing Land Use (Use extra paper, if necessary): Existing wooded abd meadow areas boarded by Tandberg Trail to the South and Manchester Drive to the West.								
	Provide a narrative description of the proposed changes to the approved plan (Use extra paper, if necessary): The Amendment includes: • Splitting the project into 3 phases. The areas will be condo lots, not subdivided lots. • Minor revisions to parking and dumpster locations based on the phases • One phase turning apartments to condos (48 total). The rest remain apartments. • Each phase has appropriate parking • Condo buildings will be white with black trim. Revised elevations are in the file. • Applicant intends to construct the infrastructure up front, but phase the building portion as shown in the application.								
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non- conformance, etc. Use extra paper, if necessary): No wetlands exist on site. The site is mostly sand and existing topography generally slopes slightly towards Tandberg Trail. The site is not within the shoreland zone or a flood plain.								

AMENDED SUBDIVISION REVIEW APPLICATION REQUIREMENTS

[Section 120-913](#) of the Land Use Ordinance

The submission shall contain, three (3) copies of following information, including full plan sets. Along with one (1) electronic version of the entire submission.

The Subdivision 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.
 - 3 copies of application and plans
 - Application Payment and Review Escrow
- Contact information:

Windham Planning Department	(207) 894-5960, ext. 2
Steve Puleo, Planning Director	sipuleo@windhammaine.us
Amanda Lessard, Senior Planner	allessard@windhammaine.us

APPLICANT/PLANNER'S CHECKLIST FOR AMENDED SUBDIVISIONS

The following checklist only includes items required by Windham's LAND USE ORDINANCE, [Section 120-913](#) for revisions to approved plans.

Please refer to [Section 120-910](#) for submission requirements for new developments, and [Section 120-911](#) for subdivision performance and design standards to determine additional information that may be required to support the application.

**SUBMITTALS THAT THE TOWN PLANNER DEEMS
INCOMPELTE IN CONTENT WILL NOT BE SCHEDULED FOR
PLANNING BOARD REVIEW.**

Per [SECTION 120-913B\(4\)](#), the Board's scope of review shall be limited to those portion of the plan which are proposed to be changed.

Submission Requirements:	Applicant	Staff
Completed Application form	☒	☐
Evidence of right, title, or interest in the property	☒	☐
Evidence of payment of fees	☒	☐
Original Subdivision Plan	☒	☐
Proposed Amended Subdivision Plan. The revised plan shall indicate that it is a revision of a previously approved and recorded plan and shall show the title of subdivision and the book and page or cabinet and sheet on which the original plan is recorded at the Registry of Deeds	☒	☐
Any additional supporting information to allow the Planning Board to make a determination that the proposed revisions meet the standards of Article 9 Section 120-911 of the Land Use Ordinance and the criteria of the state statute	☐	☐

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.



APPLICANT OR AGENT'S SIGNATURE

10-6-25

DATE

Drew Gagnon

PLEASE TYPE OR PRINT THE NAME

AGENT AUTHORIZATION

APPLICANT/ OWNER	Name	Loni Gravier		
PROPERTY DESCRIPTION	Physical Address	770 Roosevelt Trail, Windham, ME 04062	Map	70
			Lot	1A
APPLICANT'S AGENT INFORMATION	Name	Drew Gagnon		
	Phone	772-2515	Business Name & Mailing Address	Gorrill Palmer 300 Southborough Drive, Suite 200 South Portland, ME 04106
	Fax/Cell	207-653-8748		
	Email	dgagnon@gorrillpalmer.com		

Said agent(s) may represent me/us before Windham Town officers and the Windham Planning Board to expedite and complete the approval of the proposed development for this parcel.

APPLICANT SIGNATURE

4-18-23

DATE

Loni Gravier

PLEASE TYPE OR PRINT NAME HERE

CO-APPLICANT SIGNATURE

DATE



PLEASE TYPE OR PRINT NAME HERE

APPLICANT'S AGENT SIGNATURE

4-18-23

DATE



Drew Gagnon

PLEASE TYPE OR PRINT NAME HERE

ATTACHMENT 2

TITLE, RIGHT, OR INTEREST

SHORT FORM QUITCLAIM DEED WITH COVENANT
DLN: **1002440279183**

B33 WINDHAM II LLC, a Delaware limited liability company, whose mailing address is 601 Union Street, Suite 1115, Seattle Washington 98101 (the “**Grantor**”), FOR CONSIDERATION PAID, grants to **WINDHAM VILLAGE APARTMENTS LLC**, a Maine limited liability company, whose mailing address is 40 Farm Gate Road, Falmouth, Maine 04105 (the “**Grantee**”), with QUITCLAIM COVENANT, certain real property, together with any improvements thereon, situated in the Town of Windham, County of Cumberland and State of Maine, more particularly described on **Exhibit A** attached hereto and made a part hereof, subject to those matters set forth on **Exhibit B** attached hereto and made a part hereof.

IN WITNESS WHEREOF, Andy Chien has caused this instrument to be executed as the Managing Principal of B33 WINDHAM II LLC, a Delaware limited liability company, thereunto duly authorized, this 27 day of JUNE, 2024.

WITNESS:

Mariana GuarinoName: Mariana Guarino**B33 WINDHAM II LLC,**

a Delaware limited liability company

By: Andy Chien

Name: Andy Chien

Title: Managing Principal

STATE OF WASHINGTON)
COUNTY OF King) ss24th June, 2024

PERSONALLY APPEARED the above-named Andy Chien, Managing Principal of B33 WINDHAM II LLC, a Delaware limited liability company, as aforesaid, and acknowledged the foregoing instrument to be his/her free act and deed in his/her said capacity and the free act and deed of said limited liability company.

Before me,

Annette Morecraft

Notary Public

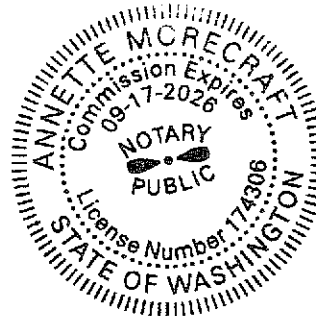
Print Name: Annette MorecraftCommission Expires: 9/17/2026

EXHIBIT A

LEGAL DESCRIPTION

A certain lot or parcel of land located in the Town of Windham, County of Cumberland and State of Maine, being more particularly described as follows:

Proposed Lot 1 and Proposed Lot 2 as depicted on subdivision plan titled "First Amended Subdivision Shaw's Commercial Subdivision: Windham Village Apartments, 770 Roosevelt Trail, Windham, Maine" made for Windham Village Apartments LLC by Owen Haskell, Inc., dated February 5, 2024 and recorded in the Cumberland County Registry of Deeds in Plan Book 224, Page 52.

[EXHIBIT A]

EXHIBIT B**PERMITTED EXCEPTIONS**

1. Rights and easements granted to Central Maine Power Company and New England Telephone and Telegraph Company by C. Harlan Chaplin and Lottie M. Chaplin in an instrument dated November 17, 1971 and recorded in Book 3211, Page 575.
2. Rights and easements granted to Central Maine Power Company by George C. Shaw Company in an instrument dated November 20, 1978 and recorded in Book 4371, Page 163.
3. Terms and conditions in a Department of Environmental Site Location Order for Shaw's Realty Co affecting Shaw's Plaza dated January 30, 1979 and recorded in Book 4381, Page 328.
4. Taking for purposes of Land, drainage and grading rights described in Notice of Layout and Taking by The State of Maine Department of Transportation for State Highway "113" (State Route #35) dated April 30, 1986 and recorded in Book 7175, Page 195; as affected by that certain Supplemental Notice of Taking dated December 2, 1986 and recorded in Book 7532, Page 337.
5. Terms and conditions affecting rights and easements in a 50 foot wide strip reserved by Shaw's Realty Co., in a Deed The Howland Corporation dated February 27, 1987 and recorded in Book 7664, Page 246; as corrected and re-recorded in Deed July 31, 1987 and recorded in Book 7995, Page 319.
6. Covenants and agreements set forth in an Agreement and Deed of Easement between Shaw's Realty Co. and the Inhabitants of the Town of Windham dated March 11, 1987 and recorded in Book 8137, Page 273.
7. Terms and conditions and rights and easements as set forth in an Agreement and Deed of Easements between Shaw's Realty Co., and the Inhabitants of the Town of Windham dated June 27, 1985 and recorded in Book 8595, Page 30.
8. Terms and conditions and rights and easements as set for in a Deed to Standby Corp. III from J & L Associates, dated February 13, 1989 and recorded in Book 8696, Page 151.
9. Terms, conditions, rights and easements (other than the appurtenant rights and easements insured herein) set forth in a Deed from Shaw's Realty Co. to the Town of Windham dated November 20, 1995 and recorded in Book 12331, Page 88.
10. Rights and easements granted to C M P Natural Gas, LLC by Shaw's Realty Co. in an instrument dated August 23, 1999 and recorded in Book 15043, Page 311.
11. Terms, conditions, restrictions, dedications, easements, conveyances, Right of Ways, Boundary Lines, and Lot Lines shown on a plan entitled Relieve Road, Route 35, North Windham, Maine, by William J. Doucet, P.L.S. 2263, dated June 7, 1995, and revised through November 10, 1995 and recorded in Plan Book 196, Page 17, as affected by a Notice of Expiration of Subdivision Approval by the Town of Windham, dated February 8, 1999, and recorded in Book 14562, Page 334.
12. Terms, conditions, restrictions, dedications, easements, conveyances, encroachments, Right of Ways, Boundary Lines, and Lot Lines shown on a plan entitled Commercial Subdivision, route 35, North Windham, Maine, William J. Doucet, P.L.S. 2263, dated June 7, 1995, and revised through

[EXHIBIT B]

November 21, 1995 and recorded In Plan Book 196, Page 18, as affected by a Notice of Expiration of Subdivision Approval by the Town of Windham, dated February 8, 1999, and recorded in Book 14562, Page 334.

13. Terms and provisions of a Lease by and between California State Teachers' Retirement System, Landlord, and Shaw's Supermarkets, Inc., as Tenant, a Memorandum and Notice of which is dated as of June 1, 2000 and recorded on June 5, 2000 in Book 15511, Page 338.
14. Terms and provisions of a Lease by and between California State Teachers' Retirement System, Landlord, and Staples The Office Superstore East, Inc., as Tenant, a Memorandum of which is dated as of June 12, 2001 and recorded on July 3, 2001 in Book 16485, Page 92.
15. Terms, conditions, rights and easements (other than the appurtenant rights and easements insured herein) as set forth in that certain Easement Agreement, dated as of April 2, 2002, by and between California State Teachers' Retirement System, as Grantor, and Gorham Savings Bank, as Grantee, recorded on April 2, 2002 in Book 17490, Page 269.
16. Rights, easements, restrictions, terms and conditions as described in that certain Easement, dated as of December 9, 2002, by California State Teachers' Retirement System, as Grantor, and Maine Natural Gas Corporation, as grantee, recorded on December 30, 2002 in Book 18623, Page 164.
17. State of Maine Department of Environmental Protection Transfer Order dated August 16, 2011 and recorded in the Cumberland County Registry of Deeds in Book 28930, Page 24.
18. Notice of Layout and Taking by the State of Maine Department of Transportation against SP Windham Owner LLC, et al dated February 19, 2020 and recorded in the Cumberland County Registry of Deeds in Book 36541, Page 345.
19. Department Order in the Matter of Site Location of Development Act made by Department of Environmental Protection, State of Maine, dated July 26, 2021 and recorded July 30, 2021 in Book 38487, Page 107.
20. Conditions of Partial Transfer (approval) of Windham Village Apartments, LLC, Board Order # L-4332-23-A-X, dated November 29, 2023, recorded November 30, 2023 in Book 40502 Page 162.
21. Plan for First Amended Shaw's Commercial Subdivision recorded February 15, 2024 in Plan Book 224, Page 52.

[EXHIBIT B]