

Sketch Plan Review

Date Issued: April 7, 2025



Project Title: 4 Roosevelt Trail – Site Redevelopment

Owner: York Enterprise Park, LLC

Site Location: 4 Roosevelt Trail Windham, ME 04062

Attachments

- A. Cover Letter/Narrative
- B. Application
- C. Deed
- D. Agent Authorization Letter
- E. Tax Map
- F. Soil Survey
- G. Site Plans



189 Main Street, Suite 200
Yarmouth, ME 04096

A. Cover Letter/Narrative



189 Main Street, Suite 200
Yarmouth, ME 04096

April 9, 2025 (revised)

Windham Town Hall
8 School Rd
Windham, ME 04062

**Re: 4 Roosevelt Trail Site Redevelopment
Project Narrative**

Dear Planning:

Trillium Engineering Group is providing this project narrative for the 4 Roosevelt Trail Site Redevelopment Major Site Plan Sketch Plan Review Application. This project proposes 2 new 7,100 sf contractor services buildings, each with 7 units. Along with proposed buildings, the site also includes a paved drive and parking areas along with other site alterations located at 4 Roosevelt Trail (Tax Map 7, Lot 1). The proposed units and site alterations increase the overall impervious area from 30,773 sf to 44,622 sf, an approximate 31% change. Please see the attached documentation and site plans for more information and see below for the detailed responses to the application.

Submission Requirements:

A. Completed Sketch Plan Application Form

- Response: See attached

B. Proposed Project Conditions

1. Conditions of the site

- Response: The existing site consists of a gravel drive and the main use appears to be a material storage area for materials such as gravel, sand, pavement, etc. There are no existing structures on site. The overall square footage of the existing impervious area is 30,773 sf. The proposed alterations to the site include the addition of (2) 7,100 sf storage buildings, each with 7 individual units. Additional alterations include a paved drive and parking areas for the contractor services buildings. The overall proposed impervious area is increased to 44,622 sf which equates to a 31% increase.

2. Proposed Use

- Response: The proposed use of the site will be a commercial business to be used as contractor services.

3. Constraints/opportunities of site

- Response: There are wetlands on the site which constrains the area that can be developed along with the Highland Lake watershed being a "Lake Most at Risk" per the DEP.

4. Traffic Study

- Response: N/A. Traffic is not intended to increase to a volume that would make a traffic study necessary.



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5. *Utility Study*
 - Response: Utility connections to existing utilities in the Route 302 right of way will be required. Please see plans for additional information.
6. *Market Study*
 - Response: N/A.
- C. *Name, Address, phone for record owner and applicant*
 - Response: See attached
- D. *Names and addresses of all consultants working on the project*
 - Response: See attached
- E. *Evidence of right, title, or interest in the property*
 - Response: See attached
- F. *Evidence of payment of Sketch Plan fees and escrow deposit*
 - Response: See attached
- G. *Any anticipated waiver requests*
 - N/A. no waivers are anticipated for this project.

Additionally, we request that the Town transfers the remaining balance of \$325 in the review escrow account for the previous site plan application, #24-02 York Development, to this project. A check for an additional \$275 is included in this application to replenish the escrow account.

Thank you for taking the time to review this. Should you have any further questions or require any additional information, please do not hesitate to ask.

Sincerely,

Eric Dube, PE
Trillium Engineering Group





189 Main Street, Suite 200
Yarmouth, ME 04096

B. Application



Town of Windham
Planning Department:
8 School Road
Windham, Maine 04062
Tel: (207) 894-5960 ext. 2
Fax: (207) 892-1916 -
www.windhammaine.us

SKETCH PLAN - MAJOR SITE PLAN REVIEW APPLICATION

FEES FOR SKETCH PLAN REVIEW		APPLICATION FEE:		<input type="checkbox"/> \$200.00		AMOUNT PAID: \$ _____				
		REVIEW ESCROW:		<input type="checkbox"/> \$400.00		DATE: _____				
						Office Use:		Office Stamp:		
PROPERTY DESCRIPTION		Parcel ID	Map(s) #		Lot(s) #		Zoning District(s)	C-3	Total Land Area SF	
		Total Disturbance. >1Ac		<input type="checkbox"/> Y <input type="checkbox"/> N	Est. Building SF:			No Building; Est. SF of Total Development:		
		Physical Address:						Watershed:		
PROPERTY OWNER'S INFORMATION		Name:				Name of Business:				
		Phone:				Mailing Address:				
		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:				Name of Business:				
		Phone:				Mailing Address:				
		Fax or Cell:								
		Email:								
PROJECT INFORMATION	Existing Land Use (<i>Use extra paper, if necessary</i>):									
	Provide a narrative description of the Proposed Project (<i>Use extra paper, if necessary</i>):									
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.):									



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 sipuleo@windhammaine.us
Amanda Lessard, Planning Director allessard@windhammaine.us

APPLICANT/PLANNER'S CHECKLIST FOR SKETCH PLAN REVIEW REQUIREMENTS

SUBMITTALS THAT THE TOWN PLANNER DEEMS INCOMPETE 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 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 type="checkbox"/>	<input type="checkbox"/>	Plan Requirements		
- Proposed use	<input 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 type="checkbox"/>	<input type="checkbox"/>	1] The name of the development, North arrow, date, and scale.	<input type="checkbox"/>	<input type="checkbox"/>
Outline any of the follow			2] The boundaries of the parcel.	<input type="checkbox"/>	<input type="checkbox"/>
- Traffic Study	<input type="checkbox"/>	<input type="checkbox"/>	3] The relationship of the site to the surrounding area.	<input 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 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 type="checkbox"/>	<input type="checkbox"/>
c) Name, address, phone for record owner and applicant	<input type="checkbox"/>	<input type="checkbox"/>	6] Existing buildings, structure, or other improvements on the site (if none, so state).	<input type="checkbox"/>	<input type="checkbox"/>
d) Names and addresses of all consultants working on the project.	<input type="checkbox"/>	<input type="checkbox"/>	7] Existing restrictions or easements on the site (if none, so state).	<input type="checkbox"/>	<input type="checkbox"/>
e) Evidence of right, title, or interest in the property	<input 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 type="checkbox"/>	<input type="checkbox"/>
f) Evidence of payment of Sketch Plan fees and escrow deposit	<input 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 type="checkbox"/>	<input type="checkbox"/>
g) Any anticipated waiver requests (Section 120-808)			10] The location and size of proposed buildings, structures, access drives, parking areas, and other development features (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
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"/>			
- 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 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.

4/9/2025

APPLICANT OR AGENT'S SIGNATURE

DATE

Eric Dube

PLEASE TYPE OR PRINT NAME

Trillium Engineering Group, P.C.
189 Main Street
Suite 200
Yarmouth, ME 04096

Date	Ref. No.
11/21/2023	Lot A

Vendor
Town of Windham 8 School Road Windham, ME 04062

Bill Due	12/01/2023
Terms	
Memo	Lot A York Storage Site Redevelopment - 12 Roosevelt Trail

Expenses

Account	Memo	Amount	Customer:Job
Building Permits	Lot A York Storage Site Redevelopment - 12 Roosevelt Trail	600.00	Streamline Services:23-151 York Storage

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER



Trillium Engineering Group
189 Main Street
Yarmouth, ME 04096-6811
2073070872

KEY BANK
1-888-KEY4BIZ Key.com

1602

11/21/2023

PAY TO THE Town of Windham ORDER OF \$ **600.00 DOLLARS
Six Hundred and 00/100*****

Town of Windham
8 School Road
Windham, ME 04062

MEMO York Storage

SECURITY FEATURES INCLUDED. DETAILS ON BACK

AUTHORIZED SIGNATURE

100160210112006081 191311003054

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Expense Total : 600.00

Bill Total : **\$600.00**

Trillium Engineering Group, P.C.
189 Main Street
Suite 200
Yarmouth, ME 04096

Date	Ref. No.
11/21/2023	Lot B

Vendor
Town of Windham
8 School Road
Windham, ME 04062

Bill Due 12/01/2023

Terms

Memo Lot B York Storage Proposed Site
Development - 4 Roosevelt Trail

Expenses

Account	Memo	Amount	Customer:Job
Building Permits	Lot B York Storage Proposed Site Development - 4 Roosevelt Trail	600.00	Streamline Services:23-151 York Storage

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER.



Trillium Engineering Group
189 Main Street
Yarmouth, ME 04096-6811
2073070872

KEY BANK
1-888-KEY4BIZ Key.com

1603

11/21/2023

PAY TO THE
ORDER OF Town of Windham

\$ **600.00

DOLLARS

Six Hundred and 00/100*****

Town of Windham
8 School Road
Windham, ME 04062

MEMO Lot B York Storage Proposed Site Development - 4

SECURITY FEATURES INCLUDED. DETAILS ON BACK.

AUTHORIZED SIGNATURE

001603 011200608 191311003054

Expense Total : 600.00

Bill Total : **\$600.00**



189 Main Street, Suite 200
Yarmouth, ME 04096

C. Deed

DLN:1002440284780

QUIT CLAIM DEED WITH COVENANT
(Maine Statutory Short Form)

KNOW ALL MEN BY THESE PRESENTS, that KR Horizons, LLC, a Maine limited liability company with an address of 15 Ru-Bee Ridge, Windham, Maine 04062, for no consideration, grants to York Enterprises Park, LLC, a Maine limited liability company with an address of 15 Ru-Bee Ridge, Windham, Maine 04062, with Quit Claim Covenant, certain real estate located in Windham, County of Cumberland and State of Maine, which is more particularly described in Exhibit A attached hereto and made a part hereof.

IN WITNESS WHEREOF, Robert L. York, member of KR Horizons, LLC, has caused this instrument to be executed as of the 15 day of August 2024.

KR HORIZONS, LLC

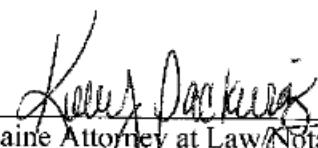
By: 
Robert L. York, Its Member
Duly Authorized

STATE OF MAINE
Cumberland, ss

August 15 2024

Then personally appeared the above-named Robert L. York, member of KR Horizons, LLC, and acknowledged the foregoing instrument to be his free act and deed and the free act and deed of said Company.

Before me,


Maine Attorney at Law/Notary Public
Print Name: Kelly Packevicz
My Commission Expires: April 22, 2030

Kelly Packevicz
Notary Public, State of Maine
My Commission Expires April 22, 2030

Exhibit A

Legal Description

4 Roosevelt Trail, Windham, ME

A certain lot or parcel of land with any improvements thereon situated on the southwesterly side of Roosevelt Trail in the Town of Windham, County of Cumberland and State of Maine, being more particularly described as follows:

BEGINNING at the intersection of the southwesterly side line of Roosevelt Trail and the Windham/Westbrook town line. Being also the northerly corner of land now or formerly of Medio DiRenzo (2703/449); thence S 28° 07' 00" W along the said town line and land of the said DiRenzo and land now or formerly of the State of Maine (6381/167) a total distance of 357 feet more or less to where a small brook crosses the said town line and land now or formerly of Charles Cole (26426/212) and land now or formerly of Donald E. and Joanne P. Vance (2915/2); thence N 27° 04' W along land of the said Vance 716 feet more or less to a 5/8" capped rebar set in the ground on the southeasterly side line of land now or formerly of Twelve Roosevelt Trail, LLC (15254/117); thence N 64° 50' 58" E along land of the said Twelve Roosevelt Trail, LLC 292.82 feet to a 5/8" capped rebar set in the ground on the said side line of Roosevelt Trail; thence S 31° 22' 28" E along the said side line of Roosevelt Trail 130.37 feet to a point; thence continuing southeasterly along the said side line of Roosevelt Trail following a curve to the right having a radius of 1860.87 feet a distance of 373.82 feet to the point of beginning, containing 4.21 acres.

The above-described property is conveyed subject to an easement which will run with the title to the within described parcel in favor of the 12 Roosevelt Trail, Windham, Maine, parcel described herein for the purposes of shared stormwater facilities, access, snow storage area and landscaping needs.

Meaning and intending to describe the property conveyed to KR Horizons, LLC, by virtue of a deed from David A. Vance dated June 20, 2023, and recorded in the Cumberland County Registry of Deeds on June 21, 2023, in Book 40193, Page 312.

All bearings are Magnetic of the year 1966.



189 Main Street, Suite 200
Yarmouth, ME 04096

D. Agent Authorization Letter



189 Main Street, Suite 200
Yarmouth, ME 04096

March 21, 2025

To Whom It May Concern:

We hereby authorize

Trillium Engineering Group
189 Main Street
Yarmouth, ME 04096

As our agent to act on our behalf in all matters relating to all town/city processes required for the proposed project located at 4 Roosevelt Trail, Windham Maine

This certification commences on the date of signing and is valid for two years from 3/21/2025 to 3/21/2027.

This certificate will become null and void unless it is agreed between both parties to make an extension.

Sincerely,

Eric Dube, P.E.
Trillium Engineering Group

Signature of Owners
York Enterprises Park, LLC (Robert L. York)

Signature of Agent
Eric Dube, P.E.



[Corporate Name Search](#)

Information Summary

[Subscriber activity report](#)

This record contains information from the CEC database and is accurate as of: Fri Mar 21 2025 12:56:46. Please print or save for your records.

Legal Name	Charter Number	Filing Type	Status		
YORK ENTERPRISE PARK LLC	202403830DC	LIMITED LIABILITY COMPANY	GOOD STANDING		
Filing Date	Expiration Date	Jurisdiction			
03/18/2024	N/A	MAINE			
Other Names	(A=Assumed ; F=Former)				
NONE					

Principal Home Office Address

Physical	Mailing
15 RU-BEE RIDGE ROAD WINDHAM, ME 04062	15 RU-BEE RIDGE ROAD WINDHAM, ME 04062

Clerk/Registered Agent

Physical	Mailing
GREGG R. FRAME 267 COMMERCIAL STREET PORTLAND, ME 04101	GREGG R. FRAME 267 COMMERCIAL STREET PORTLAND, ME 04101

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Click on a link to obtain additional information.

List of Filings

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Obtain additional information:

Certificate of Existence (Good Standing) ([more info](#))

[Short Form without amendments](#) [Long Form with amendments](#)
(\$30.00) [\(\\$30.00\)](#)

Certificate of Legal Existence ([more info](#))

[Short Form without amendments](#) [Long Form with amendments](#)
(\$30.00) (\$30.00)

You will need Adobe Acrobat version 3.0 or higher in order to view PDF files.
If you encounter problems, visit the [troubleshooting page](#).



If you encounter technical difficulties while using these services, please contact the [Webmaster](#). If you are unable to find the information you need through the resources provided on this web site, please contact the Division of Corporations, UCC & Commissions Reporting and Information Section at 207-624-7752 or [e-mail](#).

© Department of the Secretary of State



189 Main Street, Suite 200
Yarmouth, ME 04096

E. Tax Map



4 Roosevelt Trail -Site Redevelopment



CAI Technologies
Precision Mapping. Geospatial Solutions.

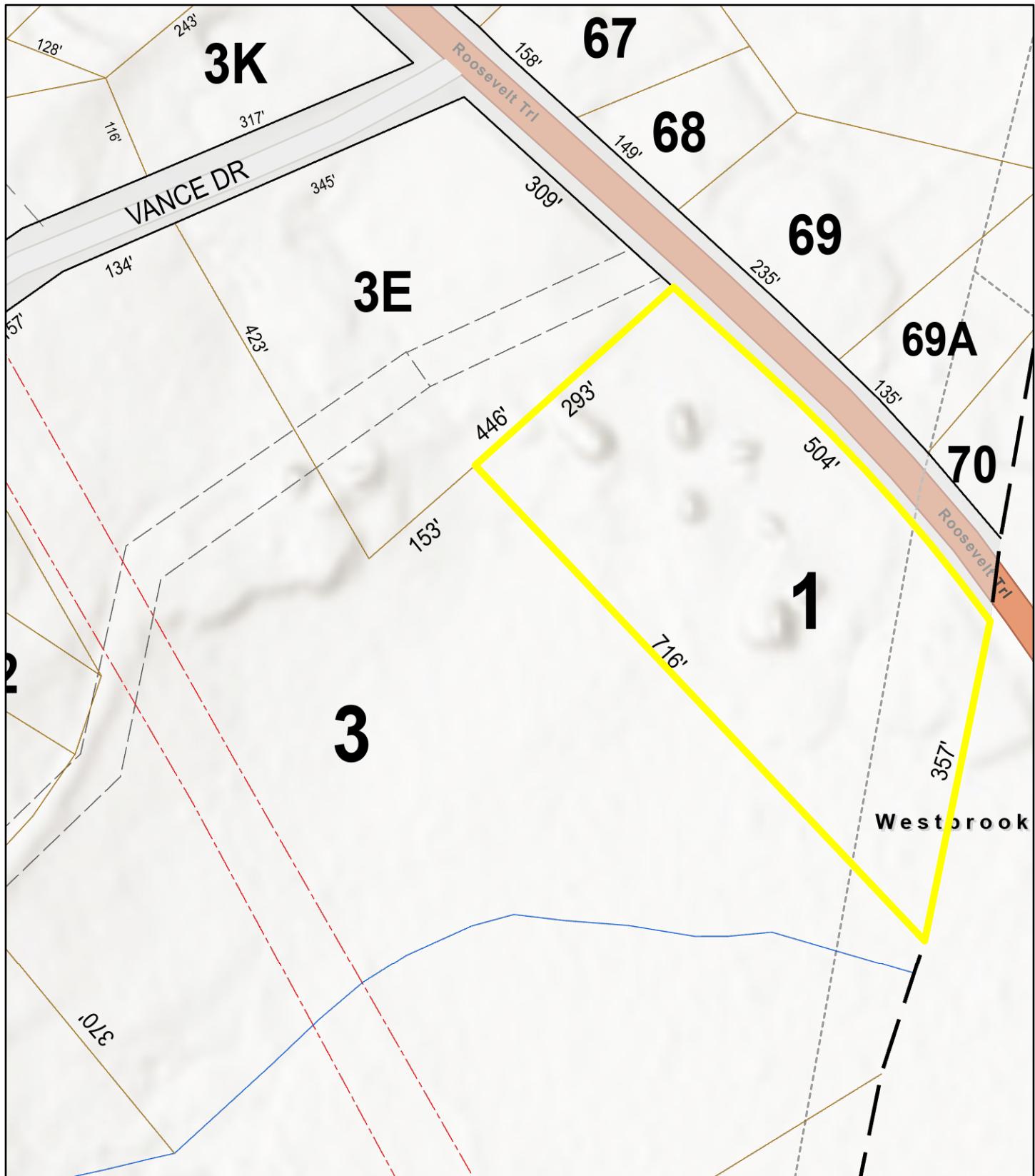
www.cai-tech.com

Town of Windham, ME

1 inch = 150 Feet

March 21, 2025

0 150 300 450



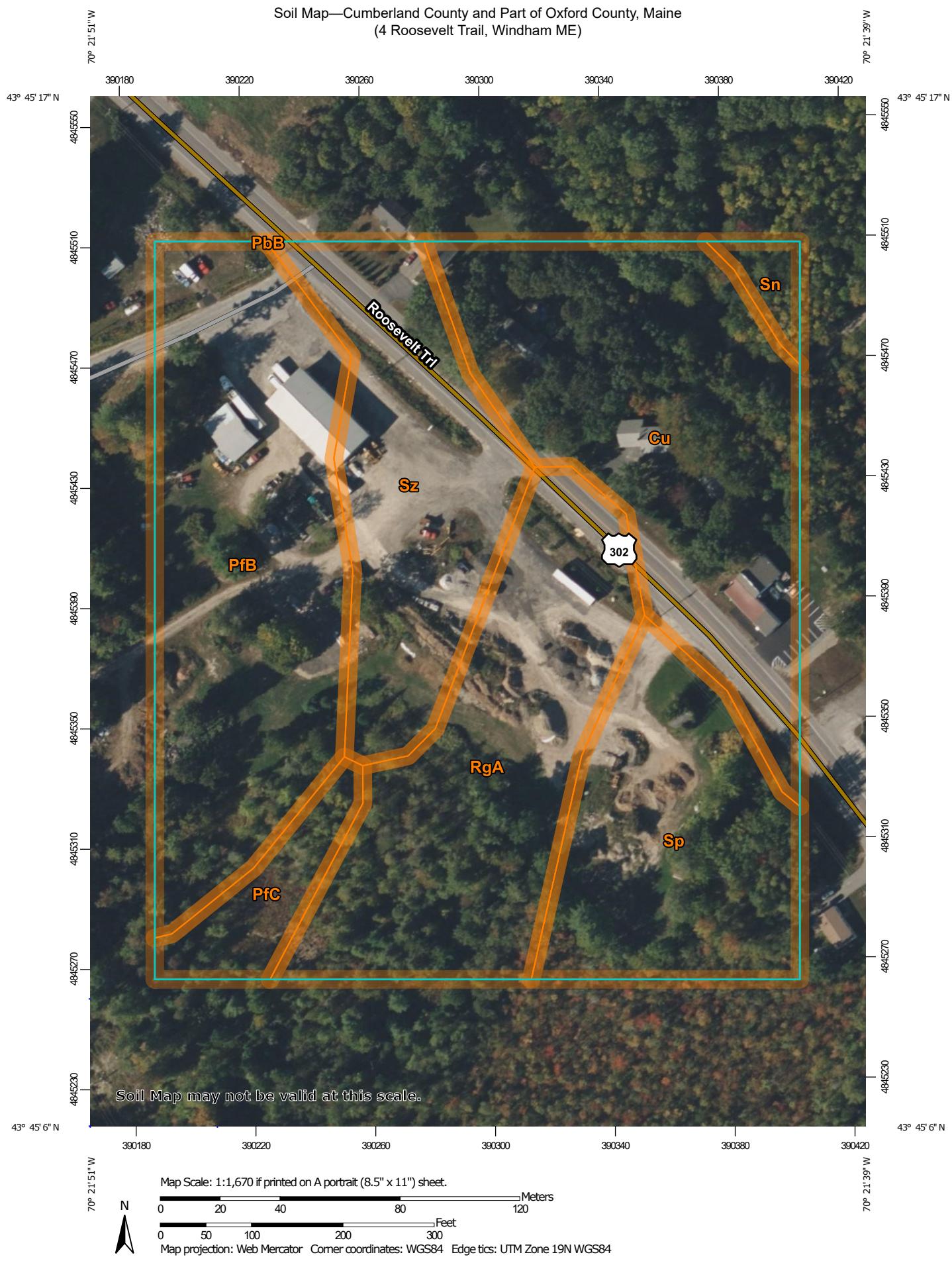
Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



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Yarmouth, ME 04096

F. Soil Survey

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



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
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: Jun 19, 2020—Sep 20, 2020

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
Cu	Cut and fill land	3.0	22.7%
PbB	Paxton fine sandy loam, 3 to 8 percent slopes	0.0	0.0%
PfB	Paxton very stony fine sandy loam, 3 to 8 percent slopes	3.1	24.0%
PfC	Paxton very stony fine sandy loam, 8 to 15 percent slopes	0.5	3.8%
RgA	Ridgebury very stony fine sandy loam, 0 to 3 percent slopes	2.5	19.2%
Sn	Scantic silt loam, 0 to 3 percent slopes	0.2	1.2%
Sp	Sebago mucky peat	1.9	14.1%
Sz	Swanton fine sandy loam	2.0	14.9%
Totals for Area of Interest		13.1	100.0%



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G. Site Plans