

July 15, 2024  
20380

Steve Puleo, Planning Director  
Town of Windham  
8 School Road  
Windham, Maine 04062

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

**322 Roosevelt Trail Addition**  
**322 Roosevelt Trail, Windham**  
**Applicant: 322 Roosevelt Trail, LLC**  
**Tax Map12, Lot 58**

Dear Steve:

This letter is provided in response to the Staff Review and Completeness Memo regarding the site plan application for the modifications proposed at 322 Roosevelt Trail dated July 13, 2024. The following provides the comments in *italics* followed by our response in **Bold**.

*Thank you for submitting your application on June 17, 2024. The application status is incomplete. The staff has reviewed the application and found several outstanding items that need your attention before the Planning Board preliminary plan review. Your application is scheduled for review on July 22, 2024. The Planning Board meeting is an "in-person meeting" at the Town Council Chambers in the Town Hall located at 8 School Street. The meeting begins at 6:30pm, and your attendance is required.*

**Project Information:**

*The application is to expand the footprint of 9 out of 23 long-term rental dwelling units and other associated site improvements, including removal of existing pavement to create vegetative buffering along street frontage and the relocation of the three standard parking stalls. Tax Map: 12; Lot: 58; Zone: Contract Zone (CZ) zoning districts in the Upper Presumpscot River watershed.*

**Planning Department:**

*No additional comments for the final plan review.*

**Town Engineer:**

*No further comments for final review.*

Fire Chief:

- After looking at the proposed addition to the building at 322 Roosevelt Trail, the sprinkler system would need to be updated to include sprinkler heads in the sleeping spaces. Also, smoke / carbon monoxide detectors in the sleeping spaces.

Response: The applicant is aware that the sprinkler system and smoke/carbon monoxide detectors will need to be updated as part of the expansion and will coordinate with the fire department and code enforcement officer to assure compliance during the building permit application process.

Assessor:

- This application looks good on my end. I made two minor updates in Vision based on the material provided:
  - This parcel is in a Contract Zone (CZ)
  - The parcel acreage is 3.52 (instead of 3.42 as we had previously listed)

Response: Acknowledged.

CONDITIONS OF APPROVAL (REQUIRED)

1. Approval is dependent upon and limited to the proposals and plans contained in the application dated June 17, 2024 as amended July 2 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.

Response: Acknowledged.

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.

Response: Acknowledged.

3. 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. This approval will constitute a subdivision requiring the applicant to record the signed plan at the Cumberland County Registry of Deeds according to §120-912G.

Response: Acknowledged.

4. The development is subject to the following Article 12 Impact Fees, to be paid with the issuance of a building: Recreation Impact Fee, Open Space Impact Fee, Public Safety Impact Fee, and Municipal Office Impact Fee. All fees will be determined

*and collected for any building or any other permits necessary for the development,  
§120-1201C.*

**Response: Acknowledged**

*Thank you for your attention to these matters. Provide one copy of your response to staff comments with all revised application materials and one (1) plan set. Email an electronic copy of your response letter, supporting documentation, and plan set. If I receive more comments, I will send them to you ASAP. We will need your response by July 16, 2024. Please feel free to call me with any questions or concerns at (207) 777-1927 or email me at <mailto:sjpuleo@windhammaine.us>.*

Since the June submittal, we have received a site review response from the Maine Department of Inland Fisheries and Wildlife. The response indicates that no known locations of Maine-listed endangered, threatened, or rare species, essential and significant wildlife or aquatic habitats are located on the site. The letter and map dated July 9, 2024, are attached for the Town record.

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. (1) Hard copy of complete response/attachments, delivered  
Digital copy via email

cc: S. Smith, 322 Roosevelt Trail, LLC



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF  
INLAND FISHERIES & WILDLIFE  
353 WATER STREET  
41 STATE HOUSE STATION  
AUGUSTA ME 04333-0041



JUDITH CAMUSO  
COMMISSIONER

July 09, 2024

Stefanie Nichols  
Sebago Technics  
75 John Roberts Road, Suite 1A  
Portland, ME 04101

**RE: Information Request - 322 Roosevelt Trail, Windham Project (ERID 7669)**

Dear Stefanie:

Per your request, we have reviewed current Maine Department of Inland Fisheries and Wildlife (MDIFW) information sources for known locations of Endangered, Threatened, and Special Concern (Rare) species; designated Essential and Significant Wildlife Habitats; inland fisheries and aquatic habitats; and other protected natural resource concerns within the vicinity of the **322 Roosevelt Trail, Residential Expansion, Windham** project, pursuant to MDIFW's authority. Based on our understanding of the plans provided, no tree clearing is proposed and there are no streams in the vicinity of the project.

Our information indicates no known locations of Maine-listed Endangered, Threatened, or Special Concern species within the project area that would be affected by your project. Additionally, our Department has not mapped any Essential or Significant Wildlife Habitats or inland fisheries habitats that would be directly affected by your project.

This consultation review has been conducted specifically for known MDIFW jurisdictional features and should not be interpreted as a comprehensive review for the presence of other regulated features that may occur in this area. Prior to the start of any future site disturbance, we recommend additional consultation with the municipality, and other state resource and regulatory agencies including the Maine Natural Areas Program and Maine Department of Environmental Protection in order to avoid unintended protected resource disturbance. For information on federally listed species, contact the U.S. Fish and Wildlife Service's Maine Field Office (207-469-7300, [mainefieldoffice@fws.gov](mailto:maintieldoffice@fws.gov)).

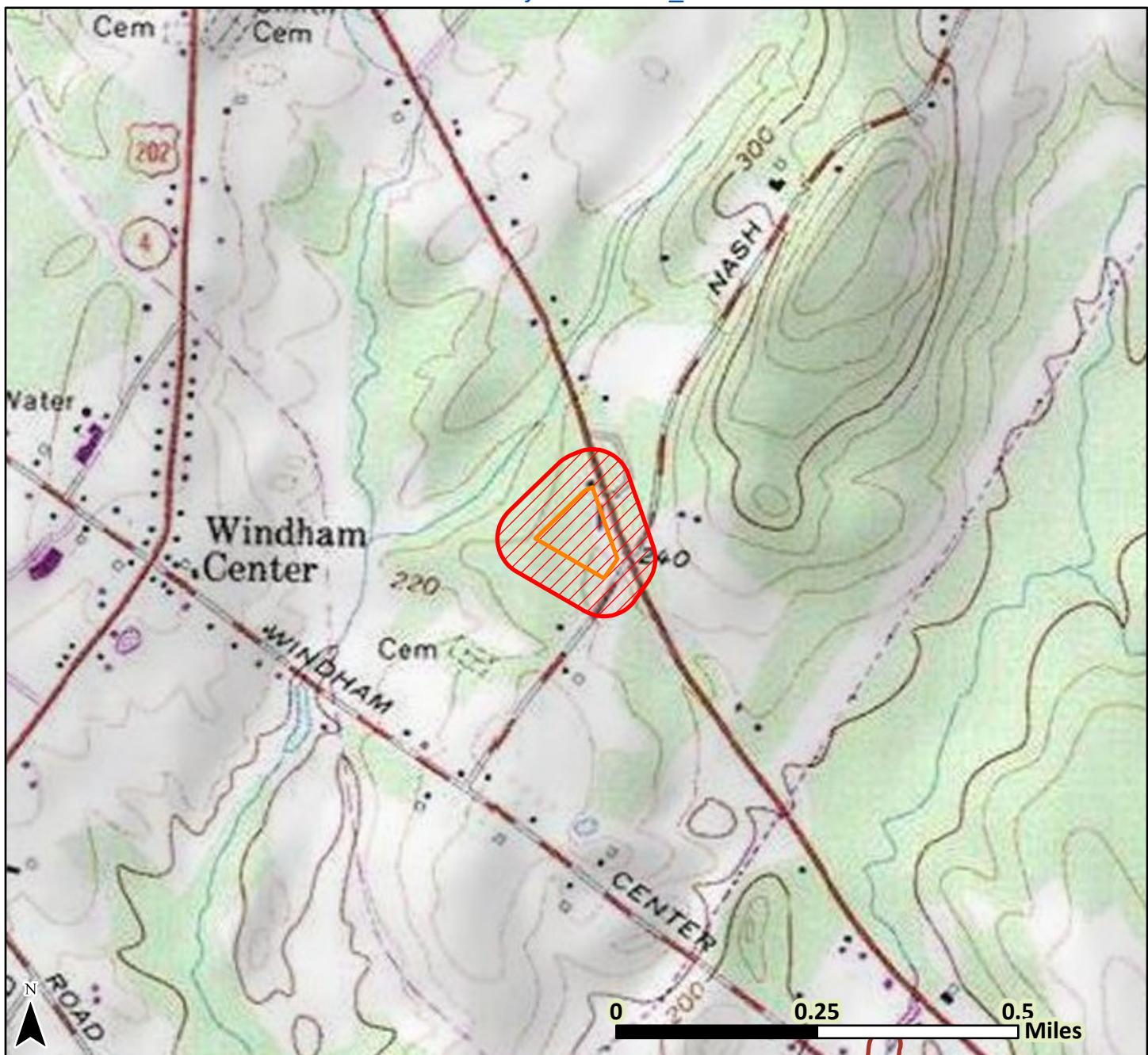
Please feel free to contact my office if you have any questions regarding this information, or if I can be of any further assistance.

Best regards,

Ciara Wentworth  
Resource Biologist



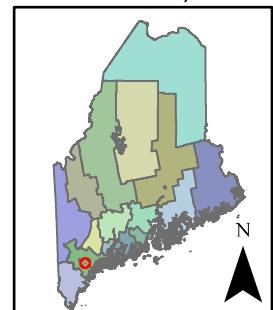
Maine Department of Inland Fisheries and Wildlife  
Project Area Review of Fish and Wildlife Observations and Priority Habitats  
**322 Roosevelt Trail, Residential Expansion, Windham**  
Project ID 7669\_9389



- County Boundary
- Township Boundary
- Project Footprint (Polygon)
- Search Area

- Special Concern Fish

Date: 5/14/2024  
Projection:  
UTM Zone 19N, NAD83



Legend only lists resources visible in the map; see response letter for all resources that were evaluated.