



## Civil Engineering | Surveying

March 24, 2025

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

RE: Sketch Plan Application Submission  
Double A Properties – A Plus Auto Sales & Service Building  
968 Roosevelt Trail

Dear Steve,

Please find the attached three (3) sets of the following information in support of the submission of a sketch plan application as described above:

Attachment 1 - Sketch Plan Application, Checklist, & Application Fee (\$600)  
Attachment 2 - Figures (Tax, USGS, FEMA, Beginning with Habitat, and Soils)  
Attachment 3 - Parcel Deeds (Book 41146, Page 341)  
Attachment 4 - Sketch Plan- (Full Size)

The applicant, Double A Properties LLC, is requesting to construct a 24,000 square foot sales/service building and associated parking located at 1027 Roosevelt Trail. The existing use of this property is an undeveloped woodland. The parcel is known as Tax Map 21 Lot 12. The parcel is zoned Commercial 1 North (C-1N). As the town knows the applicant is currently running operations in several buildings in Town. This project is intended to allow most of these operations to be relocated into one location.

Our office met with Planning Staff on March 11, 2025 to review the project. Many of the items discussed with Staff have been revised on the attached Sketch Plan. Please call me if you have any questions regarding this application or if any additional information is needed for this submission. We look forward to working with the Town on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew S. Morrell".

Andrew S. Morrell, PE  
Project Engineer



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

## SKETCH PLAN - MAJOR SITE PLAN REVIEW APPLICATION

<b>FEES FOR SKETCH PLAN REVIEW</b>		APPLICATION FEE:		<input checked="" type="checkbox"/> \$200.00		AMOUNT PAID: \$ _____			
		REVIEW ESCROW:		<input checked="" type="checkbox"/> \$400.00		DATE: _____			
						Office Use:		Office Stamp:	
<b>PROPERTY DESCRIPTION</b>	Parcel ID	Map(s) #	21	Lot(s) #	12	Zoning District(s)	(C-1N)	Total Land Area SF	544,747 sf
	Total Disturbance. >1Ac	<input checked="" type="checkbox"/>	Y	<input type="checkbox"/>	N	Est. Building SF:	24,000	No Building; Est. SF of Total Development: 160,000	
	Physical Address:	1027 Roosevelt Trail				Watershed:	Hyde Brook to Sebago Lake		
<b>PROPERTY OWNER'S INFORMATION</b>	Name:	Double A Properties, LLC				Name of Business:	A Plus Auto		
	Phone:					Mailing Address:	968 Roosevelt Trail		
	Fax or Cell:						Windham, ME 04062		
	Email:	mmeyer@islandcovebuilding.com							
<b>APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)</b>	Name:	A Plus Auto				Name of Business:	A Plus Auto		
	Phone:					Mailing Address:	1263 Roosevelt Trail		
	Fax or Cell:						Windham, ME 04062		
	Email:	mmeyer@islandcovebuilding.com							
<b>APPLICANT'S AGENT INFORMATION</b>	Name:	Andy Morrell				Name of Business:	BH2M		
	Phone:	(207)-839-2771 x206				Mailing Address:	380B Main St		
	Fax or Cell:	N/A					Gorham, ME 04038		
	Email:	amorrell@bh2m.com							
<b>PROJECT INFORMATION</b>	Existing Land Use (Use extra paper, if necessary): Undeveloped wooded lot								
	Provide a narrative description of the Proposed Project (Use extra paper, if necessary): Applicant proposes to construct a 24,000 s.f. building with associated parking for the growing 'A Plus Auto' business.								
	Provide a narrative description of construction constraints (wetlands, shoreland zone, flood plain, non-conformance, etc.): Brooke on the northern portion of parcel. Area of minimal flood hazard.								



## 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 sjpuleo@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 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:			<b>Plan Requirements</b>			
- Condition of the site	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
- 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 checked="" 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 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)			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"/>	
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 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.*

*[Signature]*  
APPLICANT OR AGENT'S SIGNATURE

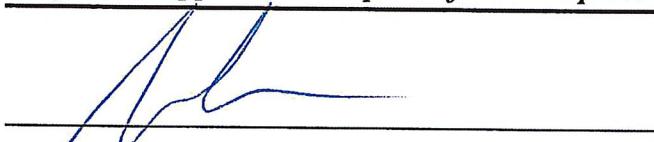
*3/20/25*  
DATE

*[Signature]*  
PLEASE TYPE OR PRINT NAME

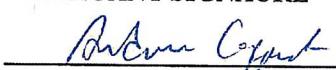
# Agent Authorization

Property Description	Physical Address/ Location	1027 Roosevelt Trail Windham, Maine 04062	Map 21	
			Lot 12	
Applicant Information	Name	A Plus Auto	Mailing Address	1263 Roosevelt Trail Windham, Maine 04062
	Phone			
	Email	mmeyer@islandcovebuilding.com		
Owner Information	Name	Double A Properties, LLC	Mailing Address	968 Roosevelt Trail Windham, Maine 04062
	Phone			
	Email	mmeyer@islandcovebuilding.com		
Applicant's Agent Information	Name	Andrew Morrell	Business Name	BH2M
	Phone	(207) 839-2771	Mailing Address	380B Main Street Gorham, Maine 04038
	Email	amorrell@gmail.com		

*The above-listed company/agents may represent me to expedite and complete the approval of the permits/applications required for development for this parcel.*

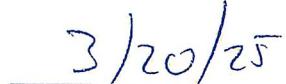


APPLICANT SIGNATURE



PRINTED NAME

CO-APPLICANT SIGNATURE (if applicable)

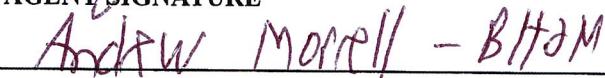


DATE

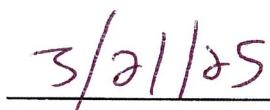
PRINTED NAME



AGENT SIGNATURE



PRINTED NAME



DATE

WINDHAM  
MAINE

PROPERTY MAPS

SCALE: 1" = 400' 500' 600' 700' 800' 900' 1000' 1100' 1200' FEET  
400 500 600 700 800 900 1000 1100 1200 REVIS ED TO: APRIL 1, 2024

LEGEND

REVIEWED & REPRINTED BY  
CAI Technologies  
1 Pleasant Street • Hermon, ME 04340  
1-800-227-2222 • 207-865-2222  
Original Mapping by: Dames & Moore, Inc.THIS MAP IS FOR ASSESSMENT PURPOSES. IT IS NOT VALID FOR LEGAL  
DESCRIPTIONS OR CONVEYANCE.  
THE HORIZONTAL DATUM IS THE MAINE STATE PLANE  
COORDINATE SYSTEM (NAD 83).  
ORIGINAL MAPPING BY: DAMES & MOORE, INC.

Project Location

RAYMOND

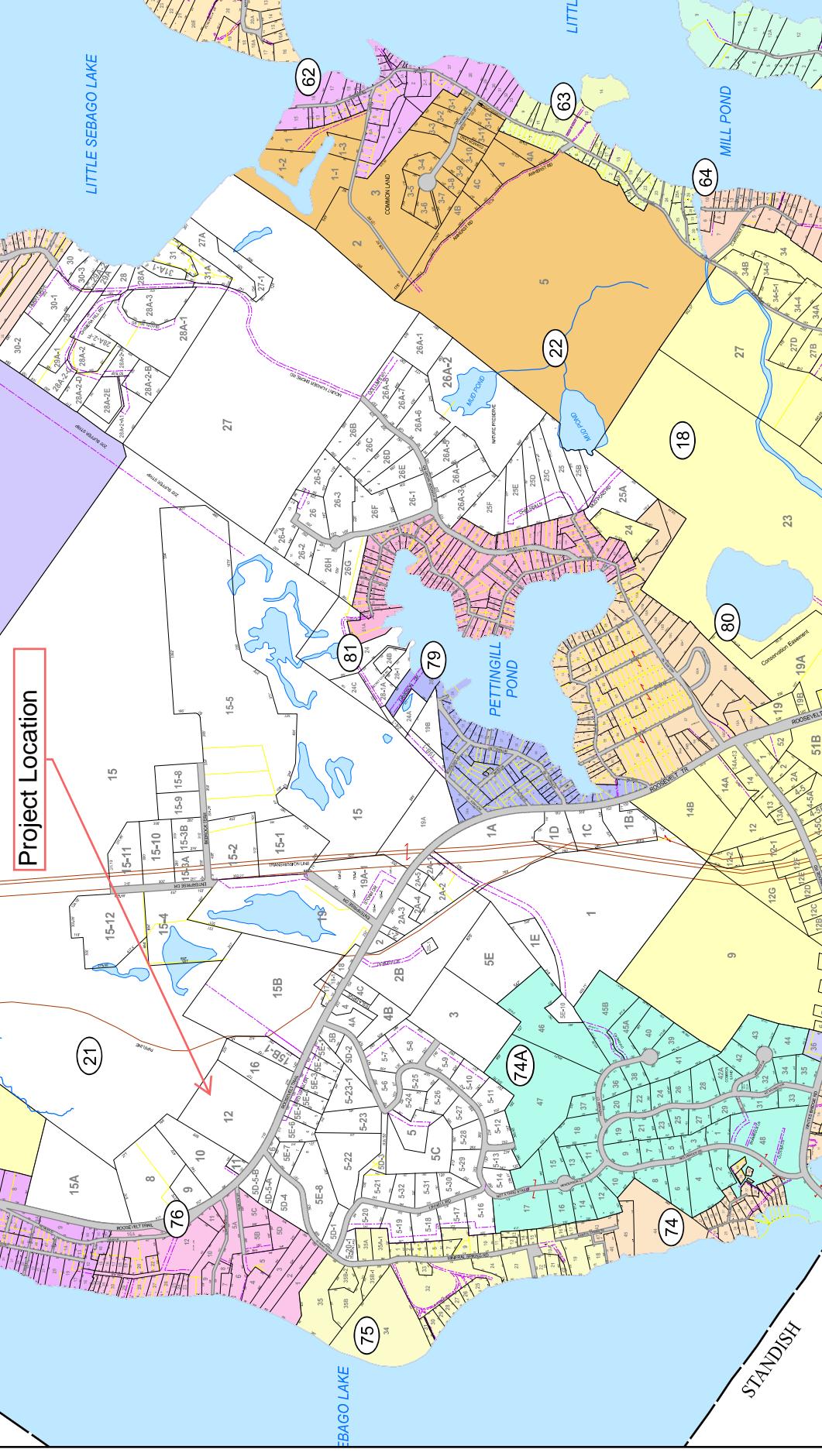
STANDISH

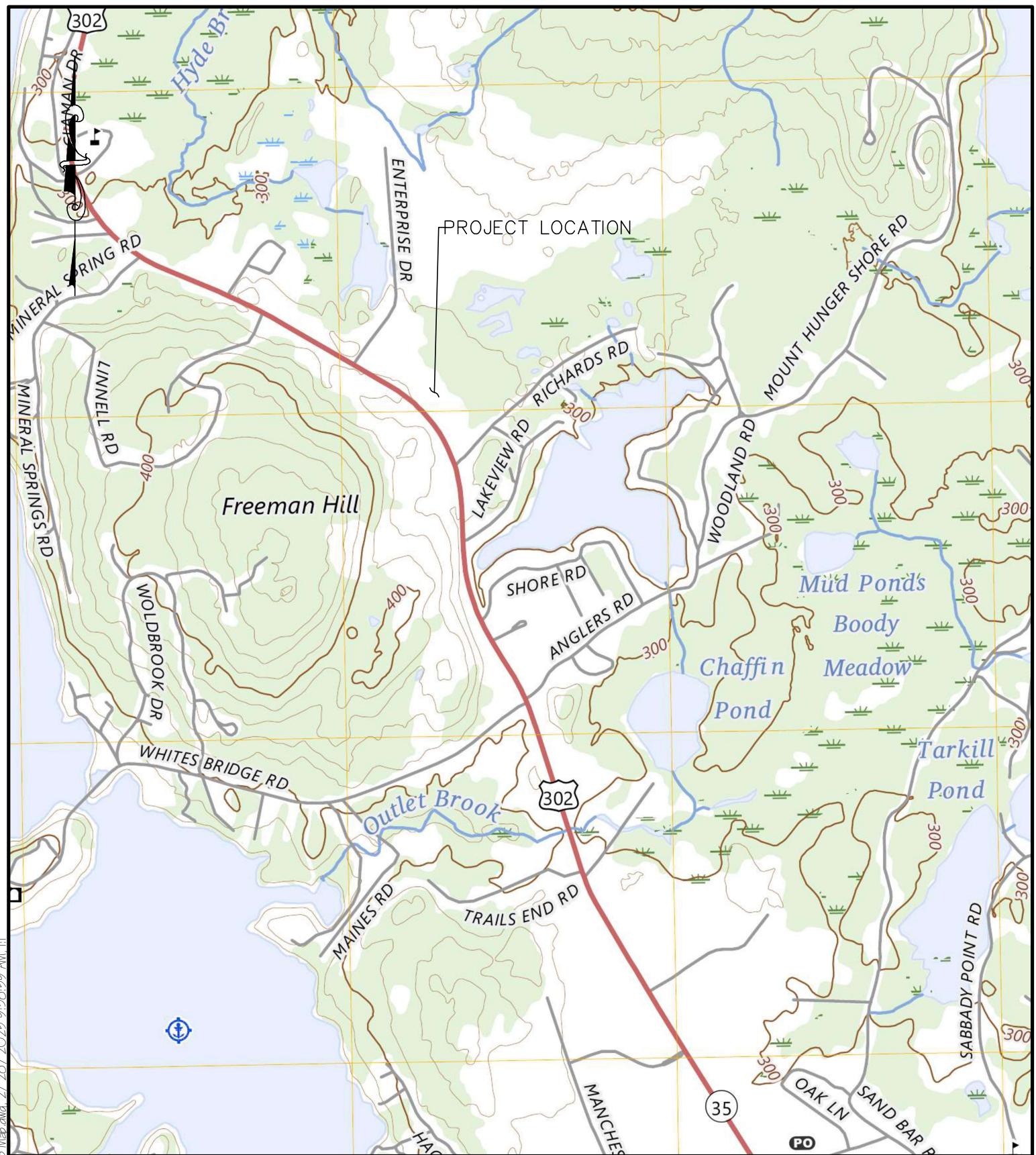
GRAY

LITTLE SEBAGO LAKE

LITTLE SEBEE

MILL POND





REFERENCES:

1. USGS QUADRANGLE NORTH WINDHAM, ME 2024

Scale: 1" = 2000'



**BH2M**

Berry, Huff, McDonald, Milligan Inc.  
Engineers, Surveyors

380B Main Street  
Gorham, Maine 04038

Tel. (207) 839-2771  
Fax (207) 839-8250

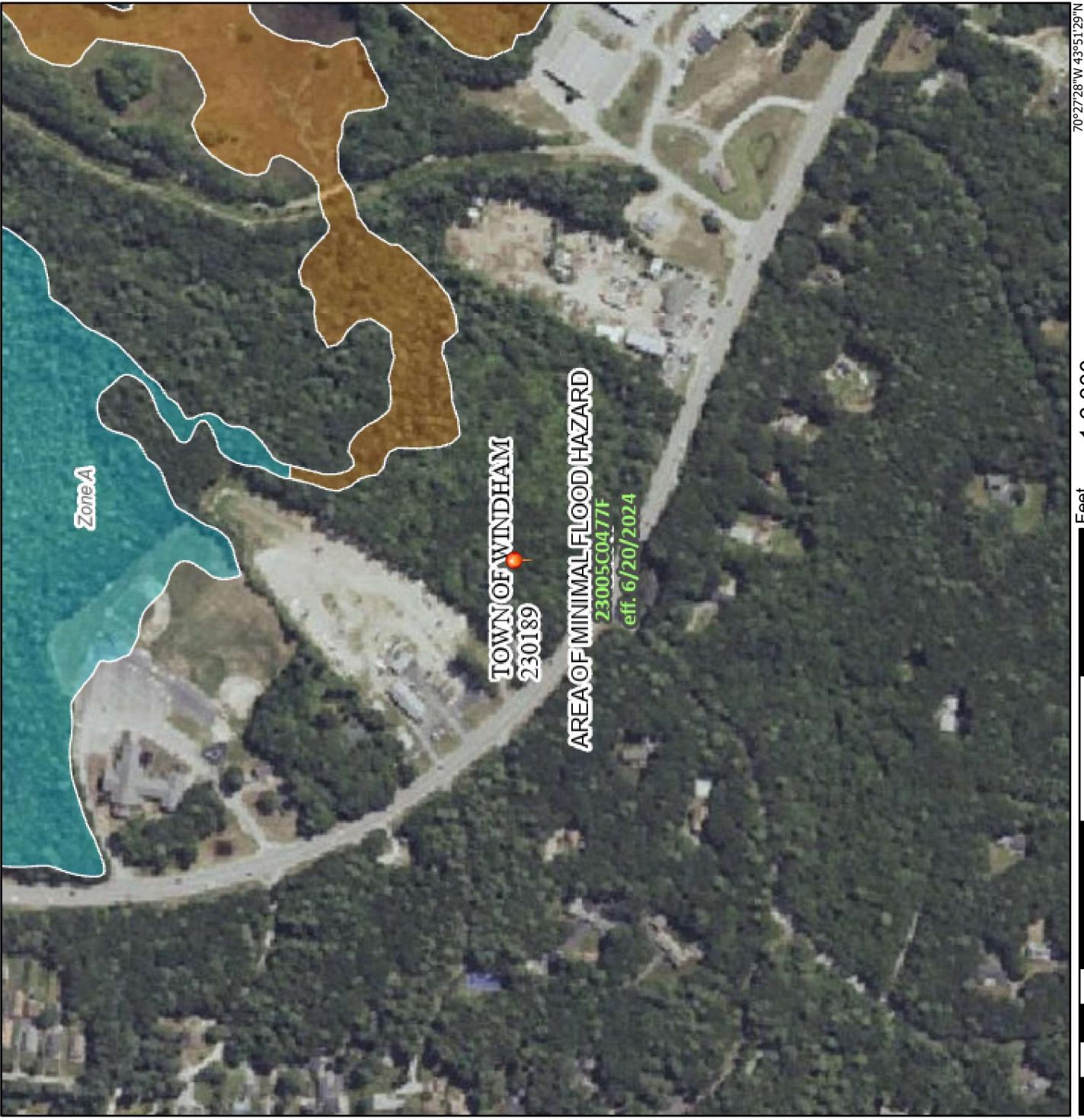
National Flood Hazard Layer FIRMette

70°28'6" W 43°05'1"55" N

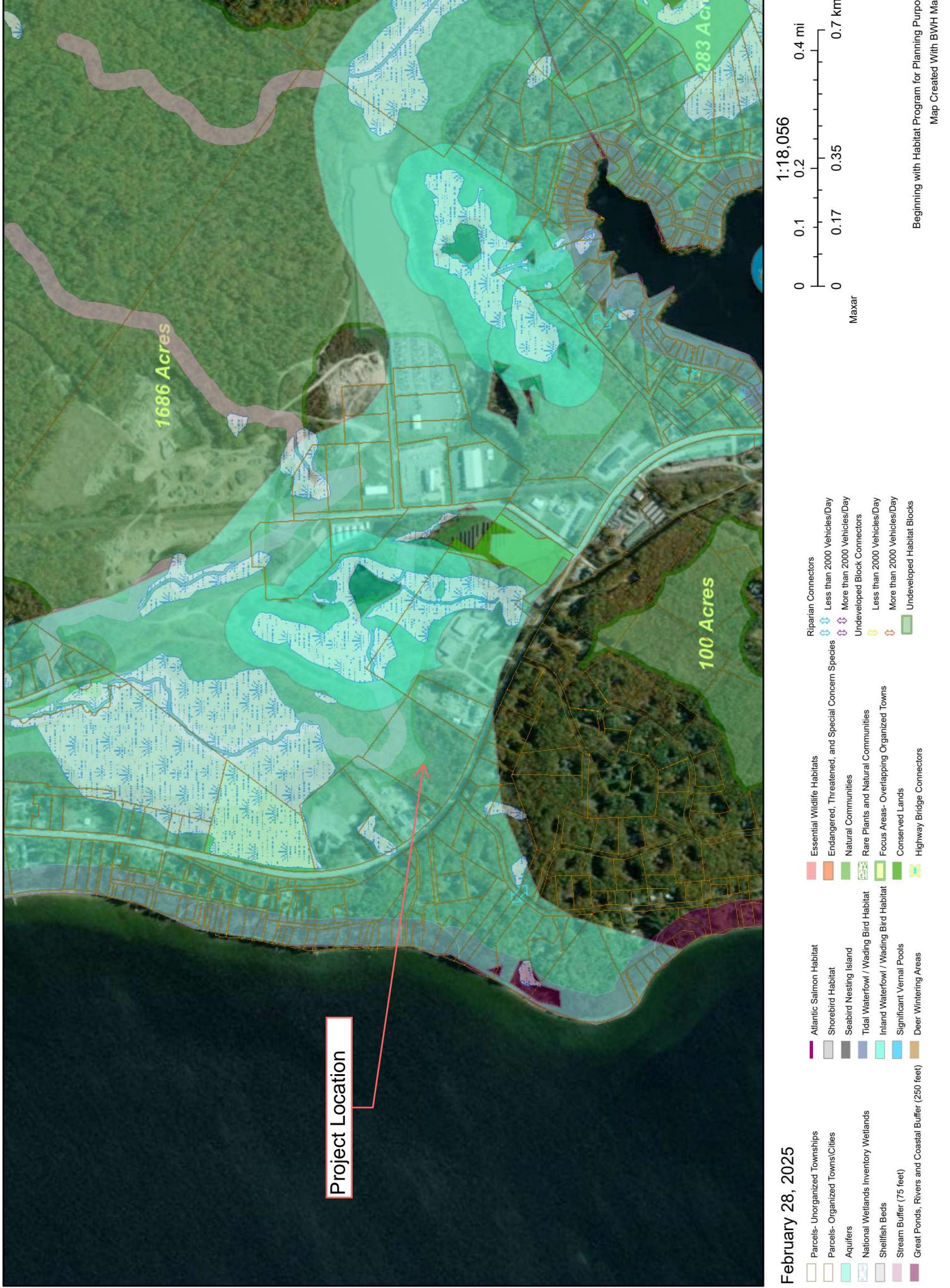
FEMA

## Legend

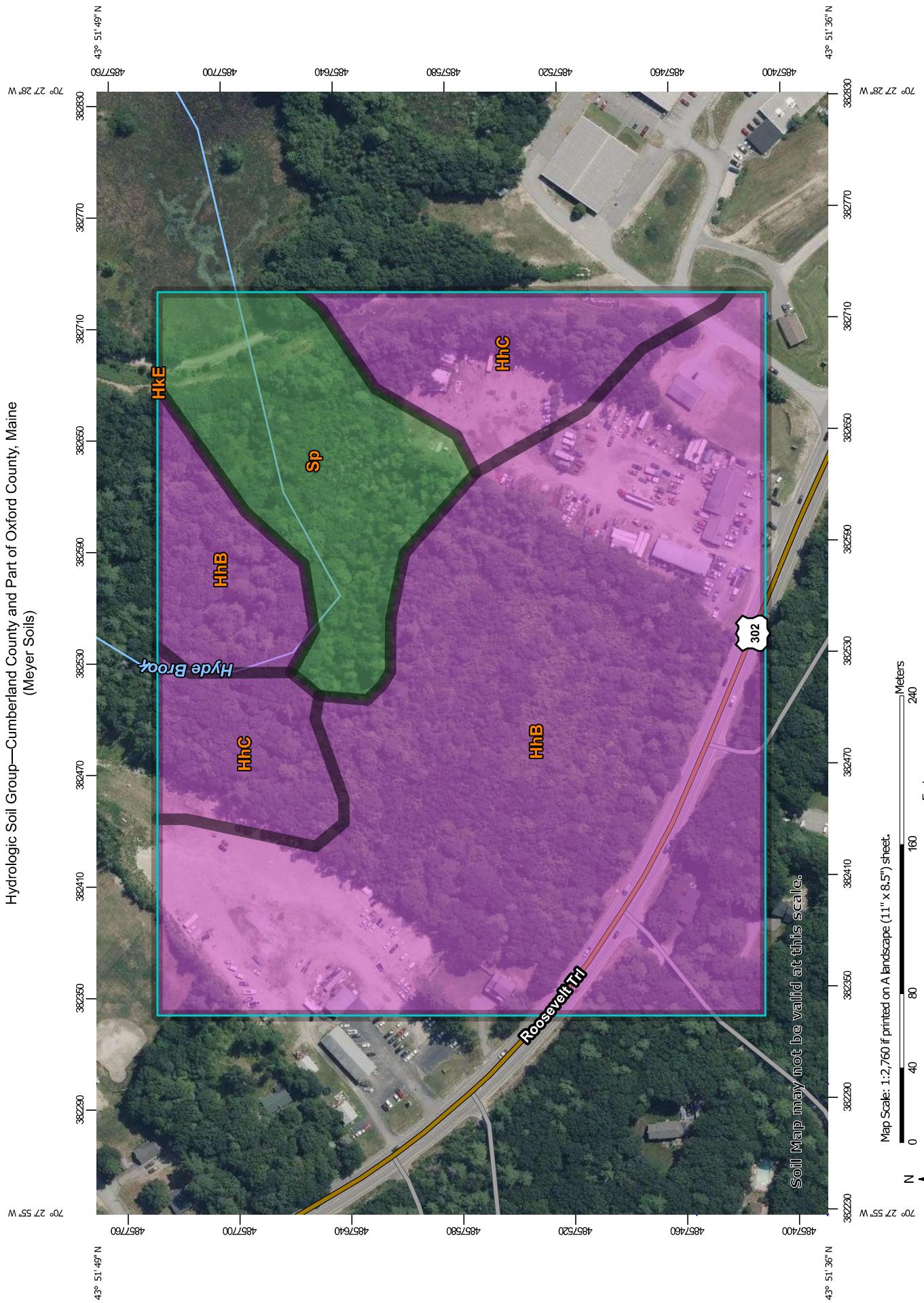
SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT



# Beginning With Habitat



## Hydrologic Soil Group—Cumberland County and Part of Oxford County, Maine (Meyer Soils)



Mean Growth: 1.2760 generated on 8 January 2011 at 07:00

Map Scale: 1:2,760 ft primed on A landscape (11 x 8.5) sheet.

Man projection: Web Mercator  
Corner coordinates: W/GSSA  
Edge ticks: I TM Zone 11AN W/GSSA  
0 100 200 400 600  
0 100 200 400 600  
Heat Heat

## Natural Resources Conservation Service



## MAP LEGEND

## MAP INFORMATION

**Area of Interest (AOI)**

- Area of Interest (AOI) (Light Blue)
- Soils

**Soil Rating Polygons**

- A (Pink)
- B (Light Green)
- C (Dark Green)
- D (Red)
- A/D (Light Blue)
- B/D (Dark Blue)
- C/D (Teal)
- D (White)
- Not rated or not available (White)

**Streams and Canals**

**Water Features**

**Transportation**

- Rails (Blue)
- Interstate Highways (Red)
- US Routes (Yellow)
- Major Roads (Yellow)
- Local Roads (Yellow)

**Background**

- Aerial Photography (Dark Green)

**Soil Rating Lines**

- A (Pink)
- B (Light Green)
- C (Dark Green)
- D (Red)
- A/D (Light Blue)
- B/D (Dark Blue)
- C/D (Teal)
- D (White)
- Not rated or not available (White)

**Soil Rating Points**

- A (Pink)
- B (Light Green)
- C (Dark Green)
- D (Red)
- A/D (Light Blue)
- B/D (Dark Blue)
- C/D (Teal)
- D (White)
- Not rated or not available (White)

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 [B].

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

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.

## Hydrologic Soil Group

Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
HhB	Hermon sandy loam, 0 to 8 percent slopes, very stony	A	21.9	69.6%
HhC	Hermon sandy loam, 8 to 15 percent slopes, very stony	A	4.8	15.3%
HkE	Hermon sandy loam, 20 to 60 percent slopes, extremely stony	A	0.0	0.0%
Sp	Sebago mucky peat	A/D	4.7	15.1%
<b>Totals for Area of Interest</b>			<b>31.5</b>	<b>100.0%</b>

## Description

Hydrologic soil groups are based on estimates of runoff potential. Soils are assigned to one of four groups according to the rate of water infiltration when the soils are not protected by vegetation, are thoroughly wet, and receive precipitation from long-duration storms.

The soils in the United States are assigned to four groups (A, B, C, and D) and three dual classes (A/D, B/D, and C/D). The groups are defined as follows:

**Group A.** Soils having a high infiltration rate (low runoff potential) when thoroughly wet. These consist mainly of deep, well drained to excessively drained sands or gravelly sands. These soils have a high rate of water transmission.

**Group B.** Soils having a moderate infiltration rate when thoroughly wet. These consist chiefly of moderately deep or deep, moderately well drained or well drained soils that have moderately fine texture to moderately coarse texture. These soils have a moderate rate of water transmission.

**Group C.** Soils having a slow infiltration rate when thoroughly wet. These consist chiefly of soils having a layer that impedes the downward movement of water or soils of moderately fine texture or fine texture. These soils have a slow rate of water transmission.

**Group D.** Soils having a very slow infiltration rate (high runoff potential) when thoroughly wet. These consist chiefly of clays that have a high shrink-swell potential, soils that have a high water table, soils that have a claypan or clay layer at or near the surface, and soils that are shallow over nearly impervious material. These soils have a very slow rate of water transmission.

If a soil is assigned to a dual hydrologic group (A/D, B/D, or C/D), the first letter is for drained areas and the second is for undrained areas. Only the soils that in their natural condition are in group D are assigned to dual classes.

## Rating Options

*Aggregation Method:* Dominant Condition

*Component Percent Cutoff:* None Specified

*Tie-break Rule:* Higher

**QUITCLAIM DEED**  
**Release Deed**  
**Statutory Short Form**

**DLN:** 2117681

KNOW ALL BY THESE PRESENTS, That I, Stanley Sclar whose mailing address is 65 East Avenue, Lewiston, Maine 04240, for consideration paid, grant to **Double A Properties, LLC a Maine Limited Liability Company** with a mailing address of **968 Roosevelt Trail, Windham, ME 04062**, the real property in the Town of **Windham**, County of **Cumberland** and State of **Maine**, more particularly described as follows:

**A certain lot or parcel of land lying in the fourth division of lands in Windham and described as follows, to wit: Commencing at a hub driven into the ground and one rod southeast of the corner of the stone wall; running thence southeast by the northerly line of the County road forty-three rods to John Lombard's land; thence northeast by said Lombard's land to the line of Lot No. 2 or the Haskell lot; thence northwest forty-three rods to a division line formerly made and agreed upon; thence southwest by said division line to the first bounds; containing eleven and one-half acres, more or less. Also the dwelling house standing on said parcel. Meaning hereby to convey the easterly half of same premises that Daniel Boston purchased of Harrison and Joseph Brazier, being a part of Lot No. 43 in said fourth division and being the northeasterly side of County road running through said lot.**

**Excluding from the above-described premises an area of approximately 0.29 acres for widening State Highway 14 and a ditch easement across said premises described in a deed from Samuel J. Ball to the State of Maine dated June 23, 1955 and recorded in the Cumberland County Registry of Deeds in Book 2239, Page 18.**

**The above-described parcel is subject to a quitclaim deed from Andrea L. Fawcett and Erin J. Anderson to Stanley Sclar dated May 26, 2022 and recorded in the Cumberland County Registry of Deeds in Book 39495, Page 191.**

Meaning and intending to convey and conveying the real property described in a deed to Stanley Sclar, from Kermit B. Elliot and Marie A. Elliot, dated March 30, 1972 and recorded in the Cumberland County Registry of Deeds at Book 3219, Page 337.

Witness my hand and seal this 22<sup>nd</sup> day of November, 2024.

Witness to all:

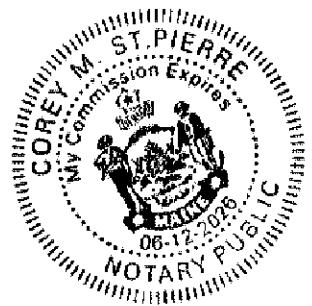


Stanley Sclar

STATE OF MAINE  
COUNTY OF ANDROSCOGGIN, ss.

November 22, 2024

Personally appeared on the above date, the above-named **Stanley Selar** and acknowledged the foregoing instrument to be his free act and deed.



Before me,

