



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,

Andrew S. Morrell, PE
Project Engineer



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	DATE: _____				
				Office Use:				Office Stamp:	
PROPERTY DESCRIPTION	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		
PROPERTY OWNER'S INFORMATION	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							
APPLICANT'S INFORMATION (IF DIFFERENT FROM OWNER)	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							
APPLICANT'S AGENT INFORMATION	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							
PROJECT INFORMATION	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 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:			Plan Requirements		
- Condition of the site	<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		
- Proposed use	<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"/>
- Constraints/opportunities of site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2) The boundaries of the parcel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outline any of the follow			3) The relationship of the site to the surrounding area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Traffic 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"/>
- Utility Study	<input checked="" 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"/>
- Market Study	<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"/>
c) Name, address, phone for record owner and applicant	<input type="checkbox"/>	<input type="checkbox"/>	7) Existing restrictions or easements 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"/>	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"/>
e) Evidence of right, title, or interest in the property	<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"/>
f) Evidence of payment of Sketch Plan fees and escrow deposit	<input checked="" 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"/>
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"/>			
- 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.

APPLICANT OR AGENT'S SIGNATURE

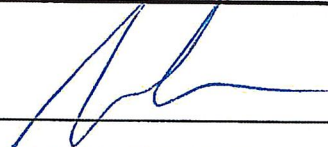
DATE

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			

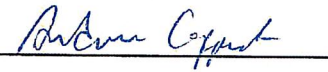
The above-listed company/agents may represent me to expedite and complete the approval of the permits/applications required for development for this parcel.



APPLICANT SIGNATURE

3/20/25

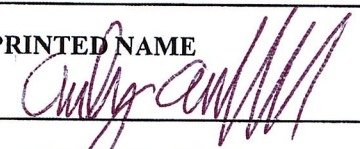
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PRINTED NAME

CO-APPLICANT SIGNATURE (if applicable)

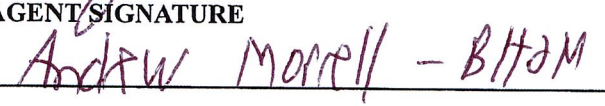
DATE



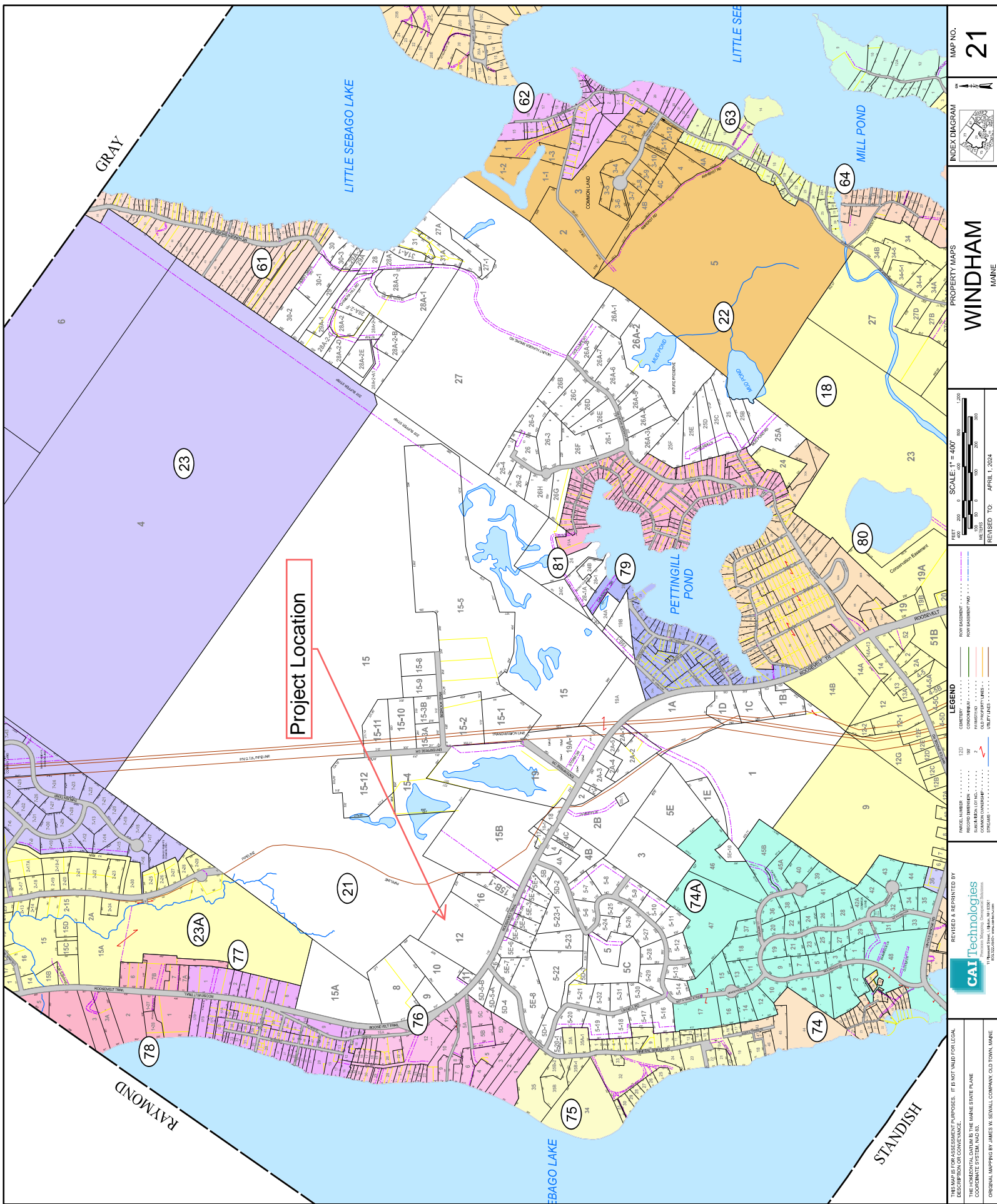
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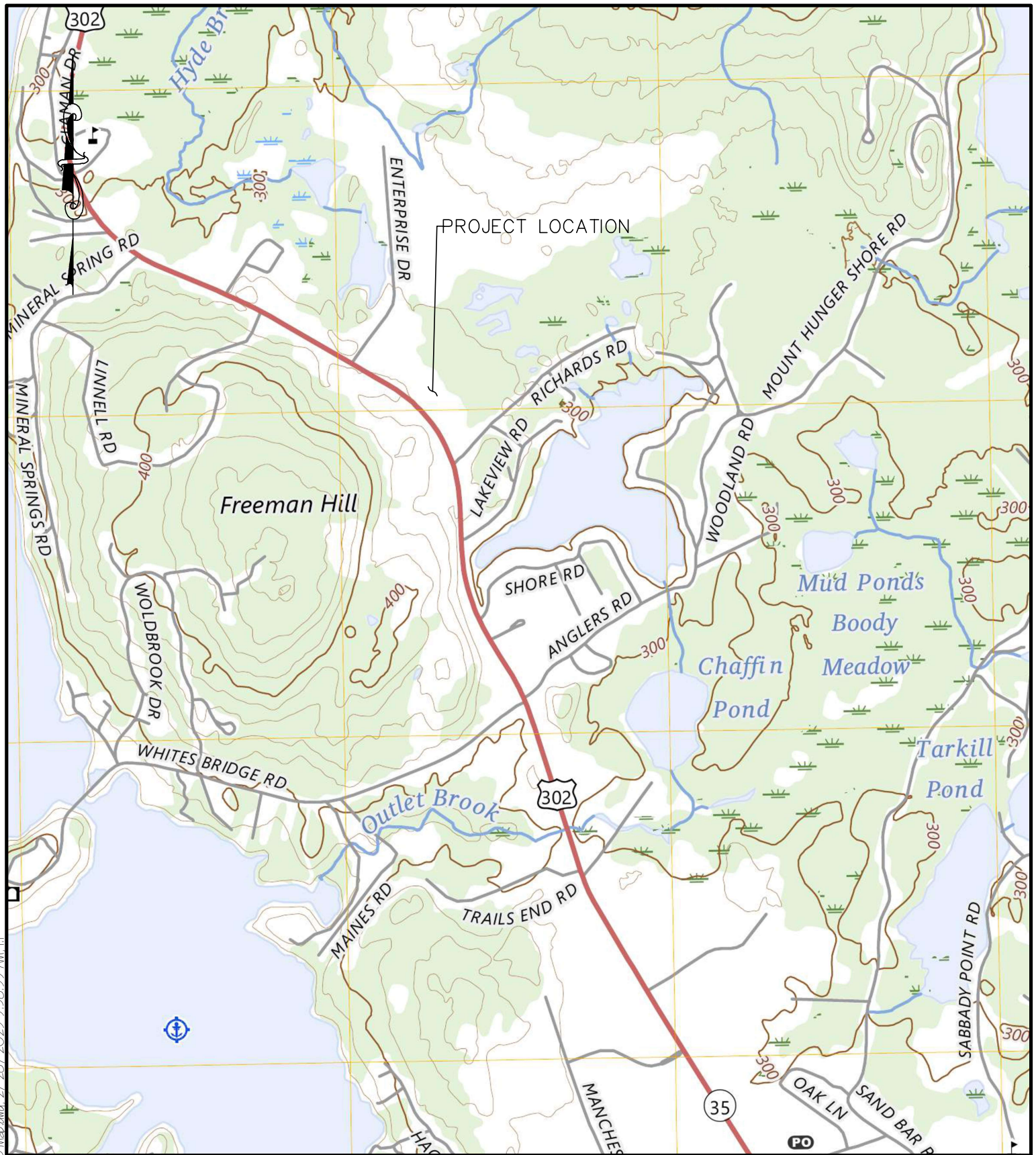
3/21/25

DATE

AGENT SIGNATURE


PRINTED NAME





REFERENCES:

1. USGS QUADRANGLE NORTH WINDHAM, ME 2024

Scale: 1" = 2000'



BH2M

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

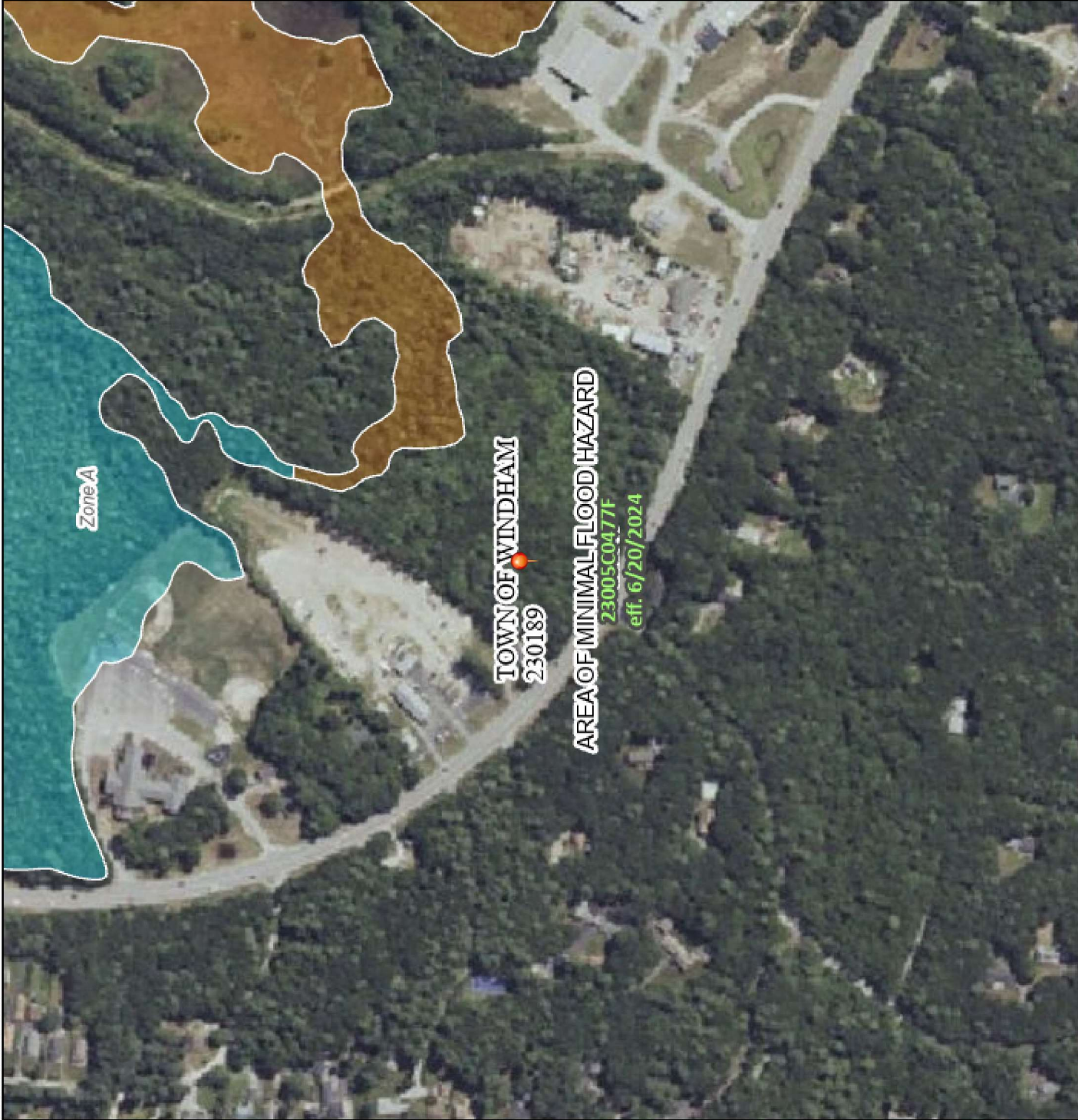
380B Main Street
Gorham, Maine 04038

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

National Flood Hazard Layer FIRMette



70°28'6"W 43°51'55"N



70°27'28"W 43°51'29"N

Basemap Imagery Source: USGS National Map 2023

Legend

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

Without Base Flood Elevation (BFE)
Zone A, V, AE, AH, VE, AR

Regulatory Floodway

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile

Future Conditions 1% Annual Chance Flood Hazard

Area with Reduced Flood Risk due to Levee. See Notes.

Area with Flood Risk due to Levee

NO SCREEN

Effective LOMRs

Area of Undetermined Flood Hazard

Channel, Culvert, or Storm Sewer

Levee, Dike, or Floodwall

Cross Sections with 1% Annual Chance Water Surface Elevation

Coastal Transect

Base Flood Elevation Line (BFE)

Limit of Study

Jurisdiction Boundary

Coastal Transect Baseline

Profile Baseline

Hydrographic Feature

Digital Data Available

No Digital Data Available

Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 2/28/2025 at 3:02 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

Beginning With Habitat



Project Location

February 28, 2025

- Parcel- Unorganized Townships
- Parcel- Organized Towns/Cities
- Aquifers
- National Wetlands Inventory Wetlands
- Shellfish Beds
- Stream Buffer (75 feet)
- Great Ponds, Rivers and Coastal Buffer (250 feet)
- Atlantic Salmon Habitat
- Shorebird Habitat
- Seabird Nesting Island
- Tidal Waterfowl / Wading Bird Habitat
- Inland Waterfowl / Wading Bird Habitat
- Significant Vernal Pools
- Deer Wintering Areas
- Essential Wildlife Habitats
- Endangered, Threatened, and Special Concern Species
- Natural Communities
- Rare Plants and Natural Communities
- Focus Areas- Overlapping Organized Towns
- Conserved Lands
- Highway Bridge Connectors
- Riparian Connectors
- Less than 2000 Vehicles/Day
- More than 2000 Vehicles/Day
- Undeveloped Block Connectors
- Less than 2000 Vehicles/Day
- More than 2000 Vehicles/Day
- Undeveloped Habitat Blocks

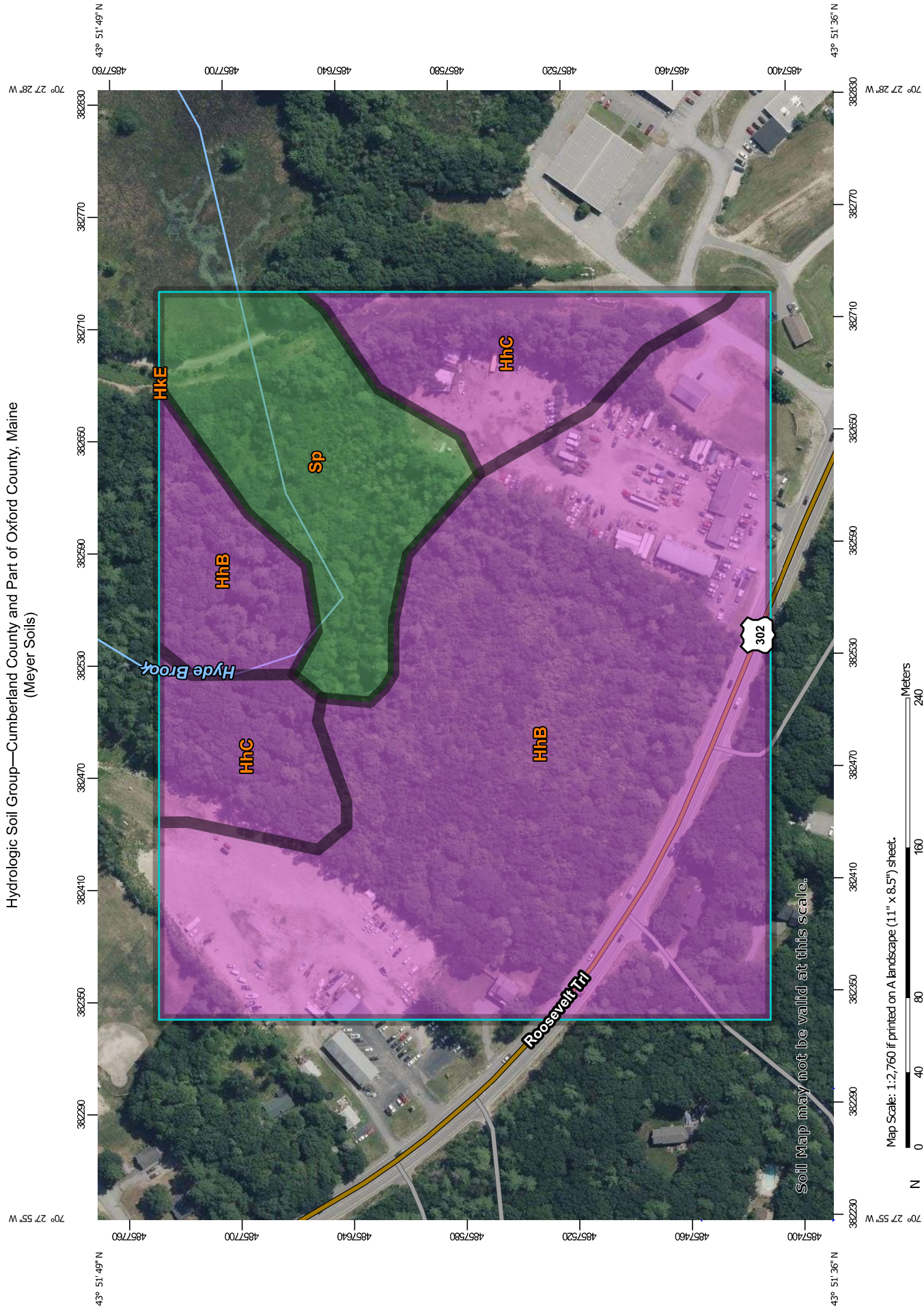
1:18,056

0 0.1 0.2 0.35 0.4 mi

0 0.17 0.35 0.7 km

Maxar

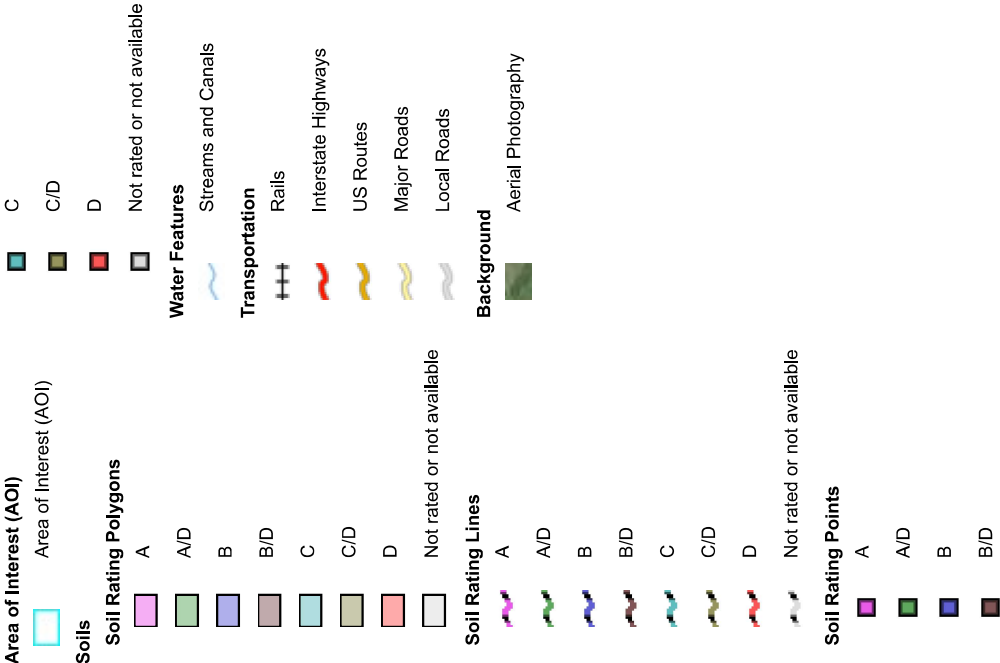
Hydrologic Soil Group—Cumberland County and Part of Oxford County, Maine
(Meyer Soils)



Map Scale: 1:2,760 if printed on A landscape (11" x 8.5") sheet.



MAP LEGEND



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: 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%
Totals for Area of Interest			31.5	100.0%

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.

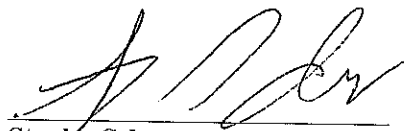
Excluding from the above-described premises an area of approximately 0.29 acres for widening State Highway 14 and a ditch easement across said premises described in a deed from Samuel J. Ball to the State of Maine dated June 23, 1955 and recorded in the Cumberland County Registry of Deeds in Book 2239, 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 22nd day of November, 2024.

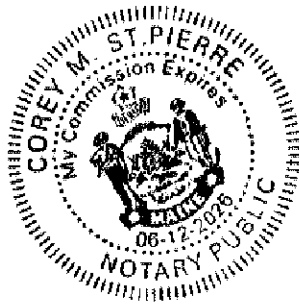
Witness to all:

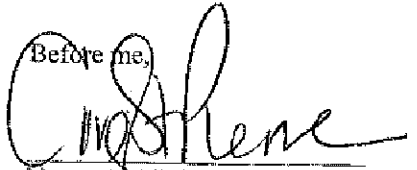

 Stanley Sclar

STATE OF MAINE
COUNTY OF ANDROSCOGGIN, ss.

November 22, 2024

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



Before me,

Notary Public/Attorney at Law
Print name: _____
Exp: _____