

965 Roosevelt trail Windham, ME 04062

August 17, 2022

Re:

Roosevelt Apartment Homes

963 Roosevelt Trail, Apts. 1-50

Response to Planning Department comments

We have updated plans to reflect the comments in the August 10, 2022 letter as noted below and herewith included supplemental information.

- 1. Enclosed is the completed Final Site Plan Application.
- 2. Existing Conditions survey and boundary survey has been added to the plan set.
- 3. Authorization from the owner is included in the application.
- 4. Good standing certificates for the business entities have been included.
- 5. A section for the parking space size and reduction waiver of number of spaces from 30% to 10% has been added to the site plan.
- 6. The applicant is not proposing a public sidewalk along this frontage due to its dangerous location for pedestrian traffic. The applicant will elect to pay a North Windham Sidewalk Impact fee established in the C1N district.
- 7. Exterior lighting fixture specification has been added to the construction details with photometric plan.
- 8. An access point to access the snow storage area has been added to the site plan.
- 9. A landscaped buffer strip along the frontage of Roosevelt Trail has been added to the site plan.
- 10. Landscape plan is included with the on the site plan.
- 11. Under section 6 on plan notes, the parking calculation reference has been removed.
- 12. The conference room is associated with the hotel was previously approved in 2013 which included the addition of guest rooms and the conference space. The applicant is not proposing additional conference room space.
- 13. The building use is stated as Multifamily and will remain as its intended use.
- 14. A guard rail is proposed on top of the wall along the drainage basin. A detail has been added to the plan.
- 15. Added a note to the Stormwater Detail plan requiring temporary stormwater controls.
- 16. Hydrocad model has been previously submitted.
- 17. The Stormwater Management permit has been issued by the Department of Environmental Protection for this project. During the review by the DEP staff, all of the design elements have been fully analyzed and approved and any modification is not necessary as it would require a modification to the current approval.

Heyland Development, LLC

Erik Heyland



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

FEES FOR MAJOR SITE PLAN REVIEW Amended Site Plan - Each Revision		AMENDED A	F up to 5,000 SF) PPLICATION FEE:	\$350.00		AMOUNT PAID:						
		REVIEW ESCROW: (GFA) 2,000 SF to 5,000 SF = \$2,000 5,000 SF to 15,000 SF = \$3,000 15,000 SF to 35,000 SF = \$4,000 Over 35,000 SF = \$5,000 AMENDED REVIEW ESCROW: \$250.00			.00	DATE:			fice Stamp:			
		Parcel ID	Map(s)#	021	Lot(s) #	19	9/A/2	Zoning District(s):	C1N	Total Land Area	6.91 AC	
	PERTY	Total Disturba	nce. >1Ac	O Y O N	Est. Buildir	ng SF:		Districtisj.	No Building; Es Development:	Total Land Area SF: ng; Est. SF of Total nent: II elt Apartment Hom Disevelt Trail m, ME 04062 I Development, LLC 407 ME 04054		
ESC	RIPTION	Physical Address:	965 Roos	evelt Trail				Watershed				
		Name:	Heyland LLC & NBCRE 11161 LLC					Name of th Business:	Roosevelt Apartment Homes			
	ERTY ER'S	Phone:	207-451-8288					Mailing	965 Roosev	965 Roosevelt Trail		
IFO	RMATION	Fax or Cell:						Address:	Windham, N	1E 04062		
		Email:	eheyland@	heylanddeve	lopment.	com						
PPLI	CANT'S	Name:	Erik Heyland					Name of Business:	Heyland Development, LLC			
	RMATION	Phone	207-893-8870				Mailing	PO Box 407				
OM OWNER)		Fax or Cell						Address:	Moody, ME	04054		
		Email:	eheyland@)heylanddevel	opment.c	com						
DI I	CANTIC	Name:	SAME					Name of Business:				
SEN.	CANT'S T	Phone:						Mailing				
FOR	MATION	Fax or Cell:						Address:				
		Email:										
	Hotel Provide a	narrative des	cription of 1	, if necessary): the Proposed Pr O unit multifamily build	roject (Us	e extr	a papei nfrastructu	, if necessary re. The building v	/): will be a wood frame	slab on grade.		
	Provide a	narrative desc	cription of c	onstruction con	nstraints (wetla	nds, sh	oreland zone	, flood plain, n	on-conforman	ce, etc.):	

MAJOR SITE PLAN REVIEW APPLICATION REQUIREMENTS

Section 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 Major 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 the 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 before the desired Staff Review Committee meeting.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR

- Five copies of the application and plans
- Application Payment and Review Escrow
- A pre-submission meeting with the Town staff is required.
- Contact information:

Windham Planning Department (207) 894-5960, ext. 2

UNDERSTANDING OF THE PROJECT.

Steve Puleo, Town Planner

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

APPLICANT/PLANNER'S CHECKLIST FOR MAJOR SITE PLAN REVIEW

SUBMITTALS THAT THE TOWN PLANNER DEEMS SUFFICIENTLY LACKING 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).

Final Plan Submission Requirements:	Applicant	Staff	Plan Requirements – Existing Conditions (Continued):	Applicant	Staff
A. Completed Major Site Plan Application form	7		E. Boundaries of all contiguous property under the total or partial control of the owner or applicant.	Ø	0
B. Evidence of Payment of application & escrow fees			F. Tax map and lot number of the parcel(s) on which the project is located	Ø	0
C. Written information – submitted in a bounded report			G. Zoning classification(s), including overlay and/or subdistricts, of the property and the location of zoning district boundaries if the property is located in 2 or more districts or abuts a different district.	V	0
1. A narrative describing the proposed use or activity	Ø	0	H. Bearings and lengths of all property lines of the property to be developed, and the stamp of the	Ø	
Name, address, & phone number of record owner, and applicant if different (see Agent Autorotation form).			Existing topography of the site at 2-foot contour intervals.	Ø	
3. Names and addresses of all abutting property owners	Ø		J. Location and size of any existing sewer and water mains, culverts and drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property and on abutting streets or land that may serve the	Ø	
Documentation demonstrating right, title, or interest in the property		0	K. Location, names, and present widths of existing public and/or private streets and rights-of-way within or adjacent to the proposed development.	Ø	0
Copies of existing proposed covenants or deed restrictions.	Ø		L. Location, dimensions, and ground floor elevation of all existing buildings	Ø	
Copies of existing or proposed easements on the property.	Ø		M.Location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or adjacent to the site	Ø	
7. Name, registration number, and seal of the licensed professional who prepared the plan, if applicable.	Ø		N. Location of intersecting roads or driveways within 200 feet of the site	Z	0
8. Evidence of applicant's technical capability to carry out			O. Location of the following:		
the project.			1) Wetlands		

		7 0 0			
Final Plan Submission Requirements (continued)	Applicant	Staff	f 2) Stone walls		
Assessment of the adequacy of any existing sewer and water mains, culverts and drains, on-site sewage			3) Graveyard,		
disposal systems, wells, underground tanks or installations, and power and telephone lines and poles			4) Fences		
on the property.			5) Stands of trees or treeline, and,	Ø	
10. Estimated demands for water and sewage disposal.	Ø	0	6) Other important or unique natural areas and sitted features, including but not limited to, floodplain deer wintering areas, significant wildlife habitate fisheries, scenic areas, habitat for rare and endangered plants and animals, unique natural communities and natural areas, sand and gravel aquifers, and historic and/or archaeological resources	s, s,	
 Provisions for handling all solid wastes, including hazardous and special wastes. 	Ø		P. Location & dimensions of existing easements that		
12. Detail sheets of proposed light fixtures.	Ø		encumber or benefit the site.		
13. Listing of proposed trees or shrubs to be used for landscaping	Ø		Q. Location & dimensions of existing easements that encumber or benefit the site.	Ø	0
 Estimate weekday AM and PM and Saturday peak hours and daily traffic to be generated by the project. 	E'	0	R. Location of the nearest fire hydrant, dry hydrant, or other water supply.	4	
 Description of important or unique natural areas and site features, including floodplains, deer wintering 			Plan Requirements - Proposed Development Activity		
areas, significant wildlife habitats, fisheries, scenic areas, habitat for rare and endangered plants and animals, unique natural communities and natural areas, sand and gravel aquifers, and historic and/or archeological resources.		0	Location and dimensions of all provisions for water supply and wastewater disposal, and evidence of their adequacy for the proposed use, including soils test pit data if on-site sewage disposal is proposed	Ø	0
a. stormwater calculations.	Ø		Grading plan showing the proposed topography of the site at 2-foot contour intervals	Ø	
b. stormwater calculations.	Ø	0	 The direction of proposed surface water drainage across the site and from the site, with an assessment of impacts on downstream properties. 	Ø	
c. erosion and sedimentation control measures.	2		 Location and proposed screening of any on-site collection or storage facilities 	Ø	
 water quality and/or phosphorous export management provisions. 	· Ø		 Location, dimensions, and materials to be used in the construction of proposed driveways, parking, and loading areas, and walkways, and any changes in traffic flow onto or off-site 	Ø	
18. If public water or sewerage will be utilized, provide a statement from the utility district regarding the adequacy of water supply in terms of quantity and pressure for both domestic and fire flows, and the capacity of the sewer system to accommodate additional wastewater.	Ø	0	6) Proposed landscaping and buffering	Ø	
i. Financial Capacity			7) Location, dimensions, and ground floor elevation of all buildings or expansions	Ø	
Estimated costs of development and itemize estimated major expenses.	Ø		Location, front view, materials, and dimensions of proposed signs together with a method for securing sign	Ø	
a. Financing (submit one of the following)	Ø		Location and type of exterior lighting. Photometric plan to demonstrate the coverage area of all lighting may be required by the Planning Board.	Ø	
b. Letter of commitment to fund	Ø		10)Location of all utilities, including fire protection systems	Ø	
1) Self-financing	0		11)Approval block: Provide space on the plan drawing for the following words, "Approved: Town of Windham Planning Board" along with space for signatures and date	Ø	
2) Annual corporate report			Major Final Site Plan Requirements		B S
3) Bank Statement			. Narrative and/or plan describing how the proposed development plan relates to the sketch plan	Ø	

c. Other			Stormwater drainage and erosion control program shows:	Ø	
Cash equity commitment of 20% of the total cost of development			The existing and proposed method of handling stormwater runoff	Ø	
Financial plan for remaining financing.		0	b. The direction of the flow of the runoff, through the use of arrows and a description of the type of flow (e.g. sheet flow, concentrated flow, etc.)	Ø	
Letter from institution indicating intent to finance.			 c. Location, elevation, and size of all catch basins, dry wells, drainage ditches, swales, retention basins, and storm sewers 	Ø	0
Final Plan Submission Requirements (continued):	Applicant	Staff	d. Engineering calculations were used to determine drainage requirements based on the 25-year, 24-hour storm frequency.	Ø	
If a registered corporation a Certificate of Good Standing from:	Ø		Methods of minimizing erosion and controlling sedimentation during and after construction.	Ø	
b. Secretary of State, or	Ø		III. A groundwater impact analysis prepared by a groundwater hydrologist for projects involving on-site water supply or sewage disposal facilities with a capacity of 2,000 gallons or more per day	7	0
19. the statement signed by a corporate officer	Ø		Name, registration number, and seal of the Maine Licensed Professional Architect, Engineer, Surveyor, Landscape Architect, and/or similar professional who prepared the plan.	Ø	
i. Technical Capacity (address both).	7		V Autility plan chaying in addition to manife of		
Prior experience relating to developments in the Town. Personnel resumes or documents showing experience and qualification of development designers	Ø	0	V. A utility plan showing, in addition to provisions for water supply and wastewater disposal, the location and nature of electrical, telephone, cable TV, and any other utility services to be installed on the site.	Ø	
Plan Requirements – Existing Conditions	A MARKET		VI Adamin shall be death to the term		
A. Location Map adequate to locate project within the municipality	Ø		VI. A planting schedule keyed to the site plan indicating the general varieties and sizes of trees, shrubs, and other vegetation to be planted on the site, as well as		
Vicinity Plan. Drawn to a scale of not over 400 feet to the inch, and showing area within 250 feet of the property line, and shall show the following:	Ø		information of provisions that will be made to retain and protect existing trees, shrubs, and other vegetation.		
Approximate location of all property lines and acreage of the parcel(s).	Ø		VII. Digital transfer of any site plan data to the town (GIS format)	V	
Locations, widths, and names of existing, filed, or proposed streets, easements, or building footprints.	Ø				
4) Location and designations of any public spaces.	Ø		/III. A traffic impact study if the project expansion will		
B. Outline of the proposed subdivision, together with its street system and an indication of the future probable street system of the remaining portion of the tract.	Ø		/III. A traffic impact study if the project expansion will generate 50 or more trips during the AM or PM peak hour, or if required by the Planning Board		
C. North Arrow identifying Grid North; Magnetic North with the declination between Grid and Magnetic; and whether Magnetic or Grid bearings were used.	Ø				
D. Location of all required building setbacks, yards, and buffers.	Ø		PDF\Electronic Submission.		
The undersigned hereby makes an application to the T foregoing to be true and accurate to the best of his/he	Town of Wind er knowledge	dham f	or approval of the proposed project and declares the		



Town of Windham Planning Department:

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

APPLICANT/PLANNER'S CHECKLIST FOR MAJOR SITE PLAN REVIEW COMMERCIAL DISTRICT DESIGN STANDARDS SECTION 813

The following checklist includes Design Standards for developments within the Windham's Commercial 1, Commercial 2, Commercial 3, and Village Commercial districts. Where there is a conflict between provision of the Design Standards and any other ordinance provision, the more restrictive provision shall apply. In addition to meeting all Design Standards required in the applicable zoning districts, development must comply with he minimum of eight (8) other Design Standards.

For purposed of this section ,"development" shall mean that portion of the project that:

- . Is subject to the site plan review under Section 800; or
- b. Will renovate twenty percent (20%) or more of the entire wall area of a structure on the site. (For this type of renovation, the renovation will be subject to the required Design Standards in Section A. but will not be subject to other required Design Standards.)

		Design Stand	ards Frameworl					
	Ι.	14	C-1	C-2	C-3	VC	Check	
Α.	_	rchitecture/Building					Applicant	Staf
	1	Building Style	R ¹	R	R	R		
	2	Materials	R	R	R	R	Ø	
_	3	Color	R	R	R	R	7	
	4	Roofline	R	R	R	R	7	
	5	Façade	R	R	R	R	Ø	
	6	Building style coordination (multi-building)	R	R	R	R		
	7	Entrance	R	R	R	R		
	8	Architectural Details	R	R	R	R		
	9	LEED certification					7	
В	Sit	e/Parking			LO LE		2010	
	1	Parking location						
	2	Internal traffic flow					Ø	
	3	Interconnected Parking lots						
	4	Orientation of Building					0	
	5	Screening - Parking		R				
	6	Screening – utilities and service areas/structures	R	R		R	Ø	
	7	Parking Lot Landscaping					0	
	8	Low – Impact Design Stormwater						
	9	Shared Stormwater Treatment						
С	Lar	ndscaping/Lighting			VALUE OF			
	1	Lighting/Photometric Plan	R			R		
	2	Lighting coordinated with architecture	R			R		
\Box	3	Light coordinated with landscaping	R			R		
T	4	Existing trees preserved			R		-	
	5	Snow area designated	R	R	R	R		<u> </u>
T	6	Planting variety						
	7	Planting suitability				\dashv		
	8	Mass plantings					$\overline{}$	
T	9	Illumination levels						
5.	Bik	e/Ped						
	1	Internal walkways	R					
	_	Links to community	R	R		R		
	\rightarrow	Outdoor activity area						
Τ.		Sidewalk	R					
	5	Crosswalk	R					
	-	Bike parking/racks	R	R		R		

^{1.} Any item with a R in the Table is required Design Standards in that zoning district.

APPLICANT/ OWNER	Name	NBCRE 1161 LLC						
PROPERTY	Physical	965 Roossvelt Trail Map 21						
DESCRIPTION	Address	965 Roosevelt Trail	lot		lot	19/A/2		
	Name	Erik Heyland						
APPLICANT'S	Phone	207-893-8870						
AGENT INFORMATION	Fax/Cell		Business Name & Mailing Address	Roosevelt Apa	riments	, LLC 965 Roose		
	Email	eheyland@heylanddevelopment						
Said agent(s) m	ay represe	ent me/us before Windham T the approval of the propose	own officers o	and the Wind	ham P	lanning Board		

Said agent(s) may represent me/us before Windham To to expedite and complete the approval of the proposed	wn officers and the Windham Planning development for this parcel.
APPLICANT SIGNATURE	8/12/22 DATE/
Daniel Gaquin SOLF WEMBER PLEASE TYPE OR PRINT NAME HERE	
CO-APPLICANT SIGNATURE	DATE
PLEASE TYPE OR PRINT NAME HERE	
APPLICANT'S AGENT SIGNATURE	DATE
PLEASE TYPE OR PRINT NAME HERE	

Ordinance Section: 120 -812C(1)(4)

b. Will the waiver have an impact on any of the following criteria?

	Yes	No
Water or air pollution		7
Light pollution or glare	0	Ø
Water supply		Z
Soil erosion		Ø
Traffic congestion or safety	0	Ø
Pedestrian safety or access		Ø
Supply of parking		0
Sewage disposal capacity		Ø
Solid waste disposal capacity		Ø
Scenic or natural beauty, aesthetics, historic sites, or rare or irreplaceable natural areas		Ø
Flooding or drainage issues on abutting properties		Ø
The Town's ability to provide the subdivision with public safety services (if subdivision)	0	Ø

If granting the waiver will result in an impact on any of the criteria above, please provide more detail below.

WAIVER REQUEST TO REDUCE THE SIZE OF PARKING SPACES

120-812C(1)(d)

A waiver is requested for a reduction in the size of the parking spaces from 10'x20' to 9'x18' in 20% of the spaces. The proposed parking lot will provide for about 10% of the spaces to be oversized (10'x20') where 30% is required. The reason for the reduction is space size is a result of the intended use (multifamily dwelling) which does not typically warrant an oversized space. The proposed 9'x18' is a standard size and is considered acceptable for this use. The benefit to reducing the size is it creates less impervious surface and would be considered beneficial to the surrounding environment.





Corporate Name Search

Information Summary

Subscriber activity report

This record contains information from the CEC database and is accurate as of: Thu Aug 11 2022 09:30:13. Please print or save for your records.

Legal Name

Charter Number Filing Type

Status

HEYLAND

DEVELOPMENT,

20001007DC

LIMITED LIABILITY

GOOD

LLC

COMPANY (DOMESTIC)

STANDING

Filing Date

Expiration Date

Jurisdiction

04/05/2000

N/A

MAINE

Other Names

(A=Assumed ; F=Former)

SURREY LANE, LLC

F

Clerk/Registered Agent

ERIK DAVID HEYLAND PO BOX 407 **MOODY, ME 04054**

Back to previous screen

New Search

Click on a link to obtain additional information.

List of Filings

View list of filings

Obtain additional information:

Additional Addresses

Plain Copy

Certified copy

Certificate of Existence (more info)

Short Form without Long Form with

amendments

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.





Department of the Secretary of State Bureau of Corporations, Elections and Commissions

Corporate Name Search

Information Summary

Subscriber activity report

This record contains information from the CEC database and is accurate as of: Thu Aug 11 2022 09:31:33. Please print or save for your records.

Legal Name Charter Number Filing Type Status

NBCRE 11161 LLC

20190480FC

LIMITED LIABILITY COMPANY (FOREIGN)

GOOD STANDING

Filing Date

Expiration Date

Jurisdiction

11/01/2018

N/A

MASSACHUSETTS

Other Names

(A=Assumed : F=Former)

NONE

Clerk/Registered Agent

ERIC D. HEYLAND 64 PINE MOUNTAIN ROAD CAPE NEDDICK, ME 03902

Back to previous screen

New Search

Click on a link to obtain additional information.

List of Filings

View list of filings

Obtain additional information:

Additional Addresses

Plain Copy

<u>Copy</u>

Certificate of Existence (more info)

Short Form without amendments (\$30.00)

You will need Adobe Acrobat version 3.0 or higher in order to view PDF files. If you encounter problems, visit the <u>troubleshooting page</u>.

