

## 2021 PLANNING GRANT APPLICATION

### CHECKLIST

#### SUBMIT COMPLETED CHECKLIST WITH APPLICATION

Please submit each section of the application, including this checklist:

- ☐ **A. Planning Application Cover Page**, *limit 1 page*
- ☐ **B. Public Service Application Narrative Questions**, *limit 6 pages*
- ☐ **C. Budget: Revenues and Expenditures**, *limit 1 page*  
*Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative*
- ☐ **D. Demonstration of Endorsement by Elected Officials**
- ☐ **E. Multi-community Additional Questions & Signature Page**

#### Required documents for non-profit organizations:

- ☐ **Verification of 501(c)3 or other designated status**, *limit 1 page*
- ☐ **Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- ☐ **Most Recent Agency Operating Budget Summary**, *limit 1 page*
- ☐ **Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- ☐ **Complete list of Board Members**

\_\_\_\_\_  
Checklist Completed By

\_\_\_\_\_  
Date:

## 2021 PLANNING COVER PAGE

Application Type	<input checked="" type="checkbox"/> Planning Application		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities)  Lead: Town of Gorham; Partner: Town of Windham		
Project Name	Little Falls - South Windham Village Master Plan		
Mailing Address	75 South Street, Suite 1, Gorham, ME 04038		
Project Address	75 South Street, Suite 1, Gorham, ME 04038		
Authorized Official	(Town Manager/Administrator or Executive Director of non-profit) Ephram Paraschak, Town Manager	Phone 207-222-1650	Email eparaschak@gorham.m e.us
Project Director	Tom Poirier, Director of Community Development	Phone 207-222-1620	Email ceyerman@gorham.me .us
Financial Contact	Sharon LaFlamme, Finance Director	Phone 207-222-1611	Email slaflamme@gorham.m e.us
Person who completed the Application	Carol Eyerman, Town Planner	Phone 222-1620	Email ceyerman@gorham.me .us
Amount of CDBG Funds Requested	\$25,000	Total Project Budget  \$113,450	
DUNS Number	09-363-3238	Tax ID: 01-6000179	

Name and Signature of Authorized Official

Date

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## PLANNING APPLICATION QUESTIONS

Respond to the narrative questions in a maximum of three pages.

1. Describe the community problem or needs you wish to address with Community Planning funds. - **35 Points.**

a. Describe the scope, magnitude, and severity of the problem.

It has been over 20 years since “A Plan for the Revitalization of South Windham-Little Falls Village” was written and much has changed locally and in the world at large. Over that time, despite efforts such as rezoning, economic activity has dwindled in the village as it has struggled to transition from industrial business-centered to retail and service commercial enterprise-focused. It no longer has a general store. Much of the housing is aging, as are the residents, and planning is needed to ensure the future housing and transportation options in the area matches the needs of the community. The village pedestrian infrastructure is fragmented and existing public assets such as recreation facilities and a post office may require a disjointed, unsafe or in some cases insufficient sidewalk route.

The area is designated as low/moderate income and has been since the plan 20 years ago. If intervention in the form of joint planning and effort to improve the functionality and livability of the area does not happen, it will most likely continue to deteriorate, and the effort required to revive it, and make it a productive center of commerce and community will increase in a negative-feedback pattern, as blight and decay begets more blight and decay. It is imperative that visible effort is made now, to instead start a positive feedback pattern now.

b. Describe past efforts, if any, to address the problem.

The revitalization plan from 1998 addressed many aspects that master plans often do such as zoning amendments, economic development, recreation, open space, trails as well as infrastructure needs such as sidewalks, sewer system upgrades, street trees, and facade improvements. In addition to a number of private investments in the area, both towns accomplished some of the goals that were set out in that plan. However, some of the goals were left as they were unattainable for one reason or another. There is a clear mandate and strong desire and support from both communities at this time, to see our village become a thriving center of life and commerce as so many other neighboring community villages have. More recent planning efforts in both towns have identified a vision for a revitalized village.

The Gorham Comprehensive Plan Update was adopted on September 6, 2016 goal states that in Little Falls the businesses are more locally focused and the village is an attractive, pedestrian friendly place where people are comfortable and want to be. The village residential neighborhoods provide highly livable environments with easy access to services and community facilities. It goes on to state that the town will support efforts to revitalize Little Falls and encourage growth in commercial activities within the village.

The Windham Comprehensive Plan update adopted on June 13, 2017 notes that “cooperation between Windham and Gorham ensures that a revitalized South Windham melds with Little Falls as a single community” It has a goal to make a financial commitment to support desired economic development and a true sense of place in



South Windham and a recommended strategy of developing a South Windham neighborhood or district plan.

- c. Does the problem have specific impacts on low/moderate income households or low/moderate income neighborhoods?

This area is comprised of the Little Falls CDP (56.00% LMI) and the South Windham Village CDP (60.67% LMI) and is the only area within Gorham rated as low/moderate income and is one of two areas in Windham. The Master Planning process will create a unified vision for the future of the village with the intention of improving the livability and economic vibrancy, and enhancing the character of the area. The goals are to examine current conditions including the previous study area; determine what may still have value or relevance for implementation from previous plan; assess the attributes that contribute to the walkable village "feel" such as streetscape, sidewalks, pedestrian scale lighting, business/employment, recreation, parks, trails, historic resources, architecture, and housing; conduct focus groups that include local residents; update land use regulations; determine coordinated land use strategies; create all modes of transportation implementation strategies; review parking requirements; determine historic building numbers with assessment from MHPC. All of this effort will be specifically focused on LMI areas of both communities.

- d. Why are CDBG funds critical to the planning activity's success?

Without the use of CDBG funds, the project may not proceed as planned. Due to the scope of the project the Towns will need to work with a consultant to provide assistance with the outreach and community participation as well as the detail work required for the different elements such as identifying opportunities for business development, historic structures and sites, identifying probable zoning amendments, and reviewing transportation improvements that include all users. Where the zoning, and the underlying layout and infrastructure supports it, a good, publicly-supported, actionable plan would help encourage more housing reuse and development in the area, addressing the high need for additional housing, especially for seniors and others seeking less-expensive, lower-maintenance housing options, and would establish the trend of new retail and service-based businesses that are desperately needed.

2. What is the strategy to complete the planning project? - **30 points**

- a. Describe the planning tasks to be undertaken

Once the towns obtain funding, we plan on hiring a consultant and establishing a committee with representatives from both towns and the property owners in the area. This committee will then review the existing plan for items that have been implemented and items that might yet have value to be implemented. We would then evaluate existing conditions and identify improvements for business development, historic structures and sites, identify probable zoning amendments, and review transportation improvements that include all users. We would develop a draft plan and seek public input and feedback. We would then adopt the plan and proceed to implement each strategy.

- b. Outline the project's schedule

- Spring 2021 - Receive funding; Towns sign MOU
- Summer 2021 - Create Committee
- Summer 2021 - Create RFP for consultant

- Summer/Fall 2021 - Advertise for and hire consultant; sign contract
- Fall/Winter 2021 - Work with consultant and committee to review previous plan, get background information, research historic structures and sites, economics, etc.
- Winter 2021/22 - gather community input
- Spring 2022 - write draft plan
- Summer 2022 - committee reviews draft plan
- Fall 2022 - Town Council and other committees review plan
- Winter 2022 - Councils adopt plan

- c. Are community partnerships established and engaged in the project?
- i. Both Gorham and Windham began discussing this project and goals in the Fall of 2019. Both communities committed funding for the effort in our annual budgets, are actively engaged at the Council and staff level and are entirely ready to proceed. This article in the Portland Press Herald provides a look at the enthusiasm each town has for this project, <https://www.pressherald.com/2020/12/04/towns-have-eye-on-little-falls-south-windham-village/>

3. Convey your community's readiness to proceed. – **30 points**

- a. How has the project been conveyed to community residents?
- i. Both communities have been featured in a local newspaper as approving of this process. Each community's Town Council has approved of preparing this grant application as well as budgeted for it. All of these discussions were open to the public and are available on local access TV.
- b. Are matching funds available for the project?
- i. Both communities have committed both in kind funds, with multiple staff members involved (Directors, Town Planners, Economic Development Directors, Admin., and cash matching funds (\$50,000 total = \$25,000 each) for this project.
- c. Are staff and/or consultants available to complete the project?
- i. There are several staff, as listed above, available in each community to carry this project to fruition. The communities will hire a consultant as well, once CDBG funds are secured. There has been no issue hiring qualified consultants as needed in recent years.

4. Budget basis for project. (See Appendix for budget spreadsheet)

The budget was determined by multiple conversations by staff over the past year. The estimate for hiring a consultant is based on several years of experience and knowledge by the planners with hiring for this type of long range planning project.

5. Multi-Jurisdictional Bonus

- i. What role will each applicant community play in the planning project?
- The town of Gorham Community Development Department is taking the lead for the day to day organizing, and grant management. The town of Windham Planning Department will be responsible for creating and organizing the committee process and working closely with Gorham to create a committee and hiring process that is seamless. The two Town planners will work very

closely to establish the working relationship protocols and hiring process. The towns will enter into a Memorandum of Understanding memorializing the terms and conditions of developing the plan when we learn that grant funding is secured.

ii. How will each community benefit from the planning project?

The benefits of creation of a contemporary Master Plan that recognizes current and future strengths, opportunities, and challenges will direct the growth and development of the Little Falls - South Windham village area in a cohesive way cannot be overstated. This area is in desperate need of direction and action. Coordinating, and functionally integrating the assets between the villages on either side of the river, will make for a greater community overall. While some things have been done over the past few years to improve the area, much of it has been infrastructure related. It is time to discuss and plan for economics, connectivity, and recreation opportunities that will benefit the area for the next 20 years.



## APPENDIX I: BUDGET

\*A completed budget must be submitted with the application

<b>Revenues: List ALL funding sources for the proposed program.</b>	<b>Please indicate: Secured or Projected</b>	<b>Revenues TOTAL</b>
CDBG Request	projected	25,000
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a.		
b.		
State/ County Funds (please list)		
a.		
b.		
Local Funds	secured	50,000
Private Funds (Grants, Fundraising, etc., please list)		
a.		
b.		
In Kind Services (staff, advertising, mailings printing)	secured	38,450
<b>TOTAL PROGRAM or PROJECT REVENUE</b>		<b>113,450</b>

<b>EXPENDITURES: Feel free to edit categories as relevant to your program</b>	<b>CDBG Expenditures</b>	<b>Expenditures All Other Sources</b>	<b>TOTAL Expenditures</b>
Advertising			200
Contractor fees			75,000
Staff time			37,750
Printing			200
Mailings			300
Other, please specify			
<b>TOTAL PROGRAM or PROJECT EXPENSES</b>			<b>113,450</b>

<b>Admin Expenditures for CDBG Program</b>	<b>CDBG Expenditures</b>	<b>Expenditures All Other Sources</b>	<b>TOTAL Expenditures</b>
Direct Admin Expenditures			
Indirect Admin Expenditures			

## APPENDIX II: MULTI-COMMUNITY APPLICATION ENDORSEMENT

Additional Community Applicant: Town of Windham

Additional Community Authorized Official Barry Tibbetts, Town Manager

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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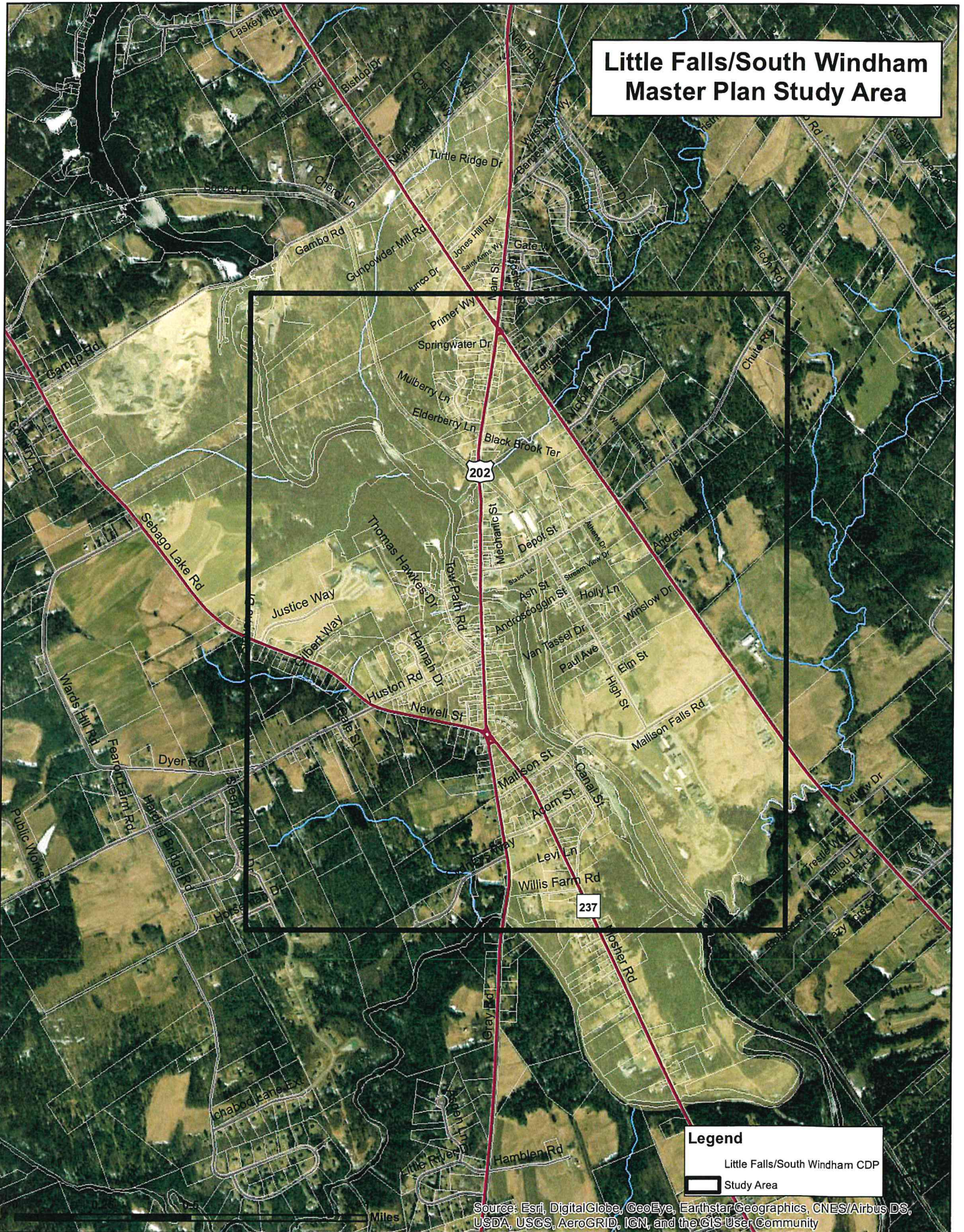
Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_



# Little Falls/South Windham Master Plan Study Area

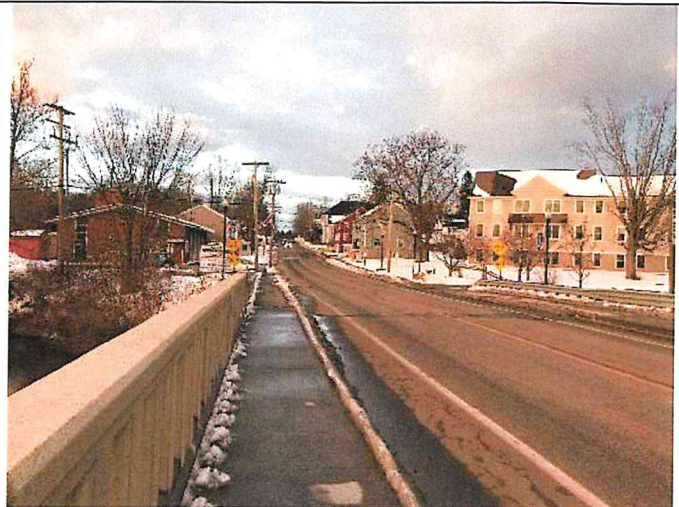




## Little Falls and South Windham Village Photos



Bridge over Presumpscot, Facing Gorham



Bridge over Presumpscot River, facing Windham



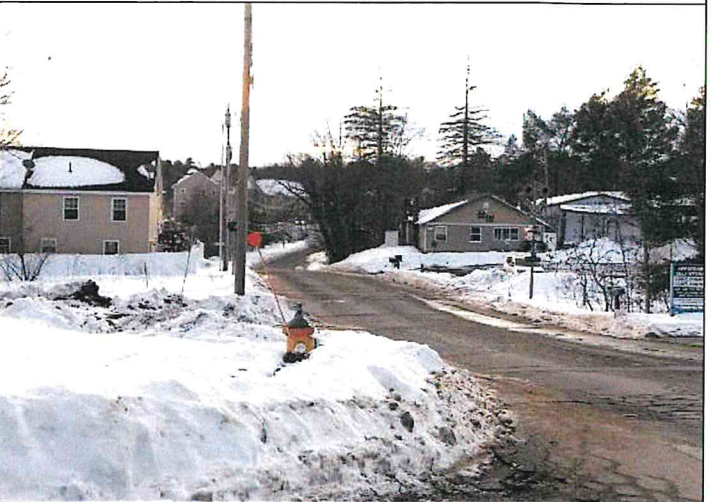
Vacant Storefront, Main Street, Gorham



Older Homes, Main Street, Windham



Keddy Mill Superfund Site



Depot Street