



March 14, 2024  
05424-01

Alex Sirois  
Code Enforcement Officer  
Town of Raymond  
401 Webbs Mills Road  
Raymond, ME 04071

**Site Plan Submission, Staff Review – Tennis Courts at Sheri Gagnon Memorial Park**  
**Town of Raymond Recreation Department**  
**63 Mill Street, Raymond**

Dear Mr. Sirois:

On behalf of our client, the Town of Raymond Recreation Director, we are submitting a Site Plan Application for a proposed tennis and pickle ball court to be located at Sheri Gagnon Memorial Park. The project proposed to construct two tennis courts (78'x36') and two pickleball courts (44'x20') in an approximately 17,880 sf fenced in area. The space where the courts are proposed to be built is currently utilized as a baseball field. The courts are to be located southwest of the existing basketball courts at the park and the proposed design includes a connecting path from the parking area to the court areas.

Included with this submission are the following:

1. (5) Application Packets w/ Associated Attachments:
  - a. Signed application form and review of the Criteria and Standards
  - b. Full Size 24"x36" Plan Set, Sebago Technics Drawings
2. (1) Copy of all Documents in Digital Form

We hope that the information provided is found to be complete and agreeable to the Town of Raymond. Please do not hesitate to contact us with any questions, comments, or requests for additional information.

Sincerely,  
SEBAGO TECHNICS, INC.

A handwritten signature in black ink, appearing to read "Owens A. McCullough".

Owens A. McCullough, P.E.; LEED A.P.  
Senior Vice President Strategy & Client Development

Cc: Nathan White  
Joseph Crocker

# Town of Raymond Planning Board Application for Subdivision and Site Review

rev 1-25-17

## INSTRUCTIONS

*Please read these instructions carefully. If you are uncertain about a requirement please contact the Town Planner through the Town Offices at 655- 4742 x 134. Failure to submit a complete application as indicated below will delay your application. Deadlines: Complete applications must be submitted by the deadline to be considered for the next meeting. If you are unsure of whether or not an item is required, request a waiver. Ideally you have met with staff and are informed regarding the applicability of items.*

### **Application packets:**

**For projects requiring Planning Board Review** - 15 copies all documents & copies of plans shall be submitted as: 8- Full sized, & 7 reduced plans to fit on 11"x17" plan sheets.

**For projects requiring Staff Review** -5 copies of all documents, and plan copies shall be all full sized.

Regardless of review authority all multiple sheet plan sets must be bound. Plan sets of less than 10 pages must be folded accordion style so that the title block is visible on the front of the plan. Plan sets of more than 10 pages may be submitted rolled. Application fees and escrow checks are part of a complete application.

**Applicant:** The applicant must have documentation with owner(s) signature if the owner does not sign the application.

**Owner:** If the owner is a non-person, documentation from the Secretary of the Association or Corporation must be submitted certifying that the person signing has authority to act for the entity.

**Correspondence:** Correspondence will be mailed to one person other than the applicant. Please indicate whether or not the Agent or the Owner will be notified. Condominium Development: All condominium development is subject to both subdivision and site review unless it is a single-family development.

**Project Review:** All projects are required to go to pre-app conference at the Board level. The applicant may opt for a staff review by the Plan Review Committee prior to submittal to the Board. This is highly encouraged for complex development proposals and for applicants that do not hire a professional consultant to represent them or are unfamiliar with the Planning Board regulations and approval process.

**Other Approvals:** A complete copy of any other agency application reviews or approvals must be noted at the time the application is submitted. Town approvals are not granted until all other required agency(s) associated with aspects of the project, but not limited to State, Federal, or other Authority is approved and copies delivered with the Final Plan submittal or application. The Planning Board may issue a condition of approval if it has written evidence that the outside agency has completed the review of an application for the project and is processing the project for approval.

**Fees:** Application fees are non-refundable except in cases where applications are withdrawn within two business days of the deadline. Escrow fees are utilized for plan review including Planner's time in reviewing submissions, drafting materials for the Planning Board, and attending meetings related to the application. Any remaining amount after the review of the plan will be returned to the party which submitted the escrow. If the property is transferred to another party it is important to address the escrow account to assure it is returned to the appropriate party.

## Town of Raymond Planning Board Application for Subdivision and Site Review

rev 1-25-17

**Property Information**

Map 48 Lot 11  
 Zoning District VR1  
 Street Address: 63 Mill Street  
 Deed Reference  
 Book 7209 Page 0059  
 Parcel Size 5.7 acres

Office Use Only

Filing Fee\$ \_\_\_\_\_ Abutter notices \$ \_\_\_\_\_  
 Legal ad fee\$ \_\_\_\_\_ Fire Department\$ \_\_\_\_\_  
 Escrow \$ \_\_\_\_\_ Total fees \$ \_\_\_\_\_  
*Fees will be calculated after application is submitted prior to being scheduled for hearing.*

**Applicant Information**

Name: Town of Raymond, Parks & Rec. Telephone: 207-655-4742  
 Address: 401 Webbs Mills Road Fax: 207-655-3024  
Raymond, Maine 04071 email: joseph.crocker@raymondmaine.org

Note: Attach permission from owner if application not signed by owner.

**Agent Information**     check here if correspondence should be directed to agent

Name: Owens McCullough Telephone: 207-200-2100  
 Address: 75 John Roberts Rd Ste 4a Fax: 207-856-2206  
South Portland, Maine 04106 email: omccullough@sebagotechnics.com

**Owner Information:**

Name: Joseph Crocker, Town of Raymond Parks & Rec. Telephone: 207-655-4742  
 Address: 401 Webbs Mills Road Fax: \_\_\_\_\_  
Raymond, Maine 04071 email: joseph.crocker@raymondmaine.org

**Proposed Development (check all that apply)**

\_\_\_\_\_ Subdivision     Site Plan  
 \_\_\_\_\_ Pre-Application Conference  
 \_\_\_\_\_ Preliminary Plan Review  
 \_\_\_\_\_ Final Plan Review  
 \_\_\_\_\_ Other: \_\_\_\_\_

**Project Type:**

\_\_\_\_\_ Single Family Subdivision  
 \_\_\_\_\_ Multi-family Development  
 \_\_\_\_\_ Commercial  
 \_\_\_\_\_ Industrial  
 Other: Public, Recreational



# Town of Raymond Planning Board Application for Subdivision and Site Review

rev 1-25-17

Proposed Development Name:   n/a  

           Number of Lots

           Number of Units

           Total Square Footage of Comm./Ind. Bldgs.

**Proposed Road Name(s):**

  n/a  

**Other Approvals Required:**

           Zoning Board of Appeals:    Variance    Special Exception

           ME Dept. of Environmental Protection

**The undersigned, being the applicant, owner or legal representative of the property, hereby certifies that all information contained in this application is true and correct to the best of his/her knowledge and submits such information for review by the Town for conformance with all applicable regulations, ordinances, and codes of the town, state and federal government.**

**The undersigned, by their signature below authorizes any member of or authorized agent of the Town of Raymond or other review agency to enter the property for the purposes of review of this application.**

  Joseph Crocker  

Print Name of Property Owner



Signature of Property Owner

  3/13/24  

Date

  Owens McCullough  

Print Name of Owner's Agent



Signature of Owner's Agent

  03/13/2024  

Date

## Article 10 Site Plan Review

### 300-10.5 Criteria and Standards

- A. Preservation of landscape. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, retaining existing vegetation where desirable, and keeping any grade changes in character with the general appearance of neighboring areas.
1. If a site includes a ridge or ridges which are elevated above the surrounding areas and provide scenic vistas for surrounding areas, special attempts shall be made to preserve the natural environment of the skyline of the ridge. Buildings shall be located so that they are not clearly visible from surrounding areas. Siting away from the skyline, plantings and buffering landscaping are potential methods of preserving the scenic vista.
  2. The Planning Board shall consider the comments of the State Historic Preservation Officer, if any, and may require that significant archaeological sites be preserved to the maximum extent possible, both during construction and following completion of the development.

**Response: The proposed project involves construction in a previously developed area. The project is to be located within the Sheri Gagnon Memorial Park and will replace one of the existing baseball fields. The proposed project will not significantly impact the area vegetation. No tree removal is planned. Please see the plan set.**

- B. Relation of proposed buildings to the environment. Proposed structures shall be related harmoniously to the terrain and to existing buildings in the vicinity that have a visual relationship to the proposed buildings. Special attention shall be paid to the scale of the proposed building(s), massing of the structure(s) and such natural features as slope, orientation, soil type and drainage courses.

**Response: The proposed project does not include the construction of any buildings. The proposed project involves the construction of tennis and pickleball courts in an area that currently is developed with a baseball field. Please see the plan set.**

- C. Vehicular access. The proposed layout shall ensure that vehicular and pedestrian traffic conditions shall not exceed reasonable limits for the neighborhood. Special consideration shall be given to the location, number and control of access points, adequacy of adjacent streets, traffic flow, sight distances, turning lanes and existing or proposed traffic signalization and pedestrian-vehicular contacts.

**Response: The proposed field redevelopment will not impact vehicular or pedestrian traffic conditions. The proposed tennis and pickleball courts will utilize the existing park parking area. Internal pedestrian circulation to the new courts has been allotted for by extension of the existing basketball court path. Please see the plan set.**

- D. Parking and circulation. The layout and design of all means of vehicular and pedestrian circulation, including walkways, interior drives and parking areas, shall consider general interior circulation, separation of pedestrian and vehicular traffic, service traffic, loading areas and the arrangement

and use of parking areas. These facilities shall be safe and convenient and, insofar as practicable, shall not detract from the proposed buildings and neighboring properties.

**Response: The proposed field redevelopment has been designed with consideration of internal vehicular and pedestrian circulation. The proposed tennis and pickleball courts will utilize the existing park parking area. Internal pedestrian circulation to the new courts has been allotted for by extension of the existing basketball court path. Please see the plan set.**

- E. Surface water drainage. Adequate provisions shall be made for surface drainage so that removal of surface waters will not adversely affect neighboring properties, downstream conditions or the public storm drainage system. Adequate treatment shall be provided to mitigate potential impacts to receiving wetlands and water bodies from pollutants, excess nutrients and elevated temperatures in stormwater runoff from developed areas. [Amended 12-2-2008]

**Response: The proposed project has been designed to provide adequate provision for surface water drainage. Please see the plan set.**

- F. Utilities. The site plan shall show what provisions are being proposed for water supply and wastewater disposal. Electric, telephone and other utility lines shall be installed underground.

**Response: The proposed project does not include any proposed facilities that require water or sewer capacity or other utility services. There is an existing electrical service for a score board utilized by the baseball field that will be removed. Please see the plan set.**

- G. Special features. Exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures and similar accessory areas and structures shall be subject to such setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being incongruous with the existing or contemplated environment and the surrounding properties.

**Response: The proposed project does not include any special features subject to setbacks. Please see the plan set.**

- H. Exterior lighting. All exterior lighting shall be designed to encourage energy efficiency, to ensure safe movement of people and vehicles and to minimize adverse impact on neighboring properties and public ways. Adverse impact is to be judged in terms of hazards to people and vehicular traffic and potential damage to the value of adjacent properties. Lighting shall be arranged to minimize glare and reflection on adjacent properties and the traveling public.

**Response: The proposed project does not include exterior lighting. Please see the plan set.**

- I. Emergency vehicle access. Provisions shall be made for providing and maintaining convenient and safe emergency vehicle access to all buildings and structures at all times.

**Response: The proposed project includes improvements to an existing park. The proposed development will not impact site access by emergency vehicles. Please see the plan set.**

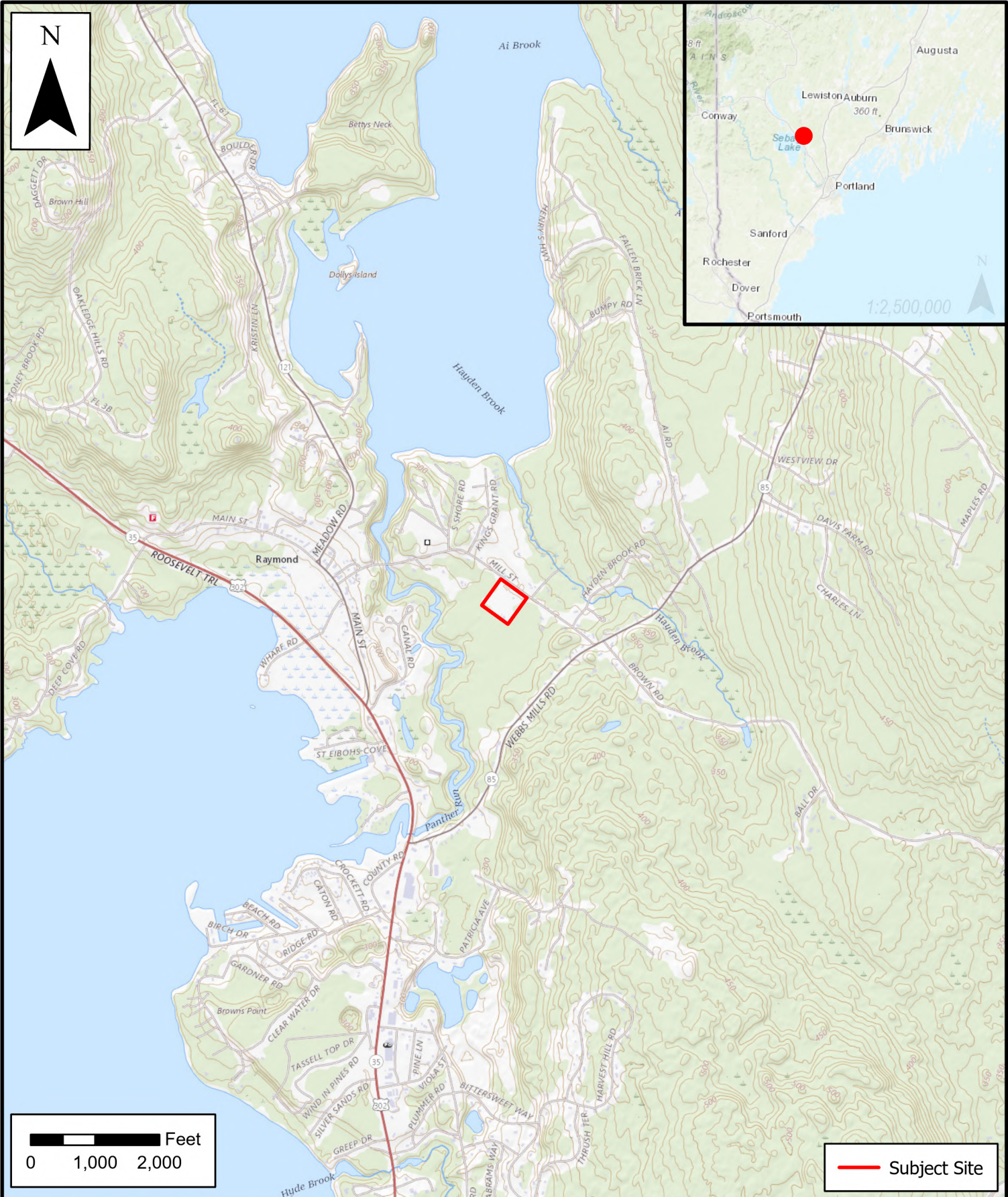
- J. Landscaping. Landscaping shall be designed and installed to define, soften or screen the appearance of off-street parking areas from the public right-of-way and abutting properties to enhance the physical design of the building(s) and site, and to minimize the encroachment of the proposed use on neighboring land uses. Particular attention should be paid to the use of planting to break up parking areas.

**Response: The proposed project is to be located in a previously disturbed area at an existing park facility, no additional landscaping is proposed.**

- K. The standards and regulations set forth in Article 9 of this chapter shall be adhered to where applicable.

**Response: The proposed project has been designed to be in compliance with the Town Ordinance.**





**SEBAGO**  
TECHNICS

WWW.SEBAGOTECHNICS.COM  
75 John Roberts Rd. - Suite 4A  
South Portland, ME 04106  
Tel. 207-200-2100

**LOCATION MAP**  
**SHERI GAGNON MEMORIAL PARK**

SCALE: 1:24,000  
DATE: 3/13/2024

LOCATION:  
63 MILL STREET  
RAYMOND, ME

INFORMATION:  
MAINE GEOLIBRARY  
USGS QUADRANGLE



Know all Men by these Presents  
25000

BK 7209PG0059

THAT MAXINE L. RAYNOR  
of Scarborough, County of Cumberland, State of Maine  
duly appointed and acting personal representative of the estate of Roy C. Raynor  
deceased (testate), as shown by the probate records of the County of Cumberland, Maine,  
(and having given notice to each person succeeding to an interest in the real property described below at least  
ten (10) days prior to the sale), ~~by the power conferred by the Probate Code, and every other power, for  
consideration paid, grants to~~ GAGNON-PORTO ASSOCIATES, INC.  
~~(as executor)~~ of Raymond

County of Cumberland, State of Maine  
whose mailing address is P.O. Box 607, Raymond, Maine, 04071  
the real property in Raymond, County of Cumberland  
State of Maine, described as follows:

A certain lot or parcel of land situated on the Westerly  
side of Mill Street, so-called, in the Town of Raymond,  
County and State aforesaid, bounded and described as  
follows, viz:

Beginning at a point on the Westerly side of said highway  
which marks the dividing line of the premises herein  
conveyed and land of Frank Gilbert Brown, and identified  
by a stone wall; thence in a Southerly course on the  
Westerly side of said Mill street, five hundred (500)  
feet to a point and corner; thence at right angles and  
in a Westerly course five hundred (500) feet to another  
point and corner; thence at right angles and in a Northerly  
course parallel to the highway aforesaid, five hundred  
(500) feet to a point and corner and land of said Brown;  
thence at right angles and in an Easterly course on the  
line of said Brown land, five hundred (500) feet to the  
point of beginning.

Being the same premises conveyed by Stanley R. Leach to  
Roy C. Raynor by Warranty Deed dated February 7, 1967,  
and recorded in the Cumberland County Registry of Deeds  
in Book 3005, Page 530.

Witness my hand and seal this Ninth day of  
June 9, 1986  
Signed, Sealed and Delivered

in presence of  
Ray P. Pharo  
State of Maine, County of Cumberland  
Maxine L. Raynor is Personal Representative of the Estate of Roy C. Raynor June 9, 1986  
Then personally appeared the above named Maxine L. Raynor  
in her said capacity and acknowledged the foregoing instrument to be her free act and deed.

SEAL

1986 JUN -9 PM 2:27  
Before me, Linda D. Butterworth  
Justice of the Peace  
MY COMMISSION EXPIRES  
DECEMBER 21, 1990  
Notary Public  
Attorney at Law