

## Planning Board Review Memorandum & Checklist

**To:** Town of Raymond Planning Board  
Jason Williamson, Code Enforcement Officer

**From:** Will Haskell, Maine PE #8518

**Date:** September 2, 2025

**Subject:** September 10, 2025, Planning Board Meeting  
Project: Amendment to Major Site Plan Application – Jordan Bay Marina Expansion  
Applicant: Port Harbor Holdings, LLC  
1 Spring Point Drive  
South Portland, ME 04101  
Tax Map 51, Lot 2

Zoning: General Commercial (C) and Shoreland (LRRI)

This Amendment to the Major Site Plan Submission for Jordan Bay Marina includes an addition to the building for new heated space (7' x 9' = 63 sf) needed for the mechanical equipment associated with the fire sprinkler system and the fire department connection. The addition is proposed to be centered on the northeast side of the building that faces Roosevelt Trail and will match the architectural material siding, roofing, etc. of the building. The amendment also includes minor alterations to the concrete sidewalk on western side of the building. The applicant provided a site plan, grading & utilities plan, revised floor plans and 3-D renderings of the proposed addition. Additionally, the ADA accessible aisle was shifted to be in front of the proposed addition. As a result, the accessible aisle does not meet ADA standards since the length of the aisle does not match the length of the adjacent parking spaces. Also there does not appear to be an ADA parking sign shown for the accessible space.

### Ordinance Standards Checklist

Standard	NA	Met	Not Met	Comments
<b>Article 10 Section 300-10.5</b>				
A. Preservation of Landscape		X		No change from previously approved site plan
B. Relation of Proposed Buildings to the Environment		X		The applicant proposes a small 63 sf addition to the west end of the building to provide heated space for the proposed building sprinkler system and water service entrance.

Standard	NA	Met	Not Met	Comments
C. Vehicular Access		X		No change from previously approved site plan
D. Parking & Circulation			X	<p>ADA parking space and accessible aisle has been relocated. Accessible aisle is shorter than the ADA parking space and does not meet accessibility guidelines. In addition, no ADA parking space sign is shown on the plan</p> <p>No change to other parking and circulation from previously approved site plan.</p>
E. Surface Water Drainage		X		No change from previously approved site plan. Small building addition will have no impact on previously approved stormwater design.
F. Utilities		X		No change from previously approved site plan other than water service locations have been revised to account for new building addition.
G. Special Features		X		No change from previously approved site plan
H. Exterior Lighting		X		No change from previously approved site plan
I. Emergency Vehicle Access		X		No change from previously approved site plan
J. Landscaping		X		No change from previously approved site plan
K. Article 9 Review Standards				
300-9.1 Conditional Use		X		No change from previously approved site plan. Conditional Use approval was granted on Oct 24, 2021, for outdoor sales and service.
300-9.2 Home Occupation	X			Not applicable
300-9.3 Off Street Parking	X			No change from previously approved site plan. See prior comment regarding ADA accessible parking space.
300-9.4 Off Street Loading		X		No change from previously approved site plan
300-9.5 Mineral Extraction	X			Not applicable
300-9.6 Waste Material Accumulation	X			Not applicable

Standard	NA	Met	Not Met	Comments
300-9.7 Hotels, etc. in Residential District	X			Not applicable
300-9.8 Subsurface Sewage Disposal System		X		No change from previously approved site plan
300-9.9 Trailer Parks and Campgrounds	X			Not applicable
300-9.10 Mobile Homes	X			Not applicable
300-9.11 Mobile Home Parks	X			Not applicable
300-9.12 Signs		X		No change from previously approved site plan
300-9.13 Soils		X		No change from previously approved site plan
300-9.14 Timber Harvesting	X			Not applicable
300-9.15 Water Quality Protection		X		No change from previously approved site plan
300-9.16 Agricultural Uses	X			Not applicable
300-9.17 Lot Structural Coverage		X		No change from previously approved site plan
300-9.18 Driveway Construction		X		No change from previously approved site plan
300-9.19 Wireless Communications Facilities	X			Not applicable
300-9.20 Back Lots	X			Not applicable
300-9.21 Lots	X			Not applicable
300-9.22 Shipping Containers	X			Not applicable
300-9.23 Multi-Family Development	X			Not applicable
300-9.24 Stormwater Quality and Phosphorus Control		X		No change from previously approved site plan
300-9.25 Clearing of Vegetation for Development	X			No change from previously approved site plan. This project is subject to Site Plan Review, therefore, the 25% clearing limitation does not apply.
300-9.26 Accessory Apartments	X			Not applicable
300-9.27 Solar Energy Systems	X			Not applicable
<b>Article 10 Section 300-10.6 Performance Standards</b>				
A. Parking Area Design Standards		X		No change from previously approved site plan
B. Lighting of Parking Areas		X		No change from previously approved site plan

Standard	NA	Met	Not Met	Comments
C. Marking and Delineation of Parking Areas		X		No change from previously approved site plan
D. General Circulation and Parking Design Principles		X		No change from previously approved site plan
E. Parking Surfaces		X		No change from previously approved site plan
F. Waiver for Off Street Parking		X		No change from previously approved site plan
G. Entrance Location and Design		X		No change from previously approved site plan. The location appears to be adequate and has been reviewed by MDOT. The MDOT driveway/entrance permit has been received.
H. Driveway Angles		X		No change from previously approved site plan
I. Entrance/Exit Dimensions		X		No change from previously approved site plan
J. Entrance/Exit Surfacing		X		No change from previously approved site plan. The driveway will be paved.
K. Entrance/Exit Profile		X		No change from previously approved site plan
L. Entrance/Exit Grades		X		No change from previously approved site plan
M. Road Standards	X			No change from previously approved site plan
N. Lighting		X		No change from previously approved site plan
O. Buffers		X		No change from previously approved site plan
P. Site Conditions		X		No change from previously approved site plan
Q. Environmental Considerations		X		No change from previously approved site plan
R. Firefighting		X		No change from previously approved site plan. A fire hydrant will be provided as requested by Raymond Fire and Rescue. An easement to the hydrant is shown on the plans.
<b>Chapter 350 – Article 6 Shoreland Zone Land Use Standards</b>				

Standard	NA	Met	Not Met	Comments
350-6.2 Minimum Lot Standards and Setbacks		X		No change from previously approved site plan. Lot meets the minimum standards for the LRR1 zone.
350-6.3 Principal and Accessory Structures		X		No change from previously approved site plan. The principal and accessory structures meet the standards.
350-6.4 Piers, Docks, Wharves, Bridges, and Other Structures and Uses Extending Over or Below the Normal high-water Line of a Water Body or Within a Wetland.	X			Not applicable
350-6.5 Campgrounds	X			Not applicable
350-6.6 Personal Campsites	X			Not applicable
350-6.7 Commercial or Industrial Use	X			Not applicable
350-6.8 Parking Areas	X			Not applicable
350-6.9 Roads and Driveways		X		No change from previously approved site plan
350-6.10 Signs	X			Not applicable
350-6.11 Storm Water Runoff and Flood Protection		X		No change from previously approved site plan
350-6.12 Septic Waste Disposal		X		No change from previously approved site plan
350-6.13 Essential Services	X			Not applicable
350-6.14 Mineral Exploration and Extraction	X			Not applicable
350-6.15 Agriculture	X			Not applicable
350-6.16 Beach Construction	X			Not applicable
350-6.17 Timber Harvesting	X			Not applicable
350-6.18 Clearing or Removal of Vegetation for Activities Other than Timber Harvesting		X		No change from previously approved site plan
350-6.19 Hazard Trees, Storm-Damaged Trees, and Dead Tree Removal	X			Not applicable
350-6.20 Exemptions to Clearing and Vegetation Removal Requirements	X			Not applicable
350-6.21 Revegetation Requirements	X			Not applicable
350-6.22 Erosion and Sedimentation Control		X		No change from previously approved site plan

Standard	NA	Met	Not Met	Comments
350-6.23 Soils		X		No change from previously approved site plan
350-6.24 Water Quality		X		No change from previously approved site plan
350-6.25 Archeological Sites		X		No change from previously approved site plan
350-6.26 Public Boat Launch Facility and Associated Parking Areas	X			Not applicable

#### Planning Board Action

- Open the project for discussion and review the project with the applicant/representative to assure that each is clear.
- Review the criteria listed in Site Plan Review Section 300, Section 350 of Shoreland Zoning and submission standards in Section 350-7.4 of Shoreland Zoning.
- Next step will be to schedule a public hearing.