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**MEMORANDUM:**

Date: November 26, 2024  
From: Kathy Tombarelli, Municipal Planner  
To: Naples Planning Board  
Kathy Eddy, Assistant to Code Enforcement & Planning  
CC: Tom Saucier – Site Lines  
Re: Signature of Final Plans

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**Applicant:** CN Brown

**Owner:** Same as Applicant

**Location:** 99 Roosevelt Trail

**Tax Map Number:** Map R07, Lot 22

**Zoning:** Commercial

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**Submittals:**

1. Site Plan Sheet C-200 dated 11/13/2024 Updated per Conditions of Approval.
2. Elevations: Revised Front, Rear and Right-Side elevations.

**Status of Application:**

1. The application was Conditionally Approved by the Naples Planning Board on October 15, 2024. The final Site Plan was not signed because there were items that needed to be added to the plan.
2. The Town received an Administrative Appeal for the application on November 14, 2024, which was within the 30-day appeal period.
3. A Board of Appeals meeting has been scheduled for December 19, 2024 at 6:00 PM
4. At the time of this memo, staff is seeking a response from the Town Attorney regarding signature of final plan, procedure, etc.

**Conditions of Approval:**

1. No Building Permits are to be issued until the Maine DEP and the MDOT Permits come in: ***Code Officers are aware of this condition – this is common practice. No permits will go out until all applicable state and local permits have been received.***
2. Escrow funds be placed (with Town) in relation to the sidewalk in note #5. (in Planner's Memo dated October 9, 2024 & Road Commissioner's Memo dated October 11, 2024=\$10,048.00): ***Will submit prior to issuance of Building Permits. The Code Officers are aware of this Condition of Approval.***
3. That all chain link fence would be black and that it would have the black slats: *The plans call for and show a metal fence. The Code Officers are aware of this condition and a copy of the Notice of Decision with this condition has been added to the file and sent to the Applicant's consultant. The metal fence will be required to be black with black privacy slats per representation of the applicant at the Planning Board meeting.*
4. Staff review of a plan (updated) that will show the shutters on the 302 side windows that are on the plan and one faux window with shutters be placed on the rear elevation: ***An updated rear elevation and right side (Rt 302) has been submitted showing that this condition has been met.***
5. That signs be posted at the diesel fueling station saying no overnight parking or long-term idling: ***A new note has been added to the updated plan to install "no overnight parking or long-term idling" signs mounted on the fence or post-mounted at 7 locations spaced along fence line.***