



City of Gardiner
Site Plan Review Application

Project Name: Connected Office Technologies Project Cost: _____

Date of submission: February 10, 2026 Received by: _____ Fees: \$250

A complete written description of the proposed project including all other local, state and federal permits required for the project. Connected Office Technologies herein called the applicant own a parcel of land identified as Lot #25 in the Libby Hill Business Park in Gardiner, Maine. The applicant is proposing to erect a 50' by 100' building with associated impervious areas to be located at the corner of Technology Drive and Industrial Drive in the Libby Hill Business Park. A transfer application, conditional compliance application & NRPA application will be needed from the DEP.

Anticipated beginning/completion dates of construction: May 2026/October 2026

1. General Information:

Name of Property Owner: Connected Office Technologies

Address: 934 US Rt 1 Bypass, Portsmouth, NH 03801

Phone/Fax No: 207-280-4007

Applicant/Agent Name: Connected Office Technologies

Address: 934 US Rt 1 Bypass, Portsmouth, NH 03801

Phone/Fax No: 207-280-4007

Design Consultant(s): Surveyor Engineer Architect Planner

Name: E.S. Coffin Engineering & Surveying (c/o Jim Coffin)

Address: P.O. Box 4687 Augusta, ME 04330

Phone/Fax No 207-623-9475(p) / 207-623-0016(f)

Name: James Coffin (PE #8500)


Address: P.O. Box 4687 Augusta, ME 04330

Phone/Fax No: 207-623-9475/207-623-0016

Name: Kane Coffin (PLS #1292)

Address: P.O. Box 4687 Augusta, ME 04330

Phone/Fax No: 207-623-9475/207-623-0016

Signature:  Date: February 10, 2025

2. Property Information:

Location of Property: Lot 25 LHBP

Deed Ref: Book 15130 Page 155 City Tax Map(s): 2 Lot(s): 20-25

Property Size/Frontage: Acres: 4.80 Road: 1,065' Shore: N/A

Zoning District(s): Planned Industrial Commercial (PIC)

3. Development Information:

One or more site maps drawn to scale, prepared and sealed by a professional engineer or architect showing the following:

a.) The existing conditions on the property including:

1. The property boundaries; **see attached plans.**
2. The zoning district and zoning dist. boundaries if the property is located in more than 1 zone; **N/A**
3. The location of required setbacks, buffers and other restrictions: **see attached plans.**
4. The location of any easements or rights-of-way; **see attached plans.**
5. The locations of existing structures and other existing improvements on the property including a description of the current use of the property; **there aren't any structures on the property and the parcel is vacant.**
6. The locations of existing utilities on and adjacent to the property including sewers, water mains, stormwater facilities, gas mains, and electric and other telecommunication facilities; **see attached plans.**
7. The location of the nearest source of a fire protection water supply (hydrant, fire pond, etc.). **see attached plans.**
8. The general topography of the property indicating the general slope of the land and drainage patterns. The CEO and/or Planning Board may require a topographic survey of all or a portion of the property for projects involving the construction of new or expanded structures or site modifications. **a topographic survey is included.**
9. The location, type and extent of any natural resources on the property including wetlands, vernal pools, floodplains, waterbodies, significant wildlife habitats, rare or endangered plants or animals, or similar resources; **see attached plans, MNAP letter and IF&W letter.**
10. The location and type of any identified historic or archeological resource on the property. **see MHP letter.**

b.) The proposed development activity for which approval is requested including:

1. The estimated demand for water supply and sewage disposal together with the proposed location and provisions for water supply and wastewater disposal including evidence of soil suitability if on-site sewage disposal is proposed; **a letter has been sent to Zach Lovely of the Gardiner Water District and Anthony Soucy (Director) of the Gardiner Sewage District asking if they have sufficient capacity for the proposed project.**

2. The direction of proposed surface water drainage across the site and from the site together with the proposed location of all stormwater facilities and evidence of their adequacy;
The surface water is directed in multiple directions with the majority being directed towards the two buffers along Technology & Industrial Drives. Lot 25 has an allowable impervious area of 0.7 acres as shown on the Phase II Overall Plan by Milone & MacBroom. The total impervious area after this project has been constructed will be 0.7 acres. All lots in the LHBP have been pre-designed for stormwater with wet ponds or buffers for Phase II and detention ponds for Phase I.
 3. The location, dimensions, and ground floor elevations of all proposed buildings and structures including expansions or modifications to existing buildings that change the footprint of the building;
These elements can be found on the site plan (C-1).
 4. The location, dimensions and materials to be used in the construction of drives, parking areas, sidewalks and similar facilities;
These elements can be found on the site plan (C-1) and detail sheets.
 5. The proposed flow of vehicular and pedestrian traffic into and through the property;
Very few lots in the Libby Hill Business Park allow pedestrian traffic through their site. In addition, there aren't any sidewalks along any of the roads in the park. Vehicles will enter the site from Technology or Industrial Drive and go in either direction around the proposed building as shown on the site plan (C-1).
 6. The location and details for any signs proposed to be install or altered;
The applicant is proposing to erect a new sign at the intersection of the two streets as shown on the Site Plan (C-1).
 7. The location and details for any exterior lighting proposed to be installed or altered;
All exterior lights will be wall packs (dark sky) that are attached to the building and a detail is included with this submission.
 8. Provisions for landscaping and buffering; and
The project is required to implement a partial screen along Technology & Industrial Drive and along the rear and side property lines.
 9. Any other information necessary to demonstrate compliance with the review criteria or other standards of the Land Use Ordinance.
No other information is included at this time.
- c.) Evidence that the applicant has or can obtain all required permits necessary for the proposal.
E.S. Coffin Engineering & Surveying will obtain all required permits needed.

Additional Information Required:

Building and structure drawings showing the footprint, height, front, side and rear profiles and all design features necessary to show compliance with this Ordinance;
AE Hodsdon has included floor plans and building elevations with the submission.

An estimate of the peak hour and average daily traffic to be generated by the project and evidence that the additional traffic can be safely accommodated on the adjacent streets;
David Allen (MDOT) has stated that once the left-hand turn lane was installed along Enterprise Drive that the conditions of the turning movement permit have been met and no further traffic mitigation is required within the subdivision. We have included a traffic report to show that there are 11.6 peak hour trips associated with this development.

An erosion and sedimentation control plan; and
The erosion and sedimentation control plan can be found on Sheet C-3.

A stormwater management plan demonstrating how any increased runoff from the site will be handled if the project requires a stormwater permit from the Maine Department of Environmental Protection or if the Planning Board determines that such information is necessary based on the scale of the project and the existing conditions in the vicinity of the project.

Lot 25 has an allowable impervious area of 0.7 acres per the Phase II Overall Plan. The total impervious area after this project has been constructed will be 0.7 acres. All lots in the LHBP have been pre-designed for stormwater with wet ponds and buffers for Phase II and detention ponds for Phase I.

Elevation drawings prepared by a professional engineer or architect showing the façade and roof of the side of all proposed structures facing the road, and the side facing the customer entrance. The drawings shall clearly illustrate the profile of the roof. All façade and roof materials shall be identified including color and texture.

AE Hodsdon has included floor plans and building elevations with the submission.

Photographs or similar photo representations or drawings showing the architectural design and context of the proposed structures and adjacent properties on the both sides of the road.

A photo log is included with the submission.

Survey Requirements

The Planning Board may require the applicant to submit a survey of the perimeter of the tract, giving complete descriptive data by bearing and distances, made and certified by a Registered Land Surveyor. The survey may be required for the construction of new structures or any construction proposed on a undeveloped parcel or tract of land, whenever the Planning Board finds that a survey is necessary to show compliance with the requirements of this Ordinance due to the size of the lot, location of the lot or the placement of existing or proposed structures on the lot or neighboring properties.

The parcel is part of a subdivision that includes boundary information.

Additional Studies

The Planning Board may require the applicant to perform additional studies or may hire a consultant to review the application or portions thereof. The cost to perform additional studies or hire a consultant shall be borne by the applicant.

No response required.

6.5.1 Review Criteria for All Applications

Applicant shall provide information that demonstrates that the proposed use or uses meets the Review Criteria listed below:

- 6.5.1.1 The application is complete and the review fee has been paid.
The application is complete and the Site Plan Review fee of \$250.00 has been submitted.
- 6.5.1.2 The proposal conforms to all applicable provisions of the Ordinance.
The project conforms to all applicable provisions of the LUO.
- 6.5.1.3 The proposed activity will not result in water pollution, erosion or sedimentation to water bodies.
The application contains all pertinent erosion and sediment control devices needed for the project. The runoff flows in two different with buffers providing treatment along both Industrial & Technology Drives as shown on the Phase II Lotting Plan of the Libby Hill Business Park.
- 6.5.1.4 The proposal will provide for the adequate disposal of all wastewater and solid waste.
Public sewer is available for the project on both streets and all wastewater associated with the bathrooms, break room, etc. will be sent to the sewer system under Industrial Drive. A letter has been sent to Anthony Soucy (Director) of the Gardiner Sewage District asking if District has sufficient capacity to serve the proposed building. A dumpster enclosure is shown on the Site Plan (C-1) that will provide adequate disposal of solid wastes.
- 6.5.1.5 The proposal will not have an adverse impact upon wildlife habitat, unique natural areas, shoreline access or visual quality, scenic areas and archeological and historic resources.
Letters have been received from the Maine Historical Preservation Committee (MHPC), the Maine Department of Inland Fisheries & Wildlife and the Maine Department of Agriculture, Conservation & Forestry (MNAP).
- 6.5.1.6 The proposal will not have an adverse impact upon waterbodies and wetlands.
There are wetlands on the parcel and streams adjacent to them, but there will not be any wetlands impacted as a result of the project.
- 6.5.1.7 The proposal will provide for adequate storm water management.
Lot 25 has an allowable impervious area of 0.7 acres per the Phase II Overall Plan. The total impervious area after this project has been constructed will be 0.70 acres. All lots in the LHBP have been pre-designed for stormwater with wet ponds or buffers for Phase II and detention ponds for Phase I.
- 6.5.1.8 The proposal will conform to all applicable Shoreland Zoning requirements.
The project is not within Shoreland Zoning and this section is not applicable.
- 6.5.1.9 The proposal will conform to all applicable Floodplain Management requirements.
The project is not within the 100-year flood elevation per the FIRM Map and this section is not applicable.
- 6.5.1.10 The proposal will have sufficient water available to meet the needs of the development.
A letter has been sent to Zach Lovely of the Gardiner Water District asking if the Gardiner Water District has sufficient water capacity for the proposed project.
- 6.5.1.11 The proposal will not adversely affect groundwater quality or quantity.
The project will connect to public water on Industrial Drive for domestic water service and a letter has been sent to Zach Lovely of the Gardiner Water District asking if the Gardiner Water District has sufficient water capacity for the proposed project. Groundwater quality and quantity will not be adversely affected with the proposed project.

- 6.5.1.12 The proposal will provide for safe and adequate vehicle and pedestrian circulation in the development.
The proposed building is being utilized for a warehouse, bathrooms and a meeting room associated with the applicant's operation. Pedestrians will not be able to walk around on site as this is the case in almost all of the parcels within the Libby Hill Business Park. The site has been designed to allow box trucks to enter and exit off Industrial and Technology Drives and drive in either direction around the proposed building. There is more than enough area for vehicle circulation associated with the site.
- 6.5.1.13 The proposal will not result in a reduction of the quality of any municipal service due to an inability to serve the needs of the development.
A letter has been sent to John Cameron (Public Works Director) asking if he has any issues with the project.
- 6.5.1.14 The applicant has the adequate financial and technical capacity to meet the provisions of this Ordinance.
E.S. Coffin Engineering & Surveying has the technical ability to complete the project. The applicant will provide a financial statement stating that they have adequate funds to complete the project prior to the PB meeting.

6.5.2 Additional Site Plan Review Criteria

All applications for Site Plan Review shall meet the Review Criteria contained in 6.5.1 and the additional criteria contained in this section.

- 6.5.2.1. The proposal will be sensitive to the character of the site, neighborhood and the district in which it is located including conformance to any zoning district specific design standards;
The parcel is surrounded by other commercial/industrial parcels in the Libby Hill Business Park. There are no design standards in the PIC District.
- 6.5.2.2 The proposal shall not have an adverse impact upon neighboring properties.
There aren't any residential properties that abut the parcel and the building will be visible from both Industrial and Technology Drives. Dust will be controlled during construction by using water or calcium. The project will not have an adverse impact on neighboring properties.
- 6.5.2.3 The proposal contains landscaping, buffering, and screening elements which provide privacy to adjacent land uses.
The project is required to implement a partial screen along Technology and Industrial Drives and along the rear and side property lines.
- 6.5.2.4 The building site and roadway design shall harmonize with the existing topography and conserve natural surroundings and vegetation to the greatest practical extent such that filling, excavation and earth moving is kept to a minimum.
There are proposed driveways into the site from Technology & Industrial Drives. The other two property lines contain streams and wetlands that can't be developed. The proposed building is at an elevation (217.00') where the building finish floor elevation is two feet higher than the grade along Industrial Drive and the same elevation as the entrance off Technology Drive. The site has been graded to send runoff away from the building in all directions and the cuts/fills have been minimized as much as possible with the existing topography of the parcel.
- 6.5.2.5 The proposal shall reflect the natural capabilities of the site to support the development. Buildings, structures, and other features should be located in the areas of the site most suitable for development. Environmentally sensitive areas including waterbodies, steep slopes, floodplains, wetlands, significant plant and wildlife habitats, scenic areas, aquifers and archeological and historic resources shall be preserved to the maximum extent.
The proposed building is situated on the most desirable location on lot #25 considering the stream and wetland locations. The development does not impact any wetlands. Letters have been received from the Maine Historical Preservation Committee, the Maine Department of Inland Fisheries & Wildlife and the Maine Natural Areas Program (MNAP).
- 6.5.2.6 The proposal shall provide for a system of pedestrian ways within the site appropriate to the development and the surrounding area. The system shall connect building entrances/exits with the parking areas and with existing sidewalks, if they exist or are planned in the vicinity of the project.
There are not any sidewalks on Technology or Industrial Drive nor along any road within the LHBP. The general public can drive into the site, find a parking space and enter the office area. It doesn't make sense for any pedestrian access to occur other than the sidewalks abutting the parking areas.
- 6.5.2.7 In urban and built-up areas, buildings shall be placed closer to the road in conformance with setback requirements and parking areas shall be located at the side or rear. In rural or sparsely built areas, buildings shall be set well back from the road to respect the rural character of the area. Front parking areas shall be landscaped to reflect the rural area.
The proposed building is situated on site so box trucks can adequately maneuver in and around the proposed building. There is parking along the east and south sides of the building with a couple spots along the west side to accommodate handicap parking. There is not any "Rural Character" associated with the Libby Hill Business Park as there

are only commercial and industrial uses. The proposed parking areas are all adjacent to building so that headlights do not point towards the roadways.

6.5.2.8 Proposals with multiple buildings shall be designed and placed to utilize common parking areas to the greatest practical extent.

There will not be multiple buildings on the parcel and this section is not applicable.

6.5.2.9 Building entrances shall be oriented to the public road unless the layout or grouping of the buildings justifies another approach.

The main entrance to the building will be on the west side of the proposed building, which faces Technology Drive.

6.5.2.10 Exterior building walls greater than 50 feet in length which can be viewed from the public road shall be designed with a combination of architectural features with a variety of building materials and shall include landscaping abutting the wall for at least 50% of the wall.

There are not any building design standards in the PIC District and therefore this section is not applicable.

6.5.2.11 Building materials shall match the character of those commonly found in the City and surrounding area and include brick, wood, native stone, tinted /textured concrete block or glass products. Materials such as smooth-faced concrete block or concrete panels and steel panels shall only be used as accent features. Materials shall be of low reflectance, subtle, neutral or earth tone colors. High-intensity and bright colors shall be prohibited except when used as trim or accent. Building materials for industrial or commercial buildings located within an approved industrial park or subdivision shall not be required to follow this provision.

There are not any building design standards in the PIC District and this section is not applicable.

6.5.2.12 Building entrances and points where the development intersects with the public road and sidewalk shall be provided with amenities appropriate for the area such as benches, bike racks, bus stop locations and other similar landscape features.

The site is located on both Technology and Industrial Drives and is being utilized for Connected Office Technologies headquarters. There are picnic tables shown along the southwest side of the building.

6.5.2.13 A proposal which includes drive-through service shall be designed to minimize impact on the neighborhood. Drive-through lanes shall be fully screened from adjacent residential properties and communication systems shall not be audible on adjacent properties.

There are no drive-thru lanes associated with the project and this section is not applicable.

6. Waivers

Waiver of Submission Requirements

The Planning Board may, for good cause shown and only upon the written request of an applicant specifically stating the reasons therefor, waive any of the application requirements provided such waiver will not unduly restrict the review process. The Planning Board may condition such a waiver on the applicant's compliance with alternative requirements. Good cause may include the Planning Board's finding that particular submissions are inapplicable, unnecessary, or inappropriate for a complete review. Notwithstanding the waiver of a submission requirement, the Planning Board may, at any later point in the review process, rescind such waiver if it appears that the submission previously waived is necessary for an adequate review. A request for a submission previously waived shall not affect the pending status of an application.

No waivers are being sought for the project.

Additional Information Required:

In regard to the General Performance Standards in Section 8 of the LUO;

8.7 Exterior Lighting:

Wall-packs are depicted on the site plan and cut sheets of these fixtures are included with this submission. All of the fixtures will be shielded so that light shines in a downward direction.

Electricity will be brought overhead from a pole at the along Technology Drive to a new pole on site and then run underground to the north side of the new building.

8.8 Noise:

The only significant noises generated form the operation will be during construction activities.

8.11 Bufferyard & Screening Standards:

The project is required to implement a partial screen along the side and rear property lines. A partial screen is also required along Technology and Industrial Drives. The proposed plantings are shown on the site plan (C-1).

In regard to Environmental Performance Standards in Section 9 of the LUO:

9.1 Air Quality:

Dust will be controlled during construction and will be implemented by applying calcium and water as needed.

9.2 Water Quality:

The majority of stormwater runoff will be sent towards the buffers along Technology and Industrial Drives as shown on the attached site plan.

9.4 Water Bodies:

There are streams and associated wetlands around the perimeter of the south and east property lines. There is a 75' setback shown on the site plan (C-1) in which no impacts will take place.

9.7.2 Public Sewer:

Sewer will connect to the manhole located on Industrial Drive and all sewer wastes will be sent into it from the proposed building. A letter has been sent to Anthony Soucy asking if there is enough capacity for the project.

In regard to Special Activity Performance Standards in Section 10 of the LUO:

10.24.5.7.2 Free Standing Signs:

The applicant is proposing to erect a new sign adjacent to the entrance at the end of Technology Drive as shown on the Site Plan (C-1).

February 4th, 2026


Mr. James Coffin, PE
E.S. Coffin Engineering & Surveying, LLC.
432 Cony Road
P.O. Box 4687
Augusta, Maine 04330

Subject: Agent Authorization
Connected Office Technologies
Lot 25 LHBP
Gardiner, Maine

Dear Mr. Coffin

The intent of this letter is to authorize E.S. Coffin Engineering & Surveying, Inc. to act as our agent in submitting applications and answering questions regarding our Planning Board Application to the City of Gardiner and any DEP permit applications required for the proposed project located on Lot 25 in the Libby Hill Business Park in Gardiner.

Sincerely,



Kyle Romick,
President, Connected Office Technologies

**MAINE REAL ESTATE
TRANSFER TAX PAID**

BK15130 PGS 155 - 157 08/13/2024 01:27:15 PM
INSTR#: 2024016716 ATTEST: MATTHEW BOUCHER
RECEIVED KENNEBEC SS REGISTER OF DEEDS
eRecorded Document

**QUITCLAIM DEED WITHOUT COVENANT
RELEASE DEED
Statutory Short Form**

DLN: 1002440283468

KNOW ALL BY THESE PRESENTS, That, **City of Gardiner, a Maine Municipal Corporation**, with a mailing address of **6 Church Street, Gardiner, ME 04345**, for consideration paid, grants to **Connected Office Technologies LLC, a New Hampshire Limited Liability Company**, whose mailing address is **933 US Route 1 Bypass, Portsmouth, NH 03801**, the real property in the City of **Gardiner, County of Kennebec and State of Maine**, more particularly described as follows:

A certain lot or parcel of land with the building and improvements thereon situated in Gardiner, Kennebec County, Maine, bounded and described as follows:

Lot number 25 as shown on drawings numbered Sheet 1 of plans entitled, "Boundary Survey Libby Hill Business Park Phase 2," prepared by Milone & MacBroom, dated March 6, 2007 and last revised April 10, 2007, signed by the Gardiner Planning Board May 23, 2007, and recorded at the Kennebec County Registry of Deeds on July 11, 2007 in Book 2007 Page 137 and Page 138.

SUBJECT TO the following:

A. Terms and conditions set forth in a Maine Department of Environmental Protection permit dated May 17, 1999, and recorded in said Registry in Book 5960, Page 26;

B. Terms and conditions of the Site Location of Development approval L-19861-39-A-N/L-19861-T3-B-N by Maine Department of Environmental Protection Findings of Fact and Order, dated May 19, 1999, and recorded in said Registry in Book 5960, Page 31, which shall be binding upon the Grantee, its heirs and assigns and shall be included by reference in all future conveyances, as modified by the Order dated October 1, 1999, and recorded in said Registry in Book 6075, Page 203, and revised by the Order dated February 1 5, 2008 and recorded in said Registry in Book 9654, Page 210;

C. Terms, condition, rights and easements set forth in the deed from the City of Gardiner to the Gardiner Water District, dated January 3, 2001, and recorded in said Registry in Book 6378, Page 22;

D. Terms and conditions of the Maine Department of Environmental Protection Findings of Fact and Order related to the creation of Phase II of the Libby Hill Business Park, dated March 11, 2008 and recorded in said Registry in Book 9680, Page 276, as affected by the Condition Compliance dated November 4, 2008 and recorded in said Registry in Book 9913, Page 14, md as modified by the Minor Revision Findings of Fact and Order dated February 2, 2009 and recorded in said Registry in Book 9989, Page 46;

E. The provisions of the Declaration of Covenants and Restrictions of the Libby Hill Business Park dated April 11, 2008 and recorded in said Registry in Book 9733, Page 247 and the Declaration of

Covenants and Restrictions of the Libby Hill Business Park dated October 27, 2014 and recorded in said Registry in Book 11837, Page 2; and

F. Terms, condition, rights and easements appearing on the said subdivision plans and the plan entitled, "Overall Buffer Plan Libby Hill Business Park Phase 2," prepared by Milone and MacBroom, Inc., dated April 3, 2008 and recorded in said Registry in Book 2008, Page 111, including but not limited to the "Conservation Easement for buffer with Drainage/Utility provision" and "Drainage/Utility Easement", respectively.

ALSO SUBJECT To the following which shall run with and bind the above-described parcel and Grantee's successors and assigns shall be subject to the same:

Within twenty-four (24) months from the date of this deed ("Completion Deadline"), Grantee shall cause to be constructed upon the parcel at least a 6,400 and a 24,000 square foot commercial building with a combined minimum assessed value of \$500,000.00 (collectively, the "Facility"). Construction of the Facility shall be pursuant to duly-issued City of Gardiner permits in compliance with all zoning requirements, building codes, approved site plans and the Libby Hill Business Park covenants and restrictions. Upon completion of the Facility, Grantor, upon Grantee's request, shall execute a release, in recordable form, evidencing termination of this covenant.

In the event Grantee has not completed the Facility (expressly referring to both buildings) by the Completion Deadline, then Grantee shall make a payment in lieu of taxes as if it had been completed. Such payment shall be the increased assessed tax value on the above-described parcel as though the Facility was constructed per the building permit plans. Such payment shall only be required until Grantee completes the Facility as set forth herein.

Meaning and intending to convey and conveying a portion of the real property described in a deed to City of Gardiner dated October 26, 2006 and recorded with the Kennebec County Registry of Deeds in Book 9125, Page 310

Witness my hand and seal this 12th day of August, 2024.

Witness:

 Witness

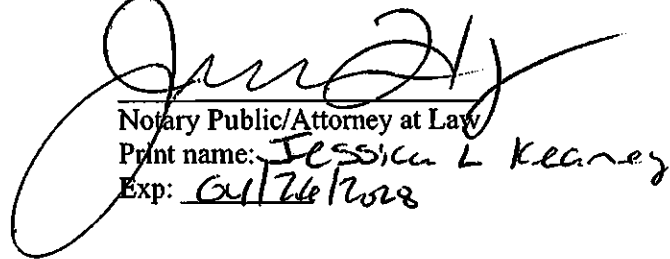
City of Gardiner
By:  _____
 Andrew Carlton, City Manager

STATE OF MAINE
COUNTY OF KENNEBEC, ss.

August 12, 2024

Personally appeared on the above date, the above-named **Andrew Carlton, City Manager** of said **City of Gardiner**, and acknowledged the foregoing to be his free act and deed in his said capacity and the free act and deed of said **City of Gardiner**.

Before me,



Notary Public/Attorney at Law
Print name: *Jessica L. Kearney*
Exp: *04/26/2028*

Jessica L. Kearney
Notary Public - Maine
My Commission Expires April 26, 2028

Client Name:

Connected Office Technologies

Project No.

24-067

Photo No. 1

Date: 2-10-2026

Site Location:

Lot 25
Libby Hill Business Park
Gardiner, Maine

Description:

Photo taken from the driveway at 89 Technology Drive looking south at Oak Grove Crematory's building in the Libby Hill Business Park.



Photo No. 2

Date: 2-10-2026

Site Location:

Lot 25
Libby Hill Business Park
Gardiner, Maine

Description:

Photo taken at the end of Technology Drive looking north at Core Cutter's building.



Client Name:

Connected Office Technologies

Project No.

24-067

Photo No. 3

Date: 2-10-2026

Site Location:

Lot 25
Libby Hill Business Park
Gardiner, Maine

Description:

Photo taken on Industrial Drive looking southwest at the pump station adjacent to 55 Industrial Drive.



Photo No. 4

Date: 2-10-2026

Site Location:

Lot 25
Libby Hill Business Park
Gardiner, Maine

Description:

Photo taken on Technology Drive looking south at Lot 25 and the cleared portion of the parcel.



Client Name:

Connected Office Technologies

Project No.

24-067

Photo No. 5

Date: 2-10-2026

Site Location:

Lot 25
Libby Hill Business Park
Gardiner, Maine

Description:

Photo taken from
Industrial Drive looking
southeast towards Lot
25.



Photo No. 6

Date: 2-10-2026

Site Location:

Lot 25
Libby Hill Business Park
Gardiner, Maine

Description:

Photo taken from
Industrial Drive looking
south along Industrial
Drive and Lot 25.



RAICHE & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS, PLLC

(603) 742-8894 - FAX (603) 742-6042
680 Central Avenue Dover, NH 03820

(603) 330-1040 - FAX (603) 330-1041
16 Wakefield Street Rochester, NH 03867

(603) 431-6300 - FAX (603) 742-6042
1 NH Avenue, Suite 125 Portsmouth, NH 03801

Web Address – www.RaicheCPA.com

February 4, 2026

Gardiner City Hall
6 Church Street
Gardiner, ME 04345

Subject: Financial Capacity Letter for Connected Office Technologies, LLC

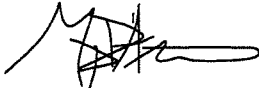
Dear Members of the City of Gardiner Planning Board,

I am writing to confirm that Connected Office Technologies, LLC (herein Connected Office) has been a client of mine for a number of years. In my capacity as their Certified Public Accountant, I have become very familiar with its financial standing, professional background, and overall business acumen of its owners.

Connected Office is a successful business, with a proven track record. Based on my professional knowledge of its financial affairs, I can confirm that it possesses the financial capacity and expertise to successfully undertake and complete the development project being proposed.

Should you require any additional information or clarification, please feel free to contact me directly.

Sincerely,



Michael P. D'Ascensao, CPA
Partner

432 Cony Road
P.O. Box 4687
Augusta, ME 04330



(207) 623-9475
Fax (207) 623-0016
1-800-244-9475

February 10th, 2026

City of Gardiner
Ms. Debbie Willis, Planning Board Chairwoman
Gardiner City Hall
6 Church Street
Gardiner, Maine 04345

Subject: Connected Office Technologies
Traffic Report

Dear Ms. Willis,

Connected Office Technologies herein called the applicant owns a parcel of land identified as Lot #25 in the Libby Hill Business Park in Gardiner, Maine. The applicant is proposing to erect a 50' by 100' building with associated impervious areas to be located at the corner of Technology Drive and Industrial Drive in the Libby Hill Business Park.

There will be a men's and women's bathroom, a meeting room and warehouse area in the building. The applicant employs a total of 20 employees between the two existing facilities in Portsmouth and Portland. The hours of operation will be 8 am to 5 pm Monday thru Friday.

There is a "Warehousing" section for the office building in the 8th Edition of the Institute of Transportation Engineers (ITE) Manual that is described as a facility primarily devoted to the storage of materials, but they may also include office and maintenance areas. The peak hour trips generated are calculated from the ITE Manual (8th addition) under "Warehousing" and are shown below:

Based on Building Size (5,000 sf):

AM Peak Hour Rate = 0.42

$(5,000 \text{ sf}/1,000 \text{ sf}) \times 0.42 = 2.1$ peak hour trips.

PM Peak Hour Rate = 0.45

$(5,000 \text{ sf}/1,000 \text{ sf}) \times 0.45 = 2.3$ peak hour trips.

Maximum Peak Hour Trips = 2.3 (PM)

Based on Employees (20):

AM Peak Hour Rate = 0.55

20 employees x 0.55 = 11.0 peak hour trips.

PM Peak Hour Rate = 0.58

20 employees x 0.58 = 11.6 peak hour trips.

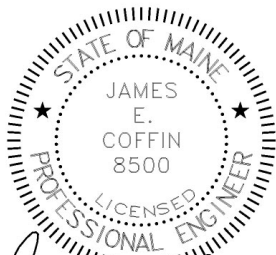
Maximum Peak Hour Trips = 11.6 (PM)

The maximum generator based on the number of employees occurs during the PM peak hour (11.6 peak hour trips) for the proposed project. The Libby Hill Business Park already has a turning movement permit from the MDOT in place and the DOT has issued a statement that once the left-hand turn lane was installed along Enterprise Drive that the conditions of this permit have been met. The project will not cause unreasonable public road congestion and if you should have any questions or concerns, please do not hesitate to contact me at 623-9475.

Respectfully Submitted,



James E. Coffin, PE



Warehousing (150)

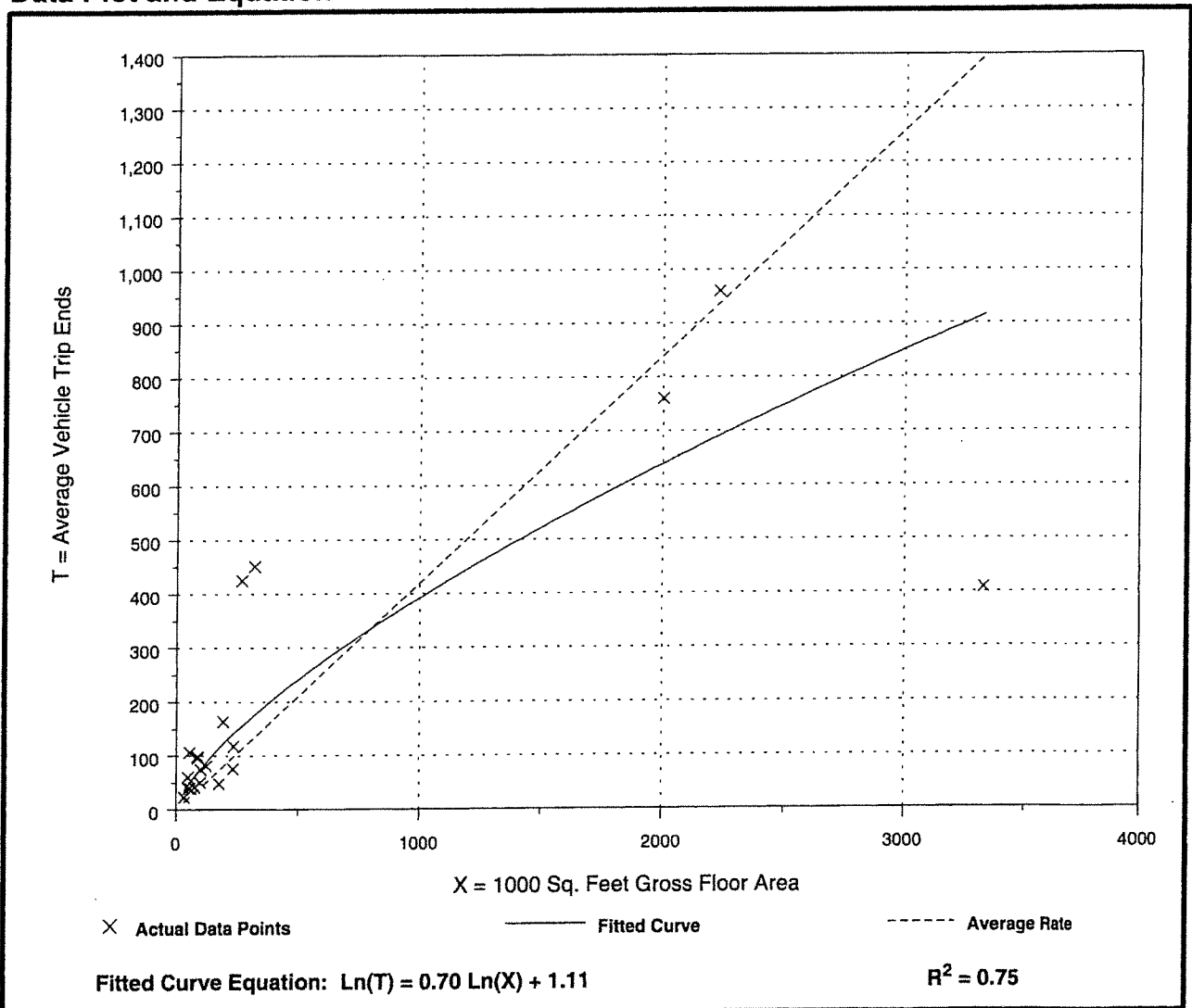
Average Vehicle Trip Ends vs: 1000 Sq. Feet Gross Floor Area
On a: Weekday,
A.M. Peak Hour of Generator

Number of Studies: 20
 Average 1000 Sq. Feet GFA: 490
 Directional Distribution: 65% entering, 35% exiting

Trip Generation per 1000 Sq. Feet Gross Floor Area

Average Rate	Range of Rates	Standard Deviation
0.42	0.12 - 1.93	0.74

Data Plot and Equation



Warehousing (150)

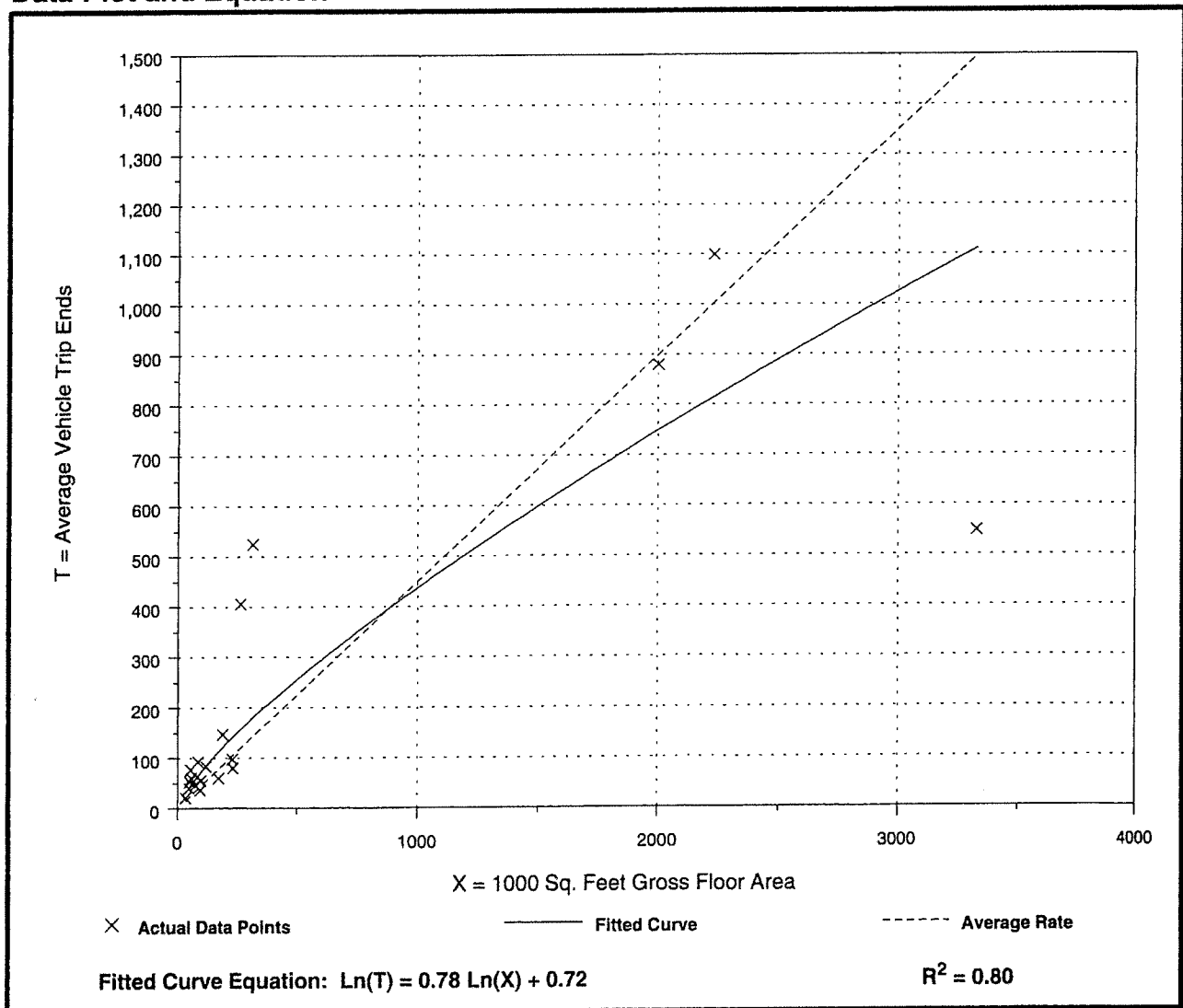
Average Vehicle Trip Ends vs: 1000 Sq. Feet Gross Floor Area
On a: Weekday,
P.M. Peak Hour of Generator

Number of Studies: 19
 Average 1000 Sq. Feet GFA: 511
 Directional Distribution: 19% entering, 81% exiting

Trip Generation per 1000 Sq. Feet Gross Floor Area

Average Rate	Range of Rates	Standard Deviation
0.45	0.16 - 1.65	0.76

Data Plot and Equation



Warehousing (150)

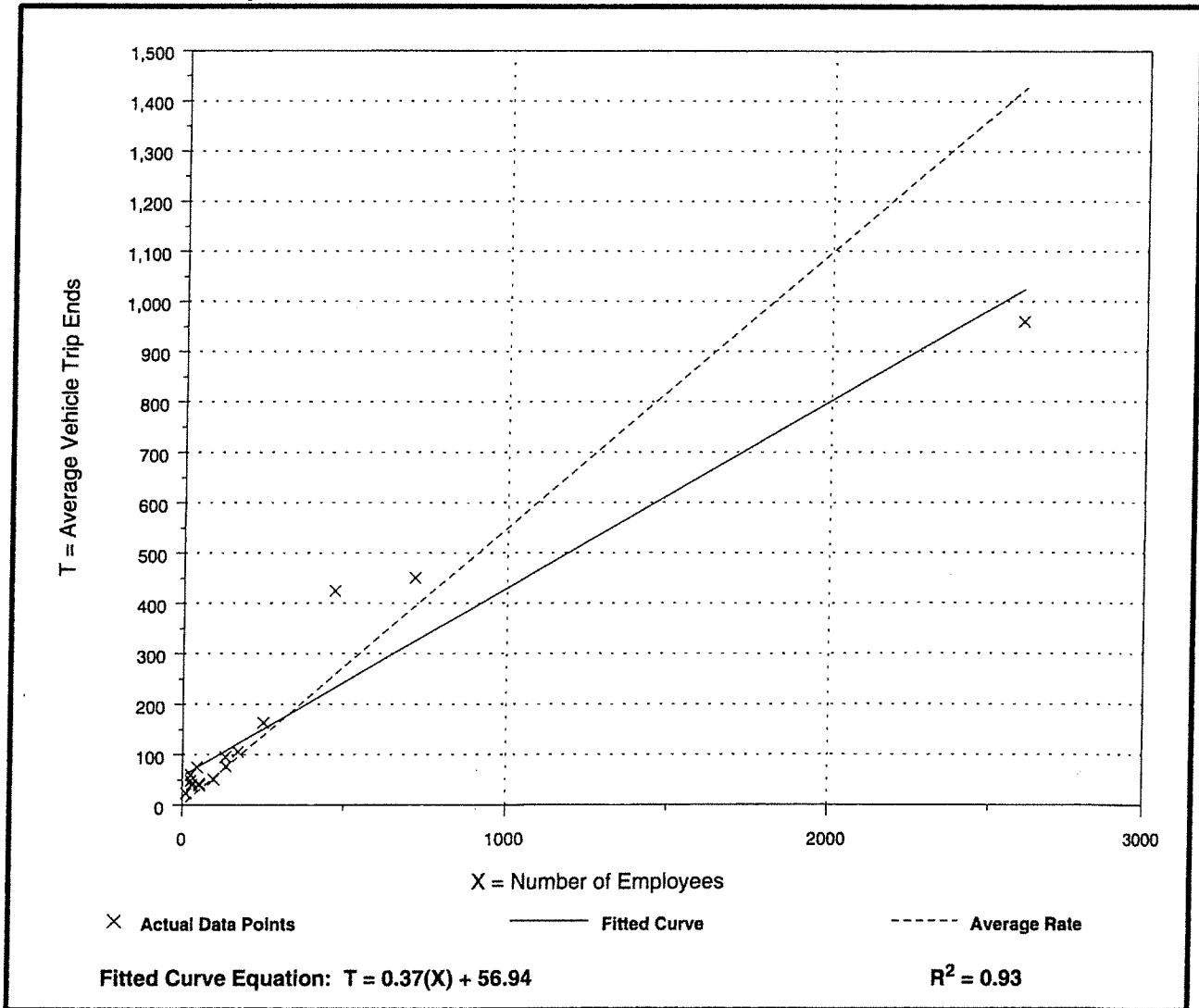
Average Vehicle Trip Ends vs: Employees
On a: Weekday,
A.M. Peak Hour of Generator

Number of Studies: 15
 Avg. Number of Employees: 322
 Directional Distribution: 50% entering, 50% exiting

Trip Generation per Employee

Average Rate	Range of Rates	Standard Deviation
0.55	0.37 - 2.14	0.79

Data Plot and Equation



Warehousing (150)

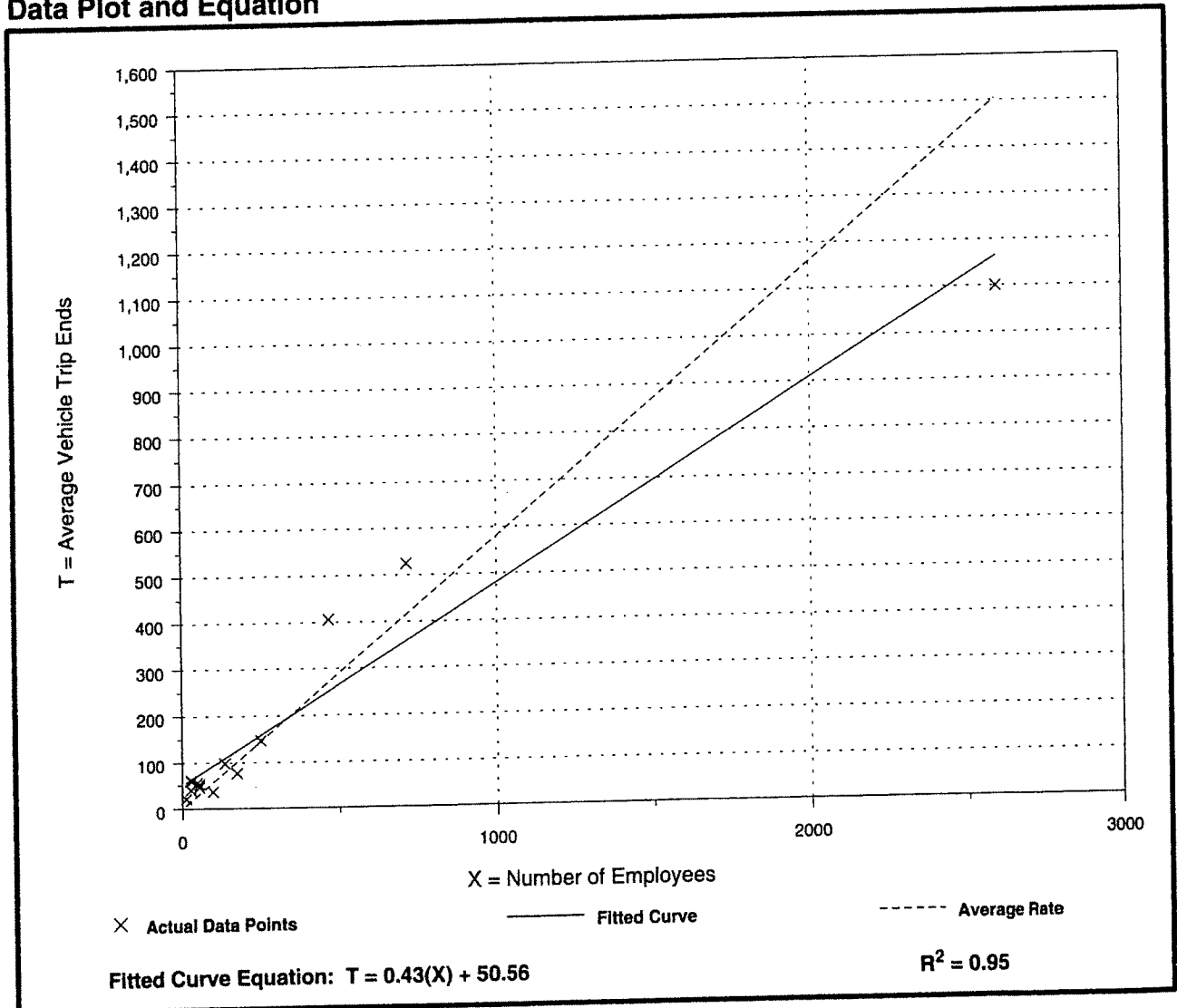
Average Vehicle Trip Ends vs: Employees
On a: Weekday,
P.M. Peak Hour of Generator

Number of Studies: 14
 Avg. Number of Employees: 335
 Directional Distribution: 22% entering, 78% exiting

Trip Generation per Employee

Average Rate	Range of Rates	Standard Deviation
0.58	0.37 - 2.22	0.80

Data Plot and Equation



LITEPAK SERIES LNC2

Cat.# LNC2 12L U 4K 4

Job

Type



HUBBELL
Outdoor Lighting

Approvals

SPECIFICATIONS

Intended Use:

The compact LED LNC2 is designed for perimeter illumination for safety, security and identity. This compact fixture has no uplight and is neighbor friendly with typical mounting heights up to 15ft. Units are supplied with an acrylic diffuser accessory that can be used for lower LED brightness near building entrances or other pedestrian areas. Units have protective polyester finish for long lasting appearance.

Construction:

Decorative die-cast aluminum housing protects components and provides an architectural appearance. Casting thermally conducts LED heat to optimize performance and long life. Powder paint finish provides durability in outdoor environments.

Electrical:

- 120V-277V universal voltage 50/60Hz 0-10V dimming drivers
- 347V and 480V dimmable driver option in 12L configuration
- Electronic drivers: One in 5L, 7L, 9L and 12L units Two drivers in 18L units
- Minimum operating temperature is -40°C/-40°F
- Driver RoHS and IP66
- Drivers have greater than .90 power factor and less than 20% Total Harmonic Distortion

LED(s) CCT:

- 3000K CCT nominal – 80 CRI, 4000K CCT nominal – 70 CRI, 5000K CCT nominal – 70 CRI
- 5, 7, 9, 12 and 18 LED configurations available see page 2 for electrical and photometric details

Optical:

Type II, III and IV distributions with zero uplight; Individual PMMA acrylic lenses for wide lateral throw, maximum control and efficiency; Acrylic diffuser included where reduced LED brightness is desired

Lumen Maintenance:

L96 at 60,000hrs (Projected per IESNA TM-21-11), see table on page 2 for all values

Installation:

Quick-mount adapter provides easy installation to wall or to recessed junction boxes (4" square junction box). Gasket seal and secured by two Allen-head hidden fasteners for tamper resistance. Designed for direct j-box mount or conduit feed in single SKU. Conduit feed not available with BBU.

Options:

Controls:

- Button photocontrol for dusk to dawn energy savings
- Occupancy sensor options available for complete on/off and dimming control (includes factory installed back box)

Egress (includes factory installed back box):

- Battery back-up option - 12L configuration only
- Provides 1 fc minimum over 10' x 10' at 11' mounting height (exceeds NEC requirement)
- 1,546 initial lumens in battery mode
- Meets UL924 90 minute discharge schedule
- -20°C to 30°C operating temperature

Listings:

- DLC Qualified (Types III and IV) Consult DLC website for details:
<http://www.designlights.org/QPL>
- Listed to UL 1598 for use in wet locations, 40° C ambient environments

Warranty:

- Five year limited warranty (for more information visit: <http://www.hubbelloutdoor.com/resources/warranty/>)
- IES Progress Award Winner - 2013
 - Building Operating Management 2014 Top Products Award - LNC2-18LU

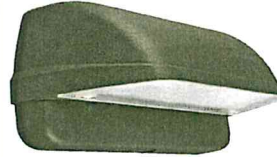
PRODUCT IMAGE(S)



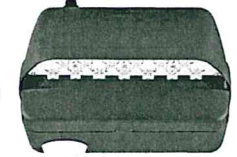
LNC2-12LU



LNC2-18LU

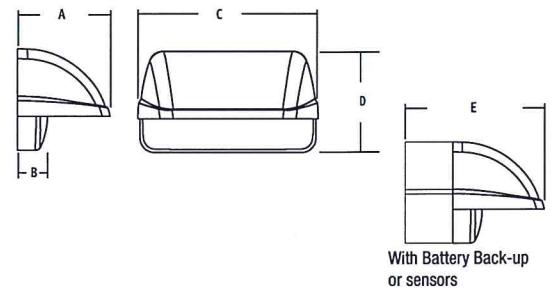


With diffuser



Battery Back-up or Sensor - See Page 2,3

DIMENSIONS



With Battery Back-up or sensors

A	B	C	D	E	Weight / BBU
6.25"	1.6"	10.25"	5.6"	10.25"	7.0 / 15.0 lbs.
158.7 mm	40.2 mm	260.4 mm	142.2 mm	260.4 mm	3.2 / 6.8 kg

SHIPPING INFORMATION

Catalog Number	G.W(kg)/ C.T.I	Carton Dimensions			Carton Qty. per Master Pack
		Length Inch (cm)	Width Inch (cm)	Height Inch (cm)	
LNC2-12LU	14.3 (6.5)	14.5 (37)	11.4 (29)	8.4 (21.5)	2
LNC2-18LU	14.8 (6.7)	14.9 (38)	11.4 (29)	8.4 (21.5)	2

CERTIFICATIONS/LISTINGS



*3000K and warmer CCTs only

ORDERING INFORMATION – ORDERING EXAMPLE: LNC2-12LU-5K-3-1

SERIES	NUMBER OF LEDs	VOLTAGE ⁷	CCT	IES DISTRIBUTION	FINISH	OPTIONS
LNC2	5L 5 LEDs	U 120V-277V	3K ² 3000K nominal 80 CRI	2 ² Type II	1 Bronze	PC Photocontrol
	7L 7 LEDs	1 120V	4K 4000K nominal 70 CRI	3 Type III	2 Black	BBU ^{1,5} Integral battery for 12L only (must specify 120V or 277V voltage in voltage category) rated for -20°C to 30°C
	9L 9 LEDs	2 208V	5K 5000K nominal 67 CRI	4 Type IV	3 Gray	SCP ^{4,5,6} Programmable motion sensor, factory default dimming is 10% light output
	12L ³ 12 LEDs	3 240V	AM Amber (590 nm available for "Turtle Friendly"/observatory applications, 350 mA (18L only versions))		4 White	
	18L 18 LEDs	4 277V			5 Platinum	
	12L5 12 LEDs, 480V	5 480V (12L only)				
	12LF 12 LEDs, 347V	F 347V (12L only)				

¹ Battery backup only available on 12L models, not available for Canada

² Does not qualify for DLC

³ Replace U with 1 for 120V or 4 for 277V for 12L with BBU

⁴ Must order minimum of one remote control to program dimming settings, 0-10V fully adjustable dimming with automatic daylight calibration and different time delay settings, 120V-277V only

⁵ PC option not applicable, included in sensor

⁶ BBU and motion sensor options cannot be combined

SPECIFY SCP HEIGHT

8F Up to 8ft mount height

20F Up to 20ft mount height



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Due to our continued efforts to improve our products, product specifications are subject to change without notice.

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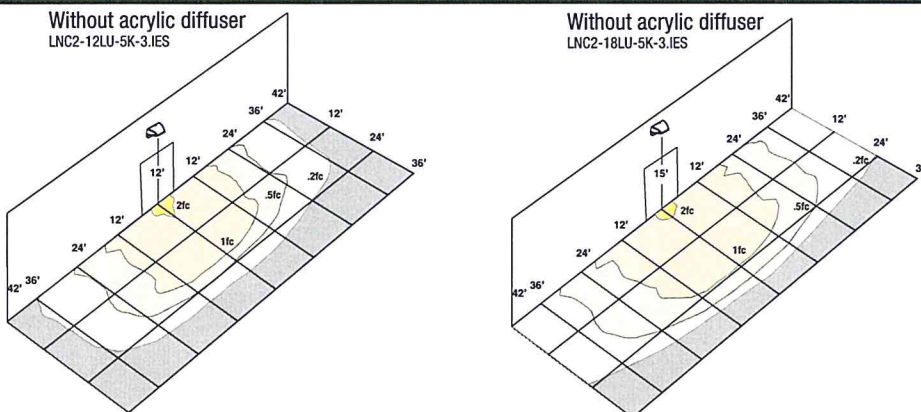
LARED0LNC2-SPEC 3/17

REPLACEMENT PART/ACCESSORIES

CATALOG NUMBER	DESCRIPTION
93044013	Frosted comfort shield, improves uniformity with only 5% lumen reduction
SCP-REMOTE*	Remote control for SCP option. Order at least one per project to program and control fixtures
BB-GEO-XX	Back box with 4 - 1/2" threaded conduit holes, XX = specify finish, eg. Dark Bronze - DB
LNC2-SCBB-XX	Plate to be used with GEO-BB-XX surface conduit box, XX=finish (see page 3)

*Must order minimum of one remote control to program dimming settings, 0-10V fully adjustable dimming with automatic daylight calibration and different time delay settings, 120V or 277V only

PHOTOMETRICS



PERFORMANCE DATA

# OF LEDS	DRIVE CURRENT	SYSTEM WATTS	DIST. TYPE	5K (5000K nominal, 70 CRI)		4K (4000K nominal, 70 CRI)		3K (3000K nominal, 80 CRI)	
				LUMENS	LPW ¹	LUMENS	LPW ¹	LUMENS	LPW ¹
5	STD. (700mA)	13W	2	1,150	88.5	1,052	81	883	68
			3	1,132	87	1,077	83	833	64
			4	1,146	88	1,053	81	849	65
7		17W	2	1,515	89	1,369	80.5	1,272	75
			3	1,500	88	1,539	90.5	1,392	82
			4	1,557	91.5	1,535	90	1,425	84
9		22W	2	2,069	94	2,033	92	1,588	72
			3	2,024	92	1,989	90	1,623	74
			4	2,095	95	2,059	93.5	1,680	76
12	28w	2	2,869	102.5	2,465	88	2,047	73	
		3	2,868	102.5	2,662	95	2,160	77	
		4	2,716	97	2,715	97	2,104	75	
18	42.7w	2	4,166	97.5	3,631	85	3,304	77	
		3	4,106	96	3,806	89	3,128	73	
		4	3,995	93.5	3,998	93.5	3,122	73	

Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown. Actual performance may differ as a result of end-user environment and application. LNC2-12L battery mode produces 1,546 initial lumens. Meets UL924 90 minute discharge pattern.

PROJECTED LUMEN MAINTENANCE

Ambient Temp.	OPERATING HOURS					L70 (hours)
	0	25,000	50,000	TM-21-11 ¹ L96 60,000	100,000	
25°C / 77°F	1.00	0.98	0.97	0.96	0.95	>791,000
40°C / 104°F	0.99	0.98	0.96	0.96	0.94	>635,000

1. Projected per IESNA TM-21-11 * (Nichia 219B, 700mA, 85°C Ts, 10,000hrs)
Data references the extrapolated performance projections for the LNC-12LU-5K base model in a 40°C ambient, based on 10,000 hours of LED testing per IESNA LM-80-08.

LUMINAIRE AMBIENT TEMPERATURE FACTOR (LATF)

AMBIENT TEMPERATURE		LUMEN MULTIPLIER
0° C	32° F	1.02
10° C	50° F	1.01
20° C	68° F	1.00
25° C	77° F	1.00
30° C	86° F	1.00
40° C	104° F	0.99

Use these factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F).

ELECTRICAL DATA

# OF LEDS	DRIVE CURRENT (mA)	INPUT VOLTAGE (V)	CURRENT (Amps)	SYSTEM POWER (w)
7	STD. (700mA)	120	-	18
		277	-	18
9		120	0.183	22
		277	0.09	22.1
12	120	0.24	28.9	
	277	0.10	27.7	
	347	0.10	33.7	
	480	0.06	28.9	
18	120	0.35	41.0	
	277	0.15	41.5	
18 Amber		120	2.68	32.0

MOTION SENSOR OPTION



Sensor offers greater control and energy savings with SCP programmable sensor with adjustable delay and dimming levels (Factory default is 10%)

Visit: <http://www.hubbellighting.com/solutions/controls/> for control application information



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LAREDLNC2-SPEC 3/17

LNC2 – BATTERY BACK UP

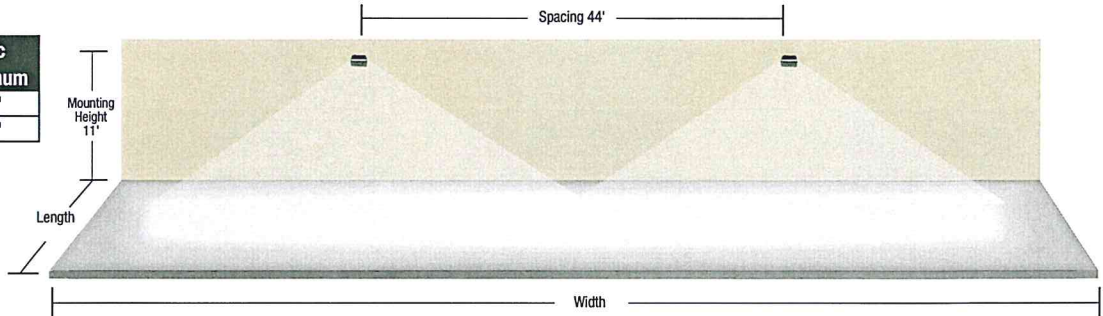


Side View

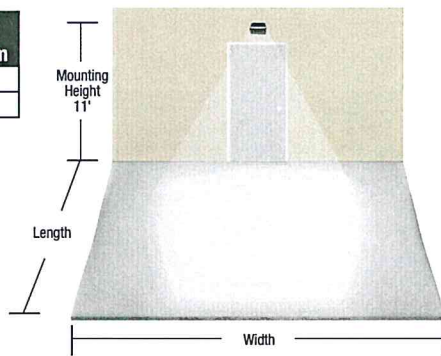


3/4 View

Multi Unit	1 fc Average	1 fc Minimum
Length	16'	15'
Width	112'	68'



Single Unit	1 fc Average	1 fc Minimum
Length	16'	15'
Width	48'	24'

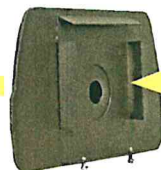


Provides Life Safety Code average illuminance of 1.0 fc. Assumes open space with no obstructions and mounting height of 11'.
Diagrams for illustration purposes only, please consult factory for application layout.

LNC2-SCBB-XX SURFACE CONDUIT BACK PLATE



LNC2 FIXTURE



LNC2-SCBB-XX



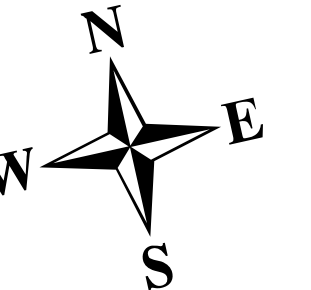
BB-GEO-XX



LNC2-SCBB-XX and BB-GEO-XX SHOWN ATTACHED TO FIXTURE



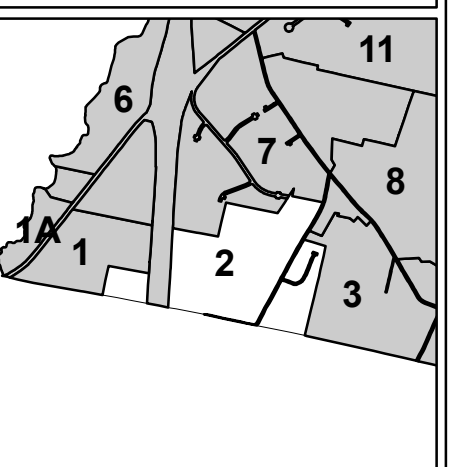
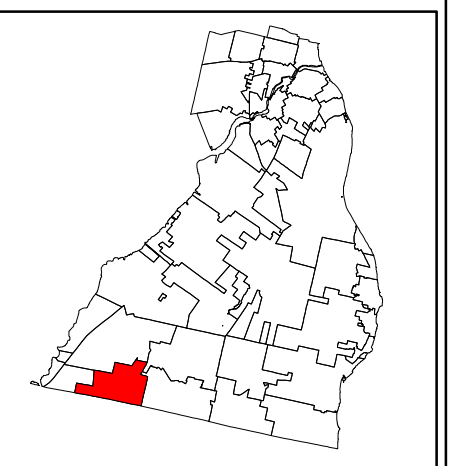
**CITY OF
GARDINER**
KENNEBEC CO.
MAINE



LEGEND

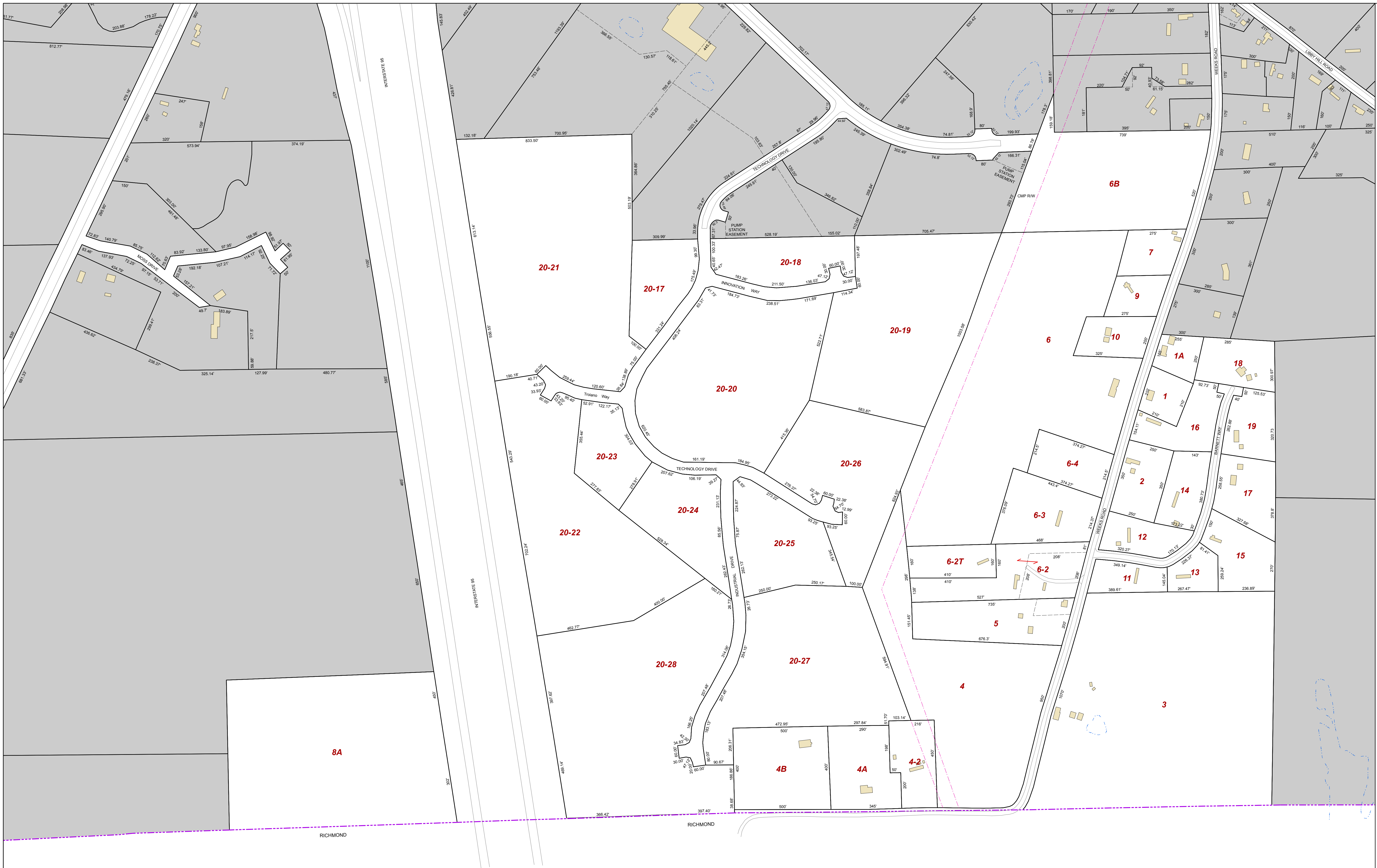
- Lot Hook
- Private Right of Way
- Sub-lot Line
- Transmission Line ROW
- River, Stream or Pond
- Railroad
- Road
- Town Line
- Building
- Parcel

For Assessment Purposes. Not to be used for conveyances.

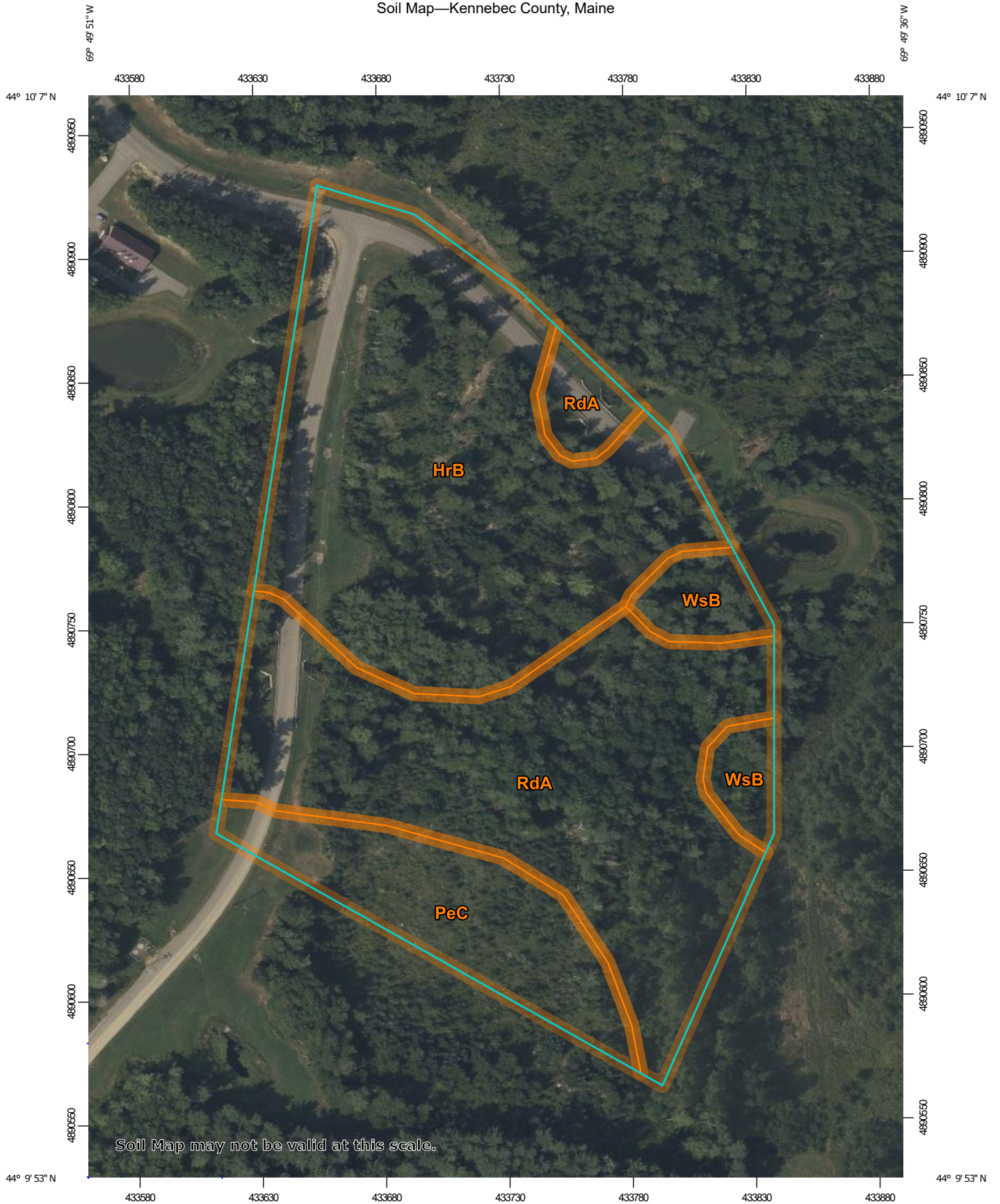


Map 2

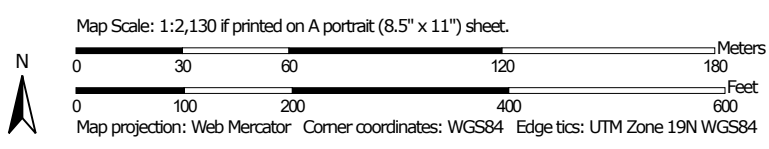
Printed: 9/26/2024
Effective Date: 4/1/2024



Soil Map—Kennebec County, Maine




Soil Map may not be valid at this scale.





MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

Water Features



Streams and Canals

Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

Background



Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:20,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service

Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Kennebec County, Maine

Survey Area Data: Version 24, Aug 29, 2025

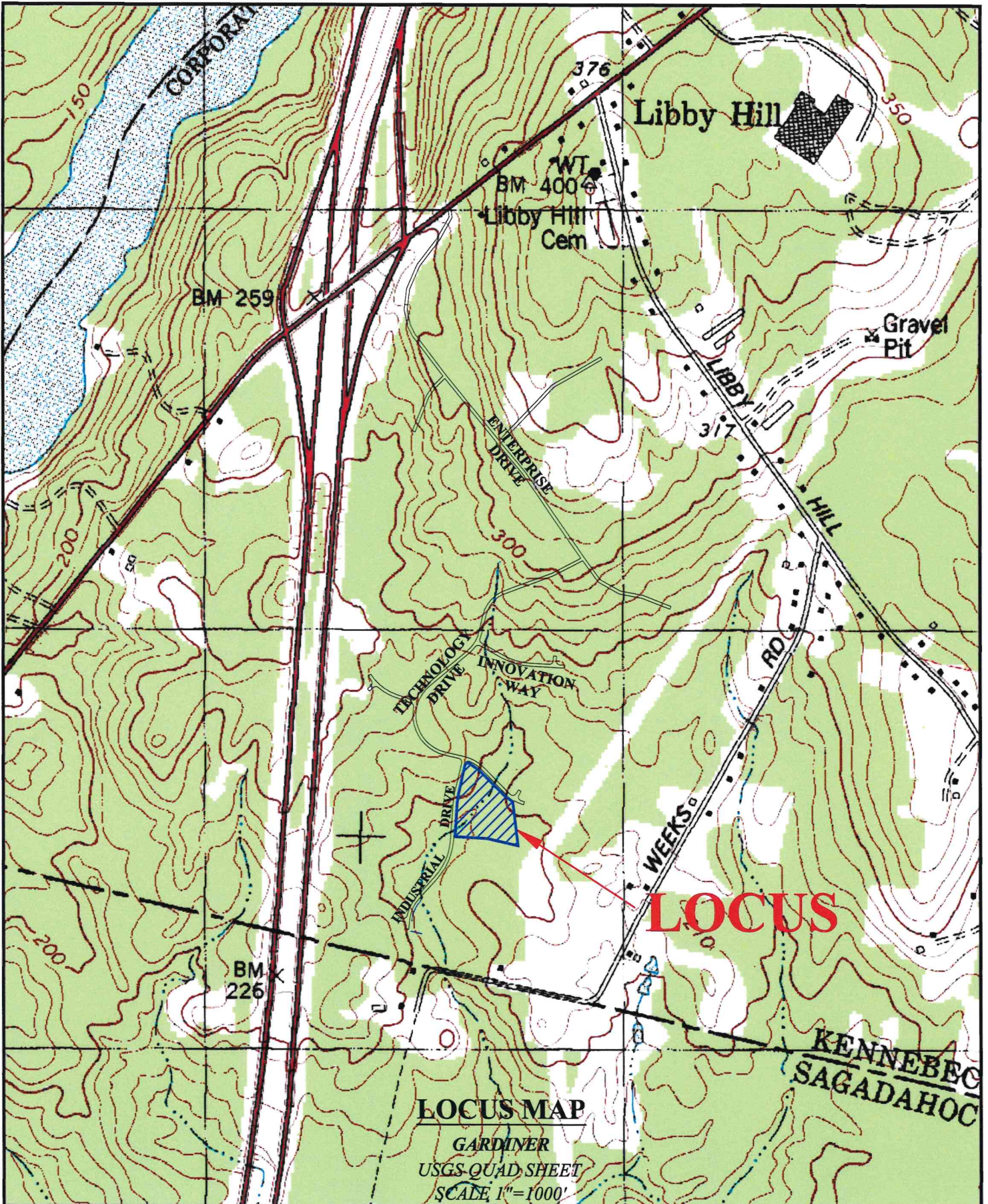
Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 11, 2021—Oct 29, 2021

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
HrB	Lyman-Tunbridge complex, 0 to 8 percent slopes, rocky	5.7	42.8%
PeC	Paxton-Charlton very stony fine sandy loams, 8 to 15 percent slopes	1.7	12.4%
RdA	Ridgebury very stony fine sandy loam	5.3	39.6%
WsB	Woodbridge very stony fine sandy loam, 3 to 8 percent slopes	0.7	5.2%
Totals for Area of Interest		13.3	100.0%



LOCUS MAP
 GARDINER
 USGS QUAD SHEET
 SCALE 1" = 1000'

CLIENT/PROJECT:
CONNECTED OFFICE TECHNOLOGIES

LOCATION:
 TECHNOLOGY DRIVE/INNOVATION WAY
 LIBBY HILL BUSINESS PARK

TOWN: GARDINER COUNTY: KENNEBEC STATE: MAINE



SHEET TITLE:
SITE LOCATION MAP

SCALE: 1" = 2000'

DATE: DECEMBER 26, 2025

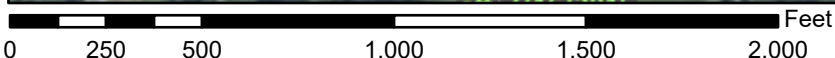
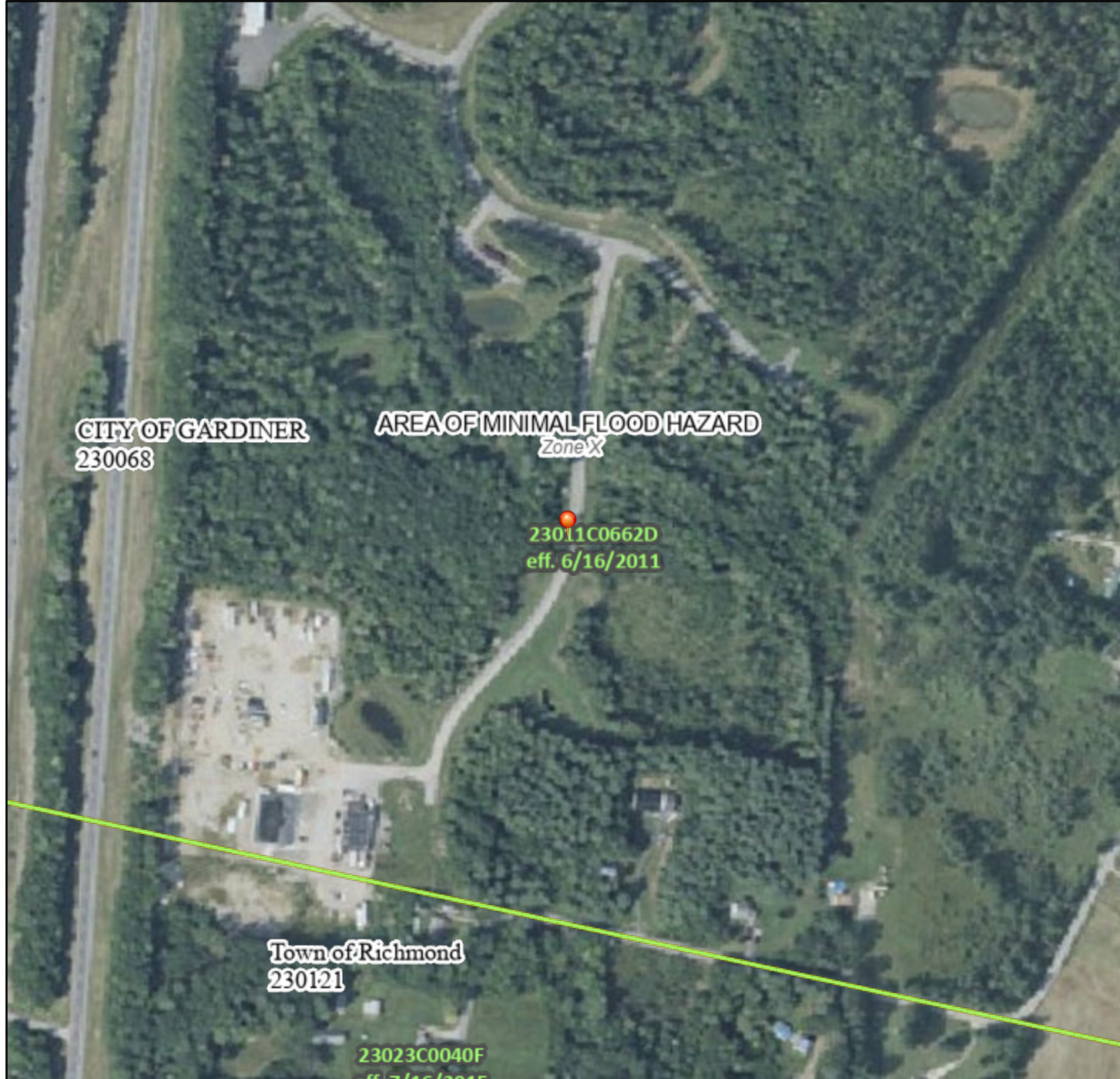
FIG. NO. 2024-067

SLM

National Flood Hazard Layer FIRMMette



69°50'7"W 44°10'12"N



1:6,000

69°49'29"W 44°9'46"N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) <i>Zone A, V, A99</i>
		With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i>
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i>
		Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i>
		Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i>
		Area with Flood Risk due to Levee <i>Zone D</i>
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i>
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard <i>Zone D</i>
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance
		17.5 Water Surface Elevation
		8 Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped
		The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.



This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 2/4/2026 at 6:48 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY

177 STATE HOUSE STATION
AUGUSTA, MAINE 04333

JANET T. MILLS
GOVERNOR

AMANDA E. BEAL
COMMISSIONER

December 29, 2025

James Coffin
ES Coffin Engineering & Surveying
PO Box 4687
Augusta, ME 04330

Via email: jcoffin@coffineng.com

Re: Rare and exemplary botanical features in proximity to: #24-067, Office Building, Lot 25, Libby Hill Business Park, Gardiner, Maine.

Dear James Coffin:

I have searched the Maine Natural Areas Program's Biological and Conservation Data System files in response to your request received December 26, 2025 for information on the presence of rare or unique botanical features documented from the vicinity of the project in Gardiner, Maine. Rare and unique botanical features include the habitat of rare, threatened, or endangered plant species and unique or exemplary natural communities. Our review involves examining maps, manual and computerized records, other sources of information such as scientific articles or published references, and the personal knowledge of staff or cooperating experts.

Our official response covers only botanical features. For authoritative information and official response for zoological features you must make a similar request to the Maine Department of Inland Fisheries and Wildlife, 284 State Street, Augusta, Maine 04333.

According to the information currently in our Biological and Conservation Data System files, there are no rare botanical features documented specifically within the project area. This lack of data may indicate minimal survey efforts rather than confirm the absence of rare botanical features. You may want to have the site inventoried by a qualified field biologist to ensure that no undocumented rare features are inadvertently harmed.

If a field survey of the project area is conducted, please refer to the enclosed supplemental information regarding rare and exemplary botanical features documented to occur in the vicinity of the project site. The list may include information on features that have been known to occur historically in the area as well as recently field-verified information. While historic records have not been documented in several years, they may persist in the area if suitable habitat exists. The enclosed list identifies features with potential to occur in the area, and it should be considered if you choose to conduct field surveys.

This finding is available and appropriate for preparation and review of environmental assessments, but it is not a substitute for on-site surveys. Comprehensive field surveys do not exist for all natural areas in Maine, and in the absence of a specific field investigation, the Maine Natural Areas Program cannot provide a definitive statement on the presence or absence of unusual natural features at this site.

MOLLY DOCHERTY, DIRECTOR
MAINE NATURAL AREAS PROGRAM
90 BLOSSOM LANE, DEERING BUILDING



PHONE: (207) 287-8044
WWW.MAINE.GOV/DACF/MNAP

Letter to ES Coffin
Comments RE: Lot 25, Libby Hill Business Park, Gardiner
December 29, 2025
Page 2 of 2

The Maine Natural Areas Program (MNAP) is continuously working to achieve a more comprehensive database of exemplary natural features in Maine. We would appreciate the contribution of any information obtained should you decide to do field work. MNAP welcomes coordination with individuals or organizations proposing environmental alteration or conducting environmental assessments. If, however, data provided by MNAP are to be published in any form, the Program should be informed at the outset and credited as the source.

The Maine Natural Areas Program has instituted a fee structure of \$75.00 an hour to recover the actual cost of processing your request for information. You will receive an invoice for \$150.00 for two hours of our services.

Thank you for using MNAP in the environmental review process. Please do not hesitate to contact me if you have further questions about the Natural Areas Program or about rare or unique botanical features on this site.

Sincerely,

Abby Stepanauskas

Abby Stepanauskas | Ecologist | Maine Natural Areas Program
207-287-8048 | abby.stepanauskas@maine.gov

Rare and Exemplary Botanical Features within 4 miles of

Project: #24-067, Office Building, Lot 25, Libby Hill Business Park, Gardiner, Maine.

Common Name	State Status	State Rank	Global Rank	Date Last Observed	Occurrence Number	Habitat
Alpine Rush						
	SC	S3	G5T5	1908	4	Non-tidal rivershore (non-forested, seasonally wet)
American Ginseng						
	E	S3	G3G4	1912-07	17	Hardwood to mixed forest (forest, upland)
	E	S3	G3G4	1989	33	Hardwood to mixed forest (forest, upland)
Broad Beech Fern						
	SC	S2	G5	1912-08-09	10	Hardwood to mixed forest (forest, upland)
Columbian Watermeal						
	SC	S2	G5	2024-09-28	5	Open water (non-forested, wetland)
	SC	S2	G5	2020-10-11	13	Open water (non-forested, wetland)
	SC	S2	G5	2024-10-20	16	Open water (non-forested, wetland)
Eaton's Bur-marigold						
	SC	S2	G3	2024-08-05	29	Tidal wetland (non-forested, wetland)
Estuary Bur-marigold						

Estuary Bur-marigold						
SC	S3	G4	2024-08-05	30	Tidal wetland (non-forested, wetland)	
Freshwater Tidal Marsh						
	S2	G4?	2020-08-05	16		
Pale Green Orchis						
SC	S2	G5T5	1923-07-24	18	Non-tidal rivershore (non-forested, seasonally wet),Open wetland, not coastal nor rivershore (non-forested, wetland)	
Parker's Pipewort						
SC	S3	G3	2024-08-05	16	Tidal wetland (non-forested, wetland)	
Pointed Watermeal						
SC	SU	G5	2024-10-20	6		
Pygmyweed						
SC	S2S3	G5	2013-10-04	17	Open water (non-forested, wetland)	
Spongy-leaved Arrowhead						
SC	S3	G5T4	2013-10-04	15	Tidal wetland (non-forested, wetland)	
Upper Floodplain Hardwood Forest						
	S3	GNR	2016-05-23	46		

Water Stargrass

SC S3 G5 2020-10-11 17 Open water (non-forested, wetland)

SC S3 G5 2024-10-20 20 Open water (non-forested, wetland)

SC S3 G5 2024-09-28 11 Open water (non-forested, wetland)

Wild Garlic

SC S2 G5 2016-05-23 26 Forested wetland,Hardwood to mixed forest (forest, upland)

Date Exported: 12/29/2025 2:34 PM

Conservation Status Ranks

State and Global Ranks: This ranking system facilitates a quick assessment of a species' or habitat type's rarity and is the primary tool used to develop conservation, protection, and restoration priorities for individual species and natural habitat types. Each species or habitat is assigned both a state (S) and global (G) rank on a scale of critically imperiled (1) to secure (5). Factors such as range extent, the number of occurrences, intensity of threats, etc., contribute to the assignment of state and global ranks. The definitions for state and global ranks are comparable but applied at different geographic scales; something that is state imperiled may be globally secure.

The information supporting these ranks is developed and maintained by the Maine Natural Areas Program (state ranks) and NatureServe (global ranks).

Rank	Definition
S1 G1	Critically Imperiled – At very high risk of extinction or elimination due to very restricted range, very few populations or occurrences, very steep declines, very severe threats, or other factors.
S2 G2	Imperiled – At high risk of extinction or elimination due to restricted range, few populations or occurrences, steep declines, severe threats, or other factors.
S3 G3	Vulnerable – At moderate risk of extinction or elimination due to a fairly restricted range, relatively few populations or occurrences, recent and widespread declines, threats, or other factors.
S4 G4	Apparently Secure – At fairly low risk of extinction or elimination due to an extensive range and/or many populations or occurrences, but with possible cause for some concern as a result of local recent declines, threats, or other factors.
S5 G5	Secure – At very low risk of extinction or elimination due to a very extensive range, abundant populations or occurrences, and little to no concern from declines or threats.
SX GX	Presumed Extinct – Not located despite intensive searches and virtually no likelihood of rediscovery.
SH GH	Possibly Extinct – Known from only historical occurrences but still some hope of rediscovery.
S#S# G#G#	Range Rank – A numeric range rank (e.g., S2S3 or S1S3) is used to indicate any range of uncertainty about the status of the species or ecosystem.
SU GU	Unrankable – Currently unrankable due to lack of information or due to substantially conflicting information about status or trends.
GNR SNR	Unranked – Global or subnational conservation status not yet assessed.
SNA GNA	Not Applicable – A conservation status rank is not applicable because the species or ecosystem is not a suitable target for conservation activities (e.g., non-native species or ecosystems).
Qualifier	Definition
S#? G#?	Inexact Numeric Rank – Denotes inexact numeric rank.
Q	Questionable taxonomy that may reduce conservation priority – Distinctiveness of this entity as a taxon or ecosystem type at the current level is questionable. The “Q” modifier is only used at a global level.
T#	Intraspecific Taxon (trinomial) – The status of intraspecific taxa (subspecies or varieties) are indicated by a "T-rank" following the species' global rank.

State Status: Endangered and Threatened are legal status designations authorized by statute. Please refer to MRSA Title 12, §544 and §544-B.

Status	Definition
E	Endangered – Any native plant species in danger of extinction throughout all or a significant portion of its range within the State or Federally listed as Endangered.
T	Threatened – Any native plant species likely to become endangered within the foreseeable future throughout all or a significant portion of its range in the State or Federally listed as Threatened.
SC	Special Concern – A native plant species that is rare in the State, but not rare enough to be considered Threatened or Endangered.
PE	Potentially Extirpated – A native plant species that has not been documented in the State in over 20 years, or loss of the last known occurrence.

Element Occurrence (EO) Ranks: Quality assessments that designate viability of a population or integrity of habitat. These ranks are based on size, condition, and landscape context. Range ranks (e.g., AB, BC) and uncertainty ranks (e.g., B?) are allowed. The Maine Natural Areas Program tracks all occurrences of rare plants and natural communities/ecosystems (S1-S3) as well as exemplary common natural community types (S4-S5 with EO ranks A/B).

Rank	Definition
A	Excellent – Excellent estimated viability/ecological integrity.
B	Good – Good estimated viability/ecological integrity.
C	Fair – Fair estimated viability/ecological integrity.
D	Poor – Poor estimated viability/ecological integrity.
E	Extant – Verified extant, but viability/ecological integrity not assessed.
H	Historical – Lack of field information within past 20 years verifying continued existence of the occurrence, but not enough to document extirpation.
X	Extirpated – Documented loss of population/destruction of habitat.
U	Unrankable – Occurrence unable to be ranked due to lack of sufficient information (e.g., possible mistaken identification).
NR	Not Ranked – An occurrence rank has not been assigned.

Visit the Maine Natural Areas Program website for more information
<http://www.maine.gov/dacf/mnap>



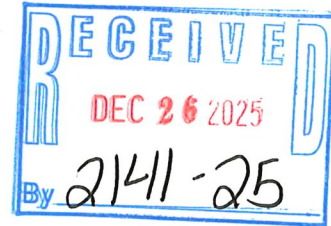
432 Cony Road
P.O. Box 4687
Augusta, ME 04330



(207) 623-9475
Fax (207) 623-0016
1-800-244-9475

December 26th, 2025

Kirk F. Mahoney, Director
Maine Historic Preservation Commission
55 Capitol Street
State House Station 65
Augusta, Maine 04333



Subject: Connected Office Technologies
Lot 25 LHBP
Technology Drive/Industrial Drive
Gardiner, Maine


Dear Kirk,

Connected Office Technologies herein called the applicant owns a parcel of land identified as Lot #25 in the Libby Hill Business Park in Gardiner, Maine. The applicant is proposing to erect a 50' by 100' office building with associated impervious areas to be located at the corner of Technology Drive and Industrial Drive in the Libby Hill Business Park. A Site Location Map (SLM) has been provided for your use.

Please identify any properties in the area of historic, architectural, or archaeological significance that this project may impact. If you should have any questions, please do not hesitate to contact me.

Sincerely,

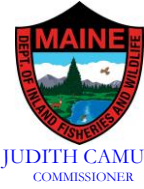

James E. Coffin, PE

Based on the information submitted, I have concluded that there will be no historic properties affected by the proposed undertaking, as defined by Section 106 of the National Historic Preservation Act. Consequently, pursuant to 36 CFR 800.4(d)(1), no further Section 106 consultation is required unless additional resources are discovered during project implementation pursuant to 36 CFR 800.13.	
	1/8/26
State Historic Preservation Officer Maine Historic Preservation Commission	Date



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF
INLAND FISHERIES & WILDLIFE
353 WATER STREET
41 STATE HOUSE STATION
AUGUSTA ME 04333-0041



JUDITH CAMUSO
COMMISSIONER

January 07, 2026

James Coffin
E.S. Coffin
432 Cony Road, P.O. Box 4687
Augusta, ME 04330

**RE: Information Request - Lot 25 Libby Hill Business Park, Development, Gardiner
Project ID 9778-11362**

Dear James:

Per your request received on **December 26, 2025**, we have reviewed current Maine Department of Inland Fisheries and Wildlife (MDIFW) information sources for known locations of Endangered, Threatened, and Special Concern (Rare) species; designated Essential and Significant Wildlife Habitats; inland fisheries and aquatic habitats; and other protected natural resource concerns within the vicinity of the **Lot 25 Libby Hill Business Park, Development, Gardiner** project, pursuant to MDIFW's authority. Please note that as project details are lacking, our comments should be considered preliminary. For the purposes of this review, we assume that tree clearing is proposed.

Our Department has not mapped any Essential Habitats that would be affected by this project.

ENDANGERED, THREATENED, AND SPECIAL CONCERN SPECIES

Bat Species

Of the eight species of bats that occur in Maine, four species are afforded protection under the Maine Endangered Species Act (MESA, 12 M.R.S 12801 et. seq.): little brown bat (State Endangered), northern long-eared bat (State Endangered), eastern small-footed bat (State Threatened), and tri-colored bat (State Threatened). The four remaining bat species are designated as Species of Special Concern: big brown bat, red bat, hoary bat, and silver-haired bat. While a comprehensive statewide inventory for bats has not been completed, based on historical evidence it is likely that several of these species occur within the project area during spring/fall migration, the summer breeding season, and/or for overwintering. However, our Department does not anticipate significant impacts to any of the bat species as a result of project activities.

SIGNIFICANT WILDLIFE HABITAT

Significant Vernal Pools

At this time MDIFW Significant Wildlife Habitat maps indicate no known presence of Significant Vernal Pools (SVPs) in the project search area. However, a comprehensive statewide inventory for Significant Vernal Pools has not been completed. SVPs are not included on

January 7, 2026

Letter to James Coffin, E.S. Coffin

Comments RE: Lot 25 Libby Hill Business Park, Development, Gardiner

MDIFW maps until project areas have been surveyed using approved methods and the survey results confirmed. Therefore, their absence from resource maps is not necessarily indicative of an absence on the ground. Our Department recommends that any potential Significant Vernal Pool depressions be avoided as well as the 250-foot surrounding the pool, which is the associated Critical Terrestrial Habitat. If not already completed, we recommend that surveys for vernal pools be conducted within the project boundary by qualified wetland scientists prior to final project design to determine whether there are Significant Vernal Pools present in the area. These surveys should extend up to 250 feet beyond the anticipated project footprint because of potential performance standard requirements for off-site Significant Vernal Pools, assuming such pools are located on land owned or controlled by the applicant. Once surveys are completed, survey forms should be submitted to our Department for review well before the submission of any necessary permits. Our Department will need to review and verify any vernal pool data prior to final determination of significance.

AQUATIC RESOURCES

Fish Habitat

We recommend that 100-foot undisturbed vegetated buffers be maintained along streams. Buffers should be measured from the edge of stream or associated fringe and floodplain wetlands. Maintaining and enhancing buffers along streams is critical to the protection of water temperatures, water quality, natural inputs of coarse woody debris, and various forms of aquatic life necessary to support conditions required by many fish species. Stream crossings should be avoided, but if a stream crossing is necessary, or an existing crossing needs to be modified, it should be designed to provide full fish passage. Small streams, including intermittent streams, can provide crucial rearing habitat, cold water for thermal refugia, and abundant food for juvenile salmonids on a seasonal basis and undersized crossings may inhibit these functions. Generally, MDIFW recommends that all new, modified, and replacement stream crossings be sized to span at least 1.2 times the bankfull width of the stream. In addition, we generally recommend that stream crossings be open bottomed (i.e., natural bottom), although embedded structures which are backfilled with representative streambed material have been shown to be effective in not only providing habitat connectivity for fish but also for other aquatic organisms. Construction Best Management Practices should be closely followed to avoid erosion, sedimentation, alteration of stream flow, and other impacts as eroding soils from construction activities can travel significant distances as well as transport other pollutants resulting in direct impacts to fisheries and aquatic habitat. In addition, we recommend that any necessary instream work occur between July 15 and October 1.

This consultation review has been conducted specifically for known MDIFW jurisdictional features and should not be interpreted as a comprehensive review for the presence of other regulated features that may occur in this area. Prior to the start of any future site disturbance, we recommend additional consultation with the municipality, and other state resource and regulatory agencies including the Maine Natural Areas Program and Maine Department of Environmental Protection in order to avoid unintended protected resource disturbance. For information on federally listed species, contact the U.S. Fish and Wildlife Service's Maine Field Office (207-469-7300, mainefieldoffice@fws.gov).

January 7, 2026

Letter to James Coffin, E.S. Coffin

Comments RE: Lot 25 Libby Hill Business Park, Development, Gardiner

Please feel free to contact my office if you have any questions regarding this information, or if I can be of any further assistance.

Best regards,

A handwritten signature in blue ink, appearing to read "Ciara Wentworth". The signature is fluid and cursive, with a long horizontal stroke at the end.

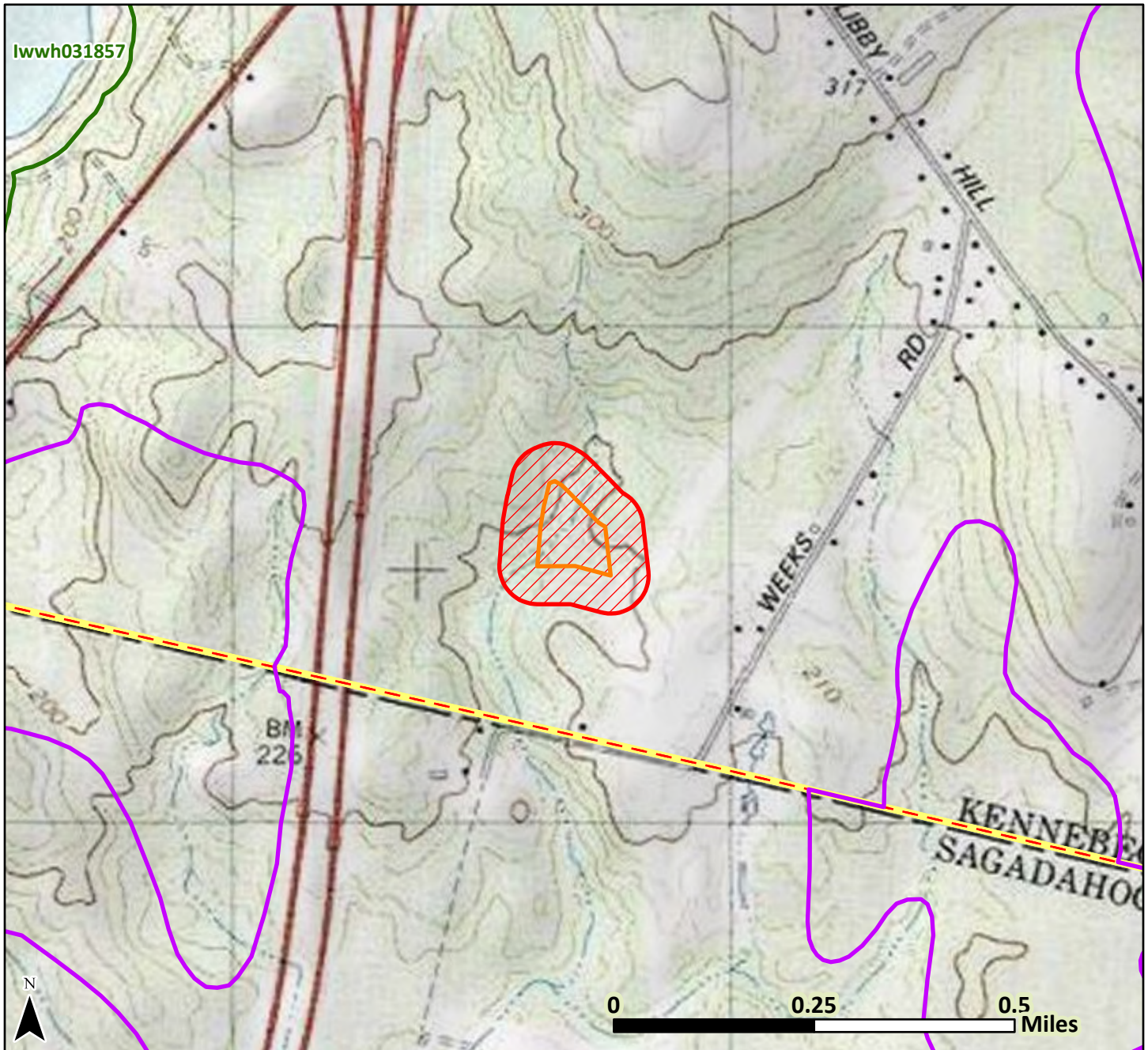
Ciara Wentworth
Natural Resource Biologist



Maine Department of Inland Fisheries and Wildlife
Project Area Review of Fish and Wildlife Observations and Priority Habitats

Lot 25 Libby Hill Business Park, Development, Gardiner

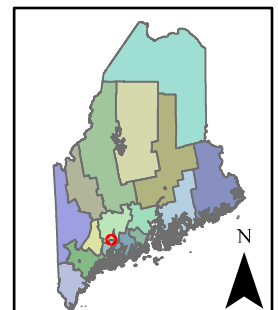
Project ID 9778, Version ID 11362



Legend only lists resources visible in the map; see response letter for all resources that were evaluated.

- County Boundary
- Township Boundary
- Project Footprint
- Search Area
- Deer Wintering Area
- Inland Waterfowl/Wading Bird

Date: 1/5/2026
UTM Zone 19N, NAD83



This map contains sensitive information - do not distribute it beyond the project applicant, consultant, or the permitting agency.



CITY OF GARDINER FIRE & RESCUE DEPARTMENT



Chief Richard Sieberg

February 11, 2026

Dear Mr. Coffin,

I have received your plans/proposal to construct a new 50' by 100' building at Lot 25 in Libby Hill Business Park.

After reviewing the documents and site location map it appears the addition of this facility would not create a significant burden on the Fire Department.

As always, we look forward to working with all the businesses in the city. Please feel free to reach out to the Fire Department if you have questions or concerns.

Sincerely,

Richard Sieberg
Gardiner Fire Department
Fire Chief

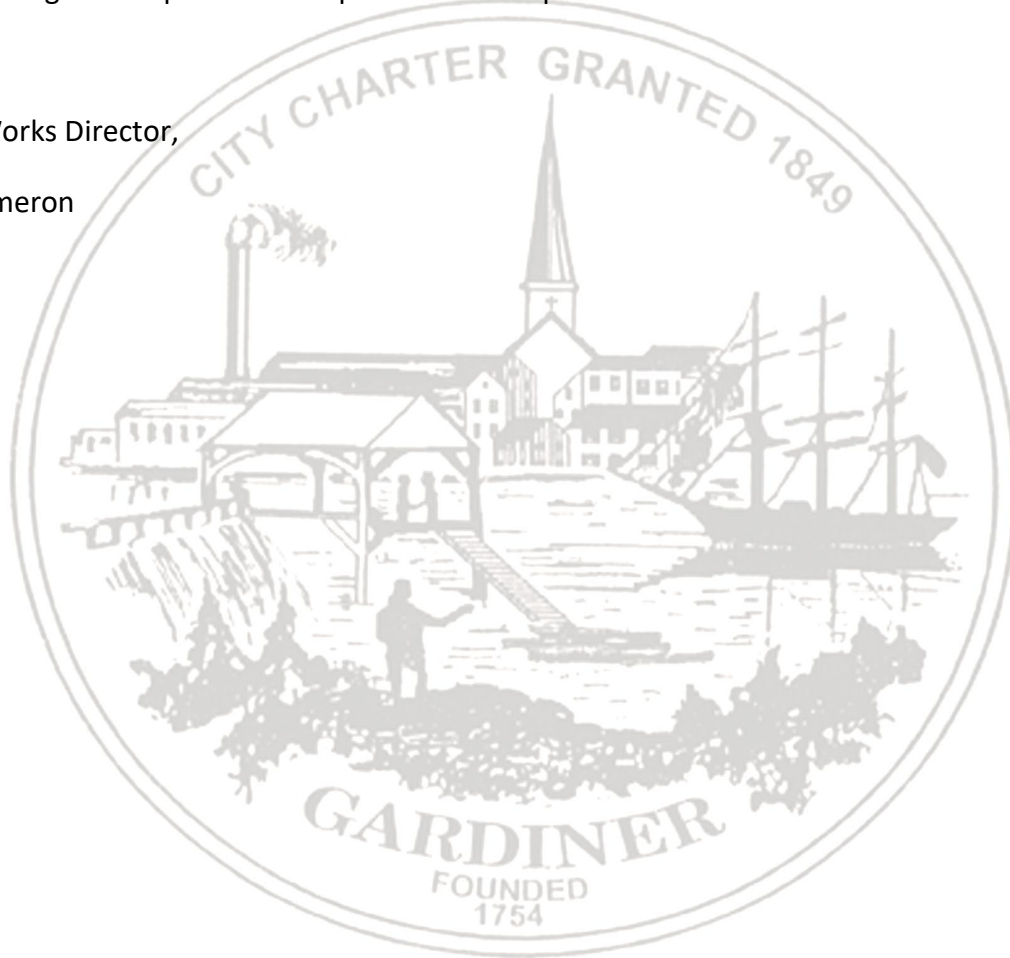


CITY OF
Gardiner
Moving Forward

This letter is for connected office technologies about their lot 25 at the Libby hill business park. I looked over the plans for the new building I have no reason for concerns that this project will have any negative impact well the public works department.

Public Works Director,

John Cameron



Department of Public Works
6 Church Street | Gardiner, ME 04345
207-582-4800 | 207-582-6895 (fax) | jcameron@gardinermaine.com
www.GardinerMaine.com