

RECEIVED FEB 1 0 2023



Creative Explorations  
341 Main Street  
Gorham, Maine



To Whom it May Concern,

We wish to open and operate a childcare center at 341 Main Street. We opened Creative Explorations thirteen years ago and currently have two campuses in Windham, Maine.

Please see below the details of the program design:

Number of individuals: 85 children, 8 educators.

Age of individuals: 4 years and older.

Programs: Before & After Enrichment programs & Preschool program.

Operational Hours: Weekdays 7am-530pm. Closed Weekends. Pickups/Dropoffs between 7am-10am and 3pm-530pm. These transitions are staggered based on time slots families sign up for to avoid increased foot and vehicular traffic in our location.

Note:

Fire alarm system will be installed.

There will be no stove on premisses.

Rest time will be required through licensing for the preschool program. Children will participate in meditation on yoga mats during that time.

There will be a solid playground fence installed to insure privacy for abutting neighbors.

We would love the opportunity to grow our business in our home town. Beyond our passion for offering quality education and enrichment, we have five children who will go through the Gorham school system; we are extremely invested in this vision! We understand first hand the struggle of finding before and after school care, especially in the Great Falls district. We are grateful for your consideration and we're excited to meet in person to discuss the vision further.

Thank you,

Tabitha and Hossein

[www.creativeexplorationsme.com](http://www.creativeexplorationsme.com)



## Community Development Planning Division

Thomas M. Poirier, *Director of Community Development*  
[tpoirier@gorham.me.us](mailto:tpoirier@gorham.me.us)  
 Carol Eyerman, *Town Planner*  
[ceyerman@gorham.me.us](mailto:ceyerman@gorham.me.us)

GORHAM MUNICIPAL CENTER, 75 South Street, Gorham, ME 04038

Tel: 207-222-1620

### SPECIAL EXCEPTION APPLICATION

FEES FOR SPECIAL EXCEPTION REVIEW	<input checked="" type="checkbox"/> \$150 Application Fee <input type="checkbox"/> \$100 for Public Notice/ Legal Ad <input type="checkbox"/> \$1,000.00 Peer Review and Legal Services <i>Escrow. (\$500.00 plus \$500.00 Engineer's Estimate - may need to be increased depending on project)</i>	TOTAL AMOUNT PAID:	\$150
		DATE PAID:	2/1/23

PROPERTY DESCRIPTION	Parcel ID	Map(s)	108	Lot(s)	33	Zoning District(s)	OR	Total Land Area (sq. ft.)	.46 acres
	Physical Address/ Location	341 Main St. Gorham, ME 04038							
APPLICANT'S INFORMATION	Name	Tabitha Cummings		Name of Business		Creative Explorations			
	Phone	2078076606		Mailing Address		5 Pioneer Circle Gorham, ME 04038			
	Email	creative.explorationsm							
PROPERTY OWNER'S INFORMATION	Name(s)	Trish Ngo		Mailing Address		2 Kennebago Dr Scarborough, ME 04074			
	Phone								
	Email								
APPLICANT'S AGENT INFORMATION	Name	David Willis		Name of Business		Willis Real Estate			
	Phone	2076534708		Mailing Address		347 Main St Suite D Gorham, ME 04038			
	Email	willisteam@willisreale							

#### PROJECT DESCRIPTION

##### Existing Use

The space used to house the Masiello group, and for a short time was used by KLR engraving.

Project Name Creative Explorations

##### Proposed Use

We are proposing to use the space as a child care center, providing care for Preschool age children (3-5yo) as well as Before and After school care for children K-5th grade.

## SPECIAL EXCEPTION STANDARDS

The Planning Board shall have the power and duty to Approve, Deny, or Approve with Conditions a Special Exceptions application only as expressly provided in the applicable zoning districts. The applicant shall have the burden of proving that his/her application is in compliance with the following standards. After the submission of a complete application, the Planning Board shall approve a special exception application or approve it with conditions only if it makes a positive finding based on the information presented that the proposed use, with any conditions attached, meets the following standards

CRITERIA FOR APPROVAL	<i>IF THE ANSWER TO ANY OF THESE QUESTIONS IS NO, PLEASE EXPLAIN.</i>
The proposed use will not create or aggravate hazards to vehicular or pedestrian traffic on the roads and sidewalks, both off-site and on-site, serving the proposed use as determined by the size and condition of such roads and sidewalks, lighting, drainage, and the visibility afforded to pedestrians and the operators of motor vehicles on such roads	
The proposed use will not cause water pollution, sedimentation, erosion, contaminate any water supply nor reduce the capacity of the land to hold water so that a dangerous or unhealthy condition results;	
The proposed use will not create unhealthful conditions because of smoke, dust, or other airborne contaminants;	
The proposed use will not create nuisances to neighboring properties because of odors, fumes, glare, hours of operation, noise, vibration or fire hazard or unreasonably restrict access of light and air to neighboring properties;	
The waste disposal systems are adequate for all solid and liquid wastes generated by the proposed use;	
The proposed use will not result in damage to spawning grounds, fish, aquatic life, bird or other wildlife habitat, and, if located in the Shoreland Overlay District, will conserve (a) shoreland vegetation; (b) visual points of access to waters as viewed from public facilities; (c) actual points of access to waters; and (d) natural beauty;	
<b>ADDITIONAL COMMENTS:</b>	

*The minimum requirement for Special Exception applications is a sketch of the property and the proposed changes. If the plan cannot demonstrate compliance to all of the "Criteria for Approval" (above) then further application(s) and/or material(s) may be required. Please discuss with the Town Planner.*

*The undersigned hereby makes application to the Town of Gorham for approval of the proposed project and declares the foregoing to be true and accurate to the best of his/her knowledge.*

Tabitha Cummings

SIGNATURE OF APPLICANT OR APPLICANT'S AGENT

2/1/23

DATE


Tabitha Cummings

PRINT NAME

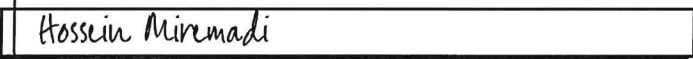
## AGENT AUTHORIZATION

<b>PROPERTY DESCRIPTION</b>	<b>PHYSICAL ADDRESS/ LOCATION</b>	341 Main St. Gorham, ME 04038		<b>MAP(S)</b>	108
				<b>LOT(S)</b>	33
<b>APPLICANT(S) INFORMATION</b>	<b>NAME(S)</b>	Tabitha Cummings		<b>MAILING ADDRESS</b>	5 Pioneer circle Gorham, ME 04038
	<b>PHONE</b>	2078076606			
	<b>EMAIL</b>	creative.explorationsme@gmail.com			
<b>OWNER(S) INFORMATION</b>	<b>NAME(S)</b>	Trish Ngo		<b>MAILING ADDRESS</b>	2 Kennebago Dr Scarborough, ME 04074
	<b>PHONE</b>				
	<b>EMAIL</b>				
<b>APPLICANT'S AGENT INFORMATION</b>	<b>NAME</b>	David Willis	<b>BUSINESS NAME</b>	Willis Real Estate	
	<b>PHONE</b>	2076534708	<b>MAILING ADDRESS</b>	347 Main St Suite D Gorham, ME 04038	
	<b>EMAIL</b>	Wiisteam@willisreaest			

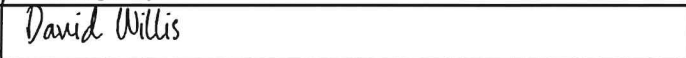
*Said agent(s) may represent me/us before Gorham Town officers and the Gorham Planning Board to expedite and complete the approval of the proposed development for this parcel.*

DocuSigned by:  
  
APPLICANT SIGNATURE 2/1/23  
DATE

Tabitha Cummings  
PLEASE TYPE OR PRINT NAME HERE

DocuSigned by:  
  
CO-APPLICANT SIGNATURE (if applicable) 2/1/23  
DATE

Hossein Miremadi  
PLEASE TYPE OR PRINT NAME HERE

DocuSigned by:  
  
APPLICANT'S AGENT SIGNATURE 1/30/2023 | 11:28 AM EST  
DATE

David Willis  
PLEASE TYPE OR PRINT NAME HERE

TOWN OF GORHAM PLANNING BOARD

**1. The proposed use will not create or aggravate hazards to vehicular or pedestrian traffic on the roads and sidewalks, both off-site and on-site, serving the proposed use as determined by the size and condition of such roads and sidewalks, lighting, drainage, and the visibility afforded to pedestrians and the operators of motor vehicles on such roads;**

The current location has been used by businesses in the past and has established lighting on the premises. We will not alter the existing exterior site plan so drainage will remain unchanged. Pedestrian and vehicular traffic should remain similar to previous uses.

Parent pickups and drop offs are staggered between the hours of 7:00am-9:00am and 3:30pm-5:30pm to prevent congestion in and out of the facility as well as on Main Street.

**2. The proposed use will not cause water pollution, sedimentation, erosion, contaminate any water supply nor reduce the capacity of the land to hold water so that a dangerous or unhealthy condition results;**

We will be operating in the existing structure and not altering the above.

**3. The proposed use will not create unhealthful conditions because of smoke, dust, or other airborne contaminants;**

As a daycare center, there will be no creation of the above airborne contaminants.

**4. The proposed use will not create nuisances to neighboring properties because of odors, fumes, glare, hours of operation, noise, vibration or fire hazard or unreasonably restrict access of light and air to neighboring properties;**

Creative Explorations will not create an added nuisance as the hours of operation will be during "typical" working hours, 7:00am-5:30pm Monday-Friday. We will be closed on all weekends and all federal holidays. Creative Explorations is also closed for a week in December, April, and July.

Creative Explorations will follow the town of Gorham noise ordinances.

We will install a fence and plant vegetation to mitigate noise and provide privacy for abutting neighbors.

**5. The proposed waste disposal systems are adequate for all solid and liquid wastes generated by the use;**

We will use the existing waste disposal systems on site through public water/sewer.

We will use \_\_\_\_\_ company for bi-weekly removal of trash and recycling. We hope to compost using Garbage to Garden.

**6. The proposed use will not result in damage to spawning grounds, fish, aquatic life, bird, or other wildlife habitat, and, if located in a shoreland zone, will conserve (a) shoreland vegetation; (b) visual points of access to waters as viewed from public facilities; (c) actual points of access to waters; and (d) natural beauty.**

There are no waterways or shoreland on the property and therefore will not affect such.



January 18, 2023

David Willis  
Willis Real Estate  
347 Main Street, Suite D  
Gorham, ME 04038

RE: 341 Main Street - Letter of Intent

Dear David:

This letter sets forth the terms and conditions under which **Child Development Center DBA Creative Explorations** (hereinafter referred to as "Tenant") is willing to enter into a lease agreement with **AKSK Property Investment LLC**, (hereinafter referred to as "Landlord") for space at the above-referenced location.

Property Address: 341 Main Street, Gorham, ME 04038

Tenant: **Child Development Center DBA Creative Explorations**

Landlord: AKSK Property Investment LLC

Demised Premises: The demised premises shall be deemed to contain 4,230± s.f. of leased space.

Lease Term: Five (5) years beginning on the Rent Commencement Date.

Option Term: Two (2) x Five (5) year options to renew. Tenant to provide written notice to Landlord within One Hundred Eighty (180) days prior to lease expiration date with its intention to exercise said option periods.

Occupancy Date: Upon Lease Execution Date

Rent Commencement Date: May 1, 2023 (In the event the 1,700± SF lower-level space is not ready for occupancy on May 1, 2023, Tenant will only pay rent on the 2,530± SF first-floor space until the town of Gorham provides a Certificate of Occupancy for the lower-level space)

Tenant's Work: Any and all modifications to the building by Tenant or Tenant's agent shall be submitted to Landlord for its approval prior to commencement of work. Tenant agrees that all work shall be completed in compliance with all applicable state and municipal building codes and ordinances.



representations or warranties as to the suitability of, or the ability to obtain regulatory approval for, the subject premises for Tenant's intended use.

Letter of Intent  
Expiration:

This offer to lease is valid until 1/20/2023, but may be revoked by Landlord at any time without prior written notice.

Facsimiles/Emails:

The undersigned jointly and severally agree to accept fax/email copies of the documents which have been sent by either party to the other, or to any other party or agent to this transaction, as original documents, with the exception of the final lease document.

Lease Agreement:

Landlord agrees to forward its proposed lease to Tenant within ten (10) days of the full execution of this Letter of Intent

Right of First Refusal to  
Purchase:

If at any time during the Term of this Lease, Landlord intends to accept an offer or enter into an agreement to sell its entire interest in the Property, Landlord shall give Notice to Tenant in which it shall first offer to sell the Property to Tenant on the same terms and conditions which Landlord intends to accept. Landlord's Notice of such offer shall include the material terms under which Landlord intends to make such sale. Tenant shall have ten (10) days in which to respond to Landlord's offer. If Tenant elects to accept such offer, Tenant shall give Landlord Notice thereof within such 10-day period, and Landlord and Tenant shall, within fifteen (15) business days after Tenant's Notice, execute a purchase and sale agreement prepared by Landlord incorporating such terms and conditions and other mutually acceptable terms and provisions.

Miscellaneous:

This Letter of Intent represents the preliminary understanding of the parties with respect to the proposed Lease. This letter is not intended to constitute a binding or enforceable contract nor does it constitute a legal obligation on either party. Further, the basic terms set forth are subject to both parties entering into a mutually agreeable written Lease agreement to be fully executed by both Landlord and Tenant.

Lease shall be made subject to town approval being granted for Child Development Center DBA Creative Explorations to run a childcare program consistent with the business plan provided to the owner on 1/12/23. If the town amends or denies the business plan Child Development Center DBA Creative Explorations may, at their own discretion, void the lease terms.

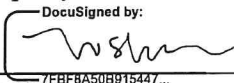
Very truly yours,



Noah Stebbins  
The Boulos Company

SEEN AND AGREED TO:

AKSK Property Investment LLC, Landlord

DocuSigned by:  


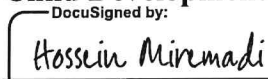
1/20/2023

By: Trish Ngo

Date:

Its: President

**Child Development Center DBA Creative Explorations, Tenant**

DocuSigned by:  


1/18/2023 | 7:11 AM PST

By: Hossein Miremadi

Date:

Its: Vice President





### A look into our interior classrooms:

Aesthetically arranged with natural, muted colors, wooden furniture, and natural attributes.

Opportunity for *communication and relationships*;  
Space to be alone or in small groups to support *self awareness and regulation*.

Emergent curriculum that scaffolds learning to provide an experiential, interdisciplinary model in our programs

Educators are diverse in experience and skill and trained in developmentally appropriate practice.





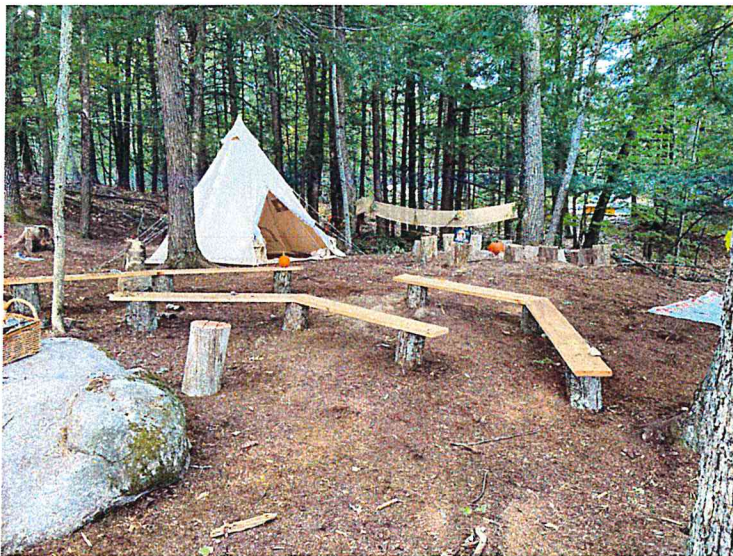
### **A look at our outdoor classrooms:**

Children are encouraged to explore the world around them and gain a love and respect for it.

Naturally enhanced play spaces.

Respect for our eco-systems and the biodiversity within them is both modeled and taught.

Children learn the importance of farm to table living, composting and recycling, and overall reducing our carbon foot print.





RECEIVED FEB 24 2023

To Whom it May Concern,

We wish to open and operate a childcare center at 341 Main Street. We opened Creative Explorations thirteen years ago and currently have two campuses in Windham, Maine.

Please see below the details of the program design:

Number of individuals: 65 children, 6 educators.

Age of individuals: 3 years and older.

Programs: Before & After Enrichment programs, Preschool program, Pre K program.

Operational Hours: Weekdays 7am-530pm. Closed Weekends. Pickups/Dropoffs between 7am-10am and 3pm-530pm.

These transitions are staggered based on time slots families sign up for to avoid increased foot and vehicular traffic in our location (graphs included)

Note:

Fire alarm system will be installed.

There will be no stove on premisses.

Rest time will be required through licensing for the preschool program. Children will participate in meditation on yoga mats during that time.

There will be a solid playground fence installed to insure privacy for abutting neighbors.

Additional vegetation will be planted.

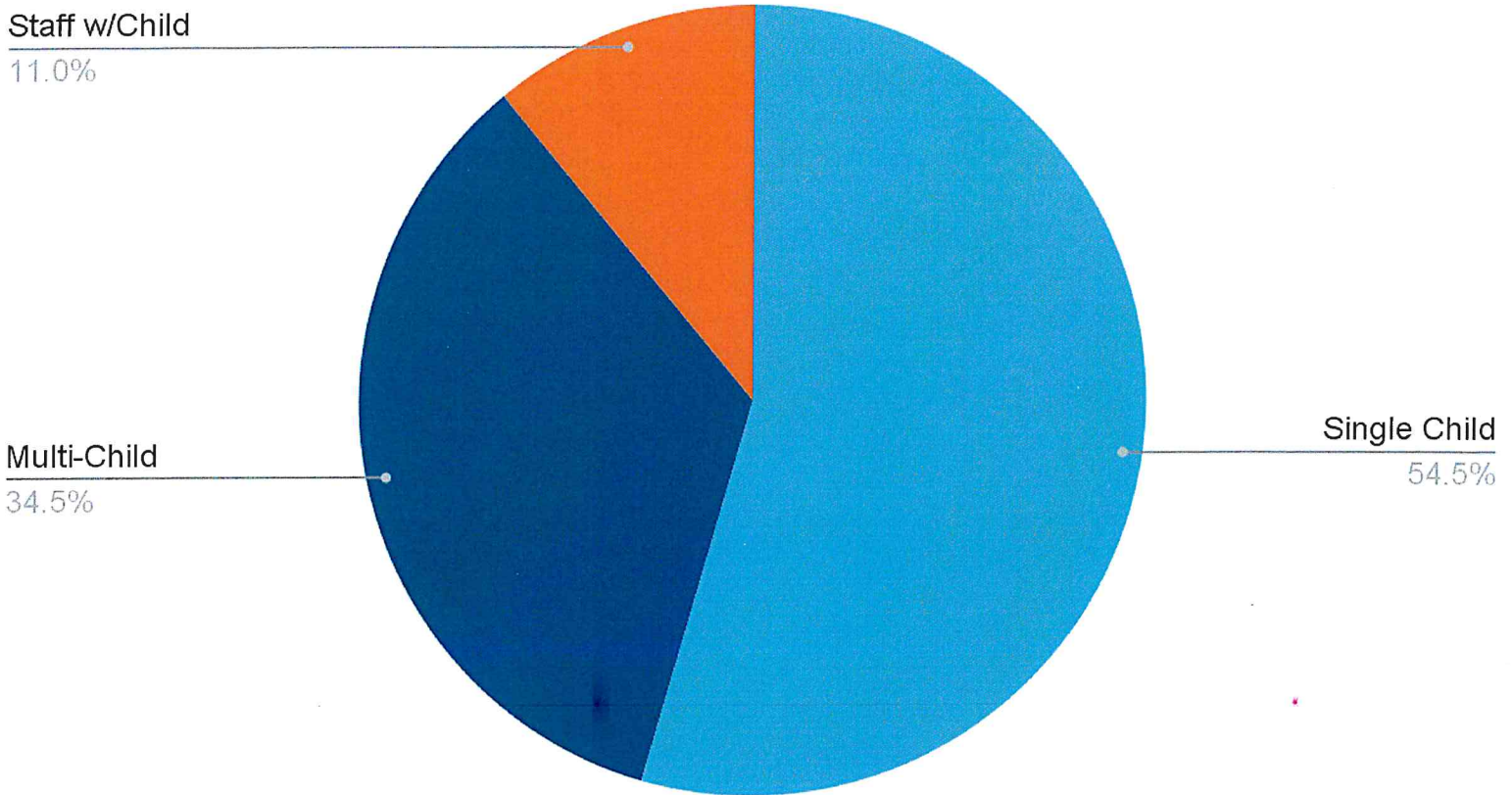
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Thank you,

Tabitha and Hossein

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**Figure 1. Enrollment Dynamic- Parking/Traffic Flow**



**Table 1. Current Location Enrollment Dynamic**

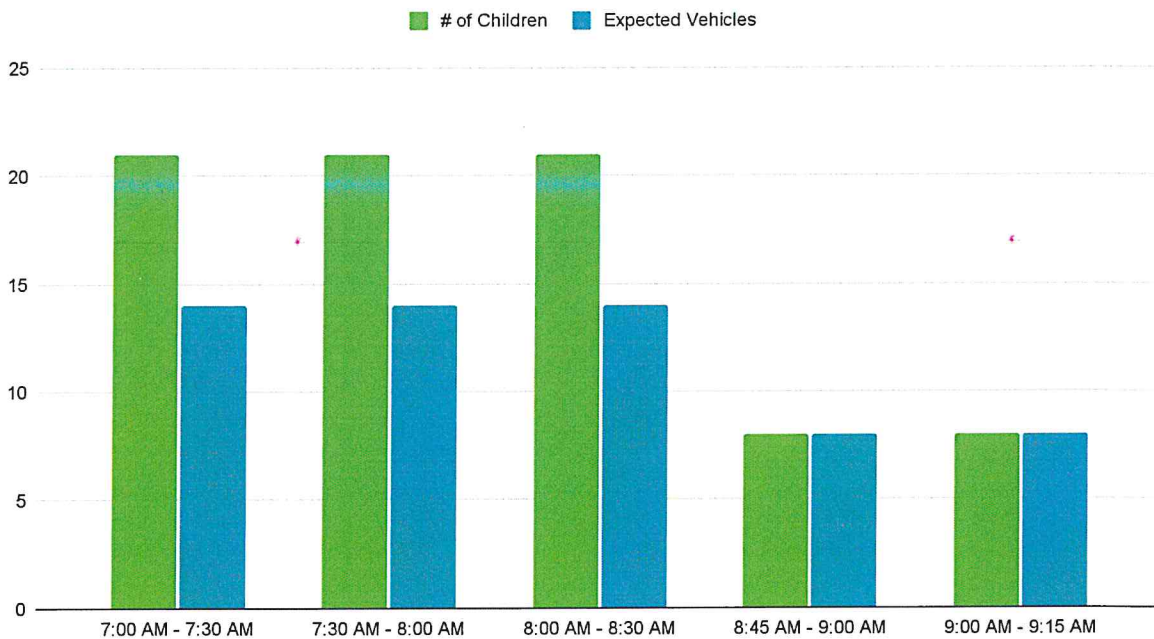
	Total Families	Single Child Families	Multi-Child Families	Staff w/children
Total Number	99	54	34	11
Percentage	100%	54.5%	34.5%	11%

\*With regards to parking and traffic impact, it should be considered that based on our other two locations, on average, approximately 33% of vehicles entering/exiting would account for multiple children, eliminating added vehicular traffic. Approximately 13% of the children in our other locations arrive with staff members and again would eliminate additional vehicular traffic.

**Table 2. Drop-Off Break Down by Program and Time Slot**

	7:00AM-7:30AM	7:30AM-8:00AM	8:00AM-8:30AM	8:45AM-9:00AM	9:00AM-9:15AM
Pre-School	7	7	7	0	0
Pre-K (EK)	0	0	0	8	8
B&A K-2nd	7	7	7	0	0
B&A 3rd-5th	7	7	7	0	0
Total Children	21	21	21	8	8

**Figure 2. # of Children and Expected Vehicles**



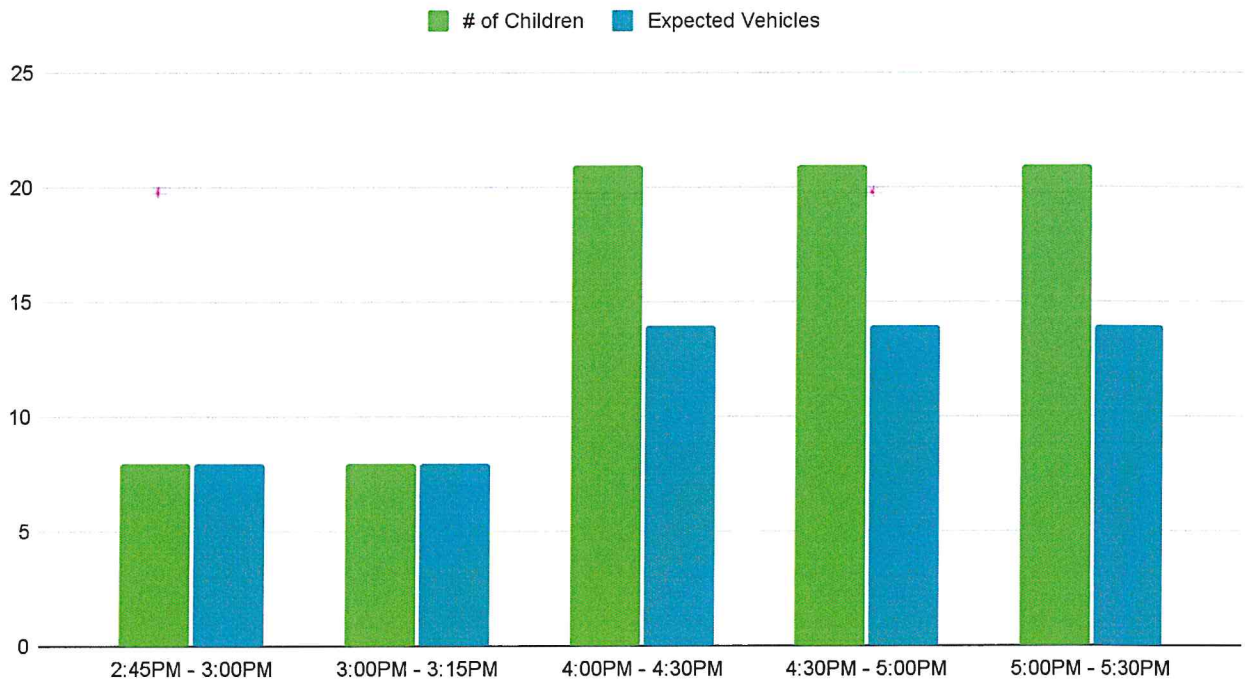
\* Based on State Licensing ratio standards and projected enrollment, the graph above displays the amount of students to be dropped off in the various programs as well as expected vehicular traffic associated with student drop offs based on our history of multi-children enrollment. Each time slot and program drop off is outlined in the table above.

\*\*Please note, based on our current B&A program, approximately 50% of students do not attend the morning session.

**Table 3. Pick-Up Break Down by Program and Time Slot**

	2:45PM-3:00PM	3:00PM-3:15PM	4:00PM-4:30PM	4:30PM-5:00PM	5:00PM-5:30PM
Pre-School	0	0	7	7	7
Pre-K (EK)	0	0	0	0	0
B&A K-2nd	8	8	7	7	7
B&A 3rd-5th	0	0	7	7	7
Total Children	8	8	21	21	21

**Figure 3. # of Children and Expected Vehicles**



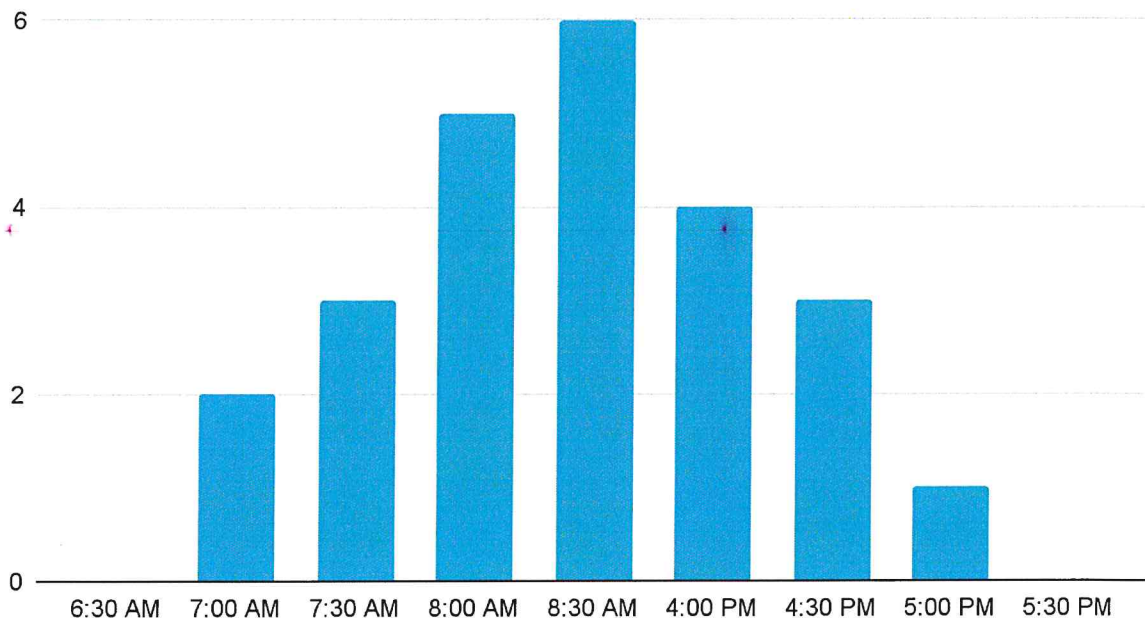
\* Based on State Licensing ratio standards and projected enrollment, the graph above displays the amount of children to be picked up in the various programs as well as expected vehicular traffic associated with student pickups based on our history of multi-children enrollment. Each time slot and program pickup is outlined in the table above.



**Table 4. Staff Parking Breakdown During Transition Times**

	7:00AM	7:30AM	8:00AM	8:30AM	4:00PM	4:30PM	5:00PM	5:30PM
Staff Arriving	2	1	2	1	0	0	0	0
Staff Leaving	0	0	0	0	2	1	2	1
Total Staff Cars in Lot	2	3	5	6	4	3	1	0

**Figure 4. Staff Parking During Transitions**



\*Staff parking as shown above is staggered as to not interfere with parent drop-offs. Staff will park in the lower left portion of the lot to limit the hindrance on parent drop-off and pickups. In winter months, snow will be pushed to the lower right. In the event of excessive snow, our snow removal company will use an excavator and remove snow accumulation so that parking space is not compromised on site.

## **Program Highlights: Hours of Operation and Time Slot Availability**

1. Preschool Program: Ages 3-5 years old.
  - a. Open 7:00AM to 5:30PM
  - b. Drop-off and pickup slots pre-selected with limited availability to avoid excess vehicular and foot traffic.
    - i. Slot 1- 7:00AM to 4:30PM - 7 Slots available
    - ii. Slot 2- 7:30AM to 5:00PM - 7 Slots available
    - iii. Slot 3- 8:00AM to 5:30PM- 7 Slots available
  
2. Pre-Kindergarten (Pre-K): Ages 4-5 years old.
  - a. Open 8:45AM to 3:15PM
    - i. Slot 1- 8:45AM to 3:00PM - 8 Slots available
    - ii. Slot 2- 9:00AM to 3:15PM - 8 Slots available
  
3. Before & After Care: Ages K - 2nd Grade
  - a. Open 7:00AM to 8:30AM and 3:15PM to 5:30PM
    - i. Slot 1- 7:00AM drop off and 4:30PM pickup - 7 Slots available
    - ii. Slot 2- 7:30AM drop off and 5:00PM pickup - 7 Slots available
    - iii. Slot 3- 8:00AM drop off and 5:30PM pickup - 7 Slots available
  
4. Before & After Care: Ages 3rd grade - 5th Grade
  - a. Open 7:00AM to 8:30AM and 3:15PM to 5:30PM
    - i. Slot 1- 7:00AM drop off and 4:30PM pickup - 7 Slots available
    - ii. Slot 2- 7:30AM drop off and 5:00PM pickup - 7 Slots available
    - iii. Slot 3- 8:00AM drop off and 5:30PM pickup - 7 Slots available
  
5. Staff Parking:
  - a. 2 staff members 7:00AM-4:00PM
  - b. 1 staff members 7:30AM-4:30PM
  - c. 2 staff members 8:00AM-5:00PM
  - d. 1 staff member 8:30PM-5:30PM