

Administrative Authorization Decision

Application #: 2013-107

Name: Change of Use -Running with Scissors

Address: ANDERSON ST

Description: Change of use: business to low hazard industrial (original use when constructed 1958. Paved parking added 1975)

<u>Criteria for an Administrative Authorization:</u> <u>(See Section 14-523 (4) on page 2 of this application)</u>	<u>Applicant's Assessment</u>		<u>Planning Division</u>
	<u>Yes, No, N/A</u>		<u>Use Only</u>
a) Is the proposal within existing structures? <input type="checkbox"/>	Yes	Yes	
b) Are there any new buildings, additions, or demolitions?	No		Existing exit stair is being relocated along the south/ parking lot side of the building
c) Is the footprint increase less than 500 sq. ft.?	N/A	N/A	
d) Are there any new curb cuts, driveways or parking areas?	No	No	
e) Are the curbs and sidewalks in sound condition?	Yes	Yes	
f) Do the curbs and sidewalks comply with ADA?	Yes	Yes	
g) Is there any additional parking?	No	No	
h) Is there an increase in traffic?	No	No	
i) Are there any known stormwater problems?	No	No	
j) Does sufficient property screening exist?	Yes	Yes	
k) Are there adequate utilities?	Yes	Yes	
l) Are there any zoning violations?	No	No	
m) Is an emergency generator located to minimize noise?	No	No	
n) Are there any noise, vibration, glare, fumes or other impacts?	No	No	

The Administrative Authorization for the Change of Use -Running with Scissors was approved by Alex Jagerman, Senior Planner on with the following condition of approval listed below:

- 1) The applicant has noted that they do not want to create a connection to the Bayside Trail at this time, so no licenses are required for the connection and it will not be installed (currently shown on the site plan).
- 2) The administrative authorization is granted from the Planning Division subject to the applicant receiving all required building permits from the Inspection Division.
- 3) The City of Portland has allocated CDBG funds for the construction of a brick sidewalk along Anderson Street from Fox Street to the Bayside Trail (at Plowman Street), which is to be completed within the next fiscal year. And the Bayside Trail abuts the property along the westerly edge of the property. Thus the proposal meets two sidewalk waiver criteria.

Alex Jagerman
Senior Planner

Approval Date: May 6, 2013

MEMORANDUM

To: FILE

From: Alex Jagerman

Subject: Application ID: 2013-107

Date: 5/9/2013

Comments Submitted by: Alex Jagerman/Planning on

The administrative authorization is granted from the Planning Division subject to the applicant receiving all required building permits from the Inspection Division.

Comments Submitted by: Alex Jagerman/Planning on

The City of Portland has allocated CDBG funds for the construction of a brick sidewalk along Anderson Street from Fox Street to the Bayside Trail (at Plowman Street), which is to be completed within the next fiscal year. And the Bayside Trail abuts the property along the westerly edge of the property. Thus the proposal meets two sidewalk waiver criteria.

Comments Submitted by: Alex Jagerman/Planning on 5/6/2013

The applicant has noted that they do not want to create a connection to the Bayside Trail at this time, so no licenses are required for the connection and it will not be installed (currently shown on the site plan).

E-Plan
PEZ. 2013 107



Administrative Authorization Application

Portland, Maine

Planning and Urban Development Department, Planning Division

Zoning ok - 4/30/13

PROJECT NAME: 250 Anderson Street Tenant: Running With Scissors

PROJECT ADDRESS: 250 Anderson Street **CHART/BLOCK/LOT:** 009 A 015

APPLICATION FEE: 50.00 (\$50.00)

PROJECT DESCRIPTION: (Please Attach Sketch/Plan of the Proposal/Development)

Change of Use: Business to Low Hazard Industrial (original use when constructed 1958. paved parking added 1975)

CONTACT INFORMATION:

OWNER/APPLICANT

Name: Alan Levenson
Address: Sleepy Hollow Development
183 Middle Street Portland
Work #: 207 775 5200
Cell #: NA
Fax #: 207 772 1829
Home #: 529 818 3058
E-mail: Ajlsaddlebrooke@aol.com

CONSULTANT/AGENT

Name: David C. Webster
Address: PDT Architects
49 Dartmouth Street Portland
Work #: 207 775 1059
Cell #: 207 415 1660
Fax #: 207 775 2694
Home #: NA
E-mail: webster@pdtarchs.com

Criteria for an Administrative Authorization:
(see section 14-523(4) on pg .2 of this appl.)

Applicant's Assessment
Y(yes), N(no), N/A

- a) Is the proposal within existing structures? Y
- b) Are there any new buildings, additions, or demolitions? N *
- c) Is the footprint increase less than 500 sq. ft.? N/A
- d) Are there any new curb cuts, driveways or parking areas? N
- e) Are the curbs and sidewalks in sound condition? Y
- f) Do the curbs and sidewalks comply with ADA? Y
- g) Is there any additional parking? N
- h) Is there an increase in traffic? N
- i) Are there any known stormwater problems? N
- j) Does sufficient property screening exist? Y
- k) Are there adequate utilities? Y
- l) Are there any zoning violations? N
- m) Is an emergency generator located to minimize noise? N
- n) Are there any noise, vibration, glare, fumes or other impacts? N

* an existing exit stair is being relocated along the south/parking lot side of building

Signature of Applicant: 	Date: 26 April 2013
------------------------------------	-------------------------------

IMPORTANT NOTICE TO APPLICANT: The granting of an Administrative Authorization to exempt a development from site plan review does not exempt this proposal from other required approvals or permits, nor is it an authorization for construction. You should first check with the Building Inspections Office, Room 315, City Hall (207)874-8703, to determine what other City permits, such as a building permit, will be required.

PROVISION OF PORTLAND CITY CODE
14-523 (SITE PLAN ORDINANCE)
RE: Administrative Authorization

Sec. 14-523 (b). Applicability

No person shall undertake any development identified in Section 14-523 without obtaining a site plan improvement permit under this article. (c) Administrative Authorization. Administrative Authorization means the Planning Authority may grant administrative authorization to exempt a development proposal from complete or partial site plan review that meets the standards below, as demonstrated by the applicant.

1. The proposed development will be located within existing structures, and there will be no new buildings, demolitions, or building additions other than those permitted by subsection b of this section;
2. Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;
3. The proposed site plan does not add any new curb cuts, driveways, or parking areas; the existing site has no more than one (1) curb cut and will not disrupt the circulation flows and parking on-site; and there will be no drive-through services provided;
4. The curbs and sidewalks adjacent to the lot are complete and in sound condition, as determined by the public works authority, with granite curb with at least four (4) inch reveal, and sidewalks are in good repair with uniform material and level surface and meet accessibility requirements of the Americans with Disabilities Act;
5. The use does not require additional or reduce existing parking, either on or off the site, and the project does not significantly increase traffic generation;
6. There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;
7. There are no evident deficiencies in existing screening from adjoining properties; and
8. Existing utility connections are adequate to serve the proposed development and there will be no disturbance to or improvements within the public right-of-way.
9. There are no current zoning violations;
10. Any emergency generators are to be located to minimize noise impacts to adjoining properties and documentation that routine testing of the generators occur on weekdays between the hours of 9 a.m. to 5 p.m. Documentation pertaining to the noise impacts of the emergency generator shall be submitted; and
11. There is no anticipated noise, vibration, glare, fumes or other foreseeable impacts associated with the project.

- a. **Filing the Application.** An applicant seeking an administrative authorization under this subsection shall submit an administrative authorization application for review, detailing the site plan with dimensions of proposed improvements and distances from all property lines, and stating that the proposal meets all of the provisions in standards 1-11 of Section 14-423 (b)1. **The application must be accompanied by an application fee of \$50.**
- b. **Review.** Upon receipt of such a complete application, the Planning Authority will process it and render a written decision of approval, approval with conditions or denial, with all associated findings.
- c. **Decision.** If a full administrative authorization is granted, the application shall be approved without further review under this article, and no performance guarantee shall be required. In the event that the Planning Authority determines that standards a and b of Section 14-523 (b) (1) and at least four (4) of the remaining standards have been met, the Planning Authority shall review the site plan according to all applicable review standards of Section 14-526 that are affected by the standards in this subsection that have not been met. If an exemption or partial exemption from site plan review is not granted, the applicant must submit a site plan application that will undergo a full review by the Planning Board or Planning Authority according to the standards of Section 14-526.



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature:

David C. Webster

Date: 26 April 2013

I have provided digital copies and sent them on:

Date: 26 April 2013

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.

CITY OF PORTLAND
DEPARTMENT OF PLANNING & URBAN DEVELOPMENT

389 Congress Street
 Portland, Maine 04101

RECEIPT OF FEES

Application No: 2013-112	Applicant: Wendy Cody
Project Name: Mechanical Lift	Location: 487- STEVENS AVE
CBL: 135 C022001	Development Type: Administrative Authorization
Invoice Date: 04/30/2013	

Previous Balance	-	Payment Received	+	Current Fees	-	Current Payment	=	Total Due	Payment Due Date
\$0.00		\$0.00		\$50.00		\$50.00		\$0.00	On Receipt

Previous Balance	\$0.00
-------------------------	---------------

Fee Description	Qty	Fee/Deposit Charge
Administrative Authorization	1	\$50.00
		<u>\$50.00</u>
	Total Current Fees:	+ \$50.00
	Total Current Payments:	- \$50.00
	Amount Due Now:	\$0.00

CBL 135 C022001
Bill to:

Application No: 2013112
Invoice Date: 04/30/2013
Invoice No: 40944
Total Amt Due: \$0.00
Payment Amount: \$50.00

Anderson Street Neighborhood Byway CDBG Project

Back Cove Trail
Connector

Tukey St Pathway
(constructed 2013)

Washington Ave Pathway
(constructed 2013)

Bayside Trail

- Anderson Street
Neighborhood Byway**
- Sidewalk (west side)
 - Pedestrian Crossings
 - Byway Signs
 - Street trees
 - Byway pavement markings
 - Bike racks
 - Neighborhood art

Fox-Anderson CDBG Project
(constructed 2013)

Image Date: 5/18/2012 10:18:07

43.400155, N: 70.151894, W: 086.2911

Earth 2008

Google Earth

