

CITY OF PORTLAND, MAINE

PLANNING BOARD

Sean Dundon, Chair
Brandon Mazer, Vice Chair
David Eaton
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Maggie Stanley
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May 1, 2018

Jeff Kane
Monument Partners, LLC
380 Sixth Street, South
Naples, FL 34102

Anne Callender
Whipple-Callender Architects
PO Box 1276
Portland, ME 04104

Project Name: 25 Monument Condominiums
Address: 25 Monument Street
Applicant: Monument Partners, LLC
Planner: Matthew Grooms

Project ID: 2017-243
CBL: 16-D-009

Dear Mr. Kane and Ms. Callender:

On April 24, 2018, the Planning Board considered an application to demolish an existing three unit multi-family building, located at 25 Monument Street, and construct in its place a new four-story building with ground level structured parking for eight (8) vehicles and five three-bedroom condominiums. The project also includes extensive site landscaping, reconstruction of the existing brick sidewalk and relocation of the existing curb cut. The Planning Board reviewed the proposal for conformance with the standards of the Site Plan, Subdivision and Housing Replacement sections of the city's land use code. The Planning Board voted 6-o (Eaton absent) to approve the application with the following waivers and conditions as presented below:

Waivers

The Planning Board voted 6-o (Eaton absent) to waive the Technical Standard, Section 1.14, which requires that off-street parking areas of fewer than 10 spaces contain only standard sized parking spaces, to permit three (3) compact parking spaces.

Site Plan Review

The Planning Board voted 6-o (Eaton absent) that the plan is in conformance with the site plan standards of the Land Use Code, subject to the following conditions of approval (to be met prior to the issuance of a building permit unless otherwise stated):

1. The applicant shall provide applicable 'utility to serve' letters for electrical and waste water service and shall coordinate with DPW regarding installation of a new sewer connection.
2. Final plans submitted for review by the Planning Authority shall be stamped by a professional engineer licensed in the State of Maine.
3. The Utility, Grading and Erosion Control Plan shall be updated to provide spot grades as requested in the review memo from Woodard and Curran dated April 20, 2018.
4. The Utility Plan shall be updated to show the connection between the Oil Water Separator Drain and the proposed sewer connection.
5. A total of five (5) street trees are required for this project, with three (3) being provided on site. A fee in lieu calculated at a rate of \$400 per tree shall be provided for a total contribution of \$800.
6. The applicant shall provide evidence of compliance with applicable Fire Department standards, namely the addressing requirement for the property.
7. Prior to the issuance of the demolition permit, the applicant shall submit a performance guarantee or letter of credit in an amount as required under Section 14-483(i) for the replacement of three (3) residential units. This performance guarantee shall be held until certificates of occupancy are issued for the five (5) units being proposed, or for a period of three (3) years, at which point, if certificates of occupancy for the five (5) proposed units have not been issued, will be absorbed into the City's Housing Trust Fund.
8. The applicant shall provide an updated construction management plan that addresses review comments from DPW, particularly:
 - a. Location of construction fencing to be relocated to curb.
 - b. Information regarding number of on-street parking spaces to be occupied and duration of occupation.
 - c. Details regarding pedestrian safety and temporary signage for sidewalk closure.

The approval is based on the submitted plans and the findings related to site plan review standards as contained in the Planning Report for application 2017-243 which is attached.

Subdivision Review

The Planning Board voted 6-0 (Eaton absent) that the plan is in conformance with the subdivision standards of the Land Use Code, subject to the following conditions of approval (to be met prior to the signing of the plat unless otherwise stated):

1. The applicant shall revise the recording plat to include subdivision waivers and conditions as approved by the Planning Board. The plat shall be reviewed for approval by Corporation Counsel and the Department of Public Works.
2. Prior to the issuance of a Certificate of Occupancy, the applicant shall provide draft condominium documents for review and approval by Corporation Counsel and the Planning Authority.

The approval is based on the submitted plans and the findings related to subdivision review standards as contained in Planning Report for application 2017-243 which is attached.

Standard Conditions of Approval

Please Note: The following standard conditions of approval and requirements apply to all approved site plans:

1. Subdivision Recording Plat A revised recording plat, listing all conditions of subdivision approval, must be submitted to the Planning and Urban Development Department for review. Once approved, the plat shall be signed by the Planning Board prior to the issuance of a performance guarantee. The performance guarantee must be issued, prior to the release of the recording plat, for recording at the Cumberland County Registry of Deeds.
2. Subdivision Waivers Pursuant to 30-A MRSA section 4406(B)(1), any waiver must be specified on the subdivision plan or outlined in a notice. The plan or notice must be recorded in the Cumberland County Registry of Deeds within two (2) years of the final subdivision approval.
3. Develop Site According to Plan The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.
4. Separate Building Permits Are Required This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Permitting and Inspections Department.
5. Site Plan Expiration The site plan approval will be deemed to have expired unless work has commenced within one (1) year of the approval or within a time period up to three (3) years from the approval date as agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the one (1) year expiration date.
6. Subdivision Expiration The subdivision approval is valid for up to three (3) years from the date of Planning Board approval.
7. Performance Guarantee and Inspection Fees A performance guarantee covering the site improvements, inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning and Urban

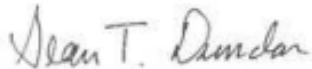
Development Department and Public Works Department prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and approval.

8. Defect Guarantee A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
9. Preconstruction Meeting Prior to the release of a building permit or site construction, a pre-construction meeting shall be held at the project site. This meeting will be held with the contractor, Development Review Coordinator, Public Works representative and owner to review the construction schedule and critical aspects of the site work. At that time, the Development Review Coordinator will confirm that the contractor is working from the approved site plan. The site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting.
10. Construction Management Plans The applicant, contractor and subcontractors are required to conform to the approved Construction Management Plan, and all conditions contained within the project's approval, for the entire duration of the project. Any amendments to the approved Construction Management Plan shall be reviewed and approved by the Department of Public Works prior to the execution. The Planning Authority and the Department of Public Works have the right to seek revisions to an approved Construction Management Plan. The applicant shall coordinate the project's construction schedule with the timing of nearby construction activities to avoid cumulative impacts on a neighborhood and prevent unsafe vehicle and pedestrian movements. Accordingly, nearby construction activities could involve a delay in the commencement of construction.
11. Department of Public Works Permits If work or obstructions will occur within the public right-of-way, such as utilities, curb, sidewalk, driveway construction, site deliveries and equipment siting, a Street Opening and/or Occupancy Permit (s) is required for your site. Please contact the Department of Public Works Permit Clerk at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)
12. As-Built Final Plans Final sets of as-built plans shall be submitted digitally to the Planning and Urban Development Department, on a CD or DVD, in AutoCAD format (*.dwg), release AutoCAD 2005 or greater.
13. Mylar Copies Mylar copies of the as-built drawings for the public streets and other public infrastructure in the subdivision must be submitted to Public Works prior to the issuance of a certificate of occupancy.

The Development Review Coordinator must be notified five (5) working days prior to the date required for final site inspection. The Development Review Coordinator can be reached at the Planning and Urban Development Department at 874-719. All site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.

If there are any questions, please contact Matthew Grooms at (207) 874-8725.

Sincerely,



Sean Dundon, Chair
Portland Planning Board

Attachments:

1. Staff Review Comments
2. Planning Board Report
3. Performance Guarantee Packet
4. Housing Replacement Performance Guarantee Template

Electronic Distribution:

cc: Jeff Levine, AICP, Director of Planning and Urban Development
Stuart G. O'Brien, City Planning Director, Planning and Urban Development
Barbara Barhydt, Development Review Services Manager, Planning and Urban Development
Matthew Grooms, Planner, Planning and Urban Development
Philip DiPierro, DRC, Planning and Urban Development
Mike Russell, Director of Permitting and Inspections
Ann Machado, Zoning Administrator, Permitting and Inspections
Jonathan Rioux, Deputy Director, Permitting and Inspections
Jeanie Bourke, Plan Reviewer/CEO, Permitting and Inspections
Chris Branch, Director of Public Works
Keith Gray, Senior Engineer, Public Works
Doug Roncarati, Stormwater Coordinator, Public Works
Jane Ward, Engineering, Public Works
Rhonda Zazzara, Construction Engineering Coordinator, Public Works
Jeff Tarling, City Arborist, Public Works
Jeremiah Bartlett, Transportation Systems Engineer, Public Works
William Scott, Chief Surveyor, Public Works
Mike Thompson, Fire
Danielle West-Chuhta, Corporation Counsel
Jennifer Thompson, Corporation Counsel
Victoria Volent, Housing Program Manager, Housing and Community Development
Thomas Errico, P.E., TY Lin Associates
Lauren Swett, P.E., Woodard and Curran
Christopher Huff, Assessor

Planning and Urban Development Department Planning Division



April 20, 2018

Jeff Kane
Monument Partners, LLC
380 Sixth Street, South
Naples, FL 34102

Anne Callendar
Whipple Callender Architects
PO Box 1276
Portland, ME 04104

RE: Staff Review Comments for 25 Monument Street – 5-unit condominium (2017-243) –
Planning Board Review

Project Name:	25 Monument Street	Project ID:	(2017-234)
Project Address:	25 Monument Street	CBL:	338-K-004
Applicant:	Monument Partners, LLC		
Planner:	Matthew Grooms		

Dear Mr. Kane and Ms. Callender,

Thank you for submitting a Level III Site Plan and Subdivision application for the demolition of an existing three-unit residential building and construction of a five-unit residential condominium at 25 Monument Street predominantly within the R-6 residential zone and partially within the B-1 neighborhood business zone. This project is being reviewed as a final plan subject to the following applicable Land Use Code provisions:

- Site Plan Ordinance, Article V
- Subdivision Ordinance, Article IV
- Division 7, R-6 and R-6A Residential Zones
- Division 9, B-1 and B-1b Neighborhood Business Zones
- Division 20, Off-Street Parking Standards

Final Plan for Planning Board Review: Staff Review Comments

I. Site Plan Standards

1. At present the ADA accessible entrance to the building is through the garage and across the internal driveway. Would the applicant consider making the principal entrance ADA accessible?

Status: No changes made, though this is not a requirement.

2. From the provided site plan, it is difficult to determine what portion of the existing sidewalk is being replaced. Please provide a limit of work line and clearly identify areas for reconstruction.

Status: Site plan has been updated to include more relevant details and information regarding sidewalk reconstruction. No further comment.

3. With the final submission, the applicant shall provide a plan showing plant numbers, sizes and locations on the property. Tree save protection measures should similarly be identified on the plan and in narrative form.

Status: The Landscaping Plan has been updated and provides more detailed information regarding plant species, sizes and locations. Tree save measures are also identified. No further comment.

4. In speaking with the City Arborist, three of the street trees provided on site qualify as street trees. A total of two additional street trees or acceptable alternative shall be provided.

Status: The applicant has agreed to a financial contribution of \$800 for the two additional required street trees. No further comment.

5. All applicable ‘ability to serve’ letters shall be provided with the final plan submission or shall be made a condition of approval if not supplied.

Status: Provision of ‘ability to serve’ letters has been made a condition of approval. No further comment.

6. The location of site lighting and appropriate details have been provided. A photometric plan is also required which demonstrates acceptable light trespass.

Status: Photometric Plan has been provided showing acceptable light trespass. No further comment.

7. The applicant shall provide details for fencing being proposed on-site.

Status: Fencing was installed by abutter and is to be maintained by abutter. No further comment.

II. Zoning Review

8. Building elevations shall provide height measurements so as to determine compliance with R-6 height maximums. Similarly, while the required stepback is provided, it is not clear if the stepback is provided at the required height, or if the stepback is at least 10 feet from the property line.

Status: Building elevations have been updated and demonstrate compliance with the R-6 dimensional requirements. No further comment.

9. Does the proposed lot coverage of 56% take into account the covered porch? Please note, under zoning, this area of the site counts towards that requirement.

Status: Lot coverage calculations have been updated to include porches and the rear stair tower now proposed at the rear of the property. Lot coverage is approximately 57%, within the 60% limitation permitted. No further comment.

III. Subdivision Review

10. When available, a copy of the condo docs shall be provided for review by Corporation Counsel.

Status: Provision of condominium documents has been made a condition of approval. No further comment.

11. The subdivision plat should indicate the stepback line as well as setback lines.

Status: The applicant will be required to provide an updated recording plat as a condition of approval. No further comment.

Additional Submittals Required:

Please upload the digital plans and documents to address staff comments. Upon receipt of the revised material, the City of Portland will review the additional plans and information for conformance with applicable ordinances. Please be aware that an application expires within 120 days of the date upon which this written request for additional information was made and only *one set of revised plans* may be submitted for review.

If you have any questions, feel free to contact me at (207) 874-8725 or by email at mgrooms@portlandmaine.gov.

Sincerely,
Matthew Grooms
Planner

Planning and Urban Development Department

Planning Division



Subject: R-6 Small Infill & Multi-family Design Review – 25 Monument Street

Written by: Caitlin Cameron, Urban Designer

Date of Review: Thursday, April 12, 2018

A design review for the proposed multi-family project at 25 Monument Street was conducted according to the *City of Portland Design Manual* Standards by Caitlin Cameron, Urban Designer, Matt Grooms, Planner, and Jeff Levine, Department Head, within the Planning Division of the Planning & Urban Development Department. The project was reviewed against the *R-6 Small Infill Development Design Principles & Standards* (Appendix 7 of the Design Manual).

Findings of the Design Review:

The proposed design **passes** all of the criteria of the *R-6 Alternate Design Review* – some comments are provided below regarding areas of concern. **However, one of the comments from the Planning Board was not addressed by the applicant.**

Design Review Comments (*red text denotes principles or standards that are not met*):

At the workshop held March 27th, the Planning Board made the following comments related to design to be addressed by the applicant:

- Reduce the prevalence of the garage door – **Applicant did not make revisions to address this comment. See F-6 Main Entries below for staff comment.**
- How does the height of this building compare to the recent single family across the street? – 30 Monument Street is 40' to the upper deck. This project is taller than 40' (**height and average grade information is missing from the elevations – please correct**).

Principle A Overall Context – Met – The mass and height of the proposal at the street is consistent and compatible with the surrounding residential context. The type is similar to other triple-decker and four-story multi-family buildings found in the neighborhood.

- *A-1 Scale and Form*: The scale of the project is compatible with the existing context – flat roof, bay window, façade plane changes with porches.
- *A-2 Composition of Principal Facades*: The composition of the front façade has a vertical proportion consistent with the residential character of the neighborhood. The flat roof, porches, and use of bay windows provide a composition referential to neighborhood architectural character.
- *A-3 Relationship to the Street*: The building has a relationship to the street consistent with the neighborhood which is setback a few feet to accommodate the bay projection, landscape, entry porch. The street wall varies here with some buildings set further back from the street.

Principle B Massing – Met – Most aspects of the building reflect the principle and the majority of the Standards are met by the proposed design.

- *B-1 Massing:* The proposed massing is generally consistent with the neighborhood using a vertical proportion and a bay projection with porches.
- *B-2 Roof Forms:* The flat roof form at the street is consistent with the surrounding context and the multi-family building type.
- *B-3 Main Roofs and Subsidiary Roofs:* There is a clear main roof form.
- *B-4 Roof Pitch:* Flat roof
- *B-5 Façade Articulation:* The project employs balconies, bay window, recessed, and covered entry.
- *B-6 Garages:* Garage is integrated into the overall building form and there is living space above garage. Garage door is less than 40% of the façade width.

Principle C Orientation to the Street –Met – The project appropriately reflects the private/public relationship of residential buildings in this neighborhood. **The ground floor was revised to add one window to the mechanical room on the ground floor – no living space at the street of the ground floor.**

- *C-1 Entrances:* The main entry is far back from the street with a long porch – **Emphasis should be on the entry rather than the garage door.**
- *C-2 Visual Privacy:* Visual privacy is adequately addressed; No living space on ground floor; Finished floor of residences exceeds 24” minimum above sidewalk; Porches are included in front façade design.
- *C-3 Transition Spaces:* The project shows a transition between the street and the front door with a setback, landscaping, and porch.

Principle D Proportion and Scale – Met – While the building is human-scaled, the proportions are slightly off because of the extra width created by the garage. The top floor and vertical support at the porch help draw a regulating line at the more contextual proportion.

- *D-1 Windows:* The majority of windows are rectangular with vertical proportion. **The two-over-one window proportion is not contextual.**
- *D-2 Fenestration:* The percent of fenestration on the front façades appear to meet the minimum 12% requirement.
- *D-3 Porches:* Porches extend at least 20% of front façade and meet the minimum dimensional requirements.

Principle E Balance –Met – The building façade composition creates a sense of balance with good use of overall and local symmetry.

- *E-1 Window and Door Height:* The majority of window and door head heights align along a common horizontal datum.
- *E-2 Window and Door Alignment:* The majority of windows shall stack so that centerlines of windows are in vertical alignment.
- *E-3 Symmetry:* Primary window compositions are arranged symmetrically around discernable vertical axes.

Principle F Articulation – Met – The project employs several articulation methods to create visually interesting facades.

- *F-1 Articulation:* Project employs a cornice, expression lines, materials with texture and scale, and porch details that provide shadow lines.

- *F-2 Window Types:* Two window types.
- *F-3 Visual Cohesion:* There are excessive variations in materials disrupting the visual cohesion, creating awkward proportions, creating a façade more complex and busy than found in the context. Two materials – the railing and the vertical shiplap - contribute to the busy character of the building and break the façade inappropriately for the building type and context. Staff suggest only one material orientation (vertical or horizontal) should be applied consistently through the upper floors. The railing should be simplified, taking cues from the neighboring character.
- *F-4 Delineation between Floors:* Floors are delineated with material changes and porches.
- *F-5 Porches, etc.:* The porches are well integrated into the massing of the building. However, the design of the railing does not meet the standard – the style is overly complex, not integrated into the overall building character or the character found in context. In addition, the design of the entry porch feels boxy and lacking detail compared with the rest of the building. The cornice profile for that porch roof is adding to the heaviness of that design.
- *F-6 Main Entries:* The main entry is set back from the street – **emphasis should be on the entry rather than the garage door.** Staff suggest bringing the enclosed entry closer to the street, aligned with the front façade and activated the ground floor by using the bay as lobby space. Porch width may need to be revised to accommodate this. **Additionally, one solution is to recess the garage door back from the front façade wall to lessen its visual prominence.**
- *F-7 Articulation Elements:* Project includes a cornice projecting at least 6”; there does not appear to be trim or corner boards; offsets meet 12” minimum; pronounced cornice.

Principle G Materials –Met - The dominant neighborhood materials are small-scale residential choices such as clapboard, shingle, and brick – though usually fewer materials, simpler design than proposed.

- *G-1 Materials:* Clapboard and brick are in keeping with the residential context. **Vertical orientation of siding is less common.**
- *G-2 Material and Façade Design:* The brick at the ground floor with clapboard above is an appropriate placement according to their nature.
- *G-3 Chimneys:* Not applicable
- *G-4 Window Types:* Two window types used.
- *G-5 Patios and Plazas:* Landscape plan indicates concrete pavers.



Matthew Grooms <mgrooms@portlandmaine.gov>

25 Monument Street - Final Traffic Comments

Tom Errico <thomas.errico@tylin.com>

Thu, Apr 19, 2018 at 10:01 AM

To: Matthew Grooms <mgrooms@portlandmaine.gov>

Cc: Jeremiah Bartlett <JBartlett@portlandmaine.gov>, Keith Gray <kgray@portlandmaine.gov>, Bruce Hyman <bhyman@portlandmaine.gov>, "Jeff Tarling (JST@portlandmaine.gov)" <JST@portlandmaine.gov>

Hi Matt – I have reviewed the updated application materials and offer the following Final Traffic Comments as a status update of prior comments.

- The parking layout plan notes aisle width dimensions that do not meet City standards. The applicant should provide documentation that supports a waiver request.

Status: The plans depict parking aisle widths that meet City standards. The plan does have a circulation area that is less than 15 feet, but is not used for parking space maneuvering. A waiver is not required and accordingly, I find the project to be acceptable.

- The applicant has provided a vehicle turn analysis that indicates vehicle circulation is feasible. I continue to review this information, but my initial review supports their conclusion that reasonable circulation can be provided. I would note that the building columns will present vehicle turn challenges.

Status: The applicant has provided the requested analysis. The analysis indicates reasonable circulation is provided and I have no further comment.

- I find the location and width of the driveway to be acceptable.

Status: I have no further comment.

- The construction management plan is not acceptable and the applicant shall revise the plan to conform to the City's standard template. I would note a detailed sidewalk closure detour route that is ADA compliant shall be noted.

Status: It is my understanding that Keith Gray will be providing final comments.

Additional Comments

- The project is proposing parking spaces that do not meet City standards for width and depth and thus a waiver is required. Given the results of the auto-turn analysis and that the aisle width meets City standards, I support a waiver for the parking space reduced dimensions.

If you have any questions, please contact me.

Best regards,

Thomas A. Errico, PE
Senior Associate
Traffic Engineering Director

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"One Vision, One Company"

MEMORANDUM



TO: Matt Grooms, Planner
FROM: Lauren Swett, PE
DATE: April 20, 2018
RE: 25 Monument Street, Level III Site Plan Application

Woodard & Curran has reviewed the updated Level III Site Plan Application for the proposed development located at 25 Monument Street in Portland, Maine. The project involves the demolition of an existing two (2) family house and construction of a five (5) unit building.

Documents Reviewed by Woodard & Curran

- Updated plans, dated April 19, 2018, prepared by Whipple-Callender Architects, on behalf of Monument Partners, LLC.

Comments

- 1) Final plans must be stamped by a professional engineer (Section 14-527, sub-section (f) of the City of Portland Land Use Ordinance).
- 2) In accordance with Section 5 of the City of Portland Technical Manual, a Level III development project is required to submit a stormwater management plan pursuant to the regulations of MaineDEP Chapter 500 Stormwater Management Rules, including conformance with the Basic, General, and Flooding Standards. We offer the following comments:
 - a) Basic Standard: Plans, notes, and details have been provided to address erosion and sediment control requirements, inspection and maintenance requirements, and good housekeeping practices in accordance with Appendix A, B, & C of MaineDEP Chapter 500.
 - The Applicant has noted that silt fence will be installed along the Monument Street frontage. Additional silt fencing may be needed along the sides of the property to prevent sediment from running onto the abutting properties during construction. Silt fence should be provided around the construction material storage area located in close proximity to the abutter.
 - b) General Standard: The project will result in a de minimis increase in impervious area, less than 1,000 square feet. As such, the project is not required to include any specific stormwater management features for stormwater quality control. We encourage the Applicant to review the City's Stormwater Service Charge Credit Manual (available online) to evaluate whether they may want to incorporate stormwater quality treatment measures that qualify for a future Stormwater Service Charge credit.
 - c) Flooding Standard: The project will result in a de minimis increase in impervious area of less than 1,000 square feet. As such, the project is not required to include specific stormwater management features to control the rate or quantity of stormwater runoff from the site.
- 3) The utility plan identifies an oil water separator floor drain in the rear portion of the garage. The Applicant should confirm that this will connect to the sewer. We recommend showing additional spot grades in the front section of the garage to ensure that drainage is able to get to the floor drain.
- 4) The grading behind the building remains unclear. Some additional spot grades and flow arrows should be provided to ensure that water behind the building does not drain onto the adjacent properties. Please clarify proposed grading labels.
- 5) Locations of foundation and roof drains should be identified.



Matthew Grooms <mgrooms@portlandmaine.gov>

25 Monument Street Tree & Landscape Review

Jeff Tarling <jst@portlandmaine.gov>

Mon, Feb 5, 2018 at 4:42 PM

To: Matthew Grooms <mgrooms@portlandmaine.gov>

Cc: Bruce Hyman <bhyman@portlandmaine.gov>, Errico Thomas <thomas.errico@tylin.com>

Hi Matt -

In review of the proposed project at 25 Monument Street the landscape plan submitted by Anthony Muench LA. The tree and landscape plan concepts work well as they contain a mix of wood fencing, trees, shrubs and herbeaus plantings that will help as a buffer along with adding interest to the site.

A condition for the final approval should show plant numbers, sizes and location on the plot. The landscape plan as submitted is well thought out and appropriate for the project, fine tuning the plant details would be good for the final approval along with 'tree save' protection measures spelled out. This helps us with post development inspection.

Three of the trees along the sidewalk could qualify for street-trees.

Thanks,

Jeff

Jeff Tarling
City Arborist - City of Portland Maine
Parks, Recreation & Facilities Department
Forestry & Horticulture
[212 Canco Road](#)
[Portland, ME. 04103](#)
[\(207\) 808-5446](#)
jst@portlandmaine.gov

Planning and Urban Development Department Planning Division



February 16, 2018

Jeff Kane
Monument Partners, LLC
380 Sixth Street, South
Naples, FL 34102

Anne Callendar
Whipple Callender Architects
PO Box 1276
Portland, ME 04104

RE: Staff Review Comments for 25 Monument Street – 5-unit condominium (2017-243) –
Planning Board Review

Project Name:	25 Monument Street	Project ID:	(2017-234)
Project Address:	25 Monument Street	CBL:	338-K-004
Applicant:	Monument Partners, LLC		
Planner:	Matthew Grooms		

Dear Mr. Kane and Ms. Callender,

Thank you for submitting a Level III Site Plan and Subdivision application for the demolition of an existing three-unit residential building and construction of a five unit residential condominium at 25 Monument Street predominantly within the R-6 residential zone and partially within the B-1 neighborhood business zone. This project is being reviewed as a preliminary plan subject to the following applicable Land Use Code provisions:

- Site Plan Ordinance, Article V
- Subdivision Ordinance, Article IV
- Division 7, R-6 and R-6A Residential Zones
- Division 9, B-1 and B-1b Neighborhood Business Zones
- Division 20, Off-Street Parking Standards

Final Plan for Planning Board Review: Staff Review Comments

I. Site Plan Standards

1. At present the ADA accessible entrance to the building is through the garage and across the internal driveway. Would the applicant consider making the principal entrance ADA accessible?
2. From the provided site plan, it is difficult to determine what portion of the existing sidewalk is being replaced. Please provide a limit of work line and clearly identify areas for reconstruction.

3. The construction details for the driveway are to be modified to reflect updated details by DPW in plan view and cross-section to show the provision of an ADA-compliant pedestrian access route of 5' minimum denoting a maximum 2% cross-slope. The updated details (3) are attached; the appropriate detail for the site conditions should be selected.
4. The construction detail for the brick sidewalk is to be modified to show a maximum 2% cross-slope for its entire width.
5. With the final submission, the applicant shall provide a plan showing plant numbers, sizes and locations on the property. Tree save protection measures should similarly be identified on the plan and in narrative form.
6. In speaking with the City Arborist, three of the street trees provided on site qualify as street trees. A total of two additional street trees or acceptable alternative shall be provided.
7. All applicable 'ability to serve' letters shall be provided with the final plan submission or shall be made a condition of approval if not supplied.
8. The location of site lighting and appropriate details have been provided. A photometric plan is also required which demonstrates acceptable light trespass.
9. The applicant shall provide details for fencing being proposed on-site.

II. Zoning Review

10. Building elevations shall provide height measurements so as to determine compliance with R-6 height maximums. Similarly, while the required stepback is provided, it is not clear if the stepback is provided at the required height, or if the stepback is at least 10 feet from the property line.
11. Does the proposed lot coverage of 56% take into account the covered porch? Please note, under zoning, this area of the site counts towards that requirement.
12. As required under Division 29. Housing Preservation and Replacement, upon approval of the project, the applicant will be required to post a performance guarantee or letter of credit in an amount equivalent to the amount the applicant would have been required to contribute to the City's Housing Trust Fund if that option had been pursued (subsection g of this division). This security will be held until completion of the project and issuance of a Certificate of Occupancy.

III. Subdivision Review

13. When available, a copy of the condo docs shall be provided for review by Corporation Counsel.
14. The subdivision plat should indicate the stepback line as well as setback lines.

IV. Fire Review

15. The main entrance of the building must be the address fro the property. This should be consistent with 911, tax assessor, Inspections Division and future mailing address. The address number must be on the street side of the building with numbers that are no less than six inches high.
16. This building will be required to be sprinkled.
17. Access is acceptable to the Fire Department
18. There are adequate fire hydrants in the area.

Additional Submittals Required:

Please upload the digital plans and documents to address staff comments. Upon receipt of the revised material, the City of Portland will review the additional plans and information for conformance with applicable ordinances. Please be aware that an application expires within 120 days of the date upon which this written request for additional information was made and only one set of revised plans may be submitted for review.

If you have any questions, feel free to contact me at (207) 874-8725 or by email at mgrooms@portlandmaine.gov.

Sincerely,
Matthew Grooms
Planner

Electronic Distribution:

Tuck O'Brien, Planning Division Director
Barbara Barhydt, Development Review Services
Manager
Jennifer Thompson, Associate Corporation
Counsel
Anne Machado, Zoning Administrator

Captain Keith Gautreau, Fire
Keith Gray, DPW
Jeff Tarling, City Arborist
Tom Errico, P.E., TY Lin Associates
Lauren Swett, P.E., Woodard & Curran

Planning and Urban Development Department

Planning Division



Subject: R-6 Small Infill & Multi-family Design Review – 25 Monument Street

Written by: Caitlin Cameron, Urban Designer

Date of Review: Monday, January 29, 2018

A design review for the proposed multi-family project at 25 Monument Street was conducted according to the *City of Portland Design Manual* Standards by Caitlin Cameron, Urban Designer, Matt Grooms, Planner, and Jeff Levine, Department Head, within the Planning Division of the Planning & Urban Development Department. The project was reviewed against the *R-6 Small Infill Development Design Principles & Standards* (Appendix 7 of the Design Manual).

Findings of the Design Review:

The proposed design **does not pass** all of the criteria of the *R-6 Alternate Design Review* – some comments are provided below regarding areas of concern.

Design Review Comments (*red text denotes principles or standards that are not met*):

Principle A Overall Context – Met – The mass and height of the proposal at the street is consistent and compatible with the surrounding residential context. The type is similar to other triple-decker and four-story multi-family buildings found in the neighborhood.

- *A-1 Scale and Form*: The scale of the project is compatible with the existing context – flat roof, bay window, façade plane changes with porches.
- *A-2 Composition of Principal Facades*: The composition of the front façade has a vertical proportion consistent with the residential character of the neighborhood. The flat roof, porches, and use of bay windows provide a composition referential to neighborhood architectural character. **The number and placement of materials is excessive and adds too much complexity in a context that is simple in form, roof lines, and materials. See further comments below on this.**
- *A-3 Relationship to the Street*: The building has a relationship to the street consistent with the neighborhood which is setback a few feet to accommodate the bay projection, landscape, entry porch. The street wall varies here with some buildings set further back from the street.

Principle B Massing – Met – Most aspects of the building reflect the principle and the majority of the Standards are met by the proposed design.

- *B-1 Massing*: The proposed massing is generally consistent with the neighborhood using a vertical proportion and a bay projection with porches.
- *B-2 Roof Forms*: The flat roof form at the street is consistent with the surrounding context and the multi-family building type.
- *B-3 Main Roofs and Subsidiary Roofs*: There is a clear main roof form.

- **B-4 Roof Pitch:** The roof pitch is more shallow than allowed.
- **B-5 Façade Articulation:** The project employs balconies, bay window, recessed, and covered entry.
- **B-6 Garages:** Garage is integrated into the overall building form and there is living space above garage. Garage door is less than 40% of the façade width.

Principle C Orientation to the Street –Partially Met – The project appropriately reflects the private/public relationship of residential buildings in this neighborhood. **However, the ground floor includes no windows, living space, or entrances at the street to “enhance the pedestrian friendliness and sociability of the streetscape.”** Staff suggest addressing this concern by bringing the enclosed entry closer to the street, aligned with the front façade, and activate the ground floor by using the bay as lobby space.

- **C-1 Entrances:** The main entry is far back from the street with a long porch – **Emphasis should be on the entry rather than the garage door. A metal gate across the porch is inappropriate – if the space needs to be enclosed, bring the entrance to the front façade.**
- **C-2 Visual Privacy:** Visual privacy is adequately addressed; No ground floor windows; Finished floor of residences exceeds 24” minimum above sidewalk; Porches are included in front façade design.
- **C-3 Transition Spaces:** The project shows a transition between the street and the front door with a setback, landscaping, and porch.

Principle D Proportion and Scale – Met – While the building is human-scaled, the proportions are slightly off because of the extra width created by the garage. The top floor and vertical support at the porch help draw a regulating line at the more contextual proportion.

- **D-1 Windows:** The majority of windows are rectangular with vertical proportion. **The two-over-one window proportion is not contextual.**
- **D-2 Fenestration:** The percent of fenestration on the front façades appear to meet the minimum 12% requirement.
- **D-3 Porches:** Porches extend at least 20% of front façade and meet the minimum dimensional requirements.

Principle E Balance –Met – The building façade composition creates a sense of balance with good use of overall and local symmetry.

- **E-1 Window and Door Height:** The majority of window and door head heights align along a common horizontal datum.
- **E-2 Window and Door Alignment:** The majority of windows shall stack so that centerlines of windows are in vertical alignment.
- **E-3 Symmetricality:** Primary window compositions are arranged symmetrically around discernable vertical axes.

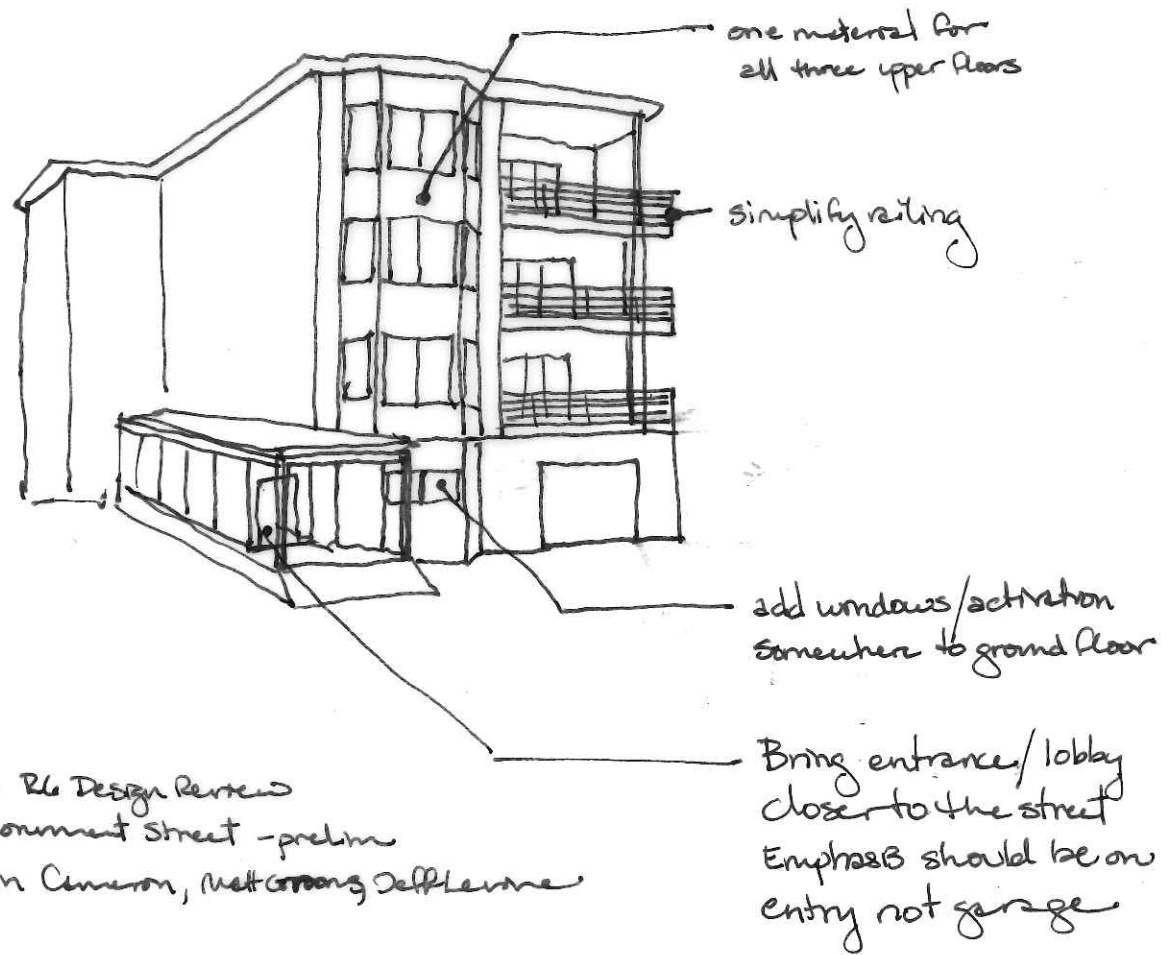
Principle F Articulation – Partially Met – The project employs several articulation methods to create visually interesting facades. **However, the number and placement of materials creates a busy façade and is inconsistent with the character of the context.**

- **F-1 Articulation:** Project employs a cornice, expression lines, materials with texture and scale, and porch details that provide shadow lines. **Is there trim or corner boards? How will the corners be detailed?**
- **F-2 Window Types:** Two window types.

- *F-3 Visual Cohesion:* There are excessive variations in materials disrupting the visual cohesion, creating awkward proportions, creating a façade more complex and busy than found in the context. Two materials – the railing and the vertical shiplap - contribute to the busy character of the building and break the façade inappropriately for the building type and context. Staff suggest only one material orientation (vertical or horizontal) should be applied consistently through the upper floors. The railing should be simplified, taking cues from the neighboring character.
- *F-4 Delineation between Floors:* Floors are delineated with material changes and porches. The delineation between the third and fourth floors is excessive with the material change.
- *F-5 Porches, etc.:* The porches are well integrated into the massing of the building. However, the design of the railing does not meet the standard – the style is overly complex, not integrated into the overall building character or the character found in context. In addition, the design of the entry porch feels boxy and lacking detail compared with the rest of the building. The cornice profile for that porch roof is adding to the heaviness of that design.
- *F-6 Main Entries:* The main entry is set back from the street – **emphasis should be on the entry rather than the garage door.** Staff suggest bringing the enclosed entry closer to the street, aligned with the front façade and activated the ground floor by using the bay as lobby space. Porch width may need to be revised to accommodate this.
- *F-7 Articulation Elements:* Project includes a cornice projecting at least 6”; there does not appear to be trim or corner boards; offsets meet 12” minimum; pronounced cornice.

Principle G Materials – Partially Met - The dominant neighborhood materials are small-scale residential choices such as clapboard, shingle, and brick. **There is an excessive number of materials – the predominant context is that of simplicity.**

- *G-1 Materials:* Clapboard and brick are in keeping with the residential context. **Vertical orientation of siding is less common.**
- *G-2 Material and Façade Design:* The brick at the ground floor with clapboard above is an appropriate placement according to their nature. **The bay does not need a difference material orientation to be effective as an articulation/massing element.**
- *G-3 Chimneys:* Not applicable
- *G-4 Window Types:* Two window types used.
- *G-5 Patios and Plazas:* Landscape plan indicates concrete pavers.



1/29/18 R6 Design Review
25 Monument Street - prelim
Caitlin Cameron, Matt Croning, Jeff Levine



Matthew Grooms <mgrooms@portlandmaine.gov>

25 Monument Street - Preliminary Traffic Comments

Tom Errico <thomas.errico@tylin.com>

Thu, Mar 22, 2018 at 1:38 PM

To: Matthew Grooms <mgrooms@portlandmaine.gov>

Cc: Keith Gray <kgray@portlandmaine.gov>, Jeremiah Bartlett <JBartlett@portlandmaine.gov>, Bruce Hyman <bhyman@portlandmaine.gov>, Lauren Swett <lszett@woodardcurran.com>, "Jeff Tarling (JST@portlandmaine.gov)" <JST@portlandmaine.gov>

Hi Matt – I have reviewed the application materials and offer the following Preliminary Traffic Comments.

- The parking layout plan notes aisle width dimensions that do not meet City standards. The applicant should provide documentation that supports a waiver request.
- The applicant has provided a vehicle turn analysis that indicates vehicle circulation is feasible. I continue to review this information, but my initial review supports their conclusion that reasonable circulation can be provided. I would note that the building columns will present vehicle turn challenges.
- I find the location and width of the driveway to be acceptable.
- The construction management plan is not acceptable and the applicant shall revise the plan to conform to the City's standard template. I would note a detailed sidewalk closure detour route that is ADA compliant shall be noted.

If you have any questions, please contact me.

Best regards,

Thomas A. Errico, PE
Senior Associate
Traffic Engineering Director

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"One Vision, One Company"

MEMORANDUM



TO: Matt Grooms, Planner
FROM: Lauren Swett, PE & Craig Sweet, PE
DATE: February 1, 2018
RE: 25 Monument Street, Level III Site Plan Application

Woodard & Curran has reviewed the Level III Site Plan Application for the proposed development located at 25 Monument Street in Portland, Maine. The project involves the demolition of an existing two (2) family house and construction of a five (5) unit building.

Documents Reviewed by Woodard & Curran

- Level III Site Plan Application and attachments, prepared by Whipple-Callender Architects, on behalf of Monument Partners, LLC.
- Plan Sheets 1-7, dated October 17, 2017, prepared by Whipple-Callender Architects, on behalf of Monument Partners, LLC.
- Plan sheets C.2 and C.3, dated January 25, 2018, prepared by Whipple-Callender Architects, on behalf of Monument Partners, LLC.

Comments

- 1) The application is preliminary. Woodard & Curran will perform a review of the Final Application upon receipt of those documents. The following comments reflect items that should be included as part of the Final Application.
- 2) Final plans must be stamped by a professional engineer (Section 14-527, sub-section (f) of the City of Portland Land Use Ordinance).
- 3) In accordance with Section 5 of the City of Portland Technical Manual, a Level III development project is required to submit a stormwater management plan pursuant to the regulations of MaineDEP Chapter 500 Stormwater Management Rules, including conformance with the Basic, General, and Flooding Standards. We offer the following comments:
 - a) Basic Standard: Plans, notes, and details have been provided to address erosion and sediment control requirements, inspection and maintenance requirements, and good housekeeping practices in accordance with Appendix A, B, & C of MaineDEP Chapter 500.
 - The Applicant has noted that silt fence will be installed along the Monument Street frontage. Additional silt fencing may be needed along the sides of the property to prevent sediment from running onto the abutting properties during construction. Silt fence should be provided around the construction material storage area located in close proximity to the abutter.
 - b) General Standard: The project will result in a de minimis increase in impervious area, less than 1,000 square feet. As such, the project is not required to include any specific stormwater management features for stormwater quality control.
 - Please clarify the new impervious area onsite, the Level III Site Plan application indicates an increase in impervious area of 860 square feet while the table provided on sheet C.1 indicates an increase of 777 square feet.
 - We encourage the Applicant to review the City's Stormwater Service Charge Credit Manual (available online) to evaluate whether they may want to incorporate stormwater quality treatment measures that qualify for a future Stormwater Service Charge credit.
 - c) Flooding Standard: The project will result in a de minimis increase in impervious area of less than 1,000 square feet. As such, the project is not required to include specific stormwater management features to control the rate or quantity of stormwater runoff from the site.
- 4) The utility plan identifies an oil water separator floor drain in the rear portion of the garage. The Applicant should confirm that this will connect to the sewer. We recommend showing additional spot grades in the front section of the garage to ensure that drainage is able to get to the floor drain.



- 5) Based on the proposed contours, it appears that the intent for drainage behind the building is to drain to a shallow swale that will direct water around the sides of the building. Some additional spot grades and flow arrows should be provided to ensure that water behind the building does not drain onto the adjacent properties.
- 6) Locations of foundation and roof drains should be identified.
- 7) It is unclear if the existing sewer service is being reused, or if a new service is proposed. Please clarify and provide confirmation from the City of Portland Department of Public Works of ability to serve.
- 8) Engineering details in conformance with the City of Portland Technical Manual should be provided, including granite curbing, sidewalk, pavement repair, etc.
- 9) An ability to serve letter from the Portland Water District has been provided. The Applicant should ensure that the water service information on the plans provided to the City has not been changed since the December 5, 2017 plans were approved by the Portland Water District.
- 10) Per the City of Portland's current sidewalk material policy, driveway aprons must be constructed of the same material as the adjacent sidewalks. It is unclear on the plans if this is the case. A brick sidewalk apron should be provided, and the plans should include a detail.



Matthew Grooms <mgrooms@portlandmaine.gov>

25 Monument Street - Construction Management Plan

Keith Gray <kgray@portlandmaine.gov>
To: Matthew Grooms <mgrooms@portlandmaine.gov>

Fri, Apr 20, 2018 at 2:38 PM

Hello,

The following comments/concerns are in regards to the provided Construction Management Plan dated 1/25/18.

- The CMPlan indicates security fence within Monument Street and the occupancy of parking spaces.
 - The security fence shall be moved back to the curb line.
 - Include additional detail on how many parking spaces are requested to be occupied, purpose and duration.
 - A note should be added to the CMPlan indicating that, "Parking space(s) occupancy shall be limited to two at a time for the duration required to complete the current construction activity".
 - Provide additional details on pedestrian safety and signage during the sidewalk closure. Duration of closure?

Thank you,
Keith

[Quoted text hidden]

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Keith D. Gray, PE
City Engineer
Engineering Services Manager
Dept. of Public Works
City of Portland Maine

[207.874.8834](tel:207.874.8834)
kgray@portlandmaine.gov



Matthew Grooms <mgrooms@portlandmaine.gov>

PEZ.2017-243: 25 Monument Street - Final Comments - Street/Streetscape/Accessibility

Bruce Hyman <bhyman@portlandmaine.gov>

Thu, Apr 19, 2018 at 10:33 AM

To: Matthew Grooms <mgrooms@portlandmaine.gov>

Cc: Tom Errico <thomas.errico@tylin.com>, Lauren Swett <lswett@woodardcurran.com>, Keith Gray <kgray@portlandmaine.gov>, Barbara Barhydt <bab@portlandmaine.gov>

My final comments for 25 Monument Street are:

- the final site plan (Sheet C.1) and sidewalk detail (Sheet C.4-4, sidewalk cross-section) shall indicate a maximum 2% cross-slope for the new brick sidewalk to make them consistent and reinforce ADA-compliance among the various plans
- the final sidewalk and driveway details (Sheet C.4-3, driveway cross-section) shall indicate a maximum 2% cross-slope for the brick driveway (similar to the driveway plan view detail) for a minimum of 5' of width at the back of sidewalk for the pedestrian access route to make them consistent and reinforce ADA-compliance among the various plans.

Please don't hesitate to contact me if you or the applicant have any questions about the above comments.

Bruce

--

Bruce Hyman

Transportation Program Manager

Transportation Division

Department of Planning & Urban Development

[389 Congress Street](#)

[Portland, Maine 04101](#)

(207) 874-8717 phone

bhyman@portlandmaine.gov

<http://www.portlandmaine.gov/1363/Transportation-Division>

Yes! Transportation's Good Here

Planning Board Report Portland, Maine



25 Monument Street, 5-Unit Condominium
Level III Site Plan and Subdivision (2017-242)
Monument Partners, LLC, Applicant

Submitted to: Portland Planning Board Public Hearing Date: April 24, 2018	Prepared by: Matthew Grooms, Planner Date: April 20, 2018
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I. INTRODUCTION

Monument Partners, LLC has submitted a Level III Site Plan and Subdivision application for a new five-unit residential condominium on a 9,989 square foot parcel located at 25 Monument Street within the Munjoy Hill Neighborhood. This property is surrounded by single and multi-family housing and is located within the R-6 Residential zone and B-1 Neighborhood Business zone. The proposed development involves demolition of an existing three-unit multifamily structure and then construction of a new four-story building with ground-floor structured parking.

The Planning Board will review the application for compliance with the site plan, subdivision and Housing Replacement standards. This project was submitted on October 10, 2017, which is prior to the Council's action to enact the Interim Overlay Zoning and so this project is not subject to the interim provisions. A Planning Board workshop was held on March 27, 2018, and since that meeting, the applicant has submitted final plans to address Board and staff feedback.

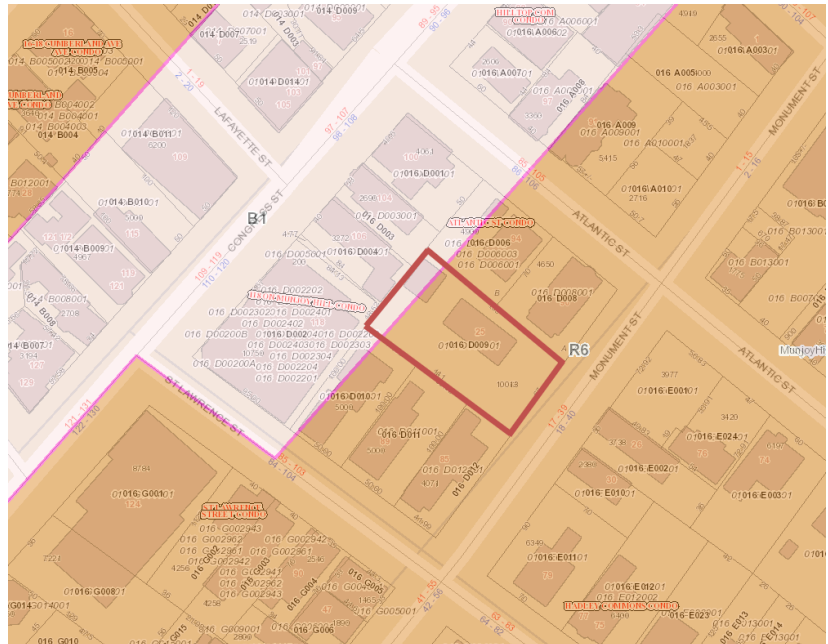


Figure 1: Subject parcel and zoning information

A total of 257 notices were sent to property owners within 500 feet of the site and a legal ad ran in the April 16th and 17th 2018 editions of the Portland Press Herald.

Applicant: Jeff Kane, Monument Partners, LLC

Consultants: Anne Callendar, Whipple Callendar Architects; Casco Bay Engineering; John Schwanda, Owen Haskell INC; Bill Welch, Bernstein Shur; Tom Hanson, Bernstein Shur.

II. REQUIRED REVIEWS

Waiver Requests	Applicable Standards
<p>Compact Spaces – To allow five (5) compact parking spaces in an off-street parking lot of fewer than ten (10) spaces</p> <p><u>Staff Comments:</u> The review staff recommends a waiver as the drive aisle widths meet city standards and auto-turn analysis proves that maneuvering is acceptable.</p>	<p>Technical Manual, Section 1.14, requiring that parking lots of 10 or fewer spaces contain only standard sized parking spaces</p>
Review	Applicable Standards
Site Plan	Section 14-526
Subdivision	Section 14-497

III. PROJECT DATA

Existing Zoning	R-6 Residential, B-1 Neighborhood Business
Existing Use	Residential (3-units)
Proposed Use	5 Residential Units
- Bedroom Mix	5 three-bedroom units
Parcel Size	9,989 SF

	Existing	Proposed	Net Change
Building Footprint	1,700 SF	5,240 SF	3,540 SF
Building Floor Area	2,706 SF	20,122 SF	17,416 SF
Impervious Surface Area	4,786 SF	5,686 SF	900 SF
Parking Spaces	9	8	-1
Bicycle Parking Spaces	0	5	5
Estimated Cost of Project	\$4,700,000		

IV. EXISTING CONDITIONS

The proposed project site is located on Monument Street between St. Lawrence Street and Atlantic Street and is at present occupied by a three-family building and accessory garage structure. This principle building is set back approximately 40’ feet from the front property line and the garage is located to the rear of the principle building. As indicated by the applicant, both structures are in poor physical condition.

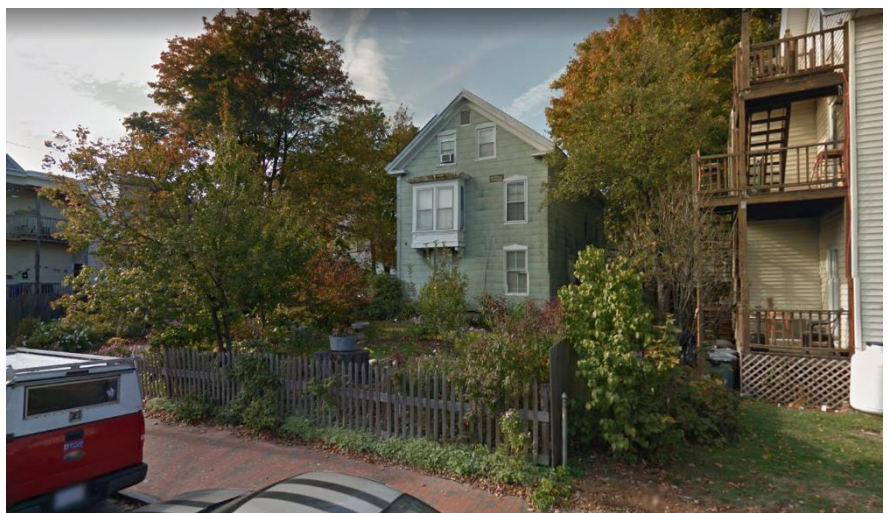


Figure 2: Existing building on-site. To be demolished under this proposal

The site itself features extensive vegetation located along the property’s frontage and around the site’s perimeter. In regards to grading, the site gently slopes from the rear of the property towards Monument Street with a grade differential of approximately four (4) feet, between 146’ and 142’ feet above mean sea level. Stormwater sheet flows across the site towards Monument Street, where it discharges into the city’s storm drain through a catch basin located in the center of Monument Street.

V. PROPOSED DEVELOPMENT

The development is proposed as a new, five-unit residential condominium, composed entirely of three-bedroom units housed within a four-story building, measuring approximately 45’ feet in height. The ground-floor will provide structured parking for all residents, floors two and three will contain two residential units each and the fourth floor will contain one larger residential unit. All five units will possess one or more balconies and a portion of the building’s roof is proposed as a common-area deck. To access these units and common-area, the proposed building features an elevator and stair-tower centrally located within the building that would be accessible through either the garage or via the pedestrian entrance. The pedestrian entrance itself is set back away from the street and features a raised and covered porch which runs along the westerly façade of the building between the street and door. In regards to site circulation, the existing driveway and curb cut will be shifted slightly to the east and will provide access to the structured parking located at ground level. Once shifted, the curbing and sidewalk will be replaced to match existing conditions along Monument Street. Within the structured parking area, eight (8) parking spaces are proposed, at a rate of 1.6 spaces per unit, consisting of two (2) standard sized spaces, one (1) handicap parking space, and five (5) compact parking spaces. The R-6 does not require parking spaces for the first three (3) units and so the requirement for off-street parking is two (2) spaces.

Along the perimeter of the site, the applicant is proposing extensive vegetation, including a mixture of trees, perennials and shrubs. The property line itself is delineated by an existing 6' foot cedar stockade fence installed by an abutter, which runs along the westerly and northerly property lines. Along the easterly property line, a new black aluminum fence, measuring 4.5' feet in height is proposed. As required by the site plan ordinance, at least 30% of trees 10" DBH or greater are being preserved on-site, these being located at the rear of the property and incorporated into the overall landscaping plan. A total of three (3) Cockspur Thornless Hawthorn are being proposed as street trees. To the west of the building, a small landscape garden is being proposed that would be accessible to property residents.

With this development, it is proposed that existing utility connections will be upgraded to accommodate more intensive use. The existing 1.5" water line is being discontinued and replaced with a new 6" fire line and 2" domestic connection. Similarly, the existing overhead electric line will be removed and replaced by a new underground line in accordance with both the site plan and subdivision ordinance. The existing gas line will remain, though a new sewer connection is proposed. Given that new impervious surface totals less than 1,000 square feet, no stormwater infrastructure is required.

Since the March 27th workshop, it was determined that the proposed building required a second form of ingress/egress. In response to the building code, the applicant is now proposing a second stair tower at the rear of the building that will provide access between the ground level and the fourth story dwelling unit as required under the IBC. This change slightly increases lot coverage to 57%, still under the required 60% figure.

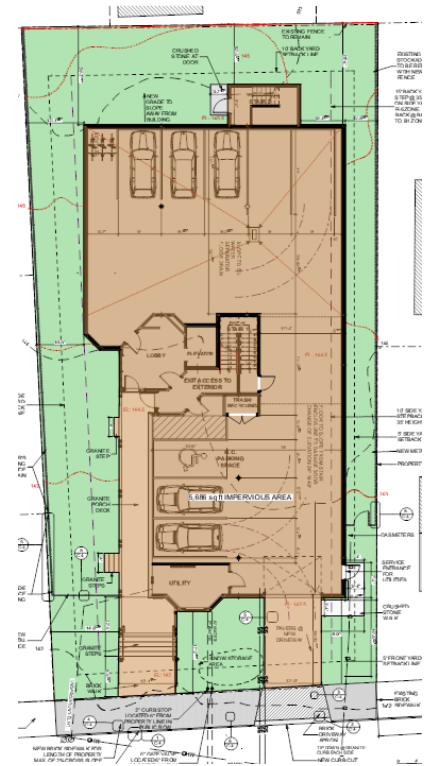


Figure 3: Proposed Site Plan showing covered parking

A. Housing Replacement Compliance

Under Division 29, the loss of three (3) or more dwelling units within a five-year period triggers the City's housing preservation and replacement ordinance. The existing building located at 25 Monument Street is a three-unit structure, and as such qualifies under these requirements. If housing were to be replaced by a non-residential use, then a developer would either be required to reconstruct the number of units being demolished or pay a fee in lieu as defined under Section 14-483(i). At 25 Monument Street, a three-unit building is being replaced by a five-unit building with units that are comparable in size to the units being lost, thus the project meets the Housing Replacement standards. The applicant is required to post either a performance guarantee or a letter of credit in an amount equal to the housing replacement fee in lieu amount. This security is required before a demolition permit is issued and the applicant will have three years to secure certificates of occupancy for proposed units and the release of the guarantee. If not achieved, then the full amount due shall be provided to the City's Housing Trust Fund.



Figure 4: Architectural Elevation (Front of Building)

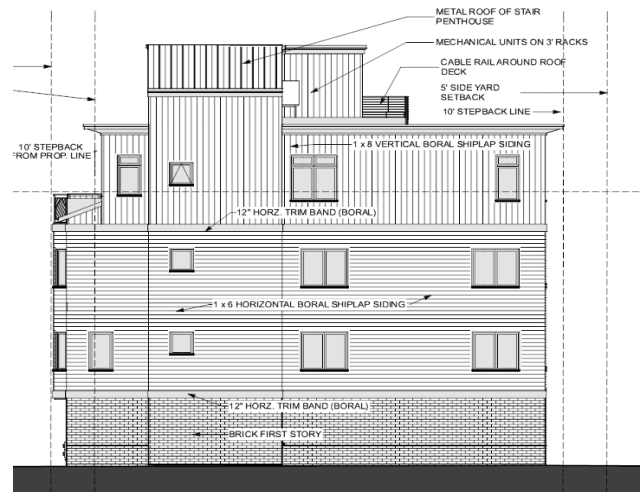


Figure 5: Architectural Elevation (Rear of Building)



Figure 6: Architectural Elevation (South Facade)

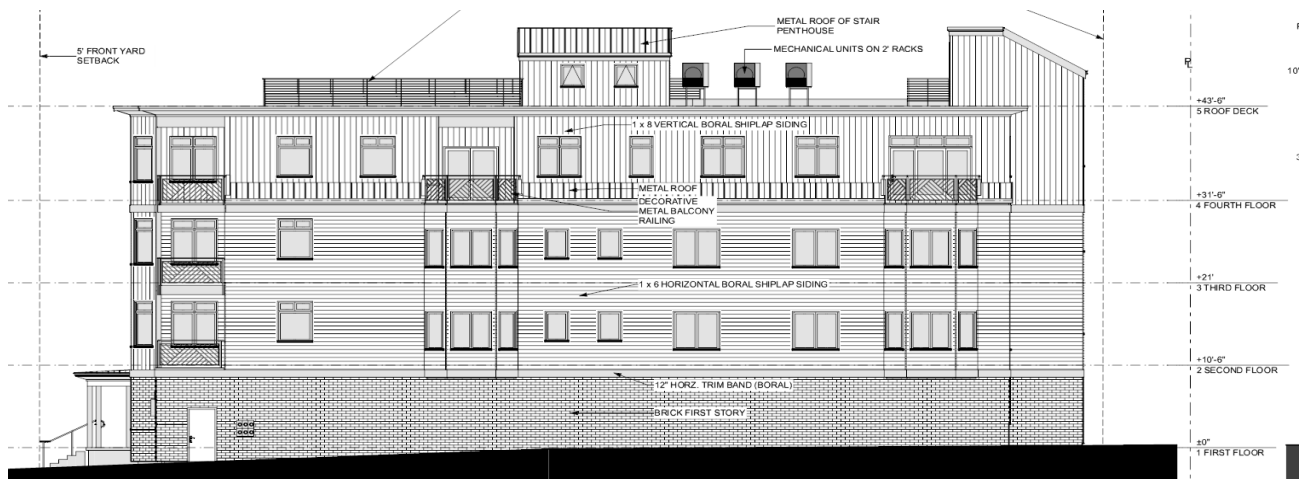


Figure 7: Architectural Elevation (North Facade)

VI. PUBLIC COMMENT AND NEIGHBORHOOD MEETING

As of the writing of this report, five (5) written comments have been received by the Planning Division. The concerns raised by abutters were primarily focused on building design, particularly the height and massing of the proposed building. A separate issue raised was the trend in demolition of existing buildings and replacement of more affordable residential units with luxury condominiums.

The applicant held a neighborhood meeting on November 1, 2017 and twenty-five (25) members of the public attended. At this meeting, members of the public asked questions regarding process, the possibility of including a workforce housing unit and preservation of on-site vegetation. In response, the applicant noted that the building would not be suitable to accommodate workforce housing and that three (3) trees located at the rear of the property would be preserved. Concerns raised were predominantly in response to the demolition of a historic structure, and construction of a building incongruous with the surrounding neighborhood. The applicant responded by describing the very poor condition of the existing building and by stating that additional renderings and elevations would be providing showing the scale of the proposed building as it relates to the surrounding context (Attachment F).

A. Planning Board Workshop (March 27, 2018)

The Planning Board held a workshop regarding this proposed project on March 27, 2018 and indicated general support for the project. In particular, members of Board expressed an appreciation for the modernized triple-decker building typology, and the generous landscaped garden area which, while only available for use by residents, was

considered to be a neighborhood amenity given its visual prevalence. The Board asked for additional renderings of the building showing views of the building from all angles and within its surrounding context. One member of the Board asked that the building's porch be opened up to feel more light and airy, and the Board generally recommended that the applicant continue to address design review comments. At the workshop, eight (8) members of the public spoke, requesting information regarding on-site landscaping and tree preservation, rear views of the building, building's height as it relates to surrounding context and history of the property. A few members of the public raised concerns with the emphasis on the building's garage as well as the number of stories.

In response to this feedback, the applicant has since provided updated plans and building renderings which more clearly demonstrate the building's compliance with zoning dimensional standards, and views of the building from all angles and in context. The plans have been updated to show exactly which existing trees are to be preserved and include tree protection measures. The overall design of the building has been modified only slightly in response to the design review comments, particularly in the simplification of the façade and the installation of a window at ground level. The building's porch remains unchanged, and the garage door has not been recessed as requested by the City's Urban Designer. Also, no additional information has been provided by the applicant in regards to the history of the property. As the property is not located within a historic district and is not known to be of historic significance, the applicant is not obligated to provide additional information.

VII. RIGHT, TITLE, & INTEREST AND FINANCIAL & TECHNICAL CAPACITY

a. The owner of the property is Monument Partners, LLC. The applicant has provided a copy of a quitclaim deed of sale, recorded at the Cumberland County Registry of Deeds (Book 33797, Page 33), which demonstrates their right, title and interest in the property. (Attachment D)

b. As evidence to demonstrate sufficient financial and technical capacity, the applicant has provided a letter from Key Private Bank indicating that the applicant has sufficient funds to cover the estimated cost of the proposed project, \$4,700,000. Similarly, information has been provided on the development team demonstrating the capacity to design and construct the project. (Attachment D)

VIII. ZONING ANALYSIS

The proposed project is a four-story residential condominium with five (5) units and eight (8) off-street parking spaces. The property is located primarily within the R-6 Residential zone, though a narrow strip of the property located at the rear of the site is within the B-1 Neighborhood Business zone. The standards of the R-6 apply to this project given that the standards of the R-6 are more restrictive than those of the B-1.

The proposed use, a five-unit condominium, is a permitted use within the R-6 and the project as proposed is fully compliant with all dimensional requirements of the R-6 at the time the application was submitted (this project is not subject to the Interim Overlay Zone). For off street parking, Division 20 requires no parking for the first three units and one parking space per unit for residential uses after the first three in the R-6 zone. Even though two parking spaces required, the applicant is proposing eight (8) parking spaces as shown on the site plan. The applicant has provided a written justification for the additional off-street parking based upon market conditions and unit size, which the staff finds acceptable.

IX. DEVELOPMENT REVIEW

A. SITE PLAN SUBMISSION REQUIREMENTS (Section 14-527) and SUBDIVISION PLAT AND RECORDING PLAT REQUIREMENTS (Section 14-496)

The applicant has submitted a recording plat. The final plat will need to be revised to reflect any waivers and conditions of approval that relate to the subdivision plan.

B. SUBDIVISION (Section 14-496)

The proposed development has been reviewed by staff for conformance with the relevant review standards of Portland's Subdivision Ordinance and applicable regulations. Staff comments are listed below.

1. Will Not Result in Undue Water and Air Pollution (Section 14-497 (a) 1), and Will Not Result in Undue Soil Erosion (Section 14-497 (a) 4)
 Lauren Swett, P.E. with Woodard and Curran Engineering, has reviewed the erosion and sediment control plans and details, and inspection and maintenance requirements and offers the following comment (Attachment 4):

- The applicant has noted that a silt fence will be installed along the Monument Street frontage. Additional silt fencing may be needed along the sides of the property to prevent sediment from running onto the abutting properties during construction. Silt fence should be provided around the construction material storage area located in close proximity to the abutter.

Status: Additional silt fencing has been provided as requested. No further comment.

2. Sufficient Water Available (Section 14-497 (a) 2 and 3)

The project will be served by a new 2-inch domestic service and 6-inch fire service drawn from the existing water main in Stevens Avenue. An ‘Ability to Serve’ letter was provided by the Portland Water District.

3. Will Not Cause Unreasonable Traffic Congestion (Section 14-497 (a) 5)

The proposed project relocates the existing curb cut and driveway slightly to the east and will feature a 12’ foot wide driveway and a garage entrance of 11.79’ feet. The proposed relocation of the curb cut provides greater driveway separation of approximately 50’ feet. Given the limited trip generation derived from a residential use, Tom Errico, P.E. with T.Y. Lin reviewed the proposal’s details including access, parking, construction management plan and vehicle circulation, and has provided the following comments (Attachment 3):

- The parking layout plan notes aisle width dimensions that do not meet City standards. The applicant should provide documentation that supports a waiver request.
Status: The plans depict parking aisle widths that meet City standards. The plan does have a circulation area that is less than 15 feet but is not used for parking space maneuvering. A waiver is not required and accordingly, I find the project to be acceptable.
- The applicant has provided a vehicle turn analysis that indicates vehicle circulation is feasible. I continue to review this information, but my initial review supports the conclusion that reasonable circulation can be provided. I would note that the building columns will present vehicle turn challenges.

Status: The applicant has provided the requested analysis. The analysis indicates circulation is provided and I have no further comment.

- I find the location and width of the driveway to be acceptable.
- The project is proposing parking spaces that do not meet City standards for width and depth and thus a waiver is required. Given the results of the auto-turn analysis and that the aisle widths meet City standards, I support a waiver for the parking space reduced dimensions.
- The construction management plan is not acceptable and the applicant shall revise the plan to conform to the City’s standard template. I would note a detailed sidewalk closure detour route that is ADA compliant shall be noted.

Status: An updated construction management plan has been provided and has been reviewed by Keith Gray, City Engineer with the Department of Public Works. His comments are as follows:

- The CM Plan indicates security fence within Monument Street and the occupancy of parking spaces.
 - The security fence shall be moved back to the curb line.
 - Include additional detail on how many parking spaces are requested to be occupied, purpose and duration.
 - A note should be added to the Construction Management Plan indicating that, “Parking space(s) occupancy shall be limited to two at a time for the duration required to complete the current construction activity”
 - Provide additional details on pedestrian safety and signage during the sidewalk closure. Duration of closure?

4. Will Provide for Adequate Sanitary Sewer and Stormwater Disposal (Section 14-497 (a) 6), and Will Not Cause an Unreasonable Burden on Municipal Solid Waste and Sewage (Section 14-497 (a) 7)

The applicant is proposing a new 4" sewer connection, which will need to be reviewed and approved by DPW. An 'ability to serve' letter shall be required and made a condition of approval. Lauren Swett, P.E. with Woodard and Curran has reviewed the proposed utility plan and offers the following comment:

- The utility plan identifies an oil water separator floor drain in the rear portion of the garage. The Applicant should confirm that this will connect to the sewer. We recommend showing additional spot grades in the front section of the garage to ensure that drainage is able to get to the floor drain.

5. Comprehensive Plan (Section 14-497 (a) 9)

The development has been designed to be consistent with the City's Master Plan, adopted in June of 2017.

B. SITE PLAN STANDARDS (Section 14-526)

The proposed development has been reviewed by staff for conformance with the relevant review standards of Portland's site plan ordinance and applicable regulations. Staff comments are listed below.

1. Transportation Standards

- a. Impact on Surrounding Street Systems and Access and Circulation- see Subdivision discussion regarding traffic congestion and site circulation above.

b. Sidewalks

The applicant is proposing to replace curbing and sidewalk disturbed as a result of shifting the curb cut and driveway. The driveway apron has been revised to be surfaced in brick in accordance with city standards and information regarding maximum cross slopes for sidewalks and driveways has been provided.

c. Public Transit Access

The public transit requirements do not apply to this project.

d. Parking

Eight (8) parking spaces are being proposed, including two (2) standard parking spaces, one (1) handicap parking space and five (5) compact parking spaces. These spaces are located at ground level within the proposed building away from public view.

The City's Technical Manual requires that parking lots of fewer than ten (10) spaces, include only standard sized parking spaces. A waiver of this requirement has been requested and is supported by the City's consulting traffic engineer.

e. Bicycle Parking

The proposal includes a bicycle storage room with space for more than five (5) bicycles which meets the site plan standard requiring a minimum of two bicycle parking spaces for every five dwelling units.

2. Environmental Quality Standards

f. Preservation of Significant Natural Features

There are no known significant natural features on the site.

g. Landscaping and Landscape Preservation

A landscaping plan was submitted as part of the application. The plan shows three street trees, three site trees to be preserved at the rear of the site, and a mixture of new trees, shrubs and perennials grouped around the perimeter of the project site. An existing 6' foot cedar stockade fence installed by an abutter is located along the westerly and northerly property lines, and a new 4.5' black aluminum fence is proposed along the easterly property line.

Jeff Tarling, the City Arborist, has reviewed the proposed landscaping plan finds it to be in compliance with the city's site landscaping requirements (Attachment 5). A total of five (5) street trees are required, three (3) of which are being provided on-site. The applicant has agreed to pay a fee in lieu for the remaining two (2) trees, calculated at a rate of \$400 per tree, for a total

contribution of \$800.

h. Water Quality, Storm Water Management and Erosion Control

Once developed, this site will feature 860 additional square feet of impervious surface and a combined total of 5,646 square feet. Under Section 5(II)(c) of the City's Technical Manual, it states that a stormwater management plan addressing Maine DEP Chapter 500 General and Flooding standards is not required for new subdivisions which add less than 1,000 square feet of additional impervious surface. As a result, no stormwater management infrastructure is proposed to treat for stormwater quality or quantity. The applicant's plans show stormwater sheet flowing towards Monument Street, into the City's stormdrain.

Lauren Swett has reviewed the applicants plans and project details, and offers the following comments (Attachment 4):

- General Standard: The project will result in a de minimis increase in impervious area, less than 1,000 square feet. As such, the project is not required to include any specific stormwater management features for stormwater quality control.
 - Please clarify the new impervious on-site. The Level III site plan application indicates an increase in impervious area of 860 square feet while the table provided on sheet C.1 indicates an increase of 777 square feet.

Status: With the addition of the rear stair tower, the amount of impervious surface has increased to 900 square feet, and the application has been revised to reflect this amount.
 - We encourage the applicant to review the city's Stormwater Service Charge Credit Manual (available online) to evaluate whether they may want to incorporate stormwater quality treatment measures that qualify for a future Stormwater Service Charge credit.
- The grading behind the building remains unclear. Some additional spot grades and flow arrows should be provided to ensure that water behind the building does not drain onto the adjacent properties. Please clarify proposed grading labels.

3. Public Infrastructure and Community Safety Standards

i. Public Safety and Fire Prevention

Mike Thompson, Division Chief of the Fire Prevention and Community Outreach Division, has reviewed the submitted plans and found them to be acceptable, noting the following points (Attachment 1):

- The main entrance of the building must be the address for the property. This should be consistent with 911, tax assessor, Inspections Division and future mailing address. The address number must be on the street side of the building with numbers that are no less than six inches high.
- This building will be required to be sprinkled.
- Access is acceptable to the Fire Department.
- There are adequate fire hydrants in the area.

j. Availability and Adequate Capacity of Public Utilities

The project will be served by the Portland Water District, City Department of Public Works, and underground/power/cable/communications. Evidence of utility capacity has been provided from the Portland Water District and will be required of other utility providers as well.

4. Site Design Standards

k. Snow and Ice Loading

Based upon the roof design, it is not anticipated that snow or ice loading will be a concern to pedestrians within the public right-of-way or on the applicant's property.

l. View Corridors

This site is not within a Protected View Corridor as per the “View Corridor Protection Plan” approved by the Portland City Council in 2001.

m. Historic Resources

The site is not located within a historic district or within 100 feet of a historic district, landmark or landscape and as a result, this project is not required to be reviewed by Historic Preservation and no additional information from the applicant is necessary.

n. Exterior Lighting

The applicant has submitted a lighting and photometric plan. The plan shows exterior light sconces and walkway lights with the covered porch, and sconces on either side of the garage entrance. All exterior site lighting including lighting of building entrances will be full cutoff with no light emitted above the horizontal plane and light trespass falls within the allowable limits as stipulated under Section 12 of the Technical Manual.

o. Noise and Vibration

Exterior mechanical equipment is to be roof-mounted, and centrally located on top of the building to minimize visibility from adjacent properties and public spaces. It is not anticipated that this equipment will result in adverse conditions related to noise and vibration.

p. Signage and Wayfinding

This standard does not apply to the proposal.

q. Zoning Related Design Standards

A design review according to the City of Portland Design Manual Standards was performed for the proposed new construction of a multi-family dwelling at 25 Monument Street. The review was performed by Caitlin Cameron, Urban Designer, Jeff Levine, Planning and Urban Development Director and Matthew Grooms, Planner. The project was reviewed against the R-6 Small Infill Development Design Principles & Standards (Appendix 7 of the Design Manual) as well as the Two-family, Special Needs Independent Living Units, Multiple-family, Lodging Houses, Bed and Breakfasts, and Emergency Shelters (Section I of the Design Manual). B-1b Commercial Business Zones Standards (Section (d) of the Design Manual).



Figure 3: Updated building elevation showing context

Design Review Criteria:

The project was reviewed with the R-6 Alternative Design Review which has the following criteria:

- a. Proposed design is consistent with all of the Principle Statements
- b. The majority of the Standards within each Principle are met
- c. The guiding principle for new construction under the alternative design review is to be compatible with the surrounding buildings in a two-block radius in terms of size, scale, materials, and siting, as well as the general character of the established neighborhood, thus Standards A-1 through A-3 shall be met.
- d. The design plan is prepared by an architect registered in the State of Maine.

Findings of the Design Review:

The proposed design **passes** all of the criteria of the R-6 Alternate Design Review – some comments are provided below regarding areas of concern. **However, one of the comments from the Planning Board was not addressed by the applicant.**

Design Review Comments (red text denotes principles or standards that are not met):

At the workshop held March 27th, the Planning Board made the following comments related to design to be addressed by the applicant:

- Reduce the prevalence of the garage door – The applicant reduced the height of the garage door from 9’ feet to 8’ feet, though the door was not recessed. See F-6 Main Entries below for staff comment.
- How does the height of this building compare to the recent single family across the street? – 30 Monument Street is 40’ to the upper deck. This project is taller than 40’ (height and average grade information is missing from the elevation – please correct).

Status: The building elevations have been updated to include height and average grade information.

Principle A Overall Context – Met – The mass and height of the proposal at the street is consistent and compatible with the surrounding residential context. The type is similar to other triple-decker and four-story multi-family buildings found in the neighborhood.

- A-1 Scale and Form: The scale of the project is compatible with the existing context – flat roof, bay window, façade plane changes with porches.
- A-2 Composition of Principal Facades: The composition of the front façade has a vertical proportion consistent with the residential character of the neighborhood. The flat roof, porches, and use of bay windows provide a composition referential to neighborhood architectural character.
- A-3 Relationship to the Street: The building has a relationship to the street consistent with the neighborhood which is setback a few feet to accommodate the bay projection, landscape, entry porch. The street wall varies here with some buildings set further back from the street.

Principle B Massing – Met – Most aspects of the building reflect the principle and the majority of the Standards are met by the proposed design.

- B-1 Massing: The proposed massing is generally consistent with the neighborhood using a vertical proportion and a bay projection with porches.
- B-2 Roof Forms: The flat roof form at the street is consistent with the surrounding context and the multi-family building type.
- B-3 Main Roofs and Subsidiary Roofs: There is a clear main roof form.
- B-4 Roof Pitch: Flat Roof
- B-5 Façade Articulation: The project employs balconies, bay window, recessed, and covered entry.
- B-6 Garages: Garage is integrated into the overall building form and there is living space above garage. Garage door is less than 40% of the façade width.

Principle C Orientation to the Street – Met – The project appropriately reflects the private/public relationship of residential buildings in this neighborhood. **The ground floor was revised to add one window to the mechanical room on the ground floor – no living space at the street of the ground floor.**

- C-1 Entrances: The main entry is far back from the street with a long porch – **Emphasis should be on the entry rather than the garage door. A metal gate across the porch is inappropriate – if the space needs to be enclosed, bring the entrance to the front façade.**
- C-2 Visual Privacy: Visual privacy is adequately addressed; No ground floor windows; Finished floor of residences exceeds 24” minimum above sidewalk; Porches are included in front façade design.
- C-3 Transition Spaces: The project shows a transition between the street and the front door with a setback, landscaping, and porch.

Principle D Proportion and Scale – Met – While the building is human-scaled, the proportions are slightly off because of the extra width created by the garage. The top floor and vertical support at the porch help draw a regulating line at the more contextual proportion.

- **D-1 Windows:** The majority of windows are rectangular with vertical proportion. **The two-over-one window proportion is not contextual.**

- D-2 Fenestration: The percent of fenestration on the front façades appear to meet the minimum 12% requirement.
- D-3 Porches: Porches extend at least 20% of front façade and meet the minimum dimensional requirements.

Principle E Balance –Met – The building façade composition creates a sense of balance with good use of overall and local symmetry.

- E-1 Window and Door Height: The majority of window and door head heights align along a common horizontal datum.
- E-2 Window and Door Alignment: The majority of windows shall stack so that centerlines of windows are in vertical alignment.
- E-3 Symmetricality: Primary window compositions are arranged symmetrically around discernable vertical axes.

Principle F Articulation – Met – The project employs several articulation methods to create visually interesting facades.

- F-1 Articulation: Project employs a cornice, expression lines, materials with texture and scale, and porch details that provide shadow lines.
- F-2 Window Types: Two window types.
- F-3 Visual Cohesion: There are excessive variations in materials disrupting the visual cohesion, creating awkward proportions, creating a façade more complex and busy than found in the context. Two materials – the railing and the vertical shiplap - contribute to the busy character of the building and break the façade inappropriately for the building type and context. Staff suggest only one material orientation (vertical or horizontal) should be applied consistently through the upper floors. The railing should be simplified, taking cues from the neighboring character.
- F-4 Delineation between Floors: Floors are delineated with material changes and porches.
- F-5 Porches, etc.: The porches are well integrated into the massing of the building. However, the design of the railing does not meet the standard – the style is overly complex, not integrated into the overall building character or the character found in context. In addition, the design of the entry porch feels boxy and lacking detail compared with the rest of the building. The cornice profile for that porch roof is adding to the heaviness of that design.
- F-6 Main Entries: The main entry is set back from the street – emphasis should be on the entry rather than the garage door. Staff suggest bringing the enclosed entry closer to the street, aligned with the front façade and activated the ground floor by using the bay as lobby space. Porch width may need to be revised to accommodate this. Additionally, one solution is to recess the garage door back from the front façade wall to lessen its visual prominence.
- F-7 Articulation Elements: Project includes a cornice projecting at least 6”; there does not appear to be trim or corner boards; offsets meet 12” minimum; pronounced cornice.

Principle G Materials – Met - The dominant neighborhood materials are small-scale residential choices such as clapboard, shingle, and brick – though usually fewer materials, simpler design than proposed.

- G-1 Materials: Clapboard and brick are in keeping with the residential context. Vertical orientation of siding is less common.
- G-2 Material and Façade Design: The brick at the ground floor with clapboard above is an appropriate placement according to their nature.
- G-3 Chimneys: Not applicable
- G-4 Window Types: Two window types used.
- G-5 Patios and Plazas: Landscape plan indicates concrete pavers.

XII. PROPOSED MOTIONS

A. WAIVERS

On the basis of the application, plans, reports and other information submitted by the applicant; findings and recommendations contained in the Planning Board report for the public hearing on April 24, 2018 for application 2017-243 relevant to Portland’s technical and design standards and other regulations; and the testimony presented at the Planning

1. The Planning Board finds, based upon the consulting traffic engineer's review, that extraordinary conditions exist or undue hardship may result from strict compliance with the Technical Manual Standard (Section 1.14), requiring that parking areas of fewer than ten (10) spaces contain only standard sized parking spaces, to [waive/not waive] the Technical Manual Standard (Section 1.14) to permit three (3) compact parking spaces.

B. SUBDIVISION

On the basis of the application, plans, reports and other information submitted by the applicant; findings and recommendations contained in the Planning Board report for the public hearing on April 24, 2018 for application 2017-243 relevant to the City of Portland Subdivision standards; and the testimony presented at the Planning Board hearing, the Planning Board [**finds/does not find**] that the plan is in conformance with the subdivision standards of the land use code, subject to the following conditions of approval that must be met prior to the signing of the plat unless otherwise stated:

1. The applicant shall revise the recording plat to include subdivision waivers and conditions as approved by the Planning Board. The plat shall be reviewed for approval by Corporation Counsel and the Department of Public Works.
2. Prior to the issuance of a Certificate of Occupancy, the applicant shall provide draft condominium documents for review and approval by Corporation Counsel and the Planning Authority.

C. SITE PLAN

On the basis of the application, plans, reports and other information submitted by the applicant; findings and recommendations contained in the Planning Board report for the public hearing on April 24, 2018 for application 2017-243 relevant to the City of Portland Site Plan standards; and the testimony presented at the Planning Board hearing, the Planning Board [**finds/does not find**] that the plan is in conformance with the site plan standards of the land use code, subject to the following conditions of approval that must be met prior to issuance of any building permits unless otherwise stated:

1. The applicant shall provide applicable 'utility to serve' letters for electrical and waste water service and shall coordinate with DPW regarding installation of a new sewer connection.
2. Final plans submitted for review by the Planning Authority shall be stamped by a professional engineer licensed in the State of Maine.
3. The Utility, Grading and Erosion Control Plan shall be updated to provide spot grades as requested in the review memo from Woodard and Curran dated April 20, 2018.
4. The Utility Plan shall be updated to show the connection between the Oil Water Separator Drain and the proposed sewer connection.
5. A total of five (5) street trees are required for this project, with three (3) being provided on site. A fee in lieu calculated at a rate of \$400 per tree shall be provided for a total contribution of \$800.
6. The applicant shall provide evidence of compliance with applicable Fire Department standards, namely the addressing requirement for the property.
7. Prior to the issuance of the demolition permit, the applicant shall submit a performance guarantee or letter of credit in an amount as required under Section 14-483(i) for the replacement of three (3) residential units. This performance guarantee shall be held until certificates of occupancy are issued for the five (5) units being proposed, or for a period of three (3) years, at which point, if certificates of occupancy for the five (5) proposed units have not been issued, will be absorbed into the City's Housing Trust Fund.
8. The applicant shall provide an updated construction management plan that addresses review comments from DPW, particularly:
 - a. Location of construction fencing to be relocated to curb.
 - b. Information regarding number of on-street parking spaces to be occupied and duration of occupation.
 - c. Details regarding pedestrian safety and temporary signage for sidewalk closure.

XIII. ATTACHMENTS

PLANNING BOARD REPORT ATTACHMENTS

1. Final Planning Comments
2. Final Design Review Comments

3. Final Traffic Review Comments
4. Final Peer Review Comments
5. Landscape Review Comments
6. Preliminary Planning and Fire Comments
7. Preliminary Design Review Comments
8. Preliminary Traffic Review Comments
9. Preliminary Peer Review Comments
10. Construction Management Review Comments
11. Pedestrian Infrastructure Review Comments
12. Public Comment
 - a. Karen Snyder (10.30.17)
 - b. Karen Snyder (11.07.17)
 - c. Rob Whitten (11.20.17)
 - d. Matt Dodge (3.27.18)
 - e. Laurence Gross (4.14.18)

APPLICANT'S SUBMITTALS

- A. Application Form
- B. Project Description and Zoning Assessment
- C. Right, Title & Interest
- D. Financial and Technical Capacity
- E. 25 Monument Street Design Standards Review
- F. Neighborhood Meeting Notes
- G. 25 Monument Street Ability to Serve Letters
- H. Mechanical Roof Units Spec Sheets
- I. HVAC Emissions Standards
- J. Solid Waste Management
- K. Geotechnical Report
- L. 25 Monument Street – Street Trees
- M. Construction Management Narrative
- N. Construction Management Plan – Erosion Control
- O. Parking Waiver
- P. Parking Memo Regarding Zoning Analysis

PLANS

- Plan 1. Cover Sheet
- Plan 2. Boundary Survey
- Plan 3. Site Plan
- Plan 4. Landscape Plan
- Plan 5. Architectural Perspectives and Plans
- Plan 6. Architectural Elevations
- Plan 7. AutoTurn Analysis
- Plan 8. Plat Plan
- Plan 9. Mechanical Roof Plan
- Plan 10. Site Lighting
- Plan 11. Utility Plan & Details
- Plan 12. Driveway & Sidewalk Details
- Plan 13. Monument Rendering A
- Plan 14. Monument Rendering B
- Plan 15. Monument Rendering C
- Plan 16. Monument Rendering D
- Plan 17. Monument Rendering E