

---

## Re: 31 Fore Street- finalizing the plan set/building permit process

1 message

---

Jean Fraser <jf@portlandmaine.gov>

Tue, May 17, 2016 at 12:04 PM

To: Olivia Dawson <odawson@acorn-engineering.com>

Cc: William Savage <wsavage@acorn-engineering.com>, "Bob LeBlanc (robertleblanc1@me.com)" <robertleblanc1@me.com>

Olivia

I assume you are coordinating the final few steps to meeting all of the conditions of approval, so I am sending a progress report as of today:

1. **Subdivision Plat:** Congratulations in being one of the few projects to get a sign off from Legal and DPW very quickly- and my only comment is that the zoning table needs to be corrected re the parking requirement (I had noticed this before but it was such a small point I didn't raise it during the review) - the parking requirement should read "Residential parking: 1 space per unit over 3 units" (left column) and the required number is "1".

Please send me two copy mylars of the final plat and i will arrange for the Planning Board to sign them on March 24th. The plats will be held in the City's vault until they can be released for recording (which would be when the conditions of approval re the final plans are met, and once the Performance Guarantee and Inspections fee (planning ) is posted. Phil DiPierro and I will work with you to tie up these loose ends.

2. **Plan Set, CMP and Architectural Narrative** items: These are being discussed with reviewers tomorrow morning and I will get back to you tomorrow afternoon on these.

3. **Revised elevations with amendments re "doghouse" and windows:** I am waiting for senior Planning Division managers to confirm that these do not need to go back to the Planning Board

4. **Condo documents:** This was reviewed by Corporation Counsel who has requested revisions for the sake of clarity and ensuring that the Planning Board's intentions are carried out. The documents should be revised to add specific

references to the association's responsibilities for the elements that are listed in the notes 12 and 13 on the Subdivision Plat eg trash and snow removal, stormwater etc .

Please contact me if any questions,

Thank you  
Jean

On Thu, May 12, 2016 at 11:19 AM, Olivia Dawson <[odawson@acorn-engineering.com](mailto:odawson@acorn-engineering.com)> wrote:

Hi Jean,

Attached is the updated Civil Plan Set, Subdivision Plat, Architectural Narrative, Construction Management Plan, and Condo Declaration documents. Please note that the Stormwater Maintenance Agreement is a pending document that will be sent at a later date.

See below for an update and/or explanation to the items you sent out previously; my response is in bold blue.

Please feel free to contact me with any additional clarifications on these items.

Thanks,

**Olivia Dawson**  
**Engineer**

*Registered E.I. in Maine*

*Registered E.I.T in New York*

Acorn Engineering, Inc

PO Box 3372

Portland, Maine 04104

[www.acorn-engineering.com](http://www.acorn-engineering.com)

C: [585.797.8780](tel:585.797.8780)

B. [207.775.2655](tel:207.775.2655)

F. [207.358.7979](tel:207.358.7979)

This electronic communication, which includes any files or attachments thereto, contains proprietary or confidential information and may be privileged and otherwise protected under copyright or other applicable intellectual property laws. All information contained in this electronic communication is solely for the use of the individual(s) or entity to which it was addressed. If you are not the intended recipient(s), you are hereby notified that distributing, copying, or in any way disclosing any of the information in this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately, and destroy the communication and any files or attachments in their entirety, whether in electronic or hard copy format. Since data stored on electronic media can deteriorate, be translated or modified, Acorn Engineering, Inc., and/or affiliates will not be liable for the completeness, correctness or readability of the electronic data. The electronic data should be verified against the hard copy.

---

**From:** William Savage

**Sent:** Wednesday, May 11, 2016 3:47 PM

**To:** Jean Fraser <[jf@portlandmaine.gov](mailto:jf@portlandmaine.gov)>; Olivia Dawson <[odawson@acorn-engineering.com](mailto:odawson@acorn-engineering.com)>

**Cc:** Bob LeBlanc ([robertleblanc1@me.com](mailto:robertleblanc1@me.com)) <[robertleblanc1@me.com](mailto:robertleblanc1@me.com)>

**Subject:** RE: 31 Fore Street- finalizing the plan set/building permit process

Hi Jean,

We can have an email to you tomorrow addressing the items in italics below. We've been steadily working on these items. Bob is addressing the housing replacement condition of approval (#8 under Standard Conditions)

and post the required performance.

-Will

C. 207.317.1884

**From:** Jean Fraser [<mailto:jf@portlandmaine.gov>]

**Sent:** Wednesday, May 11, 2016 3:39 PM

**To:** William Savage <[wsavage@acorn-engineering.com](mailto:wsavage@acorn-engineering.com)>; Olivia Dawson <[odawson@acorn-engineering.com](mailto:odawson@acorn-engineering.com)>

**Subject:** 31 Fore Street- finalizing the plan set/building permit process

Will and Olivia

I understand that a building permit application has been received for the demolition of the existing building and the construction of the new 4-unit building

at 31 Fore Street

.

Before a demo permit can be permitted you need to address the housing replacement condition of approval (#8 under Standard Conditions) and post the required performance guarantee. As discussed before, this performance guarantee can be released once the COs are issued for the new units.

The building permit application for the new 4-unit building includes plans for this project that were not approved under the site plan/subdivision review- either because they have changed since being reviewed by the Planning Board (eg elevations), or need to be revised to address Planning Board conditions of approval. It is more expedient for the building permit review if all

the conditions of the site plan review that affect the structure are addressed and reviewed and approved by the Planning Authority first.

I enclose the Planning Board letter of approval and request that you address the following conditions (in addition to #8 mentioned above; **the applicant is aware that the housing replacement is a standard condition of approval and will need to be completed before additional permitting**) so that the resultant approved plans can form part of the revised building permit application. This project was subject to an R6 design review, so we need to confirm that the revisions are consistent with the Planning Board's review.

*Subdiv 1. - The applicant shall finalize the subdivision plat for review and approval by Corporation Counsel, the Department of Public Works, and the Planning Authority; and*

The proposed Final Subdivision Plat was reviewed by Corporation Counsel, the Department of Public Works, and Planning Authority on 4/19/16. The plan was revised according to the received comments and then sent to the Surveyor, Owen Haskell, for review. After incorporating the changes as suggested by Owen Haskell, the Subdivision Plat was signed on 5/2/16. It is our opinion that the Plat is now ready for final approval and City signatures before going to the Registry of Deeds.

*Site Plan i. - That the applicant shall confirm which entrance is the main entrance and revise this main entrance to meet the R6 Design standards as outlined in the Design Review comments, and to meet the Site Lighting Standards of the Technical Manual, with the revised proposals submitted to the Planning Authority for review and approval prior to the issuance of a building permit; and*

The main entrance has been revised to be more prominent as viewed on Waterville Street; refer to the Architectural Narrative which highlights the design changes.

*Site Plan iii. - That the applicant shall submit plans and associated information the clarify the location and sound levels of all external heating, ventilation and other mechanical equipment and document that they meet the City's Site Plan, Zoning and Technical Standards, for review and approval by the Planning Authority; and*

The Architectural Narrative includes the location of and additional information on compliance with City requirements for the proposed mechanical equipment.

*Site Plan v. - That in respect of the City's ROW the applicant shall:*

*a. Address the comments of the Department of Public Work David*

*Margolis -Pineo dated 3.16.2016 and the comments of the Peer Engineer Dave Senus dated 3.17.2016;*

David Margolis-Pineo's Comments as are follows (as numbered in Attachment 4):

4. The "recording" (Subdivision) Plat has since been reviewed and stamped by a professional surveyor.
5. The previously submitted C-02 Notes Sheet included information on contractor compliance with the City of Portland Technical Standards when working within the City right of way. However, per comment, a note on C-20 Utility Plan stating "All work within the street right of way shall meet the City of Portland Technical Standards" has also been added.

Dave Senus's Comments as stated in Attachment 5:

1. The sewer back valve has been moved to be located within the property lines as noted in C-20 Utility Plan. The detail found on C-43 Drainage Details, "Backwater Valve Assembly" has been updated to reflect concrete reinforcement for vehicle loading.

*b. Ensure that the bicycle parking hitches in the ROW are designed to meet the Technical Standards; and*

The bicycle hitch as detailed on C-41 Site Details 2 is designed to comply with the Technical Standards outlined in Section 1, Figure I-33c.

*c. Show that the design of the balconies will direct drainage and ice/snow so that it will not fall on the sidewalk.*

The Architectural Narrative provides details on the proposed grading of the balconies so that all drainage is directed to the rain garden.

*Site Plan vii. - That the applicant shall submit a revised parking layout within the parking garage to show an ADA compliant parking space, for review and approval by the Planning Authority prior to the issuance of a building permit. The applicant may convert up to 2 spaces to be less than standard size and may reduce the number of parking spaces to meet this requirement, subject to meeting zoning requirements and satisfying the Traffic Engineer regarding operation.*

The parking layout has been revised to fit a standard, 8'x18' with min 8' aisle ADA space; there was enough space to fit the added aisle width and no parking was lost.

Regarding the Site Plan vii, please also show on the plan that the grade leading up to the side entrance and within the garage meets ADA requirements - since these areas have

been modified to provide ADA access to the parking space.

**As outlined in C-30 Grading and Drainage Plan, additional spot grades were added to the side entrance and internal garage further clarifying that the slope does not exceed 2% per ADA requirement.**

Please submit the "final" plan set (including colored elevations as now proposed, including the revisions to address the condition as well as any changes the applicant would like to make) and identify any proposed changes. Once we have reviewed the plans and can formally sign off that they meet the conditions, the stamped final plans are distributed and placed into the computer systems as approved.

Please let me know if you have any questions. The next date that the Planning Board could sign the plat is May 24th. The plat can be released for recording once the PG is posted for the new construction and the housing replacement has been addressed.

Please note that there are several other conditions that need to be addressed in parallel with the building permit review/prior to CO and we can follow up on those once the final plan set is completed.

Also please note that the Landscape Plan needs to be revised to address the third waiver which states:

*"the applicant shall plant a fourth small "street tree" just within the applicant's site on Waterville Street frontage (species to be agreed with the City Arborist), and if it is determined (in agreement with the City Arborist) that this is not feasible, the applicant shall contribute \$200 for one street tree to Portland's tree fund."*

**This note has been added to L-1 Landscape Plan.**

Thank you

Jean

(Apologies for my earlier computer glitch; the earlier e-mail was unfinished and sent in error and should be discarded; this e-mail reflects the current staff comments!)

--

*Jean Fraser, Planner*

*City of Portland*

*874 8728*

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.

--

*Jean Fraser, Planner*

*City of Portland*

*874 8728*