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Planning & Urban Development Department
Jeff Levine, AICP, Director

Planning Division
Alexander Jaegerman, FAICP, Director

MEMORANDUM

TO: Demetri Dasco, Atlas Investment Group, LLC
Will Conway, Sebago Technics
David White, Architect

FROM: Barbara Barhydt, Development Review Services Manager

DATE: July 17, 2013

SUBJECT: Bay House, Phase II – Preliminary Application

Thank you for the Level III site plan application for the Bay House Phase II, which was submitted on Tuesday, July 16, 2013. Marge Schmuckal, Zoning Administrator and I reviewed the preliminary site plan application for completeness and determined that additional information must be submitted in order to complete the application. While the application needs more information, I have distributed the plans for review and I have tentatively scheduled this for a workshop with the Planning Board on August 13, 2013. Following is a list of information needed in order to complete the preliminary application and this material should be submitted by July 26th:

1. The development of 39 residential units triggers subdivision review. The application should be revised to include this review category and submit the application fee of \$500 plus \$25 per unit. I recommend that you update the submittal list to reflect any additional information submitted for the preliminary review. At this time, it is unclear if other reviews may be required.
2. Current evidence of right, title and interest is required for the Phase II application. The amended plan in 2012 did not include Phase II.
3. The zoning assessment needs to present the proposed dimensional standards for the development compared to the zoning requirements. The site plans should indicate the distances of the building and pavement from property lines. In addition, please include a bar scale on the plans so that the site plans and elevation drawings, so Marge can calibrate the plans in e-plan and check for zoning compliance.
4. Please submit the traffic information that is applicable to this site and proposal. You may submit traffic analysis that was done in the past and clearly identify what is relevant for the current proposal.
5. If you are seeking any waivers, please list those and provide the rationale for those requests.

6. The cover letter states that evidence of financial capacity will be submitted at the time of final plan review, which is acceptable.
7. The site plan shows the proposed stormwater system. A narrative of the proposed system would be helpful in evaluating the adequacy of the system. It is stated that the storm water calculations will be submitted at the time of final review, which is acceptable.
8. Please note that the boundary survey plan must be stamped by a surveyor and the site plans are to be stamped by an Engineer for the final plan.

The notice of receipt of application will be sent out this week to property owners within 500 feet of the site and to the interested citizen list. I have assigned Nell Donaldson, Planner (HCD@portlandmaine.gov or 207-874-8723), to conduct the review of this proposal. Please let me know whether you will be able to submit the additional information by July 26th.

Cc: Jeff Levine, Director, Department of Planning and Urban Development
Alexander Jaegerman, Planning Division Director
Nell Donaldson, Planner
Marge Schmuckal, Zoning Administrator