

October 7, 2015  
W-P Project 12983A

Ms. Barbara Barhydt  
Planning and Urban Development Department, Planning Department  
City of Portland  
389 Congress Street  
Portland, Maine 04101

Subject: East Bayside Neighborhood Association's Fox Field Food Forest

Dear Ms. Barhydt:

An Administrative Authorization application is attached for the Phase I implementation plan associated with the Fox Field Food Forest, a project conducted by the East Bayside Neighborhood Association on City property at Kennedy Park with the cooperation and support of City staff. The attached Phase 1 plan represents the most ambitious version of what would be included in a possible Phase 1 installation this fall.

A Phase 1 installation this fall could include:

- Planting berry bushes and shrub layer around fence edge
- Planting up to six fruit trees along existing asphalt path
- Installing trellises and plant vines to grow on them next to the back fence
- Installing wood chip paths
- Installing a kids play space with stumps and kid-safe engineered wood chips, with possible low-growing plantings
- Installing a community bulletin board
- Installing rain barrels to collect runoff from the roof of the city building (will depend on roof drainage)
- Installing an ADA stone dust path (dimensions: approximately 185 ft long x 4 ft wide – 740 SF of impervious surface).

Please be in touch if you have any questions.

Very truly yours,

WRIGHT-PIERCE



Cc: Ethan Owens, Portland Recreation Department  
Melissa Hoskins, EBNO Board



Jeff Levine, AICP, Director  
Planning & Urban Development Department

**Electronic Signature and Fee Payment Confirmation**

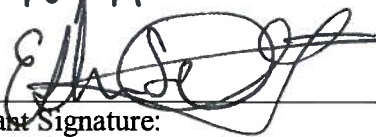
Notice: Your electronic signature is considered a legal signature per state law.

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

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

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

N/A

Applicant Signature:  Rec Dept.

Date: 10/7/15

I have provided digital copies and sent them on: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3<sup>rd</sup> Floor, Room 315.

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

**Sec. 14-523 (b). Applicability**

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

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

**Filing the Application.** An applicant seeking an administrative authorization under this subsection shall submit an administrative authorization application for review, detailing the site plan with dimensions of proposed improvements and distances from all property lines, and stating that the proposal meets all of the provisions in standards 1-11 of Section 14-423 (b)1. **The application must be accompanied by an application fee of \$50.**

**Review.** Upon receipt of such a complete application, the Planning Authority will process it and render a written decision of approval, approval with conditions or denial, with all associated findings.

**Decision.** If a full administrative authorization is granted, the application shall be approved without further review under this article, and no performance guarantee shall be required. In the event that the Planning Authority determines that standards a and b of Section 14-523 (b) (1) and at least four (4) of the remaining standards have been met, the Planning Authority shall review the site plan according to all applicable review standards of Section 14-526 that are affected by the standards in this subsection that have not been met. If an exemption or partial exemption from site plan review is not granted, the applicant must submit a site plan application that will undergo a full review by the Planning Board or Planning Authority according to the standards of Section 14-526.



## Administrative Authorization Application Portland, Maine

Planning and Urban Development Department, Planning Division

PROJECT NAME: Fox Field Food Forest

PROJECT ADDRESS: Corner of Fox & Anderson CHART/BLOCK/LOT: G10 NW/023 B001

APPLICATION FEE: Waived (\$50.00)

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

See cover letter and attached plan

**OWNER/APPLICANT**

Name: Ethan Owens  
 Address: 134 Congress St.  
 Portland, ME 04101  
 Work#: (207) 756-8275  
 Cell#: (207) 671-2036  
 Fax#: (207) 756-8279  
 Home #: \_\_\_\_\_  
 E-mail: EOWENS@PORTLAND MAINE

**CONSULTANT/AGENT**

Name: Jennifer Claster  
 Address: 75 Washington Ave.  
 Suite 202, Portland, ME 04101  
 Work#: 319-1506  
 Cell#: 415-7220  
 Fax#: 761-2978  
 Home #: N/A  
 E-mail: jennifer.claster@wright-pierce.com

**Criteria for an Administrative Authorization:**  
 (see section 14-523(4) on the next page)

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

- |   |   |
|---|---|
| a) Is the proposal within existing structures?                    | <u>N/A</u>                                      |
| b) Are there any new buildings, additions, or demolitions?        | <u>No</u>                                       |
| c) Is the footprint increase less than 500 sq. ft.?               | <u>N/A</u>                                      |
| d) Are there any new curb cuts, driveways or parking areas?       | <u>No</u>                                       |
| e) Are the curbs and sidewalks in sound condition?                | <u>N/A</u>                                      |
| f) Do the curbs and sidewalks comply with ADA?                    | <u>Yes - partial access via stone dirt path</u> |
| g) Is there any additional parking?                               | <u>No</u>                                       |
| h) Is there an increase in traffic?                               | <u>No</u>                                       |
| i) Are there any known stormwater problems?                       | <u>No</u>                                       |
| j) Does sufficient property screening exist?                      | <u>Yes</u>                                      |
| k) Are there adequate utilities?                                  | <u>Yes</u>                                      |
| l) Are there any zoning violations?                               | <u>No</u>                                       |
| m) Is an emergency generator located to minimize noise?           | <u>N/A</u>                                      |
| n) Are there any noise, vibration, glare, fumes or other impacts? | <u>No</u>                                       |

Signature of Applicant:

Date:

10/7/15

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



CITY BUILDING

BASKETBALL COURTS

OPEN SPACE FOR BASKETBALL PLAYERS

WATER FOUNTAIN

RAIN BARRIERS STEPPING STONES

BERRY BUSHES

VERTICAL GROWING

LOW GROWING PLANTS

FRUIT TREES

ADA ACCESSIBLE GRAVEL PATH

COMMUNITY BULLETIN BOARD

FREE PLAY ZONE

SENSORY KID GARDEN

MULCHED PATHS

MAIN PATH

PLAYING FIELD

FOX FIELD FOOD FOREST CONCEPTUAL PLAN

