



# Application for Administrative Authorization

Portland, Maine  
Planning and Urban Development Department, Planning Division

PROJECT NAME: Site Improvements at 165 Lancaster Street  
 PROJECT ADDRESS: 165 Lancaster St. CHART/BLOCK/LOT: 025 F001 001

PROJECT DESCRIPTION: (Please Attach Sketch/Plan of Proposal/Development)  
Facade Improvements, New Vestibule, Reconfigure Parking and Landscaping

**CONTACT INFORMATION:**

**OWNER/APPLICANT**

Name: Bayside II LLC  
 Address: One Canal Plaza  
Portland, ME  
 Zip Code: 04101  
 Work #: \_\_\_\_\_  
 Cell #: \_\_\_\_\_  
 Fax #: (Contact Architect) →  
 Home #: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**CONSULTANT/AGENT**

Name: TFH Architects  
 Address: 80 Middle St  
Portland, ME  
 Zip Code: 04101  
 Work #: 207-775-6171  
 Cell #: \_\_\_\_\_  
 Fax #: 207-773-0194  
 Home #: \_\_\_\_\_  
 E-mail: tjs@tfharchitects.com

**Criteria for an Administrative Authorizations:**  
 (See Section 14-523 (4) on page 2 of this application)

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

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

**Planning Division**  
 Use Only

<u>N</u>	<u>Y</u>
<u>Y</u>	<u>Y</u>
<u>Y</u>	<u>Y</u>
<u>N</u>	<u>N - DRIVEWAY OPENING REDUCED IN SIZE</u>
<u>N</u>	<u>Y - NEW CURBS AND SIDEWALK WILL BE INSTALLED</u>
<u>N</u>	<u>SEG E (AGONG)</u>
<u>N/A</u>	<u>N</u>
<u>N</u>	<u>N/A</u>
<u>N/A</u>	<u>APPLICANT IS ADDING SCREENING</u>
<u>Y</u>	<u>Y</u>
<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>

**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 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.

Signature of Applicant: (Agent)

Date: 9/13/10



**Planning Division Use Only**

Authorization Granted  Partial Exemption  Exemption Denied   
W 1574 CONDOMINIUMS

**Standard Condition of Approval:** The applicant shall obtain all required City Permits, including building permits from the Inspection Division (Room 315, City Hall (874-8703)) prior to the start of any construction.

Planner's Signature Richard Kowalen Date 10-12-10

**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 the meet the standards below, as demonstrated by the applicant.

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

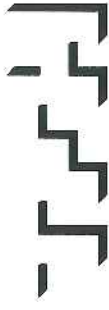
- a. **Filing the Application.** An applicant seeking an administrative authorization under this subsection shall submit an administrative authorization application for review, detailing the site plan with dimensions of proposed improvements and distances from all property lines, and stating that the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

**Planning Rick Knowland**

10/12/2010 Exemption granted with the following conditions:

1. Prior to initiating curb, sidewalk and related construction activities within the city right of way, applicant shall submit a performance guarantee for the amount of these improvements. An itemized estimate shall be submitted for review and approval by city staff prior to submitting the performance guarantee which shall also be reviewed and approved by city staff.
2. Applicant shall submit the necessary legal and survey related information related to the sidewalk easement along Lancaster St.
3. Applicant shall provide assistance to the City for the preparation of an information packet to the City Council for changes in the Traffic Schedule for on-street parking changes. The applicant shall be responsible for all costs associated with provision of parking signs and/or meters for the Lancaster Street on-street parking spaces.





ARCHITECTURE AND PLANNING

PORTLAND MAINE 04101

TELEPHONE 207-775-6141

TFH ARCHITECTS 80 MIDDLE STREET

September 13, 2010

Rick Knowland  
Senior Planner  
City of Portland  
389 Congress Street  
Portland Maine 04101

**Re: SITE IMPROVEMENTS – Application for Administrative Authorization  
165 Lancaster Street**

Dear Rick,

The renovations at 165 Lancaster Street are comprised of façade improvements to the one story brick portion of the building at the corner of Chestnut and Lancaster Streets, a revised parking layout and landscaping plan. The renovations are intended to create a welcoming, highly functional entrance to the facility. The project includes a new entry vestibule to 165 Lancaster and a corresponding entry gateway at the sidewalk on Lancaster. As we expect a good portion of the pedestrian and vehicle traffic will be from Elm Street onto Lancaster we have located the Entry Gateway along the sidewalk so it is visible from this approach. We will need to request an easement or other appropriate documentation for this Entry Gateway as its location is partially in the right of way. The site layout eliminates the current parking spaces that back onto Lancaster and creates parallel parking spots in this area. The parking circulation eliminates the dead end parking lot by creating an entrance/exit onto Lancaster, improving safety and facilitating the drop off function required by the tenant. We have reduced the current impervious surface area by introducing a court with landscaping. The site drainage scenario will use the same surface flow method as exists but flows will be reduced due to increasing the pervious surface area.

Please call should you have any questions.

Sincerely,

Ryan Senatore AIA, LEED AP  
Project Architect

TFH Architects  
80 Middle Street  
Portland ME 04101  
207.775.6141