**Planning & Urban Development Department**

Jeffrey Levine, Director

**Planning Division**

Stuart O’Brien, Director

March 1, 2017

Baxter Academies of Maine

Attention: Kelli Pryor

54 York Street

Portland, ME 04107

**RE:** Review Comments for Baxter Academy

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| --- | --- |
| **Project Name:** | Baxter Academy |
| **Project ID:** | 2017-022 |
| **Project Address:** | 185 Lancaster Street **CB**L: 026 F001001 |
| **Planner:** | Shukria Wiar |

Dear Ms. Pryor:

Thank you for submitting your site plan application for the proposed improvements for Baxter Academy at 185 Lancaster Street. This proposal is being reviewed as a Level III Site Plan subject to the Site Plan Ordinance, Article V of the Land Use Code provisions.

The following additional information must be submitted in order for the approval process to move forward.

1. Comments Submitted by Shukria Wiar, Planning Division
2. Application Update: the application needs to be updated with the correct square footage.
3. B-7 zone performance standards, Section 14-299: these performance standards need to be addressed since it is part of the zoning standard.
4. Public Transit Access: For any residential development consisting of twenty (20) or more dwelling units or commercial or institutional development of at least 20,000 square feet gross floor area. Please address this.
5. Transportation Demand Management (TDM): The following types of development shall design and implement a Transportation Demand Management (TDM) plan: (i) All Level III development in the B7 zone. A TDM will need to be submitted for review by the staff.
6. Consistency with City Master Plans: How is this project consistent with the City Master Plans?
7. Exterior Lighting, including site and street lighting: This site is in the West Bayside Lighting District. What is being proposed for lighting?
8. Noise and Vibration: what is being proposed for HVAC and mechanical equipment. Please show on site plan, if any is being proposed. It needs to be screened from view from any public street and from adjacent sites by structure walls, evergreen landscaping, fencing, masonry wall or a combination thereof.
9. Signage and Wayfinding: Commercial Signage and Directional Traffic Signage: The size, scale, proportions, design, materials, placement and source and intensity of illumination of all permanent or freestanding building signs shall be designed to complement the subject building and its immediate context. On-site directional traffic signage may be provided to enable users to safely and easily navigate into, around and out of the site. Directional signage shall not adversely affect visibility at intersections on or off the site. Please submit a signage and wayfinding plan.
10. Zoning Related Design Standards: Address the B-7 Design Standards relevant to signage, landscaping, and exterior lighting.
11. The right-of-way will need to be shown on site plan.
12. Comments Submitted by Lauren Swett, Civic and DPW Engineering
13. The Applicant has not provided a copy of the City of Portland Wastewater Capacity Application within the submission. A copy of the letter confirming capacity to serve should be forwarded upon receipt.
14. The Applicant should provide additional detail pertaining to stairway upgrades along the northwestern side of the building on Kennebec Street. Specifically, will any regrading or pavement replacement be required? The area appears to be close to the right-of- way, and potential impacts due to construction should be reflected. A site plan should reflect any of these changes or impacts.
15. The project is primarily an internal building upgrade, and will not be required to provide a Stormwater Management Plan. The project is still required to comply with the Basic Standards, and provide erosion and sedimentation control as necessary. The project will have some minor site disturbance. Catch basin protection should be provided in drainage structures in the vicinity of the project. Housekeeping notes should be provided to ensure that sweeping is completed as necessary to prevent tracking from disturbed areas of the site onto adjacent roadways.
16. A survey of the overall area has been provided. The engineering plans provided for the Lancaster Street improvements should be updated to include the property/right-of- way lines such that it is clear what improvements are being done within the City right-of- way. These improvements must follow the City of Portland Technical Standards.
17. Comments Submitted by Keith Gautreau, Fire Department

The Fire Department's review is pending and comments will be forwarded at a later date.

1. Comments Submitted by Tom Errico, Traffic Engineer

Tom Errico is working with Bill Bray regarding the Traffic Movement Permit.

1. Comments Submitted by: Jeff Tarling, City Arborist

The City Arborist's review is pending and comments will be forwarded at a later date.

Upon receipt of revised plans as requested above, the City of Portland will commence a final review. Note that the Planning Authority may request additional information during the continued review of the proposal according to applicable laws, ordinances and regulations. If you have any questions, feel free to contact me at 756-8083 or by email at **shukriaw@portlandmaine.gov.**

Sincerely,

Shukria Wiar

Planner