



# Administrative Authorization Application

Portland, Maine

Planning and Urban Development Department, Planning Division

PROJECT NAME: HANNAFORD BROS. Co.

PROJECT ADDRESS: 295 FOREST AVE CHART/BLOCK/LOT: 34A-C-1

APPLICATION FEE: \_\_\_\_\_ (\$50.00)

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

SUPERMARKET REMODEL WITH BRICK PAVERS ADDED TO 8 EXISTING ISLANDS

### CONTACT INFORMATION:

#### OWNER/APPLICANT

Name: ERIC DITUM  
Address: 145 PLEASANT HILL RD.  
SCARBOROUGH ME 04074  
Work #: 207 883 2911  
Cell #: 207 831-4001  
Fax #: 207 885-2192  
Home #: 207.781-3560  
E-mail: EDITUM@HANNAFORD.COM


#### CONSULTANT/AGENT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Home #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Criteria for an Administrative Authorization: (see section 14-523(4) on pg .2 of this appl.)

### Applicant's Assessment Planning Division Y(yes), N(no), N/A

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

|  |                          |
|--|--------------------------|
| Signature of Applicant:<br> | Date:<br><u>12/22/11</u> |
|--|--------------------------|



**Planning Division Use Only**

Authorization Granted X Partial Exemption      Exemption Denied     

*-with conditions- see attached*

**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 Signature

*Barbara Gashydt*

Date

*1/9/12*

**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.**

**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.

- 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. **The application must be accompanied by an application fee of \$50.**
- 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.

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

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

**Planning Division**  
Use Only

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

The Administrative Authorization for using brick pavers in the endcap islands at Hannford Bros. Co. at 295 Forest Avenue was approved by Barbara Barhydt, Development Review Services Manager on January 9, 2012 with the following condition(s) of approval listed below:

1. Standard Condition of Approval: The applicant shall obtain all required City Permits, including building permits from the Inspection Division (874-8703) and any other permits required from the Department of Public Services (874-8801) prior to the start of any construction.
2. The City Arborist states that the applicant shall maintain their current "impervious to pervious" ratio for the landscape islands and that sand, not paving, shall be installed under the pavers. Continued success of the landscape plants depends on proper maintenance and caution of the use of deicing salts near landscape planting. A decline or loss of landscape plants would require mitigation and restoration of the landscape material.

Barbara Barhydt  
Development Review Services Manager  
January 9, 2012



DeLUCA-HOFFMAN ASSOCIATES, INC.  
CONSULTING ENGINEERS

778 MAIN STREET  
SUITE 8  
SOUTH PORTLAND, MAINE 04106  
TEL 207 775 1121  
FAX 207 879 0896

- SITE PLANNING AND DESIGN
- ROADWAY DESIGN
- ENVIRONMENTAL ENGINEERING
- PERMITTING
- AIRPORT ENGINEERING
- CONSTRUCTION ADMINISTRATION
- LANDSCAPE PLANNING

December 23, 2011

Mr. Bill McKenney  
Hannaford Bros. Co.  
P.O. Box 1000  
Portland, ME 04101

**Subject: Hannaford Forest Avenue Plaza  
Impervious Surface Computation**

Dear Bill:

Our office has computed the impervious surface area for the site as follows:

|   |            |
|---|------------|
| Total Site Area:  | 9.77 acres |
| Current Impervious Coverage:  | 8.63 acres |
| Impervious Coverage if End Caps<br>Closest to the Store are Replaced with Pavers: | 8.66 acres |
| Current Impervious Surface Ratio:   | 88.33%     |
| Impervious Coverage if End Caps Closest to the<br>Store are Replaced with Pavers: | 88.64%     |

These computations include an adjustment of 6 inches to deduct the curb along the edge of the pavement areas as appropriate.

The City of Portland's land use code required the impervious coverage for the B-2 zone not exceed 90%. As you can see, the change to pavers at the end caps closest to the Hannaford Store will have an impervious coverage of 88.64% thereby remaining compliant with zoning.

The impervious coverage computations have been superimposed on an aerial photograph which is enclosed for your use. I conducted a quick site reconnaissance to spot check the green areas are correctly represented on the site plan. I found the plan to be in order.

If you have any questions concerning this information, please contact our office.

Sincerely,

DeLUCA-HOFFMAN ASSOCIATES, INC.

William G. Hoffman, P.E.  
President

WGH/cmd

Enclosure



**From:** <eottum@hannaford.com>  
**To:** "Barbara Barhydt" <bab@portlandmaine.gov>  
**CC:** "Ann Machado" <AMACHADO@portlandmaine.gov>, "Jennifer Yeaton" <JMY@portl...>  
**Date:** Wednesday, December 28, 2011 11:56 AM  
**Subject:** Re: Hannaford 295 Forest Ave. Remodel  
**Attachments:** 1827.01 Impervious Area.pdf; 2011-12-23 DelucaHoffman Impervious.doc

Hi Barbara

Attached are the impervious plan and calculations from Deluca Hoffman. I'll bring in copies with the application and \$50 permit fee. (See attached file: 1827.01 Impervious Area.pdf)(See attached file: 2011-12-23 DelucaHoffman Impervious.doc)

"Barbara Barhydt"  
<bab@portlandmaine.gov>  
12/22/2011 07:24 AM  
To  
<eottum@hannaford.com>  
cc  
"Ann Machado"  
<AMACHADO@portlandmaine.gov>, "Jennifer Yeaton"  
<JMY@portlandmaine.gov>, "Marge Schmuckal" <MES@portlandmaine.gov>  
Subject  
Re: Hannaford 295 Forest Ave. Remodel

Hi Eric:

I am writing this from home and will not be in the office today or Friday. I should have had you fill out an administrative authorization form, which includes a \$50 fee. I am adding Jen Yeaton, our office manager, to this e-mail, so she can forward the form to you. Please submit to our office. There is a maximum impervious surface allowed in the zone and I need to make sure that the proposed work does not exceed that level. I am adding Marge and Ann from the Zoning Division so that they can advise on the maximum allowable coverage. I assume you have a plan of the full site, so please show us the plan or calculate the total impervious area of the site and the proposed coverage of the islands.

The plan to convert the islands to the pavers and tree wells does look

reasonable. Jeff Tarling, City Arborist, had the following suggestions in order to make sure that the trees continue to get enough water:

"The pavers should be set on an impervious soil such as sand, gravel or 'Structural Soil' to maintain their 'impervious to pervious' ratio surface area.

This allows water to enter the tree planter and help the landscape planting vs the parking and increasing storm water.

See info on Structural Soil:

<http://www.hort.cornell.edu/uhi/outreach/csc/article.html>

[http://www.hort.cornell.edu/uhi/outreach/csc/city\\_trees.pdf](http://www.hort.cornell.edu/uhi/outreach/csc/city_trees.pdf)  
Thanks, we can help with recommendations,"

Thank you Eric and I will check with Jen to see when you submit the application and if the increase in impervious surface meets zoning, I will sign off quickly.

Barbara

Barbara Barhydt  
Development Review Services Manager  
Planning Division  
389 Congress Street 4th Floor  
Portland, ME 04101  
(207) 874-8699  
Fax: (207) 756-8256  
bab@portlandmaine.gov  
>>> <eottum@hannaford.com> 12/19/11 12:37 PM >>>

Hi Barbara

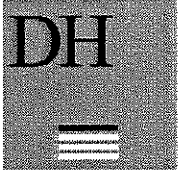
Have you reached a decision on the modifications to Hannaford's front islands as part of our remodel project? The reason I ask is that we are hoping to begin work after New Year's. If we need to exclude this portion of the work, we are certainly open to that option if it means we can obtain

a permit and begin work as we had hoped.

Thanks for your consideration.

Eric Ottum  
Sr. Proj. Manager  
Hannaford Bros. Co.

cell 831-4001



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William G. Hoffman, P.E.  
President

WGH/cmd

Enclosure



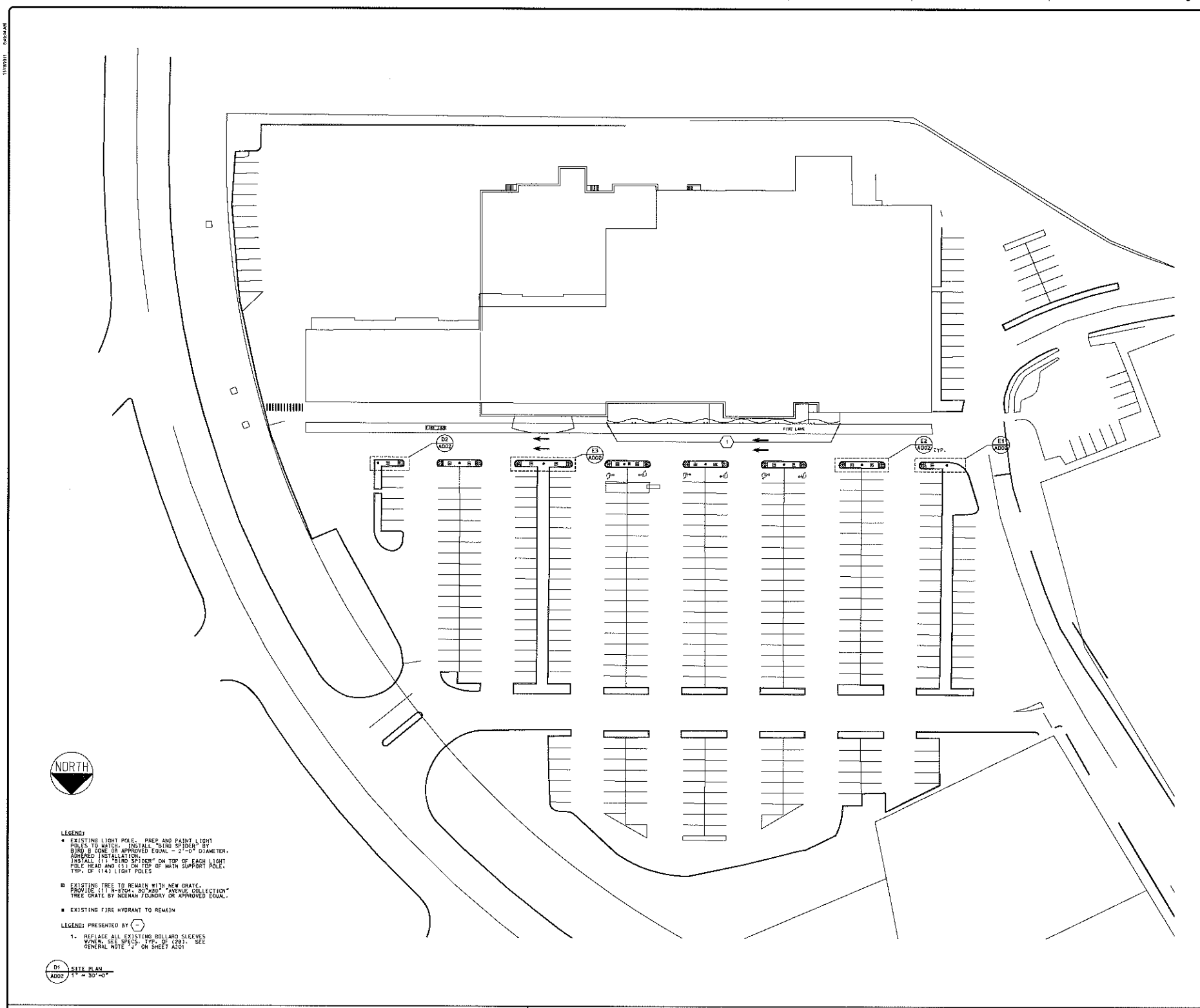


TOTAL AREA: 9.77 ACRES  
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FUTURE IMPERVIOUS AREA: 8.66 ACRES





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CURRENT IMPERVIOUS AREA: 8.63 ACRES  
FUTURE IMPERVIOUS AREA: 8.66 ACRES



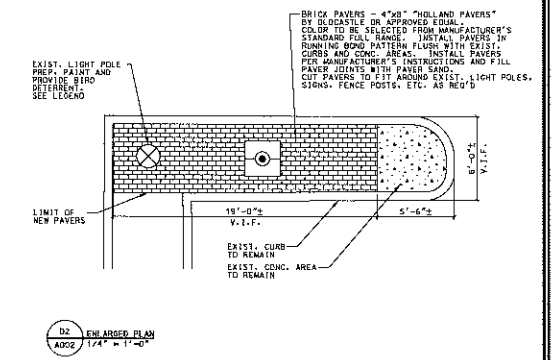
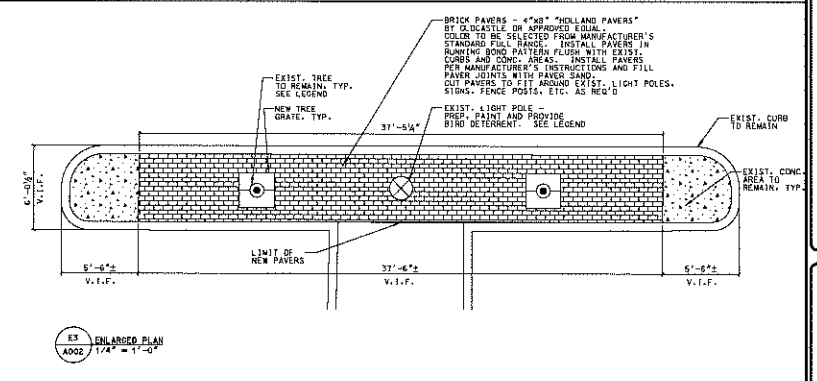
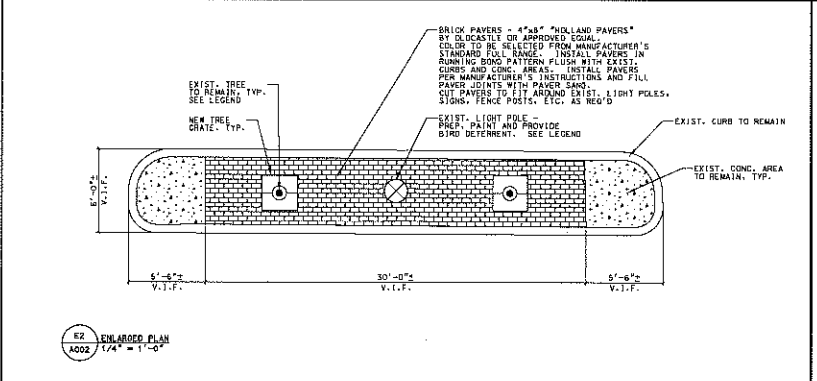
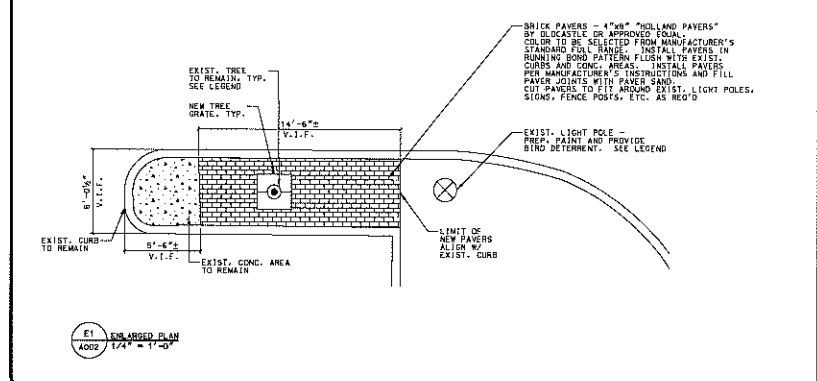
**LEGEND**

- EXISTING LIGHT POLE - PREP. AND PAINT LIGHT POLES TO MATCH EXISTING "RING SPIDER" BY BIRD'S EYE OR APPROVED EQUAL - 2'-0" DIAMETER. ADVISORY INSTALLATION. INSTALL (1) "RING SPIDER" ON TOP OF EACH LIGHT POLE HEAD AND (2) ON TOP OF MAIN SUPPORT POLE, TYP. OF 1147 LIGHT POLES.
- EXISTING TREE TO REMAIN WITH NEW GRATE. PROVIDE (1) R-8704, 30"x30" AVENUE COLLECTION TREE GRATE BY NEEMAN FOUNDRY OR APPROVED EQUAL.
- EXISTING FIRE HYDRANT TO REMAIN.

**LEGEND PRESENTED BY**

- REPLACE ALL EXISTING BOLLARD SLEEVES W/NEW. SEE SPECS. TYP. OF 1267. SEE GENERAL NOTE 7 ON SHEET A101.

**D1 SITE PLAN**  
A002 1/4" = 30'-0"



| No. | Date     | Revised For                         |
|-----|----------|-------------------------------------|
| 1   | 11/24/11 | ISSUED FOR CONSTRUCTION             |
| 2   | 10/21/11 | ISSUED FOR MANUFACTURED URGE REVIEW |
| 3   | 09/26/11 | ISSUED FOR MANUFACTURED URGE REVIEW |

REMODEL HANNAFORD  
SUPERMARKET & PHARMACY  
STORE #6351 - 295 FOREST AVENUE  
PORTLAND, MAINE 04101



Prepared by: **JACOBS**  
JACOBS CONSULTANTS, INC. - PORTLAND  
100 Commercial Street, 10th Floor  
Portland, Maine 04101, USA  
Phone: 207.761.1000 Fax: 207.761.1001

AS NOTED  
DESIGNED BY: S OUELLETTE  
DRAWN BY: I ESHAK  
CHECKED BY: S OUELLETTE

SITE PLAN AND ENLARGED PLANS  
Scale: AS NOTED  
Date: 10/21/11

Sheet No. **A002**  
Project No. **PHYR0300**  
REV-PORTLAND, ME