



# PORTLAND MAINE

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**Planning and Urban Development Department**  
Penny St. Louis, Director

**Planning Division**  
Alexander Jaegerman, Director

May 6, 2011

Jonathan Culley  
Redfern Properties LLC  
PO Box 8816  
Portland, ME 04104

**Project Name:** Harborview Townhomes  
**Address:** 121-129 York Street (127 York Street), Portland  
**Project ID:** 2011-214  
**CBL:** 44/A/4 and 5

Dear Jonathan:

I am writing to follow up on the Planning Board Workshop Preliminary Level III Site Plan Review that was held last week and outline the required submissions to be included in the Final Site Plan.

The final site plan submissions should address the following:

- Planning Board Workshop comments (see below); and
- Additional information as based on the PB Memorandum and review comments (see below); and
- All site plan and subdivision requirements as outlined in the Ordinance Sections 14-526 (Site plan standards); 14-527 (d) (Content of Final Site Plans); 14-496 (Subdivision Plat requirements), 14-497 (Subdivision General Requirements), 14-498 (Subdivision Technical and Design standards); 14-499 (Subdivision Required Improvements), plus associated Technical Standards.

### ***Planning Board Workshop***

The Planning Board members at the Workshop indicated that the proposed location of the new building was acceptable, but there were a number of concerns to be addressed in the final submission:

- How project meets all zoning requirements;
- Details of the fire and emergency access and measures to meet Fire Prevention concerns;
- How project meets Historic Preservation concerns in the context of 14-526 (d) 5 b so that the Board can assess in relation to the site plan standard;
- More information on history of the site and what was on the rear part of it;
- Revised design of the parking lot, landscaping and fencing between the new building and York Street so it is better defined and addresses standards; and
- CPTED issues regarding surveillance and “places to hide”.

## ***Additional Information***

In addition to the submission requirements for a final plan application, the final submission must include:

- Corrected boundary survey with all accurate contours, easements, abutting property building locations and correct identification etc as noted in staff comments
- Subdivision Plat based on the corrected Survey and incorporating site plan details as relevant and showing subdivision information (including street trees, storm water unit and storm water and other maintenance responsibilities, references to condominium association - see ordinance)
- Draft condominium association documents
- Stormwater Maintenance Plan
- Draft Stormwater Maintenance Agreement (we will forward indicative language next week)
- Further information on depth of groundwater and bedrock plus other site and engineering details as requested by engineering reviewers
- Details to address CPTED concerns, including lighting
- Details of solid waste management
- Snow Removal Plan (required re fire and emergency access)
- Further information (photomontages etc) illustrating the impact of the proposal on the Historic District and abutters
- Revisions to address the traffic engineering review comments
- Letters that confirm adequacy of water and sewer service to the new building (see form in application packet regarding sewer capacity)

Please note that the street tree requirement is not as stated in the PB Memorandum but would be one (new) street tree per unit in the new building (six or seven, depending on outcome of the zoning appeal). These should be in the ROW or within 10 feet of the ROW and shown on the site plan and draft subdivision plat. An alternative to installing all of the required street trees is to contribute an in-lieu amount (for any not planted) to the city's street tree fund.

Regarding the design of the parking lot area and York Street "edge", I confirm that I will arrange a meeting when I receive your revised options based on the discussion at the Planning Board Workshop. I envisage this meeting will include several relevant reviewers so that the discussion can take account of all the issues and concerns (including sightlines; personal security; emergency and pedestrian access; visual and landscape objectives).

If you have any questions, feel free to contact me at 874-8728 or by e-mail at [jf@portlandmaine.gov](mailto:jf@portlandmaine.gov).

Sincerely,

*[signed]*

Jean Fraser  
Planner

### **Electronic Distribution:**

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