

CITY OF PORTLAND, MAINE
PLANNING BOARD

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Orlando E. Delogu, Chair
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April 15, 2004

Mr. Wayne York
34 Park Street
Portland, ME 04101

RE: 157 York Street, Guilford Court Residential Development
CBL: 044-B-005, #2003-0254

Dear Mr. York:

On April 13, 2004, 2004, the Portland Planning Board voted on the following motions for the 8-unit Guilford Court residential development in the vicinity of 157 York Street.

1. The Planning Board voted 5-0 (Lowry and Patterson absent) that the site plan is in conformance with the Site Plan Ordinance of the Land Use Code. The approval is subject to the following conditions:
 - i. That an executed drainage maintenance agreement for the development shall be submitted to Corporation Counsel for review and approval.
 - ii. That the plan be revised reflecting the appropriate zoning side-yard requirements.
 - iii. That the plan be revised for review and approval reflecting the comments of James Seymour, Development Review Coordinator.
 - iv. That the site plan be revised for Planning Staff review and approval reflecting a paved surface for the York Street driveway to a depth of 20 feet, and a surface treatment of loam and seed for the balance of the driveway easement.
 - v. That note 9a on the Subdivision Recording Plat shall be revised, replacing the word "access" with "driveway."
2. The Planning Board voted 5-0 (Lowry and Patterson absent) that the subdivision plan is in conformance with the Subdivision Ordinance of the Land Use Code. The approval is subject to the following condition of approval.
 - i. That Homeowners Association documents for the development shall be submitted to Corporation Counsel for review and approval.

The approval is based on the submitted site plan and the findings related to site plan and subdivision review standards as contained in Planning Report #09-04, which is attached.

Please note the following provisions and requirements for all site plan approvals:

1. Where submission drawings are available in electronic form, the applicant shall submit any available electronic CADD.DXF files with seven (7) sets of the final plans.
2. A performance guarantee covering the site improvements as well as an inspection fee payment of 2.0% of the guarantee amount and 7 final sets of plans must be submitted to and approved by the Planning Division and Public Works prior to the release of the building permit. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.
3. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the expiration date.
4. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
5. Prior to construction, a pre-construction meeting shall be held at the project site with the contractor, development review coordinator, Public Work's representative and owner to review the construction schedule and critical aspects of the site work. At that time, the site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting.
6. If work will occur within the public right-of-way such as utilities, curb, sidewalk and driveway construction, a street opening permit(s) is required for your site. Please contact Carol Merritt at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)

The Development Review Coordinator must be notified five (5) working days prior to date required for final site inspection. The Development Review Coordinator can be reached at the Planning Department at 874-8632. Please make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This is essential as all site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.

If there are any questions, please contact Rick Knowland at 874-8725

Sincerely,



Orlando Delogu, Chair
Portland Planning Board

cc: Lee D. Urban, Planning and Development Department Director
Alexander Jaegerman, Planning Division Director
Sarah Hopkins, Development Review Services Manager
Rick Knowland, Senior Planner
Jay Reynolds, Development Review Coordinator
Marge Schmuckal, Zoning Administrator
Karen Dunfey, Inspections
Michael Bobinsky, Public Works Director
Traffic Division
Tony Lombardo, Project Engineer
Eric Labelle, City Engineer
Jeff Tarling, City Arborist
Penny Littell, Associate Corporation Counsel
Lt. Gaylen McDougall, Fire Prevention
Don Hall, Appraiser, Assessor's Office
Bob Greenlaw, Back Bay Boundary, 65 Newbury Street, Portland ME 04101
Andy Hyland, Port City Architecture, 65 Newbury Street, Portland ME 04101
Approval Letter File