

CITY OF PORTLAND, MAINE

PLANNING BOARD

Elizabeth Boepple, Chair
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June 1, 2017

Steve Morrison
WAIT LLC
158 Danforth Street
Portland, ME 04102

Will Savage, P.E.
Acorn Engineering, Inc.
158 Danforth Street
Portland, ME 04101

Project Name: 197 Spring Street Renovation and Alteration
Address: 197 Spring Street
Applicant: WAIT, LLC
Planner: Matthew Grooms, Planner

Project ID: 2017-061
CBL: 045-E-021

Dear Mr. Morrison:

On May 9, 2017, the Planning Board considered [197 Spring Street Renovation and Alteration] for a building addition, parking lot improvements, and converting the building into 7 residential units. The Planning Board reviewed the proposal for conformance with the standards of the Subdivision Ordinance and Site Plan Ordinance. The Planning Board voted unanimously to approve the application with the following waivers and condition(s) as presented below.

WAIVERS

On the basis of the application, plans, reports and other information submitted by the applicant; findings and recommendations contained in the Planning Board report for the public hearing on May 9, 2017 for application 2017-061 relevant to Portland's technical and design standards and other regulations; and the testimony presented at the Planning Board:

1. The Planning Board found, based upon the consulting transportation engineer's review, that extraordinary conditions exist or undue hardship may result from strict compliance with the *Technical Manual* standard (*Section 1.71*) which requires that driveway width for residential developments with nine (9) or fewer parking spaces be a minimum of ten (10) feet, that substantial justice and the public interest are secured with the proposed variation in this standard, and that the variation is consistent with the intent of the ordinance. The Planning Board waives the *Technical Manual* standard (*Section 1.71*) to allow the driveway as depicted in the proposed site plan with a vote of 7-0;
2. The Planning Board found based upon the consulting transportation engineer's review, that extraordinary conditions exist or undue hardship may result from strict compliance with the *Technical*

Manual standard (*Section 1.14*) which requires that a standard parking space be 9' x 18', that substantial justice and the public interest are secured with the proposed variation in this standard, and that the variation is consistent with the intent of the ordinance. The Planning Board waives the *Technical Manual* standard (*Section 1.14*) to allow five 8' x 15' spaces with a vote of 7-0;

DEVELOPMENT REVIEW

On the basis of the application for site plan and subdivision review, plans, reports and other information submitted by the applicant; findings and recommendations contained in the Planning Board Report for the public hearing on May 9, 2017 for application 2017-061 relevant to the site plan regulations; and the testimony presented at the Planning Board hearing, the Planning Board finds (7-0) that the plan is in conformance with the site plan standards of the land use code, subject to the following conditions of approval that must be met prior to the issuance of a building permit, unless otherwise stated:

1. The applicant shall submit a revised construction management plan to be reviewed and approved by the Department of Public Works and the Planning Division which demonstrates:
 - a. that the sidewalk on Spring Street will remain open at all times and that any change to this condition be coordinated with the Department of Public Works and Planning; and
 - b. how work related to proposed utility connections will be managed; and
 - c. how construction vehicle activity will be managed on-site; and
 - d. if and how on-street parking would be impacted by construction activities; and
 - e. if and how other construction/utility projects occurring during the project construction period might impact surrounding properties and the public right-of-way.
2. The applicant shall submit a final driveway apron detail meeting *Technical Manual* standards for review and approval by the Department of Public Works; and
3. The applicant shall provide a photometric plan and associated detail sheets which demonstrate acceptable light trespass;
4. The applicant shall provide revised elevation sheets with spot grades and building dimensions that illustrate building height;
5. The applicant shall submit a revised landscaping plan to provide adequate screening and buffering of the parking lot; and
6. If the proposed project becomes a condominium project then the Home Owner Association documents shall be submitted for review and approval by the Planning Authority and Corporation Counsel.

STANDARD CONDITIONS OF APPROVAL

Please note the following standard conditions of approval and requirements for all approved site plans:

1. **Subdivision Recording Plat** A revised recording plat listing all conditions of subdivision approval must be submitted for review and signature prior to the issuance of a performance guarantee. The performance guarantee must be issued prior to the release of the recording plat for recording at the Cumberland County Registry of Deeds.
2. **Subdivision Waivers** Pursuant to 30-A MRSA section 4406(B)(1), any waiver must be

specified on the subdivision plan or outlined in a notice and the plan or notice must be recorded in the Cumberland County Registry of Deeds within 90 days of the final subdivision approval).

3. **Develop Site According to Plan** The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or the Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.
4. **Separate Building Permits Are Required** This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division.
5. **Site Plan Expiration** The site plan approval will be deemed to have expired unless work has commenced within one (1) year of the approval or within a time period up to three (3) years from the approval date as agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the one (1) year expiration date.
6. **Subdivision Plan Expiration** The subdivision approval is valid for up to three years from the date of Planning Board approval.
7. **Performance Guarantee and Inspection Fees** A performance guarantee covering the site improvements as well as an inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning Division and Public Services Department prior to the release of a subdivision plat for recording at the Cumberland County of Deeds, and prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and approval.
8. **Defect Guarantee** A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
9. **Preconstruction Meeting** Prior to the release of a building permit or site construction, a pre-construction meeting shall be held at the project site. This meeting will be held with the contractor, Development Review Coordinator, Public Service's representative and owner to review the construction schedule and critical aspects of the site work. At that time, the Development Review Coordinator will confirm that the contractor is working from the approved site plan. 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.

10. **Department of Public Works Permits** 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.)
11. **As-Built Final Plans** Final sets of as-built plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (*.dwg), release AutoCAD 2005 or greater.
12. **Mylar Copies** Mylar copies of the as-built drawings for the public streets and other public infrastructure in the subdivision must be submitted to the Public Services Dept. prior to the issuance of a certificate of occupancy.

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 Division at 874-8632. 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 Matthew Grooms at 874-8725.

Sincerely,



Elizabeth Boepple, Chair
Portland Planning Board

Attachments:

1. Planning Board Report
2. Performance Guarantee Packet

Electronic Distribution:

cc: Jeff Levine, AICP, Director of Planning and Urban Development
Stuart O'Brien, Planning Division Director
Barbara Barhydt, Development Review Services Manager
Matthew Grooms, Planner
Philip DiPierro, Development Review Coordinator, Planning
Mike Russell, Director of Permitting and Inspections
Ann Machado, Zoning Administrator, Inspections Division
Jonathan Rioux, Inspections Division Deputy Director
Jeanie Bourke, Plan Reviewer/CEO, Inspections Division
Chris Branch, Director of Public Works
Katherine Earley, Engineering Services Manager, Public Works
Doug Roncarati, Stormwater Coordinator, Public Works
Greg Vining, Associate Engineer, Public Works
Michelle Sweeney, Associate Engineer, Public Works
John Low, Associate Engineer, Public Works
Jane Ward, Administration, Public Services
Rhonda Zazzara, Field Inspection Coordinator, Public Works
Jeff Tarling, City Arborist, Public Works

Jeremiah Bartlett, Public Works
Keith Gautreau, Fire Department
Victoria Morales, Corporation Counsel
Thomas Errico, P.E., TY Lin Associates
Lauren Swett, P.E., Woodard and Curran
Christopher Huff, Assessor
Approval Letter File



PLANNING BOARD REPORT PORTLAND, MAINE

9-Unit Rooming House to 7-Unit Condominium Conversion
197 Spring Street
Level III Site Plan
2017-061
WAIT, LLC

Submitted to: Portland Planning Board Date: May 5, 2017 Public Hearing Date: May 9, 2017	Prepared by: Matthew Grooms, Planner CBL: 045-E-021 Project #: 2017-061
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I. INTRODUCTION

WAIT, LLC appears before the Planning Board for the final site plan review of a proposed building renovation and building expansion project to convert a nine-unit rooming house into a seven-unit residential building at 197 Spring Street, located within the West End Historic District. The proposed development includes the renovation of the original structure and demolition of the existing addition, which will be replaced by a new and more efficient three-story addition. Additional improvements include new site landscaping, the installation of a new stormwater management system, and replacement of the existing gravel driveway with bituminous pavement, establishing five striped parking spaces. Vehicular access to this site is provided via the existing curb-cut located on Spring Street. This property is located within the West End Historic District and has been reviewed and approved by the Historic Preservation Board.

This development is being referred to the Planning Board for compliance with the site plan standards. A total of 166 notices were sent to property owners within 500 feet of the site and a legal ad for the Planning Board hearing ran on May 1st and 2nd, 2017 in the Portland Press Herald.

Applicant: Steve Morrison, WAIT, LLC

Consultants: Will Savage, P.E., Acorn Engineering, INC



Figures 1 and 2: Existing Conditions (From Spring Street)



II. REQUIRED REVIEWS

<i>Waiver Requests</i>	<i>Applicable Standards</i>
Driveway width – To allow a 9’ driveway	Technical Manual, <i>Section 1.71</i> , requiring that the minimum driveway width for residential developments with nine or fewer parking spaces be at least ten feet in width.
<i>This waiver request is supported by the City’s Traffic Engineer.</i>	

<p>Parking dimensions – To allow all parking spaces at 8’ x 15’</p> <p><i>This waiver is supported by the consulting traffic engineer and planning staff to provide additional buffering between adjacent property</i></p>	<p>Technical Manual, <i>Section 1.14</i>, requiring that standard parking space be 9’ x 18’.</p>
<p>Review Site Plan</p>	<p>Applicable Standards Article V</p>

III. PROJECT DATA

Existing Zoning	R-6		
Existing Use	9-unit rooming house		
Proposed Use	Residential (7 residential units, 2 one-bedroom and 5 two-bedroom)		
Parcel Size	5,640 SF		
	<i>Existing</i>	<i>Proposed</i>	<i>Net Change</i>
Building Footprint	1,392 SF	1,663 SF	271 SF
Building Floor Area	3,825 SF	5,950 SF	2,125 SF
Impervious Surface Area	4,450 SF	4,520 SF	70 SF
Parking Spaces	4	5	1
Bicycle Parking Spaces	3	3	0
Estimated Cost of Project	\$600,000		

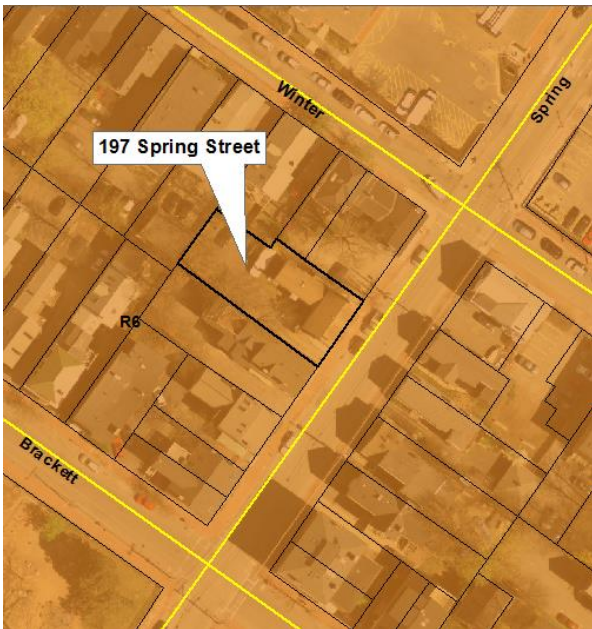


Figure 3 (Above): Zoning Context Map

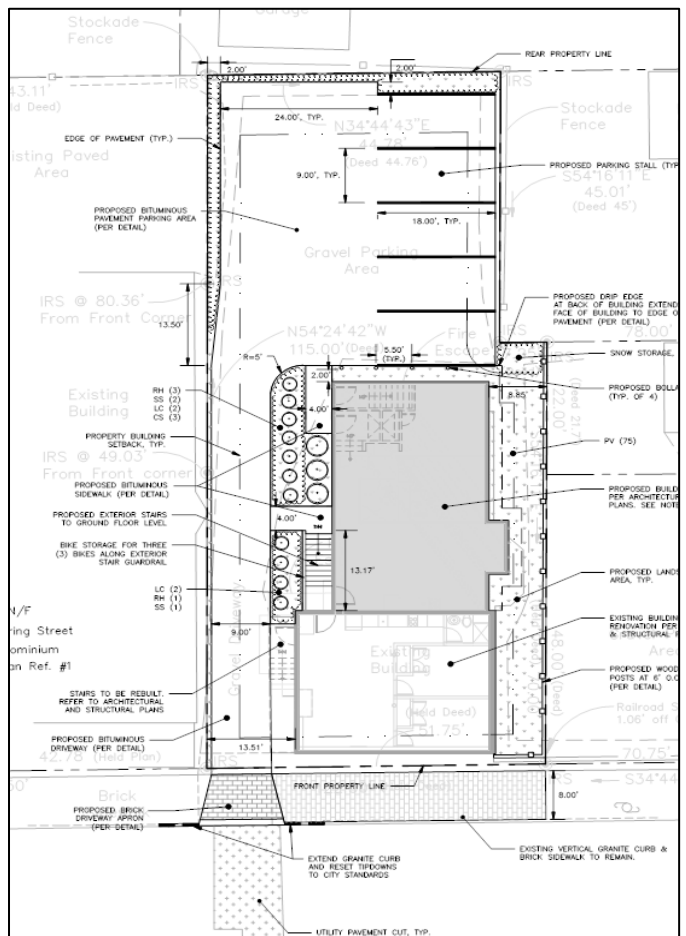


Figure 4 (At Right): Proposed Site Plan

IV. BACKGROUND

197 Spring Street lies midblock between Brackett Street and Winter Street and is highly proximate to Mercy Hospital's West End Campus located to the northeast and the Reiche School located to the southwest. The site is currently occupied by a nine-unit rooming house, which would be partially demolished under the plans proposed here. The site lies in an R-6 zone and is surrounded by a mixture of uses, including both single and multi-family homes, institutional uses and a number of commercial establishments.

V. PROPOSED DEVELOPMENT

The applicant is proposing to renovate and partially demolish the existing nine-unit rooming house at this location and convert the structure into a seven-unit residential building, consisting of 2 one-bedroom units and 5 two-bedroom units. The original structure, which fronts Spring Street would remain intact and would receive only cosmetic upgrades to its exterior with a full renovation being completed on the building's interior. The existing addition, would be demolished and replaced with a new, more efficient three-story structure that would tie into the rear of the original building. Other site improvements include the installation of a catch basin and storm drain that would connect with the combined sewer/storm system located in Spring Street, resurfacing of the gravel driveway and parking area with bituminous pavement and minor landscaping along the building's west elevation. Vehicular access is provided via an existing curb cut located on Spring Street and the site layout would remain unchanged with a nine foot wide driveway and off-street parking for five vehicles.

VI. PUBLIC COMMENT/NEIGHBORHOOD MEETING

The Planning Division has received no public comments. The applicant held a neighborhood meeting on April 18, 2017 and has provided neighborhood meeting minutes (*Attachment P*). Three individuals from the public attended and raised questions regarding landscaping, stormwater features, building design and features, site circulation with no opposition to the project being raised.

VII. RIGHT, TITLE, & INTEREST

The applicant has provided a deed recorded on August 19, 2013 as evidence of right, title, and interest. (*Attachment C*). No easements are required.

VIII. FINANCIAL & TECHNICAL CAPACITY

The applicant has submitted a letter from Gorham Savings Bank attesting to their financial capacity (*Attachment G*).

IX. ZONING ANALYSIS

Staff conducted a zoning analysis which found that the new addition meets the use and dimensional requirements of the R-6 zone, including the maximum density of one unit/725 SF, minimum side yard setbacks of 5', and minimum landscaped open space of 20%. Additional information has been requested regarding building height and this has been drafted as a condition for approval. Per Section 14-483, Housing Preservation and Replacement, a loss of residential units amounting to fewer than three dwelling units is exempt from the housing replacement requirements so long as the loss of units is not replaced with surface parking. Given that the applicant is only consolidating the existing rooming house and losing just two units, they are not required to meet the housing replacement standards.

X. SITE PLAN SUBMISSION REQUIREMENTS (Section 14-527)

XI. DEVELOPMENT REVIEW

The proposed development has been reviewed by staff for conformance with the relevant review standards of the City of Portland's site plan ordinance. Staff comments are below.

1. Transportation Standards

a. Impact on Surrounding Street Systems

Tom Errico, the city's consulting traffic engineer, has reviewed the applicant's submittals and has identified the following concerns regarding impacts to surrounding street systems which should be clarified in the

construction management plan (*Attachment 1*).

- *The sidewalk on Spring Street shall remain open at all times. Any changes to this condition shall be coordinated with SPW and Planning Staff.*
- *The project will require utility connections and thus will likely impact traffic and sidewalk conditions. The applicant shall provide a Construction Management Plan for this activity for review and approval by DPW and Planning Staff.*
- *The plans note that construction vehicle access will be via the existing 9-foot narrow driveway. This width would seem to constrain large vehicles. Accordingly, the applicant shall provide details on truck activity for the project.*
- *The applicant should note if there will be any proposed impacts to on-street parking in conjunction with construction activities.*
- *The applicant should confirm if there are any other construction/utility projects occurring during the project construction period that would cause potential conflicts.*

b. Access and Circulation

The final plans include a 9' foot wide driveway, 24' foot wide drive aisle within the rear parking area and five standard sized 9' by 18' parking spaces immediately adjacent to the easterly property line. Additionally, the applicant is proposing a new brick driveway apron that will tie in with the existing vertical granite curb and brick sidewalk. Mr. Errico has reviewed the applicant's submittals and has asked for confirmation that the new driveway apron meets the required cross-slope for pedestrian access of no greater than two percent. Further, planning staff have asked the applicant to consider reducing the five standard sized parking spaces to compact spaces which would allow for further buffering between this development and the adjacent property (*Attachment 1*).

c. Public Transit Access

The proposed development is not located along a public transit route. As such, no provisions for transit access are required.

d. Parking

Division 20 of the land use ordinance provides an exception for the off-street parking requirement for the first three units in the R-6 zone and a 1:1 requirement thereafter. Per the ordinance, only four off-street spaces are technically required. The applicant has elected to provide five off-street spaces. In order to provide additional buffering between this development and the adjacent property to the east, city staff have requested that the applicant consider striping compact parking spaces as opposed to standard sized parking spaces. Mr. Errico has verbally stated that he would support a waiver to allow compact parking spaces.

Two bicycle spaces per five dwelling units are required under the site plan ordinance. As such, three bicycle parking spaces are required. The final plans denote a space along the guard rail along the exterior stairs leading to the ground level units sufficient for three bicycles. The applicant has stated that the units themselves possess sufficient space for bicycle storage.

e. Transportation Demand Management

A transportation demand management plan is not required.

2. Environmental Quality Standards

a. Preservation of Significant Natural Features

There are no known significant natural features on the site.

b. Landscaping and Landscape Preservation

The landscaping plan shows assorted ornamental grasses, perennials and shrubs, including switch grass, black eyed susan, sage, cardinal flowers and red twig dogwood. These plantings would be located along the

westerly building elevation with open space along the property's exterior being reserved for snow storage. These plantings meet the city's landscaping standards, and Jeff Tarling, the city's arborist, has verbally indicated his satisfaction with the plans.

c. *Water Quality/Storm Water Management/Erosion Control*

In its current state, the site is comprised of compacted gravel in the driveway and parking area and generally slopes down towards Spring Street, with a slope of approximately 10% in the front half of the property and 1% in the rear half. Stormwater flows west to east where it then enters the combined sewer/storm system at the intersection of Winter and Spring Street.

The applicant is proposing a number of improvements to facilitate improved stormwater management on site, although given the limited increase in impervious surface less than the 1,000 square-foot threshold, such improvements are not technically required. Proposed improvements include the installation of a catch basin within the driveway and new associated storm drain that will connect to the combined sewer/storm system. Additionally, a roof drain, foundation drain and building drip edge have also been incorporated into the design. With this proposal, vegetated areas around the property are being rehabilitated so as to provide more permeable soils with greater hydraulic conductivity. These plantings are also intended to help retain stormwater on site.

To affect site stabilization and erosion control, is proposing the use of crushed stone at construction entrances, siltation fence or erosion control berms down gradient of any disturbed areas, and hay mulch including hydro seeding to provide cover for denuded or seeded areas. For permanent control, all disturbed areas will receive 4" of loam, lime and mulch with erosion control blankets being installed for additional stabilization.

Lauren Swett, the City's consulting civil engineer, has reviewed the applicant's submittals and finds the proposed plans satisfactory (*Attachment I*).

3. Public Infrastructure and Community Safety Standards

a. *Consistency with Related Master Plans*

As noted above, the project is generally deemed consistent with related master plans.

b. *Public Safety and Fire Prevention*

Keith Gautreau, of the Fire Prevention Bureau, has reviewed the plans and finds them satisfactory as site layout is not changing.

c. *Availability and Capacity of Public Utilities*

The property is currently serviced by an underground electric line which ties into the overhead power line that runs along the opposite side of Spring Street. Existing water service is derived from a 3/4" line located at the northeast corner of the property. At present, there is a 4" sewer line that connects with the sewer main in Spring Street. Additional site utilities include gas and four overhead telephone/cable lines which run through the rear and front of the property.

It has been determined that the current water service is insufficient to serve this site and as such will be retired and replaced with a new 2" line that will tap into the existing main and serve as the fire sprinkler line. A 1" domestic line will branch off of the sprinkler line and service the redevelopment. The applicant has provided evidence of water capacity (*Attachment L*).

Similarly, the underground electric service may need to be upgraded once the required loads are determined. This has been added as a condition of approval item.

Other alterations to existing service include the installation of a new storm drain and removal of the overhead telephone/cable lines located in the property's rear. The existing sewer and gas lines remains sufficient to service this site.

Ms. Swett has reviewed the utility plan and details and found them adequate with respect to the city’s technical standards (*Attachment 1*).

4. Site Design Standards

a. Massing, Ventilation, and Wind Impact

The bulk, location, and height of the proposed building are not anticipated to result in health or safety problems from a reduction in ventilation or changes to the wind climate. Likewise, these elements of the plan are not anticipated to result in substantial diminution in the value or utility of neighboring structures.

HVAC systems are depicted away from the public view at the rear of the building.

b. Shadows

No shadow impacts to publicly accessible open spaces are anticipated.

c. Snow and Ice Loading

The applicant has been requested to provide information regarding ice and snow load controls along the building’s perimeter.

d. View Corridors

Cumberland Avenue is not a protected view corridor.

e. Historic Resources

The site is located within the West End Historic District. This item was reviewed and approved by the Historic Preservation Board 6-0 (Harmon recused) on August 3, 2016, and was deemed compliant with city standards for a Certificate of Appropriateness (*Attachment 2*)

f. Exterior Lighting

City staff have asked that the applicant provide a photometric plan demonstrating compliance with city standards as found in the Technical Manual. This requirement has been added as a condition for approval.

g. Noise and Vibration

All proposed mechanical equipment is in accordance with applicable zoning requirements. It is not anticipated that high levels of noise or vibration will result.



Figure 5: North and West Building Elevations

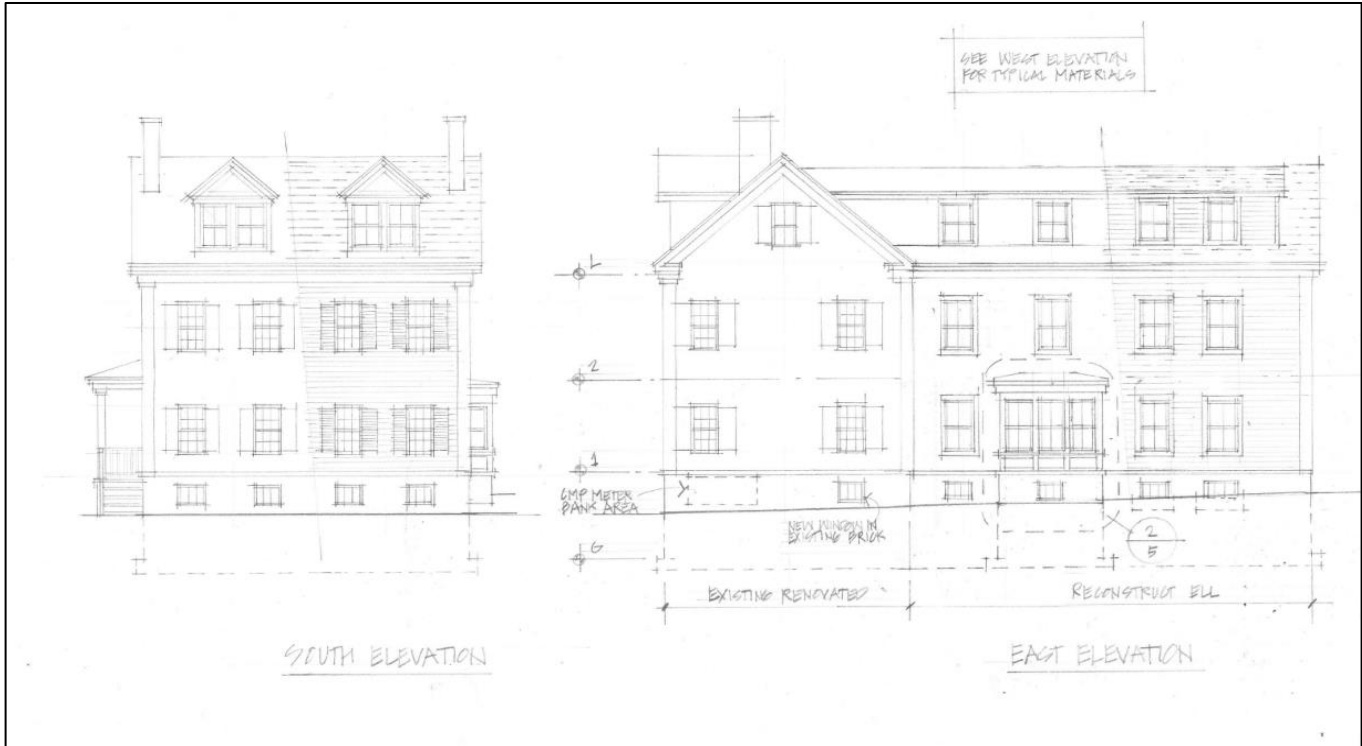


Figure 6: East and South Building Elevations

h. Signage and Wayfinding

No signage or wayfinding is proposed.

i. Zoning-Related Design Standards

Design of the structure has been reviewed and approved by the Historic Preservation Board and thus does not require a separate design review by the City’s Urban Designer. The applicant has provided a set of elevations, renderings, and a design narrative which speak to the architectural approach for the project (*Attachment N*). The narrative states that the rear addition will be built to the R-6 dimensional standards, and will provide opportunities for handicap accessibility. The original structure will be renovated to return the building to its original appearance and will incorporate wood clapboard siding, clad wood windows, articulated corner boards, window surrounds, cornice trim and a rebuilt entry porch. The ell (addition) will complement the original structure but will possess simpler detail.

XII. STAFF RECOMMENDATION

Subject to the proposed motions and conditions of approval listed below, Planning Division staff recommends that the Planning Board approve the proposed seven-unit condominium development at 197 Spring Street.

XIII. PROPOSED MOTIONS

A. WAIVERS

On the basis of the application, plans, reports and other information submitted by the applicant; findings and recommendations contained in the Planning Board report for the public hearing on October 12, 2016 for application 2016-172 relevant to Portland’s technical and design standards and other regulations; and the testimony presented at the Planning Board hearing:

1. The Planning Board **finds/does not find**, based upon the consulting transportation engineer’s review, that extraordinary conditions exist or undue hardship may result from strict compliance with the *Technical Manual* standard (*Section 1.71*) which requires that driveway width for

residential developments with nine (9) or fewer parking spaces be a minimum of ten (10) feet, that substantial justice and the public interest are secured with the proposed variation in this standard, and that the variation is consistent with the intent of the ordinance. The Planning Board **waives/does not waive** the *Technical Manual* standard (*Section 1.71*) to allow the driveway as depicted in the proposed site plan;

2. The Planning Board **finds/does not find**, based upon the consulting transportation engineer’s review, that extraordinary conditions exist or undue hardship may result from strict compliance with the *Technical Manual* standard (*Section 1.14*) which requires that a standard parking space be 9’ x 18’, that substantial justice and the public interest are secured with the proposed variation in this standard, and that the variation is consistent with the intent of the ordinance. The Planning Board **waives/does not waive** the *Technical Manual* standard (*Section 1.14*) to allow five 8’ x 15’ spaces;

B. DEVELOPMENT REVIEW

On the basis of the application, plans, reports and other information submitted by the applicant; findings and recommendations contained in the Planning Board Report for the public hearing on May 9, 2017 for application 2017-061 relevant to the site plan regulations; and the testimony presented at the Planning Board hearing, the Planning Board finds that the plan **is/is not** in conformance with the site plan standards of the land use code, subject to the following conditions of approval that must be met prior to the issuance of a building permit, unless otherwise stated:

1. The applicant shall submit a revised construction management plan to be reviewed and approved by the Department of Public Works and the Planning Division which demonstrates:
 - a. that the sidewalk on Spring Street will remain open at all times and that any change to this condition be coordinated with the Department of Public Works and Planning; and
 - b. how work related to proposed utility connections will be managed; and
 - c. how construction vehicle activity will be managed on-site; and
 - d. if and how on-street parking would be impacted by construction activities; and
 - e. if and how other construction/utility projects occurring during the project construction period might impact surrounding properties and the public right-of-way.
2. The applicant shall submit a final driveway apron detail meeting *Technical Manual* standards for review and approval by the Department of Public Works; and
3. The applicant shall provide a photometric plan and associated detail sheets which demonstrate acceptable light trespass; and
4. The applicant shall provide revised elevation sheets with spot grades and building dimensions that illustrate building height.

XIV. ATTACHMENTS

PLANNING BOARD REPORT ATTACHMENTS

1. City Staff review comments (5/5/2017)
2. Historic Preservation Board Approval Letter (8/3/2016)

APPLICANT’S SUBMITTALS

- A. Cover Letter
- B. Level III Site Plan Application
- C. Right, Title and Interest
- D. Conformity with Applicable Zoning Standards
- E. Summary of Easements
- F. Request for Waivers

- G. Technical & Financial Capacity
- H. Stormwater Report
- I. Erosion & Sedimentation Control Report
- J. Fire Department Letter
- K. Solid Waste
- L. Utility Cover
- M. Construction Management Plan
- N. Architectural Design Narrative
- O. Tree Survey
- P. Neighborhood Meeting Materials

PLANS

- Plan 1. Cover Sheet
- Plan 2. General Notes
- Plan 3. Existing Conditions
- Plan 4. Demolition & Construction Management Plan
- Plan 5. Site & Landscape Plan
- Plan 6. Utility Plan
- Plan 7. Grading & Drainage Plan
- Plan 8. Site Details I
- Plan 9. Site Details II
- Plan 10. Utility Details
- Plan 11. Drainage Details
- Plan 12. Erosion Control Details
- Plan 13. Floor Plans
- Plan 14. Elevations I
- Plan 15. Elevations II
- Plan 16. Structural Cover
- Plan 17. Structural Framing I
- Plan 18. Structural Framing II
- Plan 19. Structural Framing III
- Plan 20. Subplat

Planning and Urban Development Department Planning Division



May 5, 2017

Steve Morrison
WAIT, LLC
158 Danforth Street
Portland, ME 04102

Will Savage, P.E.
Acorn Engineering, INC.
158 Danforth Street
Portland, ME 04102

RE: Staff Review Comments for 197 Spring Street (2017-061) – Planning Board Review

Project Name:	197 Spring Street	Project ID:	(2017-061)
Project Address:	197 Spring Street	CBL:	045-E-021
Applicant:	Steve Morrison		
Planner:	Matthew Grooms		

Dear Mr. Morrison,

Thank you for submitting a Level III Final Plan application for a three-story residential development with 7 residential units at 197 Spring Street. This proposal is being reviewed as a final plan for Planning Board review subject to the following applicable Land Use Code provisions:

- Site Plan Ordinance, Article V
- Division 7. R-6 and R-6A Residential Zones
- Division 20. Off-Street Parking
- Neighborhood Meeting Regulations, Section 14-32

Final Plan for Planning Board Review: Staff Review Comments

I. Traffic Engineering and Site Circulation (Tom Errico)

1. I have reviewed the application materials and generally find the project to be acceptable. Please note the following.
 - A. The applicant is requesting a waiver for driveway width. Given that the driveway currently exists and low expected traffic volumes, I support a waiver from the City’s Technical Standards (the minimum width standard is 10 feet – the project is proposing 9 feet)
 - B. I find the parking layout and circulation to be acceptable.
 - C. The reconstructed driveway apron shall provide an pedestrian accessible route with a cross-slope of no greater than 2 percent.

- D. The applicant has provided a construction management plan and I have the following comments:
- a. The sidewalk on Spring Street shall remain open at all times. Any changes to this condition shall be coordinated with DPW and Planning staff (see next bullet).
 - b. The project will require utility connections and thus will likely impact traffic and sidewalk conditions. The applicant shall provide a Construction Management Plan for this activity for review and approval by DPW and Planning staff.
 - c. The plans note that construction vehicle access will be via the existing 9-foot narrow driveway. This width would seem to constrain large vehicles. According, the applicant shall provide details on truck activity for the project.
 - d. The applicant should note if there will be any proposed impacts to on-street parking in conjunction with construction activities.
 - e. The applicant should confirm if there are any other construction/utility projects occurring during the project construction period that would cause potential conflicts.

II. Environmental Quality Standards

E. Stormwater/Engineering Comments (Lauren Swett)

1. The City of Portland requires that all Level III site plan applications submit a stormwater management plan pursuant to the regulations of MaineDEP Chapter 500 Stormwater Management Rules, including conformance with the Basic, General, and Flooding Standards (Technical Manual, Section 5. II. Applicability in Portland. C. a. and City of Portland Code of Ordinances Sec. 14-526 site plan standards. (b). 3. b.). The proposed project will result in an increase in impervious surface of less than 1,000 square feet, and the non-roof redevelopment area is less than 5,000 square feet. We offer the following comments:
 - A. Basic Standard: Plans, notes, and details have been provided to address erosion and sediment control requirements, inspection and maintenance requirements, and good housekeeping practices in accordance with Appendix A, B, & C of MaineDEP Chapter 500.
 - B. General Standard: The proposed project does not meet the City of Portland or Maine DEP thresholds requiring conformance with the General Standard. The project will not result in any significant changes to stormwater quality, and will be providing a catch basin with a hood that will provide for some improvements. We do recommend that the applicant consider utilizing additional stormwater quality treatment where possible. Stormwater treatment will help to reduce the Stormwater Impact Fee assessed for the site..
 - C. Flooding Standard: The proposed project does not meet the City of Portland or Maine DEP thresholds requiring conformance with the Flooding Standard. It is not anticipated that the proposed work will result in any significant changes to stormwater flow.
2. The project will result in a new direct connection to the combined sewer. The City will review the proposed connection. (Note, I will forward to Public Works to bring to their attention for review.)
3. Two details have been provided for the drip edge on sheets C-41 and C-43. Please clarify.

III. Site Design Standards

A. Site Plan Review Comments (Matthew Grooms)

1. Would the applicant consider the installation of compact parking spaces as opposed to standard sized parking spaces to provide additional buffering against the adjacent property? The City's Traffic Engineering Consultant has verbally indicated that he would support a waiver of this requirement.
2. Is the applicant proposing any new exterior lighting? If so, a photometric plan and associated lighting details sheets will be required demonstrating acceptable light trespass.
3. What will the height of this building be? Please provide a revised building elevation that includes spot grades at building corners and building dimensions.

Additional Submittals Required:

Please upload the digital plans and documents to address staff comments. Upon receipt of the revised material, the City of Portland will review the additional plans and information for conformance with applicable ordinances. Please be aware that an application expires within 120 days of the date upon which this written request for additional information was made and only one set of revised plans may be submitted for review. This item is scheduled to go before the Planning Board as a public hearing item on May 9, 2017 at 7:00 pm.

If you have any questions, feel free to contact me at (207) 874-8725 or by email at mgrooms@portlandmaine.gov.

Sincerely,

Matthew Grooms
Planner

Electronic Distribution:

Tuck O'Brien, Planning Division Director
Barbara Barhydt, Development Review Services
Manager
Victoria Morales, Associate Corporation
Counsel

Anne Machado, Zoning Administrator
Captain Keith Gautreau, Fire
Jeff Tarling, City Arborist
Tom Errico, P.E., TY Lin Associates
Lauren Swett, P.E., Woodard & Curran

CITY OF PORTLAND, MAINE

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August 11, 2016

Steve Morrison
Wait, LLC
P.O. Box 25A
Cumberland, Maine 04021

RE: 197 Spring Street – exterior rehab and ell replacement
CBL: 045 E021

Dear Mr. Morrison,

On August 3, 2016, the City of Portland's Historic Preservation Board voted 6-0 (Harmon recused) to approve your application, submitted on your behalf by Architect Glenn Harmon, for a Certificate of Appropriateness for exterior alterations and replacement of the rear ell at 197 Spring Street. Approval was made on the basis of plans and specifications submitted for the 8/3/16 public hearing, and is subject to the following conditions:

1. The base of the new east bay is to be faced with brick, with the design and particularly the basement window layout to be reviewed and approved by staff.
2. The following detail drawings and specifications are to be submitted to staff for review and approval prior to construction:
 - All trim, particularly at eaves and windows and doors
 - Porch and front stair details

Construction is to be carried out as shown on the plans and specifications submitted for the 8/3/16 public hearing and/or as described above. Note that the approved work will require all necessary building permits. Changes to the approved plans and specifications and any additional work that may be undertaken must be reviewed and approved by this office prior to construction, alteration, or demolition. If, during the course of completing the approved work, conditions are encountered which prevent completing the approved work, or which require additional or alternative work, you must apply for and receive a Certificate of Appropriateness or Non-Applicability PRIOR to undertaking additional or alternative work.

This Certificate is granted upon condition that the work authorized herein is commenced within twelve (12) months after the date of issuance. If the work authorized by this Certificate is not commenced within twelve (12) months after the date of issuance or if such work is suspended in significant part for a period of one year after the time the work is commenced, such Certificate shall expire and be of no further effect; provided that, for cause, one or more extensions of time for periods not exceeding ninety (90) days each may be allowed in writing by the Department.

Sincerely,

A handwritten signature in black ink that reads "Robert Wiener". The signature is written in a cursive style with a large, prominent "R" and "W".

Robert Wiener
Historic Preservation Compliance Coordinator

Cc: Glenn Harmon
Deb Andrews, Historic Preservation Program Manager