

DEVELOPMENT REVIEW COORDINATOR
POST APPROVAL PROJECT CHECKLIST

Date: 9/7/11

Project Name: Sacred Heart Parking Lot Expansion

Project Address: 80 Sherman Str.

Site Plan ID Number: 2011-279

Planning Board/~~Authority~~ Approval Date: 8/17/11

Site Plan Approval Date: 8/17/11

Performance Guarantee Accepted: 9/27/11

Inspection Fee Paid: 9/27/11

ck# 15120
\$526.82

Infrastructure Contributions Paid: 9/27/11

ck# 15120
\$1,568.70

Amount of Disturbed Area in SF or Acres: < 1 Acre

MCGP/Chapter 500 Stormwater PBR: N/A Financial contribution

Plans/CADD Drawings Submitted: ?

Pre-Construction Meeting: 9/27/11

Conditions of Approval Met: 10/31/11

As-Builts Submitted: N/A

Public Services Sign Off: 10/31/11

Certificate of Occupancy Memo Processed:
(Temporary or Permanent) ? N/A

Performance Guarantee to Defect Guarantee: 10/31/11

Defect Guarantee Released: 10/30/12



PORTLAND, MAINE

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Planning and Urban Development
Jeffery Levine, Director

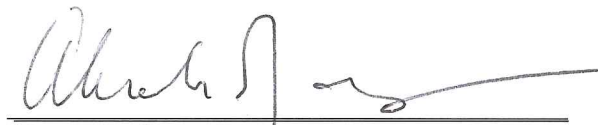
Planning Division
Alexander Jaegerman, Director

TO: Ellen Sanborn, Finance Department
FROM: Alexander Jaegerman, Planning Division Director
DATE: October 30, 2012
SUBJECT: Request for Release of Defect Guarantee
Sacred Heart Parking Lot Expansion, 80 Sherman Street
(ID# 2011-279 Lead CBL #048 F 005001)

Please release the Defect Guarantee, Bank Held Escrow Account #2426551914, for the Sacred Heart Parking Lot Expansion Project at 80 Sherman Street.

Remaining Balance \$2,631.90

Approved:



Alexander Jaegerman
Planning Division Director

cc: Barbara Barhydt, Development Review Services Manager
Philip DiPierro, Development Review Coordinator
File: One Solution



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Planning and Urban Development Department
Penny St. Louis, Director

Planning Division
Alexander Jaegerman, Director

AUGUST 17, 2011

ROMAN CATHOLIC BISHOP OF PORTLAND
ATTENTION: DENIS LAFRENIERE
PO BOX 11559
PORTLAND, ME 04104

JEFF READ
PINKHAM AND GREER
380 US ROUTE ONE
FALMOUTH, ME 04105

Project Name:	EXPANSION OF PARKING LOT	Project ID:	2011-279
Project Address:	80 SHERMAN STREET	CBL:	048-F-005
Applicant:	ROMAN CATHOLIC BISHOP OF PORTLAND		
Planner:	SHUKRIA WIAR		

Dear Mr. Lafreniere,

On August 17, 2011, the Portland Planning Authority approved a Level I Site Alteration Application for the Sacred Heart Parking Expansion project located at 80 Sherman Street as submitted by Roman Catholic Bishop of Portland and shown on the approved plan prepared by Jeff Read of Pinkham and Greer, with a revision date of August 15, 2011. The applicant is proposing to lease office space in the existing Rectory building to the Catholic Charities of Maine and is seeking to modify the existing six space parking lot to accommodate a total of seventeen (17) vehicles for staff. The proposed project will result in 2,453 square feet of new impervious area.

The following decision is for the site plan application and it is separate and distinct from the required review under Portland's Historic Preservation Ordinance. The Level I site plan application has been approved with the following waivers and standard conditions:

Waivers:

1. On the basis of the information provided in the letter submitted by Jeff Read of Pinkham and Greer dated August 8, 2011, requesting a waiver of Portland's stormwater management requirements in Chapter 5, Section II of the City Technical Manual, the Planning Authority waives this requirement with the following conditions:

- a. That the applicant shall ~~pay a fee of \$1,635.00~~ ^{\$1568.70} as an infrastructure contribution for Portland's ongoing municipal stormwater treatment improvements.
- b. That the applicant shall modify the contours on the site plan to grade the stormwater drainage towards the vegetated strip along Sherman Street. This vegetated strip shall be depressed three inches below grade level of the adjacent parking lot.
- c. That there shall be no salt application used during the winter months, only sand shall be used in order to protect and preserve the proposed landscaping.

2. On the basis of the application, site plans, and other information submitted by the applicant's agent, the Planning Authority waives the Technical Standard 1.7.2.3 Minimum driveway width

done

(two-way), where any site with driveway access to a street shall have a minimum width of 20 feet for two-way ingress and egress, with a preferred width of 24 feet, to allow the existing driveway width of 12' to remain.

The approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

STANDARD CONDITIONS OF APPROVAL

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

1. The site shall be developed and maintained as depicted in the site plan and 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 of the Portland City Code.
2. This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division. A building permit is required for the expanded parking lot.
3. Final sets of plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (*.dwg), release AutoCAD 2005 or greater.
4. 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 Dept. prior to the release of the subdivision plat for recording at the Registry of Deeds or 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 subdivision or site plan application for staff review and approval.
5. 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 agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the expiration date.
6. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
7. Prior to construction, a pre-construction meeting shall be held at the project site 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 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.
8. 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 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 Shukria Wiar at 756-8083 or via shukriaw@portlandmaine.com.

Sincerely,



Alexander Jaegerman
Planning Division Director

Attachments:

1. Performance Guarantee Packet

Electronic Distribution:

Penny St. Louis, Director of Planning and Urban Development
Alexander Jaegerman, Planning Division Director
Barbara Barhydt, Development Review Services Manager
Shukria Wiar, Planner
Philip DiPierro, Development Review Coordinator
Marge Schmuckal, Zoning Administrator
Tammy Munson, Inspections Division
Lannie Dobson, Administrative Assistant
Michael Bobinsky, Public Services Director
Katherine Earley, Public Services
Bill Clark, Public Services
David Margolis-Pineo, Deputy City Engineer
Jane Ward, Public Services
Chris Pirone, Fire
Jeff Tarling, City Arborist
Tom Errico, TY Lin
Davis Senus, Woodard & Curran
Assessor's Office
Approval Letter File
Hard Copy: Project File

Philip DiPierro - Fwd: FW: 10144 - Sacred Heart Parking Expansion

From: Alex Jaegerman
To: JRead@pinkhamandgreer.com; Philip DiPierro
Date: 9/27/2011 9:09 AM
Subject: Fwd: FW: 10144 - Sacred Heart Parking Expansion
CC: Barbara Barhydt; Shukria Wiar
Attachments: 10144,C1.2,REV4.pdf; 10144,C1.1,REV2.pdf; 10144,C1.4,REV1.pdf; Jaegerman 08-2011 emailWaiver for Stormwater Quality.rtf

I just talked to Jeff Read and confirmed the amount below, \$1,568.70 for the payment in lieu of treatment.

Alex.

Alexander Jaegerman, AICP
 Planning Division Director
 389 Congress Street, Suite 400
 Portland, ME 04101

Phone: (207)874-8724

>>> Alex Jaegerman 9/26/2011 9:53 AM >>>

Trying to reconstruct the arithmetic from my stormwater waiver decision of August 17, I have found the attached email from me that quotes a fee of \$700 per 1,000 sf., which would be \$1,568.70 for 2,241 sf.

>>> "Jeff Read" <JRead@pinkhamandgreer.com> 9/26/2011 8:57 AM >>>
 Good Morning Phil and Alex –

Based on additional impervious area reductions required by Historic Preservation, we recalculated the pro-rated stormwater fee for the Sacred Heart Parking Expansion to be \$1,494. Alex – can you verify this value is appropriate for the proposed 2,241 square feet of impervious area? Based on previous conversation, the rate was approximately \$0.667 per square foot of new impervious. If you have any questions, please call.

Jeffrey T. Read, P.E.
Pinkham and Greer Consulting Engineers
 380 US Route One, Falmouth, ME 04105
 207-781-5242 (voice)
 207-781-4245 (fax)

From: Jeff Read
Sent: Wednesday, August 24, 2011 2:46 PM
To: 'Shukria Wiar'
Cc: Alex Jaegerman (aqj@portlandmaine.gov); 'Denis Lafreniere, Jr. (Portland Peninsula)'
Subject: 10144 - Sacred Heart Parking Expansion

Hi Shukria –

As discussed this afternoon, the attached plans have been revised to meet the requirements of the historic preservation board. They were forwarded to Deb Andrews this past Monday, following receipt of her letter outlining the conditions of approval for the certificate of appropriateness for the parking expansion. We're waiting on an official response from Deb, but I believe required modifications have been completed and she will find the plans satisfactory.

In keeping with Alex Jaegerman's approval letter dated 8/17/11, please review the revised plans in association with the proposed work at the Church. Modifications include elimination of two parking spaces in the vicinity of the ornamental dogwood tree, revised landscaping and relocation of the bike rack.

Pursuant to required HP board revisions, the expanded parking area will accommodate a total of fifteen (15) vehicles for staff, and the proposed project will result in 2,241 square feet of impervious area. Given the reduction in impervious area, we request that the stormwater fee be reduced from \$1,635.00 to \$1,494.00 to reflect the new impervious total.

Grading will be adjusted to direct stormwater runoff to the landscaped area to the greatest extent possible given the existing topography and surface features on site. The Diocese will not use salt during the winter months.

If you have any questions, please call.

Jeffrey T. Read, P.E.
Pinkham and Greer Consulting Engineers
380 US Route One, Falmouth, ME 04105
207-781-5242 (voice)
207-781-4245 (fax)

6. SITE LIGHTING	_____	_____	_____	_____	_____	_____
7. EROSION CONTROL	_____	_____	_____	_____	_____	_____
Silt Fence	_____	_____	_____	_____	_____	_____
Check Dams	_____	_____	_____	_____	_____	_____
Pipe Inlet/Outlet Protection	_____	_____	_____	_____	_____	_____
Level Lip Spreader	_____	_____	_____	_____	_____	_____
Slope Stabilization	_____	_____	_____	_____	_____	_____
Geotextile	_____	_____	_____	_____	_____	_____
Hay Bale Barriers	_____	_____	_____	_____	_____	_____
Catch Basin Inlet Protection	_____	_____	_____	_____	_____	_____
8. RECREATION AND OPEN SPACE AMENITIES	_____	_____	_____	_____	_____	_____
9. LANDSCAPING (Attach breakdown of plant materials, quantities, and unit costs)	_____	_____	_____	_____	_____	\$3,000
10. MISCELLANEOUS	_____	_____	_____	_____	_____	_____
TOTAL:	_____	_____	_____	_____	_____	\$26,319
GRAND TOTAL:	_____			\$26,319	_____	

INSPECTION FEE (to be filled out by the City)

*total \$26,319
ok 9/9/11 [Signature]*

	<u>PUBLIC</u>	<u>PRIVATE</u>	<u>TOTAL</u>
A: 2.0% of totals:	_____	\$526.38	\$526.38
<u>or</u>			
B: Alternative Assessment:	_____	_____	_____
Assessed by:	<u>[Signature]</u>	<u>[Signature]</u>	9/9/11
	(name)	(name)	

8/30/2011

Re: Sacred Heart parking lot

Attn: Denis Lafreniere

Sherman St.

Portland, ME

Twin Oak Construction, LLC

99 Boulder Ridge

Hollis Center, ME

838-7771

Parking lot Excavation Proposal

Silt fence placed around perimeter of new parking lot, as well as stone construction entrance installed.

Old pavement to be removed and hauled off site. **Two trees removed as per plan.**

New parking area to be excavated as per plan, geo textile fabric laid down and 15" of type D gravel placed and compacted. Apple tree to be removed and other tree to be trimmed. Old parking lot to be taken down to allow new type A gravel to be placed and compacted on top of entire parking lot. Parking lot to be ready for pavement by others. Loam and hydro seed will be placed around the edges of the parking lot and any disturbed areas after pavement is installed.

Excavation and labor : \$6200.00

Loam, seed trees, and shrubs installed as per revised plan: \$ 3000.00

First payment for excavation and labor is due on the day of completion.

Second payment is due after pavement when landscaping is complete.

F.R. CARROLL, INC.

P.O. Box 9 Limerick, Maine 04048
Asphalt Division: (207) 793-4434 - Business Office: (207) 793-8615 - Fax: (207) 793-6647

Asphalt Division
Paving Estimate

FAX: 879-5547

To: Dennis Lafrenier Jr.
Re.: Sacred Heart Church parking lot reconstruction.

F. R. Carroll is pleased to quote:

Excavation as per plans C1.1, C1.2, and C1.3 and preparation for paving lump sum \$20,750.00.

Paving as per plans 2-1/4" 19MM and surface 1-1/4" 9.5MM for \$15,250.00.

Alternate Paving one lift of Fine Base 19MM 2-1/2" for \$11,150.00.

TERMS: NET 15 DAYS FROM DATE OF INVOICE

Please sign and return one copy, and retain the other copy for your records.

ESCALATION CLAUSE: Prices quoted are based on current average New England Selling Price per ton on liquid asphalt. Such quoted prices are not guaranteed by the major oil companies and are subject to adjustment during the term of the agreement. Current period price can be found on Maine DOT Webpage at www.maine.gov/mdot. The base price of liquid asphalt for this quote is \$587.50/ton. Any change in the price of liquid asphalt will require an extra charge. 19mm at 5.2% liquid, 12.5mm at 5.6% liquid and 9.5mm at 6.2% liquid. The formula to calculate a price change is the difference between the base price and the period price multiplied by the number of tons multiplied by the percent of liquid per mix. Adjustments will be made upward or downward as prices increase or decrease.

Title and risk of loss to all hot mix asphalt to be furnished by the contractor shall pass to the Town immediately before installation. The preceding sentence shall not in any way affect any right or remedy any Town has relating to the quality of the material, installation, or workmanship. Materials shall meet the requirements of the contract at the time they are incorporated into the work.

CUSTOMER SIGNATURE: _____ DATE: _____

ESTIMATOR SIGNATURE: *James R. Carroll* DATE: May 20, 2011

Family owned since 1952

ESTIMATE

CJ's Fine Lines

" First in Lines "

DATE: MAY 24, 2011

PO Box 6997
Scarborough, Maine 04070
Phone 207-400-4974
jason@cjsfinelines.com

Denis Lafreniere, Jr.
Sacred Heart
Portland, Maine

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Jason	Above Address		

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
17	Layout and stripe entire lot per plan		
	Parking spaces		
1	Handicap space		
1	Hashed area		\$225.00
1	Handicap sign mounted on green u-channel post and compliant with MUTCD and ADA regulations		\$150.00
	In the event a second coat of paint would be chosen for longevity purposes \$100.00 would be added to the amount below.		
TOTAL			\$375.00

THANK YOU FOR YOUR BUSINESS!

Memorandum
Department of Planning and Urban Development
Planning Division



To: Phil DiPierro- Development Review Coordinator
Assessor's Office
Capt. Keith Gautreau- Fire Department
Matt Doughty- Public Services
Marge Schmuckal- Zoning Administrator
Bill Clark- Public Services- Site Plans and CD

From: Shukria Wiar, Planner

Date: September 7, 2011

RE: Final Site Plans for 80 Sherman Street

CBL: 048-F-005

App #: 2011-279

Project Address: 80 Sherman Street

The attached are the final site plans for 80 Sherman Street, which was approved by the Planning Authority on August 17, 2011 as Level I application.

If you have any questions, please contact me.

Thanks.