Portland, Maine

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Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: _____

Planning & Urban Development Department

Planning & Urban Development Department
Jeffrey Levine, Director

Planning Division
Stuart O'Brien, Director

JULY 20, 2017

Oliver Pennington
33 McCall Road
Winchester, MA 01890

RE: Review Comments for Single Family Site Plan

Project Name:	Pennington Single Family	
Project ID:	2017-00757	
Project Address:	233 Wood Side Drive	CBL: 083E-E-039001

Planner: Philip DiPierro

Dear Mr. Pennington:

Thank you for submitting your site plan application for a single family residence at 233 Wood Side Drive

This proposal is being reviewed as a single family site plan for Planning Authority review subject to the following applicable Land Use Code provisions:

- Site Plan Ordinance, Article V

The following additional information must be submitted in order for the approval process to move forward.

Survey Requirements:

1. Please submit a clear and legible survey that meets the following survey standards for a Level I Minor Residential site plan application:
    - The survey submission standard will have been met upon recording the approved subdivision amendment that shows the reconfiguration of the construction limit lines. Please confirm with Barbara Barhydt, Development Review Manager, in the Planning Office, that the plan has been approved and is available for recording. The plan must be recorded prior to the issuance of the building permit.
      After a conversation with Barbara Barhydt on 7-25-17 the plan was still waiting to be reviewed by the Planning Department. She ensured NCS that the plan would be reviewed this week and comments (if necessary) would be returned for plan revisions.

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Additional information on Survey requirements can be found in the City's Technical Manual, or by contacting Bill Scott in the Engineering Division of the Public Services Department.

Site Plan Requirements:

1. Please submit a revised site plan that includes the following information:
   - Add the ground floor area to the site plan.
     The ground floor area has been added to the site plan.

   - Identify on the site plan and show the proposed protection measures for any significant natural features, as identified in Section 14-526 (b) of the Land Use Ordinance.
     The proposed disturbance area has been reduced on the revised plan. The addition of a tree well and detail on the plans will be utilized to protect the trees on the property. No other significant natural features are located within the disturbed area.

   - Show on the site plan/tree preservation plan the existing vegetation that is to be preserved.
     The revised site plan labels all trees to be preserved on site. The entirety of the area outside of the building envelope, other than the area along the frontage due to grading needs, will be preserved in its existing state.

   - Public Works is requiring that you confirm the size, and verify the condition of the culvert located at the corner of Wood Side Drive and Moon Garden Way, that is proposed to drain the site into the ocean.
     The site plan has been revised to show the existing culvert size and condition. The culvert is 12" plastic PVC and in working condition.

   - Public Works suggest a culvert be installed under the driveway along the ditch line in order to convey surface drainage, and to prevent the driveway from eroding.
     The site plan has been revised to feature a 12" culvert along the ditch line in order to convey surface drainage and prevent the driveway from eroding.

   - Provide evidence that the Diamond Cove Association has reviewed and approved your proposal in accordance with the design review process and design guidelines, as stated in the covenants and restrictions.

   - The City's Arborist is requiring that the stone retaining wall and the 3 heritage Beach trees located along your frontage at the intersection of Wood Side Drive and Moon Garden Way, be preserved. The preservation of this area must be shown on the site plan.

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The revised site plan states that the existing stone wall will be maintained wherever possible. The addition of a tree well will ensure that the heritage beach trees along the frontage at the intersection of Wood Side Drive and Moon Garden Way will be preserved.

- Submit the tree survey that complies with the Diamond Cove Design Review Process. The tree survey should already have been completed since it is a submission requirement for the Association's Design Review Board. According to the Association's Design Review Guidelines, the tree survey should include all trees 4" or greater. The tree survey should also include the information that is necessary for the City's Shoreland Zoning Review ie the 25% canopy opening limitation, and the 40% volume limitation.

- The original recorded subdivision plat requires that areas outside the construction limit lines, even if privately owned, must be maintained as naturally vegetated areas. Revise the site plan so that limited clearing, grading, or building construction activities take place outside the construction limit lines. In order to limit the amount of disturbance outside the construction limit lines, is it possible to eliminate one of the French drain outlets and associated piping? I have also included comments from the City's Arborist with his concerns, specifically preservation of the stone retaining wall and the 3 heritage Beach trees. The site plan must be revised to accommodate his concerns too.
  The site plan has been revised to minimize disturbance outside the building envelope. The plan reflects the city's request to eliminate one of the French drain outlets and associated piping, minimizing disturbance outside the building envelope.

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Additional Submittals Required:

1. The Planning Authority may request additional information during the continued review of the proposal according to applicable laws, ordinances and regulations.

Please submit the revised final plans in the appropriate acceptable format 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. If you have any questions, feel free to contact me at 874-8632 or by email at **pd@portlandmaine.gov.**

Philip DiPierro
Development Review Coordinator