

**Ann Machado - Fwd: Form For Carter Revisions**

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**From:** harvey johnson <harvey.rachelconlydesign@gmail.com>  
**To:** Ann Machado <AMACHADO@portlandmaine.gov>, <PD@portlandmaine.gov>  
**Date:** 2/9/2015 2:21 PM  
**Subject:** Fwd: Form For Carter Revisions  
**CC:** Rachel Conly <rachelconlydesign@gmail.com>  
**Attachments:** Administrative Authorization 19 Merriam Street 2.4.15.pdf; A1 Existing Site Plan.pdf; A2 Proposed Site Plan.pdf

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Hello Ann and Phil,

Rachel has asked me to forward a few documents to you for the Carter Residence permit application, which is currently on your desks for review.

Please find attached an Administration Authorization form, and revised and stamped pages A1 and A2 from the permit drawing set.

A2: As requested, we changed the front entrance stairs so that they remain within the existing footprint. We also added notes about drainage and erosion control.

As discussed, we propose dropping pages A3-A5 from the set, as they are redundant.

I have included, below, forwarded email conversations below for your reference.

Thank you,

Harvey Johnson  
Design Associate  
Rachel Conly Residential Design  
26 Sterling Street  
Peaks Island, Maine 04108

207-766-5625

<http://rachelconlyresidentialdesign.virb.com/>

Hi Rachel, I'm doing the Planning Department review for this project. I've discussed this plan with both Ann and Barbara Barhydt, and it was determined that only an Administrative Authorization application will need to be submitted (it does not have to go through a complete Level I Residential Site Plan review). Please fill out the Administrative Authorization application and submit it, there is a \$50.00 fee. Also, please include a grading and drainage plan with the application. I'm assuming the grades will not change. We need to be sure that the development of this site does not create negative drainage impacts to any of the abutters.

Feel free to contact me with any questions. Thanks.

Phil

Philip DiPierro

Development Review Coordinator

City of Portland Planning Division  
389 Congress Street  
Portland, Maine 04101

Phone [207 874-8632](tel:2078748632)  
Fax [207 756-8258](tel:2077568258)

>>> Rachel Conly <[rachelconlydesign@gmail.com](mailto:rachelconlydesign@gmail.com)> 2/3/2015 11:23 AM >>>  
Great. Thank you for the comments, Ann!

We will work on the stair revision. As for stamping A1 and A2, can I have the surveyor stamp these? And for A3-A5, can we just remove those pages. They are redundant to the pages already provided by the modular manufacturer.

Thank you!

Are any of the details on A-3 thru A-5 that are not on the modular plans? If not then I guess you can delete them. We do need the site plan stamped by a design professional. A surveyor is fine.  
Ann

Ann Machado  
Acting Zoning Administrator  
Planning & Urban Development  
Portland City Hall  
[\(207\) 874-8709](tel:2078748709)

>>> Rachel Conly <[rachelconlydesign@gmail.com](mailto:rachelconlydesign@gmail.com)> 2/3/2015 11:23 AM >>>  
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Thank you!

On Tue, Feb 3, 2015 at 11:02 AM, Ann Machado <[AMACHADO@portlandmaine.gov](mailto:AMACHADO@portlandmaine.gov)> wrote:

Rachel -

Sorry that it has taken me awhile to start my zoning review on this.

I need two things before I can sign off:

1. The architectural plans A-1 thru a-5 are not stamped by a design professional.
2. You need to reduce the footprint of the front steps. Section 14-425 does not work because the under this section the entry porch cannot extend more than 6 feet off the building. There is already a covered porch extending 8 feet off the building in the footprint of the old house. The footprint of the new stairs needs to match the part of the footprint of the old stairs that extend towards the street beyond the existing footprint - 5.3' x 4.7' = 24.91 sf. Maybe you can reduce the width of the proposed stairs.

Please send the revised pdfs directly to me.

Thanks.

Ann

Ann Machado  
Acting Zoning Administrator

Planning & Urban Development  
Portland City Hall  
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