

Planning and Urban Development Department

Planning Division



July 28, 2017

Nathan Cermelt
Liberty Bay Recovery Center
343 Forest Avenue
Portland, ME 04102

Tom Greer, P.E.
Pinkham and Greer Consulting
Engineers
28 Vannah Ave
Portland, ME 04103

RE: Staff Review Comments for 343 Forest Avenue – Liberty Bay Recovery Center (2017-086)
– Planning Authority Review

Project Name:	Liberty Bay Recovery Center	Project ID:	(2017-086)
Project Address:	343 Forest Avenue	CBL:	112-D004
Applicant:	Nathan Cermelt		
Planner:	Matthew Grooms		

Dear Mr. Cermelt and Mr. Greer,

Thank you for submitting a preliminary Level II Site Plan application for a change of use and site alteration on property located at 343 Forest Avenue within the B-2 Community Business Zone. This project is being reviewed as a preliminary plan subject to the following applicable Land Use Code provisions:

- Site Plan Ordinance, Article V
- B-2 Community Business Ordinance, Article III, Division 10

Final Plan for Planning Board Review: Staff Review Comments

I. Traffic Engineering

1. It is my understanding via a conversation with the applicant's traffic engineer that a traffic study will be prepared for the project. I will provide comments as it relates to traffic impacts upon receipt of the report.
2. The applicant should provide specific details on what parking spaces are being allocated to the proposed project and parking layout/driveway dimensions shall be provided.
3. Access and egress movements should be detailed. It is unclear whether roadways are circulation restrictions. – Are Bank and Fenwick public rights-of-way or private?

II. Environmental Quality/Stormwater Management/Civil Engineering

Woodard & Curran has reviewed the Level II Site Plan Application for the proposed renovation of the property located at 343 Forest Avenue in Portland, Maine. The project primarily involves internal building renovations. Site work includes some pavement improvement work and the construction of a courtyard space.

Documents Reviewed by Woodard & Curran

- Level II Site Plan Application, dated April 10, 2017, prepared by Whipple Calendar Architects, on behalf of Liberty Bay Recovery Center.
- Engineering Plans, Dated June 5, 2017, prepared by Pinkham & Greer, on behalf of Liberty Bay Recovery Center.

Comments

1. The City of Portland requires that all Level II 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.). We offer the following comments:
 - a. Basic Standard: Plans, notes, and details should be 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 project will not result in an increase in impervious area and will not create greater than 5,000 square feet of redeveloped non-roof impervious surface. As such, the project is not required to include any specific stormwater management features for stormwater quality control. We encourage the Applicant to review the City's Stormwater Service Charge Credit Manual (available online) to evaluate whether they may want to incorporate stormwater quality treatment measures that qualify for a future Stormwater Service Charge credit.
 - c. Flooding Standard: The project will not result in an increase in impervious area and will not create greater than 5,000 square feet of redeveloped non-roof impervious surface. As such, the project is not required to include any specific stormwater management features to control the rate or quantity of stormwater runoff from the site.
2. The Applicant has provided their wastewater capacity application. The Applicant should verify the need for a grease trap with the City, and if one currently exists. Verification of both wastewater and water service capacity should be provided.

III. Site Design Standards

1. All necessary material as listed under Section 14-527(d) of the Site Plan Ordinance shall be provided by the applicant as required for a preliminary review.
2. The applicant shall provide a parking calculation based upon the proposed uses in line with city standards under Division 20, Off-Street Parking, of the city's land use code.
3. How many beds will this facility contain?
4. Is the applicant proposing any exterior lighting on location? If so, lighting details and associated photometric plans shall be provided.
5. Note – If exterior lighting is provided, fixtures shall be full-cutoff and in full compliance with Section 12 of the Technical Manual.
6. Clearly indicate on applicable plan sheets a boundary line within which site work will be occurring.

7. Of the parking spaces shown, which are allotted for this particular user? This should be clearly delineated within the submitted plans.
8. Please indicate the proposed use for the gravel parking area immediately to the rear of the building at 343 Forest Avenue? The plans do not indicate any site work at this location. Will these parking spaces be available for use by employees/visitors to this facility, or is this parking area being utilized by another user? Please explain.
9. How will solid waste be managed on site? It appears that there is a dumpster enclosure to the rear of the building being proposed. Please note that waste receptacles shall be screened in full compliance with Site Plan standards as found under Section. 14-526.
10. Given the visibility of the rear parking area, would the applicant consider the installation of additional vegetation/landscaping adjacent to these parking spaces?

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 is an Administrative Authorization and the Planning Authority will either approve, approve with conditions, or deny the final site plan.

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