

CITY OF PORTLAND, MAINE

PLANNING BOARD

Stuart O'Brien, Chair
Timothy Dean, Vice Chair
Elizabeth Boepple
Sean Dundon
Bill Hall
Carol Morrissette
Jack Soley

August 21st, 2014

Saad Dahham/Anwar Hammeed
United USA LLC
630 Forest Avenue
Portland, ME 04101

Ashraf Eldeknawey
1783 Broadway
South Portland, ME 04106

Project Name: **Subdivision of second floor into 5 apartments**
Project ID: #2014-103 CBL: 129 - L002001
Address: 671 Forest Avenue
Applicant: United USA LLC
Planner: Jean Fraser

Dear Sirs:

On August 12th, 2014, the Planning Board considered the proposed change of use of the second floor of the existing building to five apartments, along with minor site alterations, at the property at 671 Forest Avenue. The Planning Board reviewed the proposals for conformance with the standards of the Subdivision and Site Plan Ordinances.

The approval is based upon 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 August 12, 2014 for application #2014-103 (attached), and the testimony presented at the Planning Board hearing. The Planning Board voted 5-0 (Boepple and Dean absent) to approve the application with the following waivers and conditions as presented below:

WAIVER

1. The Planning Board voted 5-0 (Boepple and Dean absent) to waive the ordinance Section 14-526 (b) (2) (b) (iii) Street Trees, subject to the applicant making a contribution of \$800 to the City of Portland Tree Fund (prior to the issuance of a building permit) to address the street tree standards.

SUBDIVISION REVIEW

The Planning Board voted 5-0 (Boepple and Dean absent) that the plan is in conformance with the subdivision standards of the Land Use Code, subject to the following conditions of approval:

- i. That the Subdivision Plat shall be finalized to the satisfaction of the Planning Authority, Corporation Counsel, and Department of Public Services and include zoning information, unit floor areas, and relevant conditions prior to submission for Planning Board signature; and
- ii. That in the event the property is converted to a condominium, that the recorded condominium documents shall be copied to the Planning Authority.

SITE PLAN REVIEW

The Planning Board voted 5-0 (Boepple and Dean absent) that the plan is in conformance with the site plan standards of the Land Use Code, subject to the following conditions of approval to be met prior to the issuance of a building permit unless stated otherwise:

- i. That a separate plan shall be submitted for review and approval that shows the area identified as a bicycle storage area contains at least 2 bicycle racks meeting the City Technical Standards; these should be visible and usable to occupants and visitors of the residential units; and
- ii. That the proposed dumpster shown on the Subdivision Plan P2 shall be enclosed with fencing or planting, and that a separate plan showing the details of the dumpster enclosure shall be submitted for review and approval by the Planning Authority and City Arborist; and
- iii. That the applicant shall submit capacity letters in respect of water supply and wastewater disposal; and
- iv. That a separate "change of use" permit shall be obtained from the Inspections Division.

STANDARD CONDITIONS OF APPROVAL

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

1. **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 Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.
2. **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.
3. **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.
4. **Performance Guarantee and Inspection Fees** A performance guarantee covering the site improvements, inspection fee payment of 2.0% of the guarantee amount and four (4) final sets of plans must be submitted to and approved by the Planning Division and Public Services Department 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.
5. **Defect Guarantee** A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
6. **Preconstruction Meeting** Prior to the release of a building permit or any 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.

7. **Department of Public Services 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.)

8. **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.

The Development Review Coordinator must be notified five (5) working days prior to the 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 Jean Fraser, Planner at (207) 874- 8728.

Sincerely,



Stuart O'Brien, Chair
Portland Planning Board

Attachments:

1. Planning Board Report for the public hearing on August 12, 2014
2. Performance Guarantee Packet

Electronic Distribution:

Jeff Levine, AICP, Director of Planning and Urban Development
Alexander Jaegerman, FAICP, Planning Division Director
Barbara Barhydt, Development Review Services Manager
Jean Fraser, Planner
Philip DiPierro, Development Review Coordinator, Planning
Marge Schmuckal, Zoning Administrator, Inspections Division
Tammy Munson, Inspection Division Director
Lannie Dobson, Administration, Inspections Division
Michael Bobinsky, Public Services Director
Katherine Earley, Engineering Services Manager, Public Services
Bill Clark, Project Engineer, Public Services
David Margolis-Pineo, Deputy City Engineer, Public Services
Doug Roncarati, Stormwater Coordinator, Public Services

Greg Vining, Associate Engineer, Public Services
Michelle Sweeney, Associate Engineer
John Low, Associate Engineer, Public Services
Rhonda Zazzara, Field Inspection Coordinator, Public Services
Mike Farmer, Project Engineer, Public Services
Jane Ward, Administration, Public Services
Jeff Tarling, City Arborist, Public Services
Jeremiah Bartlett, Public Services
Captain Chris Pirone, Fire Department
Danielle West-Chuhta, Corporation Counsel
Thomas Errico, P.E., TY Lin Associates
David Senus, P.E., Woodard and Curran
Rick Blackburn, Assessor's Department
Approval Letter File

EXAMPLE: Neighborhood Meeting Certification

I, (applicant/consultant) hereby certify that a neighborhood meeting was held on (date) at (location) at (time).

I also certify that on (date at least ten (10) days prior to the neighborhood meeting), invitations were mailed to the following:

1. All addresses on the mailing list provided by the Planning Division which includes property owners within 500 feet of the proposed development or within 1000 feet of a proposed industrial subdivision or industrial zone change.
2. Residents on the "interested parties" list.
3. A digital copy of the notice was also provided to the Planning Division (imy@portlandmaine.gov and ldobson@portlandmaine.gov) and the assigned planner to be forwarded to those on the interested citizen list who receive e-mail notices.

Signed,



8/5/14 (date)

Attached to this certification are:

1. Copy of the invitation sent
2. Sign-in sheet
3. Meeting minutes

**United USA, LLC,
630 Forest Ave,
Portland, ME, 04101
(207) 791-2600**

July 24, 2014

Dear Neighbor:

Please join us for a neighborhood meeting to discuss our plans for a renovation of a building located at 671 Forest Avenue Portland Maine.

Meeting Location: Woodfords Congregational Church
202 Woodford St.
Portland, ME 04103-5602

Meeting Date: August 5, 2014

Meeting Time:6PM to 7PM

(The City code requires that property owners within 500 feet of the proposed development and residents on an "interested parties list", be invited to participate in a neighborhood meeting. A sign-in sheet will be circulated and minutes of the meeting will be taken. Both the sign-in sheet and minutes will be submitted to the Planning Board.)

If you have any questions, please call 207-272-0227

Sincerely,

Ashraf Eldeknawey

From: Ashraf Eldeknawey <alb.012@hotmail.com>
To: Jean Fraser <jf@portlandmaine.gov>
Date: 8/7/2014 3:41 PM
Subject: RE: 671 Forest Avenue Planning Board Hearing Aug 12th, 2014

Hello Jean,

we had the neighborhood meeting and one of the attends was concern about the trash, we did assure her that we are having a dumpster on site and she was satisfied, the 2cd attends she was concern about the parking but we did explain to her that we did rent 4 parking spots and ready to use she was ok with that, we had only 2 people come to the meeting and that's their concerns, if you have any questions please let me know,

Thank you very much,
Ashraf,

Best regards,
Ashraf Eldeknawey,
Portland's Choice Realty
Phone: 207-878-3035 ext 253
Ashraf Furniture Email : alb.012@hotmail.com
Web site : www.ashraffurniture.com

Cell : 207-272-0227
Fax : 207-878-3456

PROJECT NAME: 671 FOREST AVE

PROPOSED DEVELOPMENT ADDRESS:

671-675 FOREST AVE PORTLAND ME

PROJECT DESCRIPTION:

SECOND FLOOR RESIDENTIAL INTERIOR RENOVATION

CHART/BLOCK/LOT: 129/L/2

PRELIMINARY PLAN _____ (date)
FINAL PLAN _____ (date)

CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer Name: <u>Saad Dahham</u> Business Name, if applicable: <u>United USA LLC</u> Address: <u>630 Forest Ave</u> City/State: <u>Portland, ME</u> Zip Code: <u>04101</u>	Applicant Contact Information Work # Home# Cell # <u>207-518-3530</u> Fax# e-mail:
Owner – (if different from Applicant) Name: Address: City/State: Zip Code:	Owner Contact Information Work # Home# Cell # Fax# e-mail:
Agent/ Representative Name: <u>Ashraf ELdeknawey</u> Address: <u>1783 Broadway</u> City/State: <u>Portland, ME</u> Zip Code: <u>04106</u>	Agent/Representative Contact information Work # Cell # <u>207-272-0227</u> e-mail: <u>alb.012@hotmail.com</u>
Billing Information Name: <u>Ali Daham</u> Address: <u>630 Forest Ave</u> City/State: <u>Portland, ME</u> Zip Code: <u>04101</u>	Billing Information Work # Cell # Fax# e-mail:

Handwritten: A contact

Engineer Name: Address: City/State : Zip Code:	Engineer Contact Information Work # Cell # Fax# e-mail:
Surveyor <u>TITCOMB ASSOCIATES</u> Name: <u>DAVID TITCOMB</u> Address: <u>133 GRAY RD</u> City/State : <u>FALMOUTH, ME</u> Zip Code: <u>04105</u>	Surveyor Contact Information Work # <u>207-797-9199</u> Cell # Fax# e-mail: <u>DTITCOMB@TITCOMBSURVEY.COM</u>
Architect <u>PORT CITY ARCHITECTURE</u> Name: <u>LITA SEMRAU</u> Address: <u>65 NEWBURY ST</u> City/State : <u>PORTLAND, ME</u> Zip Code: <u>04101</u>	Architect Contact Information Work # <u>207-761-9000</u> Cell # <u>207-756-4333</u> Fax# e-mail: <u>LITA@PORTCITYARCH.COM</u>
Attorney Name: Address: City/State : Zip Code:	Attorney Contact Information Work # Cell # Fax# e-mail:

APPLICATION FEES:

Check all reviews that apply. (Payment may be made by Credit Card, Cash or Check payable to the City of Portland.)

Level III Development (check applicable reviews) <input checked="" type="checkbox"/> Less than 50,000 sq. ft. (\$500.00) <input type="checkbox"/> 50,000 - 100,000 sq. ft. (\$1,000) <input type="checkbox"/> 100,000 - 200,000 sq. ft. (\$2,000) <input type="checkbox"/> 200,000 - 300,000 sq. ft. (\$3,000) <input type="checkbox"/> over \$300,00 sq. ft. (\$5,000) <input type="checkbox"/> Parking lots over 11 spaces (\$1,000) <input type="checkbox"/> After-the-fact Review (\$1,000.00 plus applicable application fee) Plan Amendments (check applicable reviews) <input type="checkbox"/> Planning Staff Review (\$250) <input checked="" type="checkbox"/> Planning Board Review (\$500) The City invoices separately for the following: <ul style="list-style-type: none"> • Notices (\$.75 each) • Legal Ad (% of total Ad) • Planning Review (\$40.00 hour) • Legal Review (\$75.00 hour) Third party review fees are assessed separately. Any outside reviews or analysis requested from the Applicant as part of the development review, are the responsibility of the Applicant and are separate from any application or invoice fees.	Other Reviews (check applicable reviews) <input type="checkbox"/> Traffic Movement (\$1,000) <input type="checkbox"/> Stormwater Quality (\$250) <input checked="" type="checkbox"/> Subdivisions (\$500 + \$25/lot) # of Lots <u>5</u> x \$25/lot = <u>625</u> <input type="checkbox"/> Site Location (\$3,000, except for residential projects which shall be \$200/lot) # of Lots <u> </u> x \$200/lot = <u> </u> <input type="checkbox"/> Other <u> </u> <input checked="" type="checkbox"/> Change of Use <input type="checkbox"/> Flood Plain <input type="checkbox"/> Shoreland <input checked="" type="checkbox"/> Design Review <input type="checkbox"/> Housing Replacement <input type="checkbox"/> Historic Preservation
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APPLICATION SUBMISSION:

1. All site plans and written application materials must be submitted electronically on a CD or thumb drive with each plan submitted as separate files, with individual file which can be found on the **Electronic Plan and Document Submittal** page of the City's website at <http://me-portland.civicplus.com/764/Electronic-Plan-and-Document-Submittal>
2. In addition, one (1) paper set of the plans (full size), one (1) paper set of plans (11 x 17), paper copy of written materials, and the application fee must be submitted to the Building Inspections Office to start the review process.

The application must be complete, including but not limited to the contact information, project data, application checklists, wastewater capacity, plan for fire department review, and applicant signature. The submissions shall include one (1) paper packet with folded plans containing the following materials:


1. One (1) full size site plans that must be folded.
2. One (1) copy of all written materials or as follows, unless otherwise noted:
 - a. Application form that is completed and signed.
 - b. Cover letter stating the nature of the project.
 - c. All Written Submittals (Sec. 14-525 2. (c), including evidence of right, title and interest.
3. A stamped standard boundary survey prepared by a registered land surveyor at a scale not less than one inch to 50 feet.
4. Plans and maps based upon the boundary survey and containing the information found in the attached sample plan checklist.
5. One (1) set of plans reduced to 11 x 17.

Please refer to the application checklist (attached) for a detailed list of submission requirements.

APPLICANT SIGNATURE:

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Planning Authority and Code Enforcement's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

This application is for a Level II Site Plan review. It is not a permit to begin construction. An approved site plan, a Performance Guarantee, Inspection Fee, Building Permit, and associated fees will be required prior to construction. Other Federal, State or local permits may be required prior to construction, which are the responsibility of the applicant to obtain.

Signature of Applicant: 	Date: 6/11/14
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Jeff Levine, AICP, Director
Planning & Urban Development Department


Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.


By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a *legal signature* per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no Site Plan or Historic Preservation Applications can be reviewed until payment of appropriate application fees are *paid in full* to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete application and corresponding paperwork has been electronically delivered, I ~~intend to call the Inspections Office at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.~~ *I will pay in person at City Hall.*
- Within 24-48 hours, once my application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- I intend to deliver a payment method through the U.S. Postal Service mail once my application paperwork has been electronically delivered.


Applicant Signature: _____

6/11/14
Date: _____


I have provided digital copies and sent them on: _____

6/11/14
Date: _____

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3rd Floor, Room 315.



Level III – Preliminary and Final Site Plans Development Review Application Portland, Maine

Planning and Urban Development Department
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level III: Preliminary or Final Site Plan. Please note that Portland has delegated review from the State of Maine for reviews under the Site Location of Development Act, Chapter 500 Stormwater Permits, and Traffic Movement Permits.

Level III: Site Plan Development includes:

- New structures with a total floor area of 10,000 sq. ft. or more except in Industrial Zones.
- New structures with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- New temporary or permanent parking area(s) or paving of existing unpaved parking areas for more than 75 vehicles.
- Building addition(s) with a total floor area of 10,000 sq. ft. or more (cumulatively within a 3 year period) except in Industrial Zones.
- Building addition(s) with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- A change in the use of a total floor area of 20,000 sq. ft. or more in any existing building (cumulatively within a 3 year period).
- Multiple family development (3 or more dwelling units) or the addition of any additional dwelling unit if subject to subdivision review.
- Any new major or minor auto business in the B-2 or B-5 Zone, or the construction of any new major or minor auto business greater than 10,000 sq. ft. of building area in any other permitted zone.
- Correctional prerelease facilities.
- Park improvements: New structures greater than 10,000 sq. ft. and/or facilities encompassing 20,000 sq. ft. or more (excludes rehabilitation or replacement of existing facilities); new nighttime outdoor lighting of sports, athletic or recreation facilities not previously illuminated.
- Land disturbance of 3 acres or more (includes stripping, grading, grubbing, filling or excavation).

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14) which is available on our website:

Land Use Code: <http://me-portland.civicplus.com/DocumentCenter/Home/View/1080>

Design Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2355>

Technical Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2356>

Planning Division
Fourth Floor, City Hall
389 Congress Street
(207) 874-8719

Office Hours
Monday thru Friday
8:00 a.m. – 4:30 p.m.

PROJECT DATA

The following information is required where applicable, in order to complete the application.

Total Area of Site	5843 NA sq. ft.
Proposed Total Disturbed Area of the Site	NA sq. ft.
If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with DEP and a Stormwater Management Permit, Chapter 500, with the City of Portland.	
Impervious Surface Area	
Impervious Area (Total Existing)	5,843 sq. ft.
Impervious Area (Total Proposed)	0 sq. ft.
Building Ground Floor Area and Total Floor Area	
Building Footprint (Total Existing)	3500 sq. ft.
Building Footprint (Total Proposed)	3500 sq. ft.
Building Floor Area (Total Existing)	2980 sq. ft.
Building Floor Area (Total Proposed)	2980 sq. ft.
Zoning	
Existing	B-2
Proposed, if applicable	
Land Use	
Existing	Retail + Storage
Proposed	Retail + Housing
Residential, If applicable	
# of Residential Units (Total Existing)	0
# of Residential Units (Total Proposed)	5
# of Lots (Total Proposed)	1
# of Affordable Housing Units (Total Proposed)	0
Proposed Bedroom Mix	
# of Efficiency Units (Total Proposed)	1
# of One-Bedroom Units (Total Proposed)	1
# of Two-Bedroom Units (Total Proposed)	0
# of Three-Bedroom Units (Total Proposed)	3
Parking Spaces	
# of Parking Spaces (Total Existing)	3
# of Parking Spaces (Total Proposed)	3 (Renting additional 2
# of Handicapped Spaces (Total Proposed)	0 Next Door)
Bicycle Parking Spaces	
# of Bicycle Spaces (Total Existing)	0
# of Bicycle Spaces (Total Proposed)	0
Estimated Cost of Project	\$83,000

PRELIMINARY PLAN (Optional) - Level III Site Plan

Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST
✓		1	Completed Application form
✓		1	Application fees <i>paid</i>
		1	Written description of project <i>(See drawings)</i>
✓		1	Evidence of right, title and interest
NA		1	Evidence of state and/or federal approvals, if applicable
		1	Written assessment of proposed project's compliance with applicable zoning requirements <i>(See drawings)</i>
		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site <i>(Renting parking)</i>
NA		1	Written requests for waivers from site plan or technical standards, if applicable.
		1	Evidence of financial and technical capacity <i>will be delivered in few days</i>
		1	Traffic Analysis (may be preliminary, in nature, during the preliminary plan phase)
Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST
✓		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
✓		1	Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase) <i>(Existing)</i>
			Proposed grading and contours;
			Existing structures with distances from property line;
			Proposed site layout and dimensions for all proposed structures (including piers, docks or wharves in Shoreland Zone), paved areas, and pedestrian and vehicle access ways;
			Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);
			Preliminary infrastructure improvements;
			Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;
			Location of significant natural features (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features) located on the site as defined in Section 14-526 (b) (1);
			Proposed buffers and preservation measures for significant natural features, as defined in Section 14-526 (b) (1);
			Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed;
			Exterior building elevations.

FINAL PLAN - Level III Site Plan			
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)
		1	* Completed Application form
		1	* Application fees
		1	* Written description of project
		1	* Evidence of right, title and interest
		1	* Evidence of state and/or federal permits
		1	* Written assessment of proposed project's specific compliance with applicable Zoning requirements
		1	* Summary of existing and/or proposed easements, covenants, public or private rights-of-way, or other burdens on the site
		1	* Evidence of financial and technical capacity
		1	Construction Management Plan
		1	A traffic study and other applicable transportation plans in accordance with Section 1 of the technical Manual, where applicable.
		1	Written summary of significant natural features located on the site (Section 14-526 (b) (a))
		1	Stormwater management plan and stormwater calculations
		1	Written summary of project's consistency with related city master plans
		1	Evidence of utility capacity to serve
		1	Written summary of solid waste generation and proposed management of solid waste
		1	A code summary referencing NFPA 1 and all Fire Department technical standards
		1	Where applicable, an assessment of the development's consistency with any applicable design standards contained in Section 14-526 and in City of Portland Design Manual
		1	Manufacturer's verification that all proposed HVAC and manufacturing equipment meets applicable state and federal emissions requirements.

Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)
		1	* Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
		1	Final Site Plans including the following:
			Existing and proposed structures, as applicable, and distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone);
			Existing and proposed structures on parcels abutting site;
			All streets and intersections adjacent to the site and any proposed geometric modifications to those streets or intersections;
			Location, dimensions and materials of all existing and proposed driveways, vehicle and pedestrian access ways, and bicycle access ways, with corresponding curb lines;
			Engineered construction specifications and cross-sectional drawings for all proposed driveways, paved areas, sidewalks;
			Location and dimensions of all proposed loading areas including turning templates for applicable design delivery vehicles;
			Existing and proposed public transit infrastructure with applicable dimensions and engineering specifications;
			Location of existing and proposed vehicle and bicycle parking spaces with applicable dimensional and engineering information;
			Location of all snow storage areas and/or a snow removal plan;
			A traffic control plan as detailed in Section 1 of the Technical Manual;
			Proposed buffers and preservation measures for significant natural features, where applicable, as defined in Section 14-526(b)(1);
			Location and proposed alteration to any watercourse;
			A delineation of wetlands boundaries prepared by a qualified professional as detailed in Section 8 of the Technical Manual;
			Proposed buffers and preservation measures for wetlands;
			Existing soil conditions and location of test pits and test borings;
			Existing vegetation to be preserved, proposed site landscaping, screening and proposed street trees, as applicable;
			A stormwater management and drainage plan, in accordance with Section 5 of the Technical Manual;
			Grading plan;
			Ground water protection measures;
			Existing and proposed sewer mains and connections;

- Continued on next page -

		Location of all existing and proposed fire hydrants and a life safety plan in accordance with Section 3 of the Technical Manual;
		Location, sizing, and directional flows of all existing and proposed utilities within the project site and on all abutting streets;
		Location and dimensions of off-premises public or publicly accessible infrastructure immediately adjacent to the site;
		Location and size of all on site solid waste receptacles, including on site storage containers for recyclable materials for any commercial or industrial property;
		Plans showing the location, ground floor area, floor plans and grade elevations for all buildings;
		A shadow analysis as described in Section 11 of the Technical Manual, if applicable;
		A note on the plan identifying the Historic Preservation designation and a copy of the Application for Certificate of Appropriateness, if applicable, as specified in Section Article IX, the Historic Preservation Ordinance;
		Location and dimensions of all existing and proposed HVAC and mechanical equipment and all proposed screening, where applicable;
		An exterior lighting plan in accordance with Section 12 of the Technical Manual;
		A signage plan showing the location, dimensions, height and setback of all existing and proposed signs;
		Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.



PORTLAND FIRE DEPARTMENT
SITE REVIEW
FIRE DEPARTMENT CHECKLIST



A separate drawing[s] shall be provided as part of the site plan application for the Portland Fire Department's review.

1. Name, address, telephone number of applicant
- 2.
3. Name address, telephone number of architect
4. Proposed uses of any structures [NFPA and IBC classification]
- 5.
6. Square footage of all structures [total and per story]
7. Elevation of all structures
8. Proposed fire protection of all structures
 - **As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)**
9. Hydrant locations
10. Water main[s] size and location
11. Access to all structures [min. 2 sides]
12. A code summary shall be included referencing NFPA 1 and all fire department. Technical standards.

Some structures may require Fire flows using annex H of NFPA 1

CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

Department of Public Services,
55 Portland Street,
Portland, Maine 04101-2991



Mr. Frank J. Brancely,
Senior Engineering Technician,
Phone #: (207) 874-8832,
Fax #: (207) 874-8852,
E-mail: fjb@portlandmaine.gov

Date: June 11 / 2014

1. Please, Submit Utility, Site, and Locus Plans.

Site Address: 671-675 Forest Ave

Chart Block Lot Number: 129/L/2

Proposed Use: Retail + Residential

Previous Use: Retail + Storage

Existing Sanitary Flows: _____ GPD 0

Existing Process Flows: _____ GPD

Description and location of City sewer that is to receive the proposed building sewer lateral.

Site Category	Commercial (see part 4 below)	<u>2</u>
	Industrial (complete part 5 below)	
	Governmental	
	Residential	<u>5</u>
	Other (specify)	

2 existing commercial units
5 Proposed Res. units one Toilets each and one Kitchen each

(Clearly, indicate the proposed connections, on the submitted plans)

2. Please, Submit Contact Information.

City Planner's Name: Jean Fraser Phone: 874 8728

Owner/Developer Name: Ashraf Eldeknawy

Owner/Developer Address: 1783 Broad Way South Portland ME, 04106

Phone: 207-272-0237 Fax: _____ E-mail: al.b.012@hotmail.com

Engineering Consultant Name: _____

Engineering Consultant Address: _____

Phone: _____ Fax: _____ E-mail: _____

(Note: Consultants and Developers should allow +/- 15 days, for capacity status, prior to Planning Board Review)

3. Please, Submit Domestic Wastewater Design Flow Calculations.

Estimated Domestic Wastewater Flow Generated: see 1 GPD

Peaking Factor/ Peak Times: _____

Specify the source of design guidelines: (i.e. "Handbook of Subsurface Wastewater Disposal in Maine," "Plumbers and Pipe Fitters Calculation Manual," Portland Water District Records, Other (specify)

(Note: Please submit calculations showing the derivation of your design flows, either on the following page, in the space provided, or attached, as a separate sheet)

4. Please, Submit External Grease Interceptor Calculations.

Total Drainage Fixture Unit (DFU) Values: _____

Size of External Grease Interceptor: _____

Retention Time: _____

Peaking Factor/ Peak Times: _____

(Note: In determining your restaurant process water flows, and the size of your external grease interceptor, please use The Uniform Plumbing Code. Note: In determining the retention time, sixty (60) minutes is the minimum retention time. Note: Please submit detailed calculations showing the derivation of your restaurant process water design flows, and please submit detailed calculations showing the derivation of the size of your external grease interceptor, either in the space provided below, or attached, as a separate sheet)

5. Please, Submit Industrial Process Wastewater Flow Calculations

Estimated Industrial Process Wastewater Flows Generated: _____ GPD

Do you currently hold Federal or State discharge permits? Yes _____ No _____

Is the process wastewater termed categorical under CFR 40? Yes _____ No _____

OSHA Standard Industrial Code (SIC): <http://www.osha.gov/oshstats/sicser.html>

Peaking Factor/Peak Process Times: _____

(Note: On the submitted plans, please show where the building's domestic sanitary sewer laterals, as well as the building's industrial-commercial process wastewater sewer laterals exits the facility. Also, show where these building sewer laterals enter the city's sewer. Finally, show the location of the wet wells, control manholes, or other access points; and, the locations of filters, strainers, or grease traps)

(Note: Please submit detailed calculations showing the derivation of your design flows, either in the space provided below, or attached, as a separate sheet)

Notes, Comments or Calculation

WARRANTY DEED


KNOW ALL MEN BY THESE PRESENTS, that **675 FOREST AVENUE ASSOCIATES, LLC**, a Maine limited liability company with a place of business at Portland, Maine, for consideration paid, grant to **UNITED USA, LLC**, a Maine limited liability company with a mailing address of 630 Forest Avenue, Portland, ME 04101, with **WARRANTY COVENANTS**, a certain lot or parcel of land in the City of Portland, County of Cumberland and State of Maine, described as follows:

Beginning at the southwesterly corner of land now or formerly owned by the heirs of Addison P. Woodford on the easterly side of said Forest Avenue; thence southerly on the line of said Forest Avenue fifty-five (55) feet to a stake; thence south eighty degrees (80E) east seven (7) rods to the line of land formerly occupied by the York & Cumberland Railroad; thence northerly on the line of said Railroad to land of the heirs of said Woodford; thence north eighty degrees (80W) west on the line of land of said Woodford heirs five (5) rods and six (6) links, more or less, to the point of beginning.

Being the same premises conveyed to the Grantor by deed of Joseph P. Guidi, Sr., et al, dated July 29, 1999 and recorded in the Cumberland County Registry of Deeds in Book 14951, Page 139.

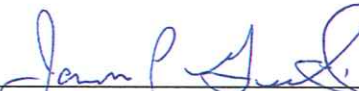
IN WITNESS WHEREOF, the said 675 Forest Avenue Associates, LLC has caused this instrument to be executed by James P. Guidi, its Manager thereunto duly authorized, this 14th day of November, 2013.

MAINE REAL ESTATE TAX PAID



Witness

675 Forest Avenue Associates, LLC

By: 


James P. Guidi
Its duly authorized Manager

STATE OF MAINE
COUNTY OF CUMBERLAND

November 14, 2013

Then personally appeared James P. Guidi, duly authorized Manager of 675 Forest Avenue Associates, LLC, and acknowledged the foregoing instrument to be his free act and deed in his said capacity.

Before me,



Attorney at Law/Notary Public
Print name: _____

Received
Recorded Register of Deeds
Nov 15, 2013 11:37:14A
Cumberland County
Pamela E. Lovley

Kirk Armstrong
Notary Public
State of Maine
My Commission Expires 12/7/2018

4

Account . . . : 0128/276552-7/510 سعد دحام

Customer . . : D4K0CI دحام اخور سعد

Account type : CA جاري

Currency . . : USD دولار امريكى

11JUN14	Cleared balance		0.00
12JUN14	Net items clearing	90,000.00	90,000.00

12JUN14	Available balance		90,000.00

Ledger balance 0.00

Shadow credits 90,000.00

Status balance 90,000.00

F1=Help F3=Exit F5=Refresh F12=Previous

 F2=AE F11=TH F14=AS F23=TS

~~RAI BANK~~ plc - Garden Branch

A154





PLANNING BOARD REPORT PORTLAND, MAINE

SUBDIVISION OF SECOND FLOOR INTO FIVE APARTMENTS

671 Forest Avenue

Subdivision Plan and Level I Site Plan

Project ID #2014-103

Saad Dahham, Applicant

Submitted to: Portland Planning Board Public Hearing Date: August 12, 2014	Prepared by: Jean Fraser, Planner Date: August 8, 2014
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I. INTRODUCTION

The applicant is requesting approval of a Level III Site Plan and Subdivision application at 671 Forest Avenue just north of Woodford's corner. The applicant is proposing to convert the second floor of the existing 2-story building into five (5) residential apartments. There are no proposed changes to the building exterior except for 4 new windows on the side facing the alley, with the windows to match existing. Minor site modifications are proposed to accommodate bicycle parking, one vehicle parking space and access to an existing dumpster. The parcel is located in the B-2 Business Zone.

encl.

PLAN

Required reviews: The proposal is being reviewed by the Planning Board under the Land Use Code provision 14-497 (Subdivisions). The minor site modifications are also subject to Site Plan Review under section 14-526.

A total of 131 notices were sent to residents within 500 feet and interested citizens. A notice also appeared in the August 4th and 5th, 2014 editions of the *Portland Press Herald*. The applicant held the required Neighborhood Meeting on August 5th, 2014 (Attachment **XX**).

II. PROJECT SUMMARY

Existing Zoning:	B-2 Business Zone
Proposed Use:	5 Residential Apartments on second floor (2 existing retail units on first floor not altered)
Parcel Size:	XXX sq ft
Total Disturbed Area:	None- all interior improvements
Building Area:	There are no plans to change the total building area
Total Building Area:	2980 sq ft (second floor only)
Residential Data:	

Existing Res. Units:	several informal units in storage area & one existing apartment at the back
Proposed Res.Units:	5 legal and self contained apartments
Bedroom Mix:	3 No 3-bedroom units 1 No 1 bedroom units 1 Efficiency Unit
Parking Spaces:	
Existing:	not identified
Proposed:	1 on site; 4 leased near lot
Bicycle Parking Spaces:	
Existing:	None
Proposed:	XXX
Estimated Cost of Project:	\$83, 000
Uses in Vicinity:	The site will provide compact in-city living for renters, which is near services, such as businesses, institutions, employers and public transportation

III. PROJECT DESCRIPTION

The existing 2-story building is part of a short terrace of commercial buildings in the B-2 Business zone on the east side of Forest Avenue just north of Woodfords corner. There are 2 retail units on the lower floor, currently vacant and configured as shown on the draft Subdivision Plat (Attachment XX); these are not part of the renovation project. The applicant is proposing to convert the second floor space in the back of the building into a total of five (5) residential apartments, including one existing unit.

The proposed residential units range in size from about 350 sq ft to 771 sq ft in area. The proposed internal work is largely renovations and upgrades, including the addition of 4 new windows (for bedrooms) to match the existing windows in the side elevation facing the alley.



A narrow alley runs along the north and east sides of the building and provides limited vehicle access to the dumpster and the proposed parking space. Bicycle storage is indicated as being under a deck at the rear of the site but the number of spaces has not been clarified. Four parking spaces are proposed to be leased in the adjacent parking lot and the lease has been submitted (Attachment XXX).

IV. PUBLIC COMMENT

The applicant held a required neighborhood meeting on August 5th, 2014. As of the writing of this report no written public comment has been received.

V. RIGHT, TITLE AND INTEREST AND FINANCIAL/TECHNICAL CAPACITY

- a. The owner of the property XXX The applicant has provided a copy of XXX deed, which demonstrates their right, title and interest in the property.
- b. The estimated cost of the development is \$83, 000. The applicant has submitted a letter from XX Bank, dated XXX (Attachment AXX) as demonstration of their financial and technical capacity to complete the proposed development.

VI. ZONING ASSESSMENT

A. ZONING REVIEW

Marge Schmuckal, Zoning Administrator, has reviewed the project and ...

VII. DEVELOPMENT REVIEW

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

All requirements have been met.

B. SUBDIVISION (Section 14-497)

The proposed development has been reviewed by staff for conformance with the relevant review standards of Portland's Subdivision Ordinance and applicable regulations. Staff comments are listed below.

1. Will Not Result in Undue Water and Air Pollution (Section 14-497 (a) I), and Will Not Result in Undue Soil Erosion (Section 14-497 (a) 4)

Staff finds the proposed project in conformance with this standard.

2. Sufficient Water Available (Section 14-497 (a) 2 and 3)

The applicant has presented a capacity letter from the Portland Water District (Attachment XXX) and there is adequate capacity.

3. Will Not Cause Unreasonable Traffic Congestion (Section 14-497 (a) 5)

Please see paragraph VII (B) 1 below.

4. Will Provide for Adequate Sanitary Sewer and Stormwater Disposal (Section 14-497 (a) 6), and Will Not Cause an Unreasonable Burden on Municipal Solid Waste and Sewage (Section 14-497 (a) 7)

Please see paragraph VII (B) 3 below.

5. Scenic Beauty, Natural, Historic, Habitat and other Resources (Section 14-497 (a) 8)

The proposed project will not have an adverse effect on the scenic or natural beauty of the area.

6. Comprehensive Plan (Section 14-497 (a) 9)

The following statement is housing policy that is relevant to this proposal. The first policy of Housing: Sustaining Portland's Future is to ensure an adequate and diverse supply of housing for all. Objectives under that policy include the following:

- Ensure the construction of a diverse mix of housing types that offers a continuum of options across all income levels, which are both renter and owner-occupied. The list of potential housing options under this objective include:
 - ii. Housing units for decreasing household sizes, such as young professionals, empty nesters, single parent households and senior citizens.
 - v. Higher density housing, such as row houses, small lots, reuse of non-residential buildings, and mixed use buildings.
- Encourage higher density housing for both rental and home ownership opportunities, particularly located near services, such as schools, businesses, institutions, employers and public transportation.
- Evaluate and update current zoning, as needed, to encourage higher density multi-family developments and mixed use projects that incorporate housing, particularly along major public transportation routes, near services areas, and in redevelopment or infill areas, where appropriate.
- Encourage housing within and adjacent to the downtown. Evaluate and update current zoning and building codes, as needed, to facilitate new housing and redevelopment opportunities....

7. Financial Capability (Section 14-497 (a) 10)

The estimated cost of the development is \$83, 000. The applicant has submitted a letter from TD Bank, dated 07.16.2011 (Attachment A.4) as demonstration of their financial and technical capacity to complete the proposed development.

8. Subdivision Plat

The subdivision plat has been reviewed by staff. The plat will need to show the zoning information for the zone and mention that historic district the parcel is in. The plat will also need to show the uses of the building, the number of residential units (existing and proposed), and the number of parking spaces on site.

A recommended condition of approval calls for a revised plat be submitted for review by the Planning Authority and signature of the Planning Board.

C. SITE PLAN STANDARDS (Section 14-526)

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

1. Transportation Standards
 - a. Impact on Surrounding Street Systems
 - b. Access and Circulation
 - c. Public Transit Access
 - d. Parking
 - e. Transportation Demand Management (TDM)

STAFF COMMENT: The proposed project is not anticipated to have any significant adverse effect on regional traffic. The site offers space for vehicular loading and unloading at the rear of the building. Metered on-street parking is also available near the project's front entry. Residents of the proposed project will access the building from Congress Street and Park Street. Access between the provided on-site parking area and Congress Street is via Park Street. Eighty-nine (89) existing parking spaces are being provided for the proposed project to the rear of the building. The project is not required to provide any dedicated parking for the project under the zoning ordinance as a change of use in the B3 Downtown Business Zone and as an historic structure in the Historic District. Tom Ericco, Consultant Traffic Engineer, has reviewed the proposed project and has no comments.

Planning staff recommends as a condition of approval that one bicycle rack be installed to serve this project.

2. Environmental Quality Standards
 - a. Preservation of Significant Natural Features
 - b. Landscaping and Landscape Preservation
 - c. Water Quality, Storm Water Management and Erosion Control

STAFF COMMENT: Under the standards of the subdivision ordinance, all subdivisions are required to provide one (1) street tree per lot or unit for multi-family projects. The subject application is for four (4) units and there are no street trees being proposed on site. The applicant has requested a waiver of the street trees in order to contribute to the City's tree fund for the four required trees. Where as the subject site is located in a fully developed urban environment, the City Arborist supports the waiver and that the developer shall contribute a fee of \$200 per tree required into a street tree fund for a total of \$800 for use by the City Arborist in the installation and maintenance of urban street trees in the vicinity of the site.

In its present condition, the site is fully impervious. Existing drainage flows and catchments systems appear to be functioning effectively. No improvements to the existing infrastructure are proposed.

3. Public Infrastructure and Community Safety Standards
 - a. Consistency with Master Plans
 - b. Public Safety and Fire Prevention
 - c. Availability and Adequate Capacity of Public Utilities



STAFF COMMENT: Captain Chris Pirone of the Fire Department has reviewed the project and has no issues in the site-plan process as changes to access to the site have not been proposed.

The applicant has submitted a letter from the Engineering Division of Public Works verifying adequate sewer capacity to serve the project. The applicant has also presented a letter of adequate water capacity from the Portland Water District (Attachment A.3). The Department of Public Services did evaluate the site and found the sidewalks along the property boundaries to be in good condition, so no public improvements within the right-of-ways are required.

4. Site Design Standards
 - a. Massing, Ventilation and Wind Impact
 - b. Shadows
 - c. Snow and Ice Loading
 - d. View Corridors
 - e. Historic Resources
 - f. Exterior Lighting
 - g. Noise and Vibration
 - h. Signage and Wayfinding
 - i. Zoning Related Design Standards

STAFF COMMENT: The building is an existing structure and the only exterior modifications are proposed.

VIII. STAFF RECOMMENDATION

Subject to the proposed motions and conditions of approval listed below, Planning Division staff recommends that the Planning Board approve the propose subdivision and site plan for four additional units at 638 Congress Street.

IX. 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 #44-12 for application 2012-559 relevant to Portland's Technical and Design Standards and other regulations, and the testimony presented at the Planning Board hearing:

- 1. The Planning Board (waives/does not waive) Section 14-526 (b) (2) (b) (iii) Street Trees, where the applicant shall contribute \$800 to the City of Portland Tree Fund for the cost of required street trees. *8/4/15 ?*

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 #44-12 for application 2012-559 relevant to the Site Plan, Subdivision and other 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 and subdivision standards of the land use code subject to the following conditions of approval:

- 1. A revised subdivision plat shall be submitted for review by the Planning Authority and signing by the Planning Board.
- 2. A bicycle rack meeting the city's specifications in the technical manual shall be installed prior to the issuance of a certificate of occupancy. *need # spaces location ok*
- 3. *Enclosure of dumpster*

Attachments:

Planning Board Report Attachments

- 1. Traffic Review XX (e-mail from Tom Errico)
- 2. Zoning Review XX (e-mail from Marge Schmuckal)
- 3. DPS Engineer Review XX (e-mail from David Margolis-Pineo)

Public comments

Applicant's Submittal

- A Application
- B Evidence of Right, Title, and Interest
- C Water and Sewer Capacity Letters, dated 07.25.2012 and 06.21.2012
- D Financial Capacity Letters, dated 07.26.2012.2011
- E Certificate of Formation

B - Site Plans

- Plan 1 Subdivision Plat Plan
- Plan 2 Proposed Elevations
- Plan 3 Floor Plan of Proposed Apartments

Jean Fraser - RE: 671 Forest Avenue Neigh Mtg and Planning Board

From: Jean Fraser
To: Eldeknawey, Ashraf
Date: 7/25/2014 11:33 AM
Subject: RE: 671 Forest Avenue Neigh Mtg and Planning Board
CC: Barhydt, Barbara; Jason Pica

Ashraf,

I am writing to confirm:

- This project will be included on the agenda for the Planning Board to hold the Neighborhood Meeting on Aug 5th and send the invitations to nearby residents and interested citizens tomorrow July 26th
- I have left the address labels (so you can send out the invitations or someone to collect today)
- If you are able to arrange the Neighborhood Meeting for Aug 5th (as discussed) and parking licenses **by the end of Tuesday July 29** (so these can be reviewed in the neighborhood meeting invitation letter (so these can be reviewed and written).

7/30 Note for file
 DW Lew reviewed site plan - 3pk spaces don't work (1 at rear maybe) so need 4 leased spaces + revised site plan - If sent applicant email today.

I am back in the office early on Wed July 30th and will follow up when I return. If you have any questions in the meantime, please contact Barbara Barhydt on 874 8699 or bab@portlandmaine.gov

Thank you
Jean

Jean Fraser, Planner
City of Portland
874 8728

Jean Fraser - 671 Forest Avenue: Progress on further submissions and neighborhood mtg

From: Jean Fraser
To: LITA@PORTCITYARCH.COM; alb.012@hotmail.com
Date: 7/18/2014 4:29 PM
Subject: 671 Forest Avenue: Progress on further submissions and neighborhood mtg

Ashraf and Lita

I have not heard anything from you regarding the items listed below; I spoke to and wrote to Lita on July 7th regarding the neighborhood meeting.

We are not able to progress the site plan/subdivision review nor schedule a Planning Board hearing until these items are received and the date of the Neighborhood Meeting is confirmed.

Please send the site plan and parking leases and let me know the date of the neighborhood meeting as soon as possible so we can progress the review.

As mentioned in the earlier e-mail, I am happy to meet with you to answer any questions about the review.

Thank you

Jean

Jean Fraser, Planner

City of Portland

874 8728

>>> Ashraf Eldeknawey <alb.012@hotmail.com> 6/26/2014 4:26 PM >>>

Hallo Jean,

Thank you, yes I got the email I will share it with the owner and I will come back to you,

Thank you,

Ashraf,

Best regards,

Ashraf Eldeknawey,

Portland's Choice Realty

Cell : 207-272-0227
Phone: 207-878-3035 ext 253
Fax : 207-878-3456
Email : alb.012@hotmail.com
www.ashraffurniture.com

Ashraf Furniture

Web site :

Date: Thu, 26 Jun 2014 12:40:16 -0400
From: JF@portlandmaine.gov
To: alb.012@hotmail.com
Subject: 671 Forest Avenue

Hello Ashra

I am the planner coordinating the review of the application you submitted for a subdivision of the second floor at the above address. I believe I met you at the Planning Reception desk when you were completing the application.

We hope to take this direct to a Planning Board hearing (the hearing is where they make the final decision; we usually hold a "workshop" first but its not needed in this case) but it has not yet been scheduled because we need some additional information as listed below and you need to hold a Neighborhood Meeting:

- We need a "site plan" (separate plan, based on boundary survey) that shows where the parking will be located (you need 5 vehicle and 2 bicycle parking spaces), where the access to the parking is located; confirmation re emergency vehicle access; the location of any new utilities outside the building; locations of any new lights; and to show some landscaping or fencing to enclose the dumpster.
- It appears that the 5 vehicle parking spaces will not fit on the site, so you need to submit evidence that you have arranged for leased parking nearby for whatever number of spaces will not fit on the site (a signed lease for example); and
- A neighborhood meeting is required as soon as possible in accordance with the ordinance requirements (Guidelines are attached); this needs to be noticed to neighbors (list is from the Planning Office Manager- see the guidelines) at least 10 days before the date of the meeting and the meeting must be held at least 7 calendar days before the Planing Board hearing.

I would be grateful if you could confirm you have received this e-mail, as I am not sure if the e-mail address is correct.

Please contact me if you have any questions. I would also be happy to meet with you to clarify any of these points- just let me know.

Thank you
Jean

*Jean Fraser, Planner
City of Portland
874 8728*

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.

Jean Fraser - 671 Forest Avenue

From: Jean Fraser
To: LITA@PORTCITYARCH.COM
Date: 7/7/2014 4:32 PM
Subject: 671 Forest Avenue
CC: Barhydt, Barbara
Attachments: Neighborhood Mtg. Guidelines 8-2013.pdf

Lita

As you requested, I am writing to confirm our recent telephone conversation regarding the need for this project to hold a neighborhood meeting at least 7 days before a Planning Board hearing, and the invitations need to go out to neighbors at least 10 days in advance of the meeting date (See Guidance Note attached).

I had advised Ashraf Eldeknawey of this last week (since time was running out to get it organized in time for the July 22, 2014 PB Hearing which we were aiming for) but I don't believe he has taken it forward.

I don't think there is time to fit this in for the July 22 PB Hearing date; the next PB Hearing meeting date is Aug 12th, so I suggest a neighborhood meeting be held on or before August 5th in the hopes that we can get this item on the agenda for that meeting.

Please don't hesitate to call me if any questions.

Thank you
Jean

*Jean Fraser, Planner
City of Portland
874 8728*

Jean Fraser - Re: 671 Forest Avenue

From: Jean Fraser
To: Eldeknawey, Ashraf
Date: 7/1/2014 3:29 PM
Subject: Re: 671 Forest Avenue
CC: Yeaton, Jennifer
Attachments: Neighborhood Mtg. Guidelines 8-2013.pdf

Ashraf

I attach the guidance note for doing a Neighborhood Meeting.

I am out of the office tomorrow but Jennifer Yeaton could help you (she is the one you talked to first when I came out to the front desk)-- shes on 874 8719 or you could stop by and speak to her.

I have copied her on this e-mail just in case.

Jean

*Jean Fraser, Planner
City of Portland
874 8728*

>>> Ashraf Eldeknawey <alb.012@hotmail.com> 7/1/2014 2:38 PM >>>
Hello Jane,

I will have to park lease by next week and the neighborhood meeting I don't know what to do please let me know and I will do it thank you very much

Sent from my Verizon Wireless 4G LTE DROID

Jean Fraser <JF@portlandmaine.gov> wrote:

Ashraf

It would be helpful to know what you are planning to do (regarding the parking, site plan and neighborhood meeting) by the end of today so that I can tell the other reviewers at a meeting tomorrow morning.

We had hoped to get this to the Planning Board on July 22 - but that means you have to hold the Neighborhood Meeting by July 15th at the latest and send out the invitations 10 days before (which is this week)- so you need to move quickly on the Neighborhood meeting, or the Planning Board meeting will have to

be in August.

I am not in the office tomorrow , so please contact me today if you have any questions. (I am in the office on thursday)

thank you
Jean

*Jean Fraser, Planner
City of Portland
874 8728*

>>> Ashraf Eldeknawey <alb.012@hotmail.com> 6/26/2014 4:26 PM >>>

Hallo Jean,

Thank you, yes I got the email I will share it with the owner and I will come back to you,

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Web site :

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To: alb.012@hotmail.com

Subject: 671 Forest Avenue

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City of Portland
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Jean Fraser - RE: 671 Forest Avenue

From: Ashraf Eldeknawey <alb.012@hotmail.com>
To: Jean Fraser <jf@portlandmaine.gov>
Date: 6/26/2014 4:26 PM
Subject: RE: 671 Forest Avenue

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Cell : 207-272-0227
Phone: 207-878-3035 ext 253
Fax : 207-878-3456
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To: alb.012@hotmail.com
Subject: 671 Forest Avenue

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Best regards,

Ashraf Eldeknawey,
Portland's Choice Realty
Cell : 207-272-0227
Phone: 207-878-3035 ext 253
Fax : 207-878-3456
Email : alb.012@hotmail.com
www.ashraffurniture.com

Ashraf Furniture
Web site :

Date: Thu, 26 Jun 2014 12:40:16 -0400
From: JF@portlandmaine.gov
To: alb.012@hotmail.com
Subject: 671 Forest Avenue

Hello Ashra

I am the planner coordinating the review of the application you submitted for a subdivision of the second floor at the above address. I believe I met you at the Planning Reception desk when you were completing the application.

We hope to take this direct to a Planning Board hearing (the hearing is where they make the final

Jean Fraser - 671 Forest Avenue

From: Jean Fraser
To: alb.012@hotmail.com
Date: 6/26/2014 12:40 PM
Subject: 671 Forest Avenue
Attachments: Neighborhood Mtg. Guidelines 8-2013.pdf

Hello Ashra

I am the planner coordinating the review of the application you submitted for a subdivision of the second floor at the above address. I believe I met you at the Planning Reception desk when you were completing the application.

We hope to take this direct to a Planning Board hearing (the hearing is where they make the final decision; we usually hold a "workshop" first but its not needed in this case) but it has not yet been scheduled because we need some additional information as listed below and you need to hold a Neighborhood Meeting:

- We need a "site plan" (separate plan, based on boundary survey) that shows where the parking will be located (you need 5 vehicle and 2 bicycle parking spaces), where the access to the parking is located; confirmation re emergency vehicle access; the location of any new utilities outside the building; locations of any new lights; and to show some landscaping or fencing to enclose the dumpster.
- It appears that the 5 vehicle parking spaces will not fit on the site, so you need to submit evidence that you have arranged for leased parking nearby for whatever number of spaces will not fit on the site (a signed lease for example); and
- A neighborhood meeting is required as soon as possible in accordance with the ordinance requirements (Guidelines are attached); this needs to be noticed to neighbors (list is from the Planning Office Manager- see the guidelines) at least 10 days before the date of the meeting and the meeting must be held at least 7 calendar days before the Planing Board hearing.

I would be grateful if you could confirm you have received this e-mail, as I am not sure if it is correct.

Please contact me if you have any questions or comments on the application. I will be happy to discuss any points- just let me know.

Thank you
Jean

Jean Fraser, Planner
City of Portland
874 8728

ok zoning comments et
 email f/u re parking
 email J Bourke re
 zoning BC generally

B2b zone 5843 sq ft.
 permitted use
 1000 sq ft land area per
 unit required

landscaping
 parking
 solid waste enclosure
 sidewalks ?

HEARING 8.12.2014: 671 Forest Avenue – Subdivision of second floor into 5 units

Staff presentation

1. The proposal is for a renovation of the second floor of an existing 2-story building near Woodfords Corner in the B2b zone. The renovation would create 5 legal apartments for rent, and this subdivision into 5 units constitutes a subdivision which requires Planning Board review. The Site Plan element is minor and technically a level 1, comprising striping for a parking space and installation of a dumpster and 2 bike racks.
2. **Zoning:** The ground floor is already legally divided into 2 retail units, as confirmed by the Zoning Administrator. The submission includes a lease for 4 parking spaces in the nearby parking lot to meet the zoning requirement for 5 parking spaces.
3. Staff are bringing this direct to a Planning Board hearing in view of the small scale of the project. The proposals do not alter the exterior of the building except for the addition of 4 windows along the side facing the alley to match existing. **A recent photograph of the rear and side of the existing building has been circulated.**
4. **Public comment:** The Planning office has not received any public comments. Two neighbors attended the neighborhood meeting and asked questions about the trash collection and parking.
5. **Street Trees:** The street tree requirement is 5 street trees; there is an empty tree well in the sidewalk on the site frontage. This section of sidewalk is included in the “Transforming Forest Avenue” project, where it is proposed to rebuild the sidewalk to allow for sidewalk widening, street trees and a bike lane (**plans available**). It is anticipated that work will begin next year so staff suggest that it does not make sense for the applicant to replant a street tree in the existing treewell on the frontage, only for it to be removed next year. It also seemed unreasonable to request a contribution of \$200 for this street tree, as installation directly by the applicant would cost less. Therefore staff have recommended a financial contribution for 4 of the required street trees, which totals \$800.
6. **Subdivision Plat:** The Plan in P2 is both a Site Plan and Subdivision Plat. The first suggested subdivision condition requires some further revisions to the Plan so it can be signed as a Plat, and the revision would include a note regarding the parking lease for the 4 parking spaces to meet the zoning requirement.
7. **Site Plan Conditions:** Four site plan conditions of approval are recommended to be addressed prior to the issuance of a building permit. These request details of the bike racks, enclosure of the dumpster, submission of the capacity letters (only the Portland Water District as we have just received the Wastewater capacity letter) and the change of use permit from the Zoning Administrator that confirms the residential use of the second floor.
8. The legal applicant is the **United USA LLC** and the company owner is currently out of the country, so his representative **Ashraf Eldeknawey** is here to present the project.

Present: Hall, O'Brien
Dundon, Soley
Morrisett,
Aug 12, 2014

Hearing 671 Forest Ave
Subdiv & Site Plan

(1) JF's presentation

(2) Ashraf - bought a few mos ago
confirmed create walkupstairs

Questions: - parking lease? 5yrs. JS
Street trees - forgoing one tree.

Public comment: No members of public

Portland, Maine



Yes. Life's good here.

Michael J. Bobinsky
Director of Public Services

8 August 2014

Mr. Ashraf Eldeknawey,
1783 Broadway,
South Portland, Maine 04106

RE: Capacity to Handle Increased Wastewater Flows from 671 Forest Avenue.

Dear Mr. Eldeknawey:

The existing, twenty-four inch diameter, vitrified clay, combined sewer, pipe, located in Forest Avenue, has adequate capacity to **transport**, while The Portland Water District sewage treatment facilities, located off Marginal Way, have adequate capacity to **treat** the total anticipated increase in wastewater flows of **900GPD**, from the proposed project.

Anticipated Wastewater Flows from the Proposed Second Floor Apartments:

Ten Proposed Bedrooms @ 90 GPD/Bedroom = 900 GPD
Total Anticipated Increase in Wastewater Flows for this Project = **900 GPD**

In order to offset any increase in sanitary flows, the City combined sewer overflow (C.S.O.) abatement consent agreement (with the U.S.E.P.A., and with the Maine D.E.P.) requires C.S.O. mitigation, in order to offset any increase in sanitary flows, from all projects. If the City can be of further assistance, please call 874-8832.

Sincerely,
CITY OF PORTLAND

Frank J. Brancely, B.A., M.A.
Senior Engineering Technician

FJB

CC: Jeffrey Levine, Director, Department of Planning, and Urban Development, City of Portland
Barbara Barhydt, Development Review Services Mgr., Dep't. of Planning, and Urban Development, City of Portland
Jean Fraser, Planner, Department of Planning, and Urban Development, City of Portland
Nancy Gallinaro, Water Resources Manager, City of Portland
David Margolis-Pineo, Deputy City Engineer, City of Portland
Michael Farmer, P.E., Project Engineer, City of Portland
Bradley A. Roland, P.E., Environmental Projects Engineer, City of Portland
Benjamin N. Pearson, E.I., Industrial Pretreatment Coordinator, City of Portland
John Emerson, Wastewater Coordinator, City of Portland
Rhonda Zazzara, Field Inspection Coordinator, City of Portland
Jane Ward, Administrative Assistant, City of Portland

C:\Frank's\Capacity Letters\Forest Avenue 671

Portland, Maine



Yes. Life's good here.

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C:\Frank's\Capacity Letters\Forest Avenue 671



671 Forest - rear/side elevation



691 Forest - rear/side elevation.



PLANNING BOARD REPORT PORTLAND, MAINE

SUBDIVISION OF SECOND FLOOR INTO FIVE APARTMENTS

671 Forest Avenue

Subdivision Plan and Level I Site Plan

Project ID #2014-103

United USA LLC (Saad Dahham/Anwar Hammeed), Applicant

Submitted to: Portland Planning Board Public Hearing Date: August 12, 2014	Prepared by: Jean Fraser, Planner Date: August 8, 2014
--	--

I. INTRODUCTION

The applicant is requesting approval of a Level III application for development at 671 Forest Avenue just north of Woodford's corner. The applicant is proposing to convert the second floor of the existing 2-story building into five (5) residential apartments. There are no proposed changes to the first floor (2 existing retail units) nor to the building exterior except for 4 new windows on the north side, with the windows to match existing. Minor site modifications are proposed to accommodate bicycle parking, one vehicle parking space and access to an existing dumpster. The parcel is located in the B-2b Business Zone.

Required reviews: The proposal is being reviewed by the Planning Board under the Land Use Code provision 14-497 (Subdivisions) which requires that it be a Level III review. The minor site modifications are also subject to Site Plan Review as a Level I Site Plan.

A total of 131 notices were sent to residents within 500 feet and interested citizens. A notice also appeared in the August 4th and 5th, 2014 editions of the *Portland Press Herald*. The applicant held the required Neighborhood Meeting on August 5th, 2014 (Attachment F). The Planning office has not received an public comments as of the time of preparing this Report.



Site at 671 Forest Ave. 0 25 50 100 Feet
Prepared by Planning Division on 08/08/2014

II. PROJECT SUMMARY

Existing Zoning:

Proposed Use:

Parcel Size:

Total Disturbed Area:

Building Area:

Total Building Area:

Residential Data:

Existing Res. Units:

Proposed Res. Units:

Bedroom Mix:

B-2b Business Zone

5 Residential Apartments on second floor
(2 existing retail units on first floor not altered)

5843 sq ft sq ft

None- all interior improvements

There are no plans to change the total building area

2980 sq ft (second floor only)

Several informal units in storage area & one existing apartment at the back

5 legal and self contained apartments

3 No 3-bedroom units

1 No 1 bedroom units

1 Efficiency Unit

Parking Spaces:
Existing: not identified
Proposed: 1 on site; 4 leased near lot (5 required)

Bicycle Parking Spaces:
Existing: None
Proposed: Not stated; 2 required

Estimated Cost of Project: \$83,000

Uses in Vicinity: The site will provide compact in-city living for renters, which is near services, such as businesses, institutions, employers and public transportation

III. PROJECT DESCRIPTION

The existing 2-story building is part of a short terrace of commercial buildings in the B-2b Business zone on the east side of Forest Avenue just north of Woodfords corner. There are 2 retail units on the lower floor, currently vacant and configured as shown on the draft Subdivision Plat (Plan P2); these are not part of the renovation project that is technically a subdivision of the second floor. The applicant is proposing to convert the second floor space into a total of five (5) residential apartments, including one existing unit (See architectural details in Plans P3 and P4).

The proposed residential units range in size from about 350 sq ft to 771 sq ft in area (Plan P4). The proposed internal work is largely renovations and upgrades, including the addition of 4 new windows (for bedrooms) to match the existing windows in the north side elevation facing the alley.



A narrow alley runs along the north and east sides of the building and provides limited vehicle access to the dumpster and the proposed parking space. Bicycle storage is indicated as being under a deck at the rear of the site but the number of spaces has not been clarified. Four parking spaces are proposed to be leased in the adjacent parking lot and the lease has been submitted (Attachment E). The sidewalk along the frontage is in good condition but the existing tree well does not have a street tree in it.

IV. PUBLIC COMMENT

The applicant held a required Neighborhood Meeting on August 5th, 2014 and the Certificate is included in Att. F. Two neighbors attended the meeting and it is understood their concerns regarding parking and trash were addressed. As of the writing of this report no written public comment has been received.

V. RIGHT, TITLE AND INTEREST

The applicant has provided a copy of Warranty Deed, which demonstrates that United USA LLC has right, title and interest in the property (Attachment B).

VI. ZONING REVIEW

The property is zoned B2b and Marge Schmuckal, Zoning Administrator, has confirmed that the proposals meet zoning requirements as quoted below (Attachment 3):

This property to add 5 dwelling units on the 2nd floor is located in the B-2b zone. I have used the most recent B-2 zone requirements that went into effect on 7/16/2014. The building is existing. The land area per dwelling unit is 435 s.f. of land area per dwelling unit, which is easily met. The 5 required parking spaces for residential use [14-332.1A(4)] are being met with one on-site and the four other spaces leased in the abutting rear parking lot.

It is noted that the existing (last approved) use of the first floor is two retail spaces. Neither of the two units exceed 2,000 s.f. and therefore is not required to show parking spaces for the retail area.

The application is meeting the B-2b zone requirements. Separate permits are required through Inspection Services to validate the change of use to the 5 dwelling units.

VII. DEVELOPMENT REVIEW

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

All requirements have been met. It is understood that the apartments are being created for rental so there are no Condominium Documents submitted.

B. SUBDIVISION (Section 14-497)

The proposed development has been reviewed by staff for conformance with the relevant review standards of Portland's Subdivision Ordinance and applicable regulations. Staff comments are listed below.

1. Will Not Result in Undue Water and Air Pollution (Section 14-497 (a) I), and Will Not Result in Undue Soil Erosion (Section 14-497 (a) 4)

Staff finds the proposed project in conformance with this standard.

2. Sufficient Water Available (Section 14-497 (a) 2 and 3)

The applicant has not submitted a capacity letter from the Portland Water District and a suggested condition of approval requires its submission prior to the issuance of a building permit..

3. Will Not Cause Unreasonable Traffic Congestion (Section 14-497 (a) 5)

Please see paragraph VII (C) 1 below.

4. Will Provide for Adequate Sanitary Sewer and Stormwater Disposal (Section 14-497 (a) 6), and Will Not Cause an Unreasonable Burden on Municipal Solid Waste and Sewage (Section 14-497 (a) 7)

Please see paragraph VII (C) 2 below.

5. Scenic Beauty, Natural, Historic, Habitat and other Resources (Section 14-497 (a) 8)

The proposed project will not have an adverse effect on the scenic or natural beauty of the area.

6. Comprehensive Plan (Section 14-497 (a) 9)

The following statement is housing policy that is relevant to this proposal. The first policy of Housing: Sustaining Portland's Future is to ensure an adequate and diverse supply of housing for all. Objectives under that policy include the following:

- Ensure the construction of a diverse mix of housing types that offers a continuum of options across all income levels, which are both renter and owner-occupied. The list of potential housing options under this objective include:
 - ii. Housing units for decreasing household sizes, such as young professionals, empty nesters, single parent households and senior citizens.
 - v. Higher density housing, such as row houses, small lots, reuse of non-residential buildings, and mixed use buildings.

- Encourage higher density housing for both rental and home ownership opportunities, particularly located near services, such as schools, businesses, institutions, employers and public transportation.
- Evaluate and update current zoning, as needed, to encourage higher density multi-family developments and mixed use projects that incorporate housing, particularly along major public transportation routes, near services areas, and in redevelopment or infill areas, where appropriate.

7. Financial Capability (Section 14-497 (a) 10)

The estimated cost of the development is \$83, 000. The owner of the property lives outside of the US and has provided a bank account statement (showing adequate funds) to confirm financial capacity to complete the proposed development (Attachment D).

8. Subdivision Plat

The draft subdivision plat (Plan P2) has been reviewed by staff. The plat will need to show the zoning information for the zone and indicate the unit floor areas and how the parking requirement is being met. A suggested condition of approval calls for the plat to be revised and submitted for review by the Planning Authority and signature of the Planning Board.

C. SITE PLAN STANDARDS (Section 14-526)

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

1. *Transportation Standards*

- a. Impact on Surrounding Street Systems
- b. Access and Circulation
- c. Public Transit Access
- d. Parking
- e. Transportation Demand Management (TDM)

STAFF COMMENT: The proposed project is not anticipated to have any significant adverse effect on regional traffic, and the parking needs have been addressed by the identification of one parking space on the site and the provision of a lease for 4 spaces nearby. The retail units on the first floor do not require parking provision per the zoning ordinance (see Attachment 3). The subdivision/site plan shows bicycle parking located under the deck at the rear of the site but does not show the number, type of bike rack nor how it is identified to visitors. A suggested condition of approval requests clarification regarding the proposed bike parking.

Tom Ericco, Consultant Traffic Engineer, has reviewed the proposed project and has no comments (Attachment 2).

2. *Environmental Quality Standards*

- a. Preservation of Significant Natural Features
- b. Landscaping and Landscape Preservation
- c. Water Quality, Storm Water Management and Erosion Control

STAFF COMMENT: Under the standards of the subdivision ordinance, all subdivisions are required to provide one (1) street tree per lot or unit for multi-family projects. The subject application is for five (5) units and the applicant offered to plant one tree in the existing tree well that does not currently have a tree and make a contribution for the other four required street trees.

DPS have confirmed that the ROW along this frontage will be removed and rebuilt as part of the Forest Avenue Improvement project next year (to include some sidewalk widening and street trees in the vicinity) and therefore it does not seem sensible to request the applicant to replace the missing street tree when it will be removed in the near future.

It also does not seem appropriate to require the applicant to make a contribution of \$200 in lieu of that

street tree, since it technically could be planted as part of the development. Staff therefore recommend that given the proposed improvement project along this frontage, that the applicant contribute to the Street Tree Fund in respect of four (4) street trees that could not be planted on or near the ROW in any case, which would total \$800. Jeff Tarling, City Arborist, has agreed this approach in a recent telephone conversation.

The Plan P2 shows a dumpster at the rear of the yard and this is desirable to serve the units. The submission does not include the details of a dumpster enclosure, and a suggested condition of approval requires that the dumpster be enclosed by fencing or planting.

In its present condition, the site is fully impervious. Existing drainage flows and catchments systems appear to be functioning effectively. No improvements to the existing infrastructure are proposed.

3. *Public Infrastructure and Community Safety Standards*

- a. Consistency with Master Plans
- b. Public Safety and Fire Prevention
- c. Availability and Adequate Capacity of Public Utilities

STAFF COMMENT: Captain Chris Pirone of the Fire Department has reviewed the project and has no concerns regarding the site-plan review as the access to the site has not been revised. The second floor residential use is proposed to have a sprinkler system installed and a more detailed review will be undertaken at the building permit stage.

The applicant has submitted a request for a wastewater capacity letter (Attachment C). Capacity letters for both water and wastewater are subject to a suggested condition of approval that require that they be submitted prior to the issuance of a building permit.

The Department of Public Services evaluated the sidewalks near the site and determined they were in good condition, so DPS do not have any comments (Attachment 1). The Forest Avenue Improvement Project will result in some improvements to the ROW at this location.

4. *Site Design Standards*

- a. Massing, Ventilation and Wind Impact
- b. Shadows
- c. Snow and Ice Loading
- d. View Corridors
- e. Historic Resources
- f. Exterior Lighting
- g. Noise and Vibration
- h. Signage and Wayfinding
- i. Zoning Related Design Standards

STAFF COMMENT: The building is an existing structure and the only exterior modifications are 4 windows (to match existing) in the side wall facing the alley, and these are not subject to the B2b Design Standards. The proposals do not include any exterior lighting and do not affect any historic resource.

VIII. STAFF RECOMMENDATION

Subject to the proposed motions and conditions of approval listed below, Planning Division staff recommends that the Planning Board approve the proposed subdivision and site plan for five units within the existing second floor at 671 Forest Avenue.

IX. PROPOSED MOTIONS

On the basis of the application, plans, reports and other information submitted by the applicant, findings and recommendations, contained in the Planning Board Report prepared for the Public Hearing on August 12, 2014 for the proposed Subdivision of the second floor and associated Level I site plan at 671 Forest Avenue (Project 2014-103) relevant to Portland's Subdivision and Site Plan ordinances, Technical and Design Standards and other regulations, and the testimony presented at the Planning Board hearing:

A. WAIVER

The Planning Board (**waives/does not waive**) Section 14-526 (b) (2) (b) (iii) Street Trees, subject to the applicant making a contribution of \$800 to the City of Portland Tree Fund (prior to the issuance of a building permit) to address the street tree standards.

passed
5-0

Hall seconded }
Carol read } ↑

B. DEVELOPMENT REVIEW

1. SUBDIVISION

That the Planning Board finds that the plan (**is/is not**) in conformance with the subdivision standards of the Land Use Code, subject to the following conditions of approval:

- i. That the Subdivision Plat shall be finalized to the satisfaction of the Planning Authority, Corporation Counsel, and Department of Public Services and include zoning information, unit floor areas, and relevant conditions prior to submission for Planning Board signature; and
- ii. That in the event the property is converted to a condominium, that the recorded condominium documents shall be copied to the Planning Authority.

5-0
passed

Hall seconded.

2. SITE PLAN REVIEW

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 to be met prior to the issuance of a building permit unless stated otherwise:

- i. That a separate plan shall be submitted for review and approval that shows the area identified as a bicycle storage area contains at least 2 bicycle racks meeting the City Technical Standards; these should be visible and usable to occupants and visitors of the residential units; and
- ii. That the proposed dumpster shown on the Subdivision Plan P2 shall be enclosed with fencing or planting, and that a separate plan showing the details of the dumpster enclosure shall be submitted for review and approval by the Planning Authority and City Arborist; and
- iii. That the applicant shall submit capacity letters in respect of water supply and wastewater disposal; and
- iv. That a separate "change of use" permit shall be obtained from the Inspections Division.

5-0
passed

Hall seconded.

Attachments:

Planning Board Report Attachments

- 1. DPS Engineer Comments David Margolis-Pineo 8.7.2014
- 2. Traffic Review Comments Tom Errico, Traffic Consultant, 8.7.2014
- 3. Zoning comments Marge Schmuckal, Zoning Administrator 8.7.2014

Public comments (none received)

Applicant's Submittal

- A Application
- B Evidence of Right, Title, and Interest
- C Water and Sewer Capacity Letter requested
- D Financial Capacity Information
- E Lease for 4 parking spaces nearby
- F Neighborhood Meeting Certificate

Plans

- Plan P1 Boundary Survey
- Plan P2 Subdivision Plat Plan
- Plan P3 Architectural cover sheet and code analysis
- Plan P4 Floor Plans of proposed Apartments

From: David Margolis-Pineo
To: Jean Fraser; Tom Errico
CC: Bruce Hyman; Jeff Tarling
Date: 8/7/2014 11:15 AM
Subject: 671 Congress St - Review Comment

Jean,

The Public Services Department has no comments concerning application.

>>> Jean Fraser 8/7/2014 10:27 AM >>>
David

Could you please send a single final DPS comment that I can include in the hearing Report for the Planning Board to read. I am trying to wrap up the report today.

Thanks
Jean

From: Tom Errico <thomas.errico@tylin.com>
To: Jean Fraser <JF@portlandmaine.gov>
CC: 'David Margolis-Pineo' <DMP@portlandmaine.gov>, Katherine Earley <KAS@po...>
Date: 8/7/2014 11:02 AM
Subject: 671 Forest Avenue

Jean - I have reviewed the revised plan and provisions for parking and I find the project to be acceptable. If you have any questions, please contact me.

Best regards,

Thomas A. Errico, PE
Senior Associate
Traffic Engineering Director
[T.Y. Lin International]T.Y. Lin International
12 Northbrook Drive
Falmouth, ME 04105
207.781.4721 (main)
207.347.4354 (direct)
207.400.0719 (mobile)
207.781.4753 (fax)
thomas.errico@tylin.com<mailto:thomas.errico@tylin.com>
Visit us online at www.tylin.com<http://www.tylin.com>
Twitter | Facebook | LinkedIn | YouTube

"One Vision, One Company"

Please consider the environment before printing.

MEMORANDUM

To: FILE
From: Jean Fraser
Subject: Application ID: 2014-103
Date: 8/7/2014

Comments Submitted by: Marge Schmuckal/Zoning on 8/7/2014

This property to add 5 dwelling units on the 2nd floor is located in the B-2b zone. I have used the most recent B-2 zone requirements that went into effect on 7/16/2014. The building is existing. The land area per dwelling unit is 435 s.f. of land area per dwelling unit, which is easily met. The 5 required parking spaces for residential use [14-332.1A(4)] are being met with one on-site and the four other spaces leased in the abutting rear parking lot.

It is noted that the existing (last approved) use of the first floor is two retail spaces. Neither of the two units exceed 2,000 s.f. and therefore is not required to show parking spaces for the retail area.

The application is meeting the B-2b zone requirements. Separate permits are required through Inspection Services to validate the change of use to the 5 dwelling units.

Marge Schmuckal
Zoning Administrator
City of Portland, Maine



Jeff Levine, AICP, Director
 Planning & Urban Development Department


Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

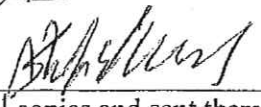
By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a *legal signature* per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no Site Plan or Historic Preservation Applications can be reviewed until payment of appropriate application fees are *paid in full* to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete application and corresponding paperwork has been electronically delivered, I ~~intend to call the Inspections Office at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.~~ *I will pay in person at City Hall.*
- Within 24-48 hours, once my application and corresponding paperwork has been electronically delivered, I intend to call the Inspections Office at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- I intend to deliver a payment method through the U.S. Postal Service mail once my application paperwork has been electronically delivered.


 Applicant Signature: _____

6/11/14
 Date: _____


 I have provided digital copies and sent them on: _____

6/11/14
 Date: _____

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3rd Floor, Room 315.



Level III – Preliminary and Final Site Plans Development Review Application Portland, Maine

Planning and Urban Development Department
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level III: Preliminary or Final Site Plan. Please note that Portland has delegated review from the State of Maine for reviews under the Site Location of Development Act, Chapter 500 Stormwater Permits, and Traffic Movement Permits.

Level III: Site Plan Development includes:

- New structures with a total floor area of 10,000 sq. ft. or more except in Industrial Zones.
- New structures with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- New temporary or permanent parking area(s) or paving of existing unpaved parking areas for more than 75 vehicles.
- Building addition(s) with a total floor area of 10,000 sq. ft. or more (cumulatively within a 3 year period) except in Industrial Zones.
- Building addition(s) with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- A change in the use of a total floor area of 20,000 sq. ft. or more in any existing building (cumulatively within a 3 year period).
- Multiple family development (3 or more dwelling units) or the addition of any additional dwelling unit if subject to subdivision review.
- Any new major or minor auto business in the B-2 or B-5 Zone, or the construction of any new major or minor auto business greater than 10,000 sq. ft. of building area in any other permitted zone.
- Correctional prerelease facilities.
- Park improvements: New structures greater than 10,000 sq. ft. and/or facilities encompassing 20,000 sq. ft. or more (excludes rehabilitation or replacement of existing facilities); new nighttime outdoor lighting of sports, athletic or recreation facilities not previously illuminated.
- Land disturbance of 3 acres or more (includes stripping, grading, grubbing, filling or excavation).

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14) which is available on our website:

Land Use Code: <http://me-portland.civicplus.com/DocumentCenter/Home/View/1080>

Design Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2355>

Technical Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2356>

Planning Division
Fourth Floor, City Hall
389 Congress Street
(207) 874-8719

Office Hours
Monday thru Friday
8:00 a.m. – 4:30 p.m.

PROJECT NAME: 671 FOREST AVE

PROPOSED DEVELOPMENT ADDRESS:

671-675 FOREST AVE PORTLAND ME

PROJECT DESCRIPTION:

SECOND FLOOR RESIDENTIAL INTERIOR RENOVATION

CHART/BLOCK/LOT: 129/L/2

PRELIMINARY PLAN _____ (date)
FINAL PLAN _____ (date)

CONTACT INFORMATION:

Applicant – must be owner, Lessee or Buyer Name: <u>Anwar Hameed</u> Business Name, if applicable: <u>United USA LLC</u> Address: <u>630 Forest Ave</u> City/State: <u>Portland, ME</u> Zip Code: <u>04101</u>	Applicant Contact Information Work # Home# Cell # <u>207-518-3530</u> Fax# e-mail:
Owner – (if different from Applicant) Name: Address: City/State: Zip Code:	Owner Contact Information Work # Home# Cell # Fax# e-mail:
Agent/ Representative Name: <u>Ashraf Eldekinawey</u> Address: <u>1783 Broadway</u> City/State: <u>So. Portland, ME</u> Zip Code: <u>04106</u>	Agent/Representative Contact information Work # Cell # <u>207-272-0227</u> e-mail: <u>alb.012@Hotmail.com</u>
Billing Information Name: <u>Ali Daham</u> Address: <u>630 Forest Ave</u> City/State: <u>Portland, ME</u> Zip Code: <u>04101</u>	Billing Information Work # Cell # Fax# e-mail:

Engineer Name: Address: City/State : Zip Code:	Engineer Contact Information Work # Cell # Fax# e-mail:
Surveyor TITCOMB ASSOCIATES Name: DAVID TITCOMB Address: 133 GRAY RD City/State : FALMOUTH, ME Zip Code: 04105	Surveyor Contact Information Work # 207-797-9199 Cell # Fax# e-mail: DTITCOMB@TITCOMBSURVEY.COM
Architect PORT CITY ARCHITECTURE Name: LITA SEMRAU Address: 65 NEWBURY ST City/State : PORTLAND, ME Zip Code: 04101	Architect Contact Information Work # 207-761-9000 Cell # 207-756-4333 Fax# e-mail: LITA@PORTCITYARCH.COM
Attorney Name: Address: City/State : Zip Code:	Attorney Contact Information Work # Cell # Fax# e-mail:

APPLICATION FEES:

Check all reviews that apply. (Payment may be made by Credit Card, Cash or Check payable to the City of Portland.)

Level III Development (check applicable reviews) <input checked="" type="checkbox"/> Less than 50,000 sq. ft. (\$500.00) <input type="checkbox"/> 50,000 - 100,000 sq. ft. (\$1,000) <input type="checkbox"/> 100,000 - 200,000 sq. ft. (\$2,000) <input type="checkbox"/> 200,000 - 300,000 sq. ft. (\$3,000) <input type="checkbox"/> over \$300,00 sq. ft. (\$5,000) <input type="checkbox"/> Parking lots over 11 spaces (\$1,000) <input type="checkbox"/> After-the-fact Review (\$1,000.00 plus applicable application fee) Plan Amendments (check applicable reviews) <input type="checkbox"/> Planning Staff Review (\$250) <input checked="" type="checkbox"/> Planning Board Review (\$500) The City invoices separately for the following: <ul style="list-style-type: none"> • Notices (\$.75 each) • Legal Ad (% of total Ad) • Planning Review (\$40.00 hour) • Legal Review (\$75.00 hour) Third party review fees are assessed separately. Any outside reviews or analysis requested from the Applicant as part of the development review, are the responsibility of the Applicant and are separate from any application or invoice fees.	Other Reviews (check applicable reviews) <input type="checkbox"/> Traffic Movement (\$1,000) <input type="checkbox"/> Stormwater Quality (\$250) <input type="checkbox"/> Subdivisions (\$500 + \$25/lot) # of Lots ___ x \$25/lot = ___ <input type="checkbox"/> Site Location (\$3,000, except for residential projects which shall be \$200/lot) # of Lots ___ x \$200/lot = ___ <input type="checkbox"/> Other _____ <input checked="" type="checkbox"/> Change of Use <input type="checkbox"/> Flood Plain <input type="checkbox"/> Shoreland <input checked="" type="checkbox"/> Design Review <input type="checkbox"/> Housing Replacement <input type="checkbox"/> Historic Preservation
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APPLICATION SUBMISSION:

1. All site plans and written application materials must be submitted electronically on a CD or thumb drive with each plan submitted as separate files, with individual file which can be found on the **Electronic Plan and Document Submittal** page of the City's website at <http://me-portland.civicplus.com/764/Electronic-Plan-and-Document-Submittal>
2. In addition, one (1) paper set of the plans (full size), one (1) paper set of plans (11 x 17), paper copy of written materials, and the application fee must be submitted to the Building Inspections Office to start the review process.

The application must be complete, including but not limited to the contact information, project data, application checklists, wastewater capacity, plan for fire department review, and applicant signature. The submissions shall include one (1) paper packet with folded plans containing the following materials:

1. One (1) full size site plans that must be folded.
2. One (1) copy of all written materials or as follows, unless otherwise noted:
 - a. Application form that is completed and signed.
 - b. Cover letter stating the nature of the project.
 - c. All Written Submittals (Sec. 14-525 2. (c), including evidence of right, title and interest.
3. A stamped standard boundary survey prepared by a registered land surveyor at a scale not less than one inch to 50 feet.
4. Plans and maps based upon the boundary survey and containing the information found in the attached sample plan checklist.
5. One (1) set of plans reduced to 11 x 17.

Please refer to the application checklist (attached) for a detailed list of submission requirements.

APPLICANT SIGNATURE:

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Planning Authority and Code Enforcement's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

This application is for a Level II Site Plan review. It is not a permit to begin construction. An approved site plan, a Performance Guarantee, Inspection Fee, Building Permit, and associated fees will be required prior to construction. Other Federal, State or local permits may be required prior to construction, which are the responsibility of the applicant to obtain.

Signature of Applicant:	Date:
-------------------------	-------

PROJECT DATA

The following information is required where applicable, in order to complete the application.

Total Area of Site	N/A sq. ft.
Proposed Total Disturbed Area of the Site	N/A sq. ft.
If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with DEP and a Stormwater Management Permit, Chapter 500, with the City of Portland.	
Impervious Surface Area	
Impervious Area (Total Existing)	5,843 sq. ft.
Impervious Area (Total Proposed)	0 sq. ft.
Building Ground Floor Area and Total Floor Area	
Building Footprint (Total Existing)	3500 sq. ft.
Building Footprint (Total Proposed)	3500 sq. ft.
Building Floor Area (Total Existing)	2980 sq. ft.
Building Floor Area (Total Proposed)	2980 sq. ft.
Zoning	
Existing	B-2
Proposed, if applicable	
Land Use	
Existing	Retail + Storage
Proposed	Retail + Housing
Residential, if applicable	
# of Residential Units (Total Existing)	0
# of Residential Units (Total Proposed)	5
# of Lots (Total Proposed)	1
# of Affordable Housing Units (Total Proposed)	0
Proposed Bedroom Mix	
# of Efficiency Units (Total Proposed)	1
# of One-Bedroom Units (Total Proposed)	1
# of Two-Bedroom Units (Total Proposed)	0
# of Three-Bedroom Units (Total Proposed)	3
Parking Spaces	
# of Parking Spaces (Total Existing)	3
# of Parking Spaces (Total Proposed)	3 (renting additional 2
# of Handicapped Spaces (Total Proposed)	0 Next door)
Bicycle Parking Spaces	
# of Bicycle Spaces (Total Existing)	0
# of Bicycle Spaces (Total Proposed)	0
Estimated Cost of Project	\$83,000

PRELIMINARY PLAN (Optional) - Level III Site Plan			
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST
✓		1	Completed Application form
		1	Application fees
		1	Written description of project (See drawings)
		1	Evidence of right, title and interest
NA		1	Evidence of state and/or federal approvals, if applicable
		1	Written assessment of proposed project's compliance with applicable zoning requirements. (See drawings)
		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site (Renting parking)
NA		1	Written requests for waivers from site plan or technical standards, if applicable.
		1	Evidence of financial and technical capacity
		1	Traffic Analysis (may be preliminary, in nature, during the preliminary plan phase)
Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST
✓		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
✓		1	Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase) (Existing)
			Proposed grading and contours;
			Existing structures with distances from property line;
			Proposed site layout and dimensions for all proposed structures (including piers, docks or wharves in Shoreland Zone), paved areas, and pedestrian and vehicle access ways;
			Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);
			Preliminary Infrastructure Improvements;
			Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;
			Location of significant natural features (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features) located on the site as defined in Section 14-526 (b) (1);
			Proposed buffers and preservation measures for significant natural features, as defined in Section 14-526 (b) (1);
			Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed;
			Exterior building elevations.

FINAL PLAN - Level III Site Plan			
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)
		1	* Completed Application form
		1	* Application fees
		1	* Written description of project
		1	* Evidence of right, title and interest
		1	* Evidence of state and/or federal permits
		1	* Written assessment of proposed project's specific compliance with applicable Zoning requirements
		1	* Summary of existing and/or proposed easements, covenants, public or private rights-of-way, or other burdens on the site
		1	* Evidence of financial and technical capacity
		1	Construction Management Plan
		1	A traffic study and other applicable transportation plans in accordance with Section 1 of the technical Manual, where applicable.
		1	Written summary of significant natural features located on the site (Section 14-526 (b) (a))
		1	Stormwater management plan and stormwater calculations
		1	Written summary of project's consistency with related city master plans
		1	Evidence of utility capacity to serve
		1	Written summary of solid waste generation and proposed management of solid waste
		1	A code summary referencing NFPA 1 and all Fire Department technical standards
		1	Where applicable, an assessment of the development's consistency with any applicable design standards contained in Section 14-526 and in City of Portland Design Manual
		1	Manufacturer's verification that all proposed HVAC and manufacturing equipment meets applicable state and federal emissions requirements.

Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * Items were submitted for that phase and only updates are required)
		1	* Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
		1	Final Site Plans including the following:
			Existing and proposed structures, as applicable, and distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone);
			Existing and proposed structures on parcels abutting site;
			All streets and intersections adjacent to the site and any proposed geometric modifications to those streets or intersections;
			Location, dimensions and materials of all existing and proposed driveways, vehicle and pedestrian access ways, and bicycle access ways, with corresponding curb lines;
			Engineered construction specifications and cross-sectional drawings for all proposed driveways, paved areas, sidewalks;
			Location and dimensions of all proposed loading areas including turning templates for applicable design delivery vehicles;
			Existing and proposed public transit infrastructure with applicable dimensions and engineering specifications;
			Location of existing and proposed vehicle and bicycle parking spaces with applicable dimensional and engineering information;
			Location of all snow storage areas and/or a snow removal plan;
			A traffic control plan as detailed in Section 1 of the Technical Manual;
			Proposed buffers and preservation measures for significant natural features, where applicable, as defined in Section 14-526(b)(1);
			Location and proposed alteration to any watercourse;
			A delineation of wetlands boundaries prepared by a qualified professional as detailed in Section 8 of the Technical Manual;
			Proposed buffers and preservation measures for wetlands;
			Existing soil conditions and location of test pits and test borings;
			Existing vegetation to be preserved, proposed site landscaping, screening and proposed street trees, as applicable;
			A stormwater management and drainage plan, in accordance with Section 5 of the Technical Manual;
			Grading plan;
			Ground water protection measures;
			Existing and proposed sewer mains and connections;

- Continued on next page -

		Location of all existing and proposed fire hydrants and a life safety plan in accordance with Section 3 of the Technical Manual;
		Location, sizing, and directional flows of all existing and proposed utilities within the project site and on all abutting streets;
		Location and dimensions of off-premises public or publicly accessible infrastructure immediately adjacent to the site;
		Location and size of all on site solid waste receptacles, including on site storage containers for recyclable materials for any commercial or industrial property;
		Plans showing the location, ground floor area, floor plans and grade elevations for all buildings;
		A shadow analysis as described in Section 11 of the Technical Manual, if applicable;
		A note on the plan identifying the Historic Preservation designation and a copy of the Application for Certificate of Appropriateness, if applicable, as specified in Section Article IX, the Historic Preservation Ordinance;
		Location and dimensions of all existing and proposed HVAC and mechanical equipment and all proposed screening, where applicable;
		An exterior lighting plan in accordance with Section 12 of the Technical Manual;
		A signage plan showing the location, dimensions, height and setback of all existing and proposed signs;
		Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.



PORTLAND FIRE DEPARTMENT
SITE REVIEW
FIRE DEPARTMENT CHECKLIST



A separate drawing[s] shall be provided as part of the site plan application for the Portland Fire Department's review.

1. Name, address, telephone number of applicant
- 2.
3. Name address, telephone number of architect
4. Proposed uses of any structures [NFPA and IBC classification]
- 5.
6. Square footage of all structures [total and per story]
7. Elevation of all structures
8. Proposed fire protection of all structures
 - *As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)*
9. Hydrant locations
10. Water main[s] size and location
11. Access to all structures [min. 2 sides]
12. A code summary shall be included referencing NFPA 1 and all fire department. Technical standards.

Some structures may require Fire flows using annex H of NFPA 1

WARRANTY DEED


KNOW ALL MEN BY THESE PRESENTS, that **675 FOREST AVENUE ASSOCIATES, LLC**, a Maine limited liability company with a place of business at Portland, Maine, for consideration paid, grant to **UNITED USA, LLC**, a Maine limited liability company with a mailing address of 630 Forest Avenue, Portland, ME 04101, with WARRANTY COVENANTS, a certain lot or parcel of land in the City of Portland, County of Cumberland and State of Maine, described as follows:

Beginning at the southwesterly corner of land now or formerly owned by the heirs of Addison P. Woodford on the easterly side of said Forest Avenue; thence southerly on the line of said Forest Avenue fifty-five (55) feet to a stake; thence south eighty degrees (80E) east seven (7) rods to the line of land formerly occupied by the York & Cumberland Railroad; thence northerly on the line of said Railroad to land of the heirs of said Woodford; thence north eighty degrees (80W) west on the line of land of said Woodford heirs five (5) rods and six (6) links, more or less, to the point of beginning.

Being the same premises conveyed to the Grantor by deed of Joseph P. Guidi, Sr., et al, dated July 29, 1999 and recorded in the Cumberland County Registry of Deeds in Book 14951, Page 139.


IN WITNESS WHEREOF, the said 675 Forest Avenue Associates, LLC has caused this instrument to be executed by James P. Guidi, its Manager thereunto duly authorized, this 14th day of November, 2013.

MAINE REAL ESTATE TAX PAID



Witness

675 Forest Avenue Associates, LLC


By: 

James P. Guidi
Its duly authorized Manager

STATE OF MAINE
COUNTY OF CUMBERLAND

November 14, 2013

Then personally appeared James P. Guidi, duly authorized Manager of 675 Forest Avenue Associates, LLC, and acknowledged the foregoing instrument to be his free act and deed in his said capacity.

Before me,


Attorney at Law/Notary Public
Print name: _____

Received
Recorded Register of Deeds
Nov 15, 2013 11:37:14A
Cumberland County
Pamela E. Lovley

Kirk Armstrong
Notary Public
State of Maine
My Commission Expires 12/2/2018

CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

Department of Public Services,
55 Portland Street,
Portland, Maine 04101-2991



Mr. Frank J. Brancely,
Senior Engineering Technician,
Phone #: (207) 874-8832,
Fax #: (207) 874-8852,
E-mail: fjb@portlandmaine.gov

Date: June 11 / 2014

1. Please, Submit Utility, Site, and Locus Plans.

Site Address: 671 - 675 Forest Ave Chart Block Lot Number: 129/L/2

Proposed Use: Retail + Residential

Previous Use: Retail + Storage

Existing Sanitary Flows: _____ GPD 0

Existing Process Flows: _____ GPD

Description and location of City sewer that is to receive the proposed building sewer lateral.

Site Category	Commercial (see part 4 below)	<u>2</u>
	Industrial (complete part 5 below)	
	Governmental	
	Residential	<u>5</u>
	Other (specify)	

2 existing commercial units
5 Proposed Res. units one Toilets each and one Kitchen each

(Clearly, indicate the proposed connections, on the submitted plans)

2. Please, Submit Contact Information.

City Planner's Name: Jean Fraser Phone: 874 8728
 Owner/Developer Name: Ashraf Eldeknawy
 Owner/Developer Address: 1723 Grand way South Portland, ME, 04106
 Phone: 207-272-0227 Fax: _____ E-mail: al.b.012@hotmail.com
 Engineering Consultant Name: _____
 Engineering Consultant Address: _____
 Phone: _____ Fax: _____ E-mail: _____

(Note: Consultants and Developers should allow +/- 15 days, for capacity status, prior to Planning Board Review)

3. Please, Submit Domestic Wastewater Design Flow Calculations.

Estimated Domestic Wastewater Flow Generated: See 1 GPD

Peaking Factor/ Peak Times: _____

Specify the source of design guidelines: (i.e. "Handbook of Subsurface Wastewater Disposal in Maine,"
 "Plumbers and Pipe Fitters Calculation Manual," Portland Water District Records, Other (specify)

(Note: Please submit calculations showing the derivation of your design flows, either on the following page, in the space provided, or attached, as a separate sheet)

4. Please, Submit External Grease Interceptor Calculations.

Total Drainage Fixture Unit (DFU) Values: _____

Size of External Grease Interceptor: _____

Retention Time: _____

Peaking Factor/ Peak Times: _____

(Note: In determining your restaurant process water flows, and the size of your external grease interceptor, please use The Uniform Plumbing Code. Note: In determining the retention time, sixty (60) minutes is the minimum retention time. Note: Please submit detailed calculations showing the derivation of your restaurant process water design flows, and please submit detailed calculations showing the derivation of the size of your external grease interceptor, either in the space provided below, or attached, as a separate sheet)

5. Please, Submit Industrial Process Wastewater Flow Calculations

Estimated Industrial Process Wastewater Flows Generated: _____

GPD

Do you currently hold Federal or State discharge permits? Yes _____ No _____

Is the process wastewater termed categorical under CFR 40? Yes _____ No _____

OSHA Standard Industrial Code (SIC): _____

<http://www.osha.gov/oshstats/sicser.html>

Peaking Factor/Peak Process Times: _____

(Note: On the submitted plans, please show where the building's domestic sanitary sewer laterals, as well as the building's industrial-commercial process wastewater sewer laterals exits the facility. Also, show where these building sewer laterals enter the city's sewer. Finally, show the location of the wet wells, control manholes, or other access points; and, the locations of filters, strainers, or grease traps)

(Note: Please submit detailed calculations showing the derivation of your design flows, either in the space provided below, or attached, as a separate sheet)

Notes, Comments or Calculation

4

Account . . . : 0128/276552-7/510 *سعد دحام*
 Customer . . : D4K0CI *دحام اخور سعد*
 Account type : CA *جاري*
 Currency . . . : USD *دولار امريكى*

11JUN14	Cleared balance		0.00
12JUN14	Net items clearing	90,000.00	90,000.00

12JUN14	Available balance		90,000.00

Ledger balance	0.00
Shadow credits	90,000.00
Status balance	90,000.00

F1=Help F3=Exit F5=Refresh F12=Previous
 F2=AE F11=TH F14=AS F23=TS

~~SAH BANK plc - Garden Branch~~
A154 *[Signature]*

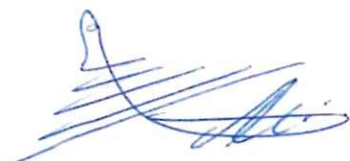
VIP Furniture, LLC,
683 Forest Ave, Portland, ME, 04013,
207-521-6599

I Abdul Ali, VIP Furniture, LLC, lease four parking spaces located at the back of the building 683 Forest Ave, Portland, ME, 04103 for one year starting on 08/01/2014 for \$100.00 dollars per moth with an option to rent for an additional four years for \$100.00 dollars per month, Maintenance of the spaces will be by land lord. The owner of the lot is not responsible for cars.



Abdul Ali
VIP Furniture, LLC,
683 Forest Ave, Portland, ME, 04013,
207-521-6599

Date 7/31/14



United USA, LLC
630 Forest Ave, Portland, ME, 04101
207-791-2600

Date 7/31/14

EXAMPLE: Neighborhood Meeting Certification

I, (applicant/consultant) hereby certify that a neighborhood meeting was held on (date) at (location) at (time).

I also certify that on (date at least ten (10) days prior to the neighborhood meeting), invitations were mailed to the following:

1. All addresses on the mailing list provided by the Planning Division which includes property owners within 500 feet of the proposed development or within 1000 feet of a proposed industrial subdivision or industrial zone change.
2. Residents on the "interested parties" list.
3. A digital copy of the notice was also provided to the Planning Division (jmy@portlandmaine.gov and ldobson@portlandmaine.gov) and the assigned planner to be forwarded to those on the interested citizen list who receive e-mail notices.

Signed,



8/5/14 (date)

Attached to this certification are:

1. Copy of the invitation sent
2. Sign-in sheet
3. Meeting minutes

**United USA, LLC,
630 Forest Ave,
Portland, ME, 04101
(207) 791-2600**

July 24, 2014

Dear Neighbor:

Please join us for a neighborhood meeting to discuss our plans for a renovation of a building located at 671 Forest Avenue Portland Maine.

Meeting Location: Woodfords Congregational Church
202 Woodford St.
Portland, ME 04103-5602

Meeting Date: August 5, 2014

Meeting Time: 6PM to 7PM

(The City code requires that property owners within 500 feet of the proposed development and residents on an "interested parties list", be invited to participate in a neighborhood meeting. A sign-in sheet will be circulated and minutes of the meeting will be taken. Both the sign-in sheet and minutes will be submitted to the Planning Board.)

If you have any questions, please call 207-272-0227

Sincerely,

Ashraf Eldeknawey

Signing Sheet

Neighborhood Meeting for 671-675 Forest Ave, Portland, ME

Name	Address	Phone / Email (optional)
Pat Hartford	Vase Smith Florist 669 Forest Ave	773-64436
Michelle Butler	117 Woodford St Grace St. 1	mimb29@aol.com

From: Ashraf Eldeknawey <alb.012@hotmail.com>
To: Jean Fraser <jf@portlandmaine.gov>
Date: 8/7/2014 3:41 PM
Subject: RE: 671 Forest Avenue Planning Board Hearing Aug 12th, 2014

Hello Jean,
we had the neighborhood meeting and one of the attends was concern about the trash, we did assure her that we are having a dumpster on site and she was satisfied, the 2cd attends she was concern about the parking but we did explain to her that we did rent 4 parking spots and ready to use she was ok with that, we had only 2 people come to the meeting and that's their concerns, if you have any questions please let me know,

Thank you very much,
Ashraf,

Best regards,
Ashraf Eldeknawey,
Portland's Choice Realty
Phone: 207-878-3035 ext 253
Ashraf Furniture Email : alb.012@hotmail.com
Web site : www.ashraffurniture.com

Cell : 207-272-0227
Fax : 207-878-3456



NOTICE

- 1) These survey references are to the Cumberland County Registry of Deeds.
- 2) Bearings are referenced to grid north, Maine State Plane Coordinate System, NAD83, feet scale.
- 3) The survey was conducted on the ground. The utility lines shown on this plan are shown as they appear on the ground. The utility lines shown on this plan are shown as they appear on the ground. The utility lines shown on this plan are shown as they appear on the ground.
- 4) The building shown at 689 Forest Avenue is an existing building. The building shown at 689 Forest Avenue is an existing building. The building shown at 689 Forest Avenue is an existing building.

PLAN REFERENCES

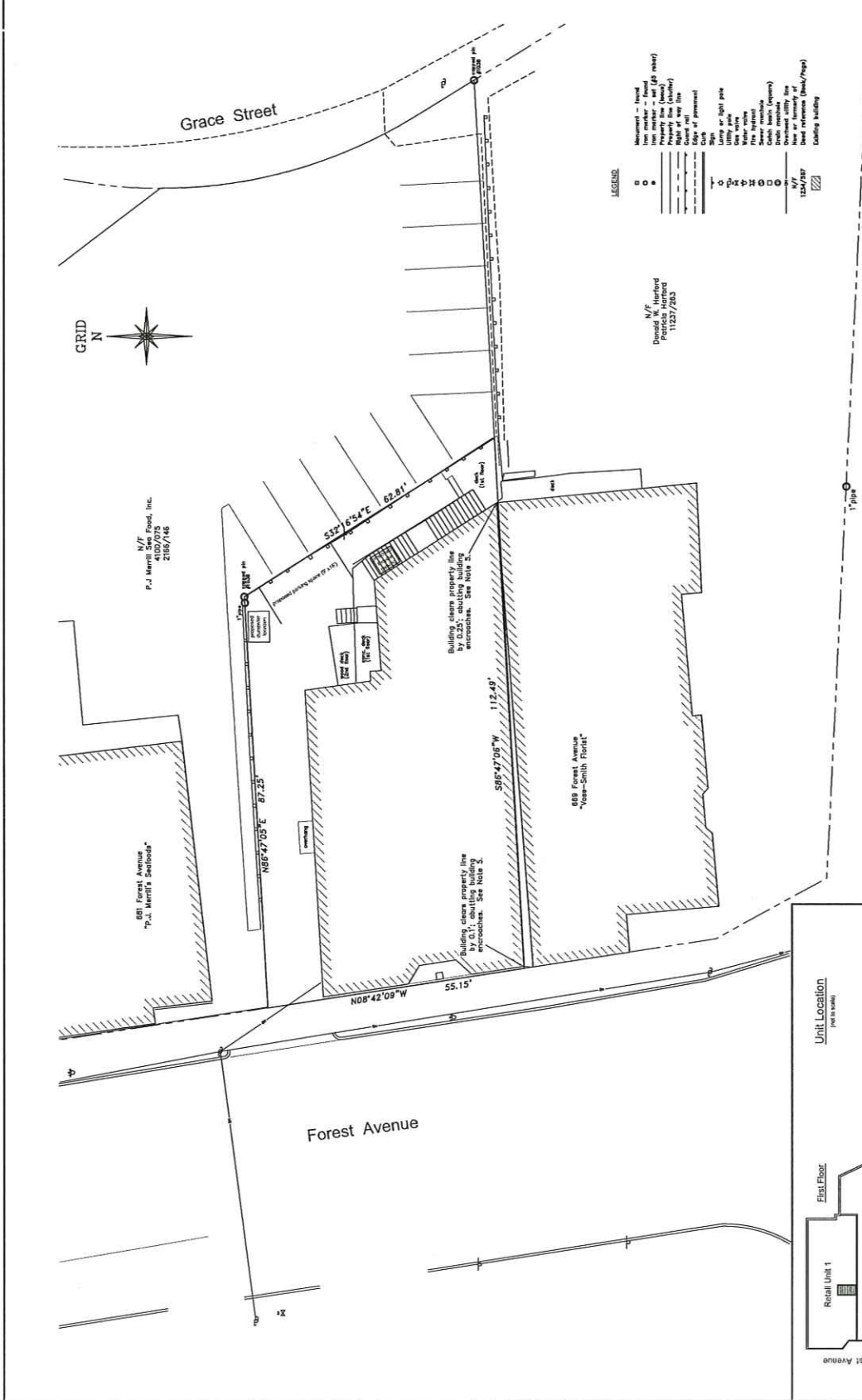
- 1) Plan of Section 24 by Percy H. Richardson. Recorded in Book 13, Page 83 on August 21, 1917.
- 2) Plan of Land on Forest Avenue made for J.L. Southwick, Inc. by Owen Thomas, Inc. dated April 14, 1948.
- 3) Plan of Land on Forest Avenue made for J.L. Southwick, Inc. by Owen Thomas, Inc. dated December 7, 1955, revised August 26, 1975. Unrecorded.
- 4) Plan of Land on Forest Avenue made for J.L. Southwick, Inc. by Owen Thomas, Inc. dated December 7, 1955, revised August 26, 1975. Unrecorded.
- 5) Plan of Land on Forest Avenue made for J.L. Southwick, Inc. by Owen Thomas, Inc. dated December 7, 1955, revised August 26, 1975. Unrecorded.

AREA
5843 square feet / 0.13 acres

OWNER OF RECORD
United USA LLC Book 31189, Page 228



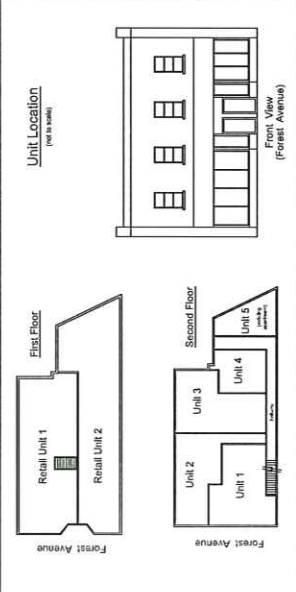
PLAN OF Subdivision Plan		Portland, Maine
MADE FOR United USA LLC		
689 Forest Avenue	DATE: May 7, 2014	SCALE: 1" = 10'
BOOK #879	TITUMB ASSOCIATES	
687/879/2/03/03/03	03719743188 www.titumb.com	
FILE #8794		



Schedule approval is for the existing additional units within the building located at 689 Forest Avenue.

Approved by the City of Portland Planning Board

Date: _____



CERTIFICATION
The survey conforms to the current standards of practice set forth by the Maine State Board of Geodesy for Land Surveyors.

David E. Titcomb, P.L.L.C. #1273

Code Review - NFPA 101 2009

Chapter 43 - Building Rehabilitation

Section 43.1.2.1 - Because this structure is undergoing "Modifications" (see 43.2.2.1.3 for definition), it shall comply with both Chapter 31 (Existing Apartment Buildings) and Chapter 43.5 (Modifications).

Note: Per the commentary in this section, Chapter 31 (Existing Apartment Buildings) applies to the entire structure, not just the renovations.

Section 43.2.2.1.3 - This section provides a definition of "Modifications", which is considered the reconfiguration of any space; the addition, relocation, or elimination of any door or window; the addition or elimination of load bearing elements; the reconfiguration or extension of any system; or the installation of any kind of equipment. It is this category of Modifications that will be utilized for this project.

Section 43.4 - The renovation work (except for interior finishes) must be in compliance with Chapter 31 for Existing Apartment Buildings. Interior finishes must comply with Section 43.4.3. Furthermore, the building must also comply with the requirements of Chapter 31.

Section 43.4.2 - The capacity of means of egress per Section 7.3 shall be sufficient for the occupant load.

Occupant Load per Table 7.3.1.2 : 1 person per 200 square feet.

Section 43.4.3 - New interior finishes shall meet the requirements for new construction.

Section 43.5.1.1 - The modifications will comply with section 43.4 (see above) and Section 43.5

Section 43.5.1.2 - This is not an Historic Building

Section 43.5.1.3 - This work will comply with all sections for New Construction.

Chapter 31 - Existing Apartment Buildings

Section 31.1.1.1 - The structure shall comply with one of the four options for fire protection as described in this section. Of the four options that are available, Option 4 is the option that is being considered for this project. This option consists of installing a sprinkler system throughout the structure.

Section 31.1.2.1 - Multiple occupancies shall be in accordance with 6.1.1.4.

6.1.1.4.2.3 - Due to a portion of the first floor (Units 1 and 2) being used for Mercantile, this building will be a Multiple Occupancy and further defined as a Separated Occupancy.

6.1.1.4.4.1 - Per the Table in this section, the separation between the Residential Apartment Building and the Mercantile shall be 2 hours. Note: This will be reduced to a 1-hour rating with a sprinkler system per Section 6.1.1.4.4.3. This may be further reduced per Section 31.1.2.3.

Section 31.1.2.2 - The dwelling units do not have their sole means of egress passing through the Mercantile occupancy.

Section 31.1.2.3 - Dwelling units may be located above a non-residential use (Mercantile) if the dwelling units and its exits are separated from the non-residential use by a 1-hour rating, or the non-residential use is sprinkled (also see 6.1.1.4.4.1). Note: Subsection 3 does not apply as there are more than 2 dwelling units above the Mercantile space.

Section 31.1.5 - For purposes of designing an automatic sprinkler system, the contents shall be classified as an "Ordinary" hazard.

Section 31.1.7 - Occupant load shall be determined per Table 7.3.1.2.

Table 7.3.1.2 - Occupant load for apartment buildings shall be 1 person per 200 s.f.

Occupant load for mercantile shall be 1 person per 30 s.f.

Section 31.2.1.1 - Means of egress from the dwelling units to the outside of the building shall comply with Chapter 7 of this code.

Section 31.2.1.2 - Means of escape within the dwelling unit shall comply with Section 24.2.

24.2.1.1 - Dwelling units of two rooms or more must have a primary means of escape and a secondary means of escape from every sleeping room and living area (i.e. egress windows).

24.2.1.2(2) - A secondary means of escape is not required if the dwelling unit is protected with an automatic sprinkler system.

Section 31.2.2.1.2 - In buildings using Option 4 (automatic sprinkler system throughout), exit enclosures shall be 1-hour rated, with 1-hour fire doors.

Section 31.2.2.2.1 - No door in any means of egress shall be locked against egress when the building is occupied.

Section 31.2.2.2.5 - No re-entry provisions are expected.

Section 31.2.2.3.1 - The existing stairs shall have the dimensional criteria per Table 7.2.2.2.1(b). The existing stairs do not appear to meet these dimensional criteria (also see 31.2.2.3.4 for Winder Stairs). However, existing noncomplying stairs as provided by the AHJ do not have to meet these criteria per 7.2.2.1.2(2).

Section 31.2.2.3.4 - Winder stairs per 7.2.2.2.4 are permitted. Existing winder stairs shall be permitted to remain in use per Section 7.2.2.2.4.3, provided they have a tread depth of not less than 6" and a tread depth of 9" at a point 12" away from the narrowest edge.

Section 31.2.2.5 - There are no horizontal exits anticipated in this project.

Section 31.2.2.6 - There are no ramps anticipated in this project.

Section 31.2.2.7 - There are no exit passageways anticipated in this project.

Section 31.2.2.8 - There are no escalators in this project.

Section 31.2.2.9 - There are no fire escape stairs in this project.

Section 31.2.2.10 - There are no fire escape ladders in this project.

Section 31.2.2.11 - There are no alternating tread devices in this project.

Section 31.2.2.12 - There are no areas of refuge in this project.

Section 31.2.3.2 - Street floor exits shall be sufficient for the occupant load of the street floor plus the required capacity of the stairs that discharge onto the street floor.

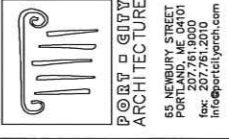
Note: The total occupant load of the top three floors of the work area is 24 (8 per floor). The occupant load of the ground floor Unit 1 is 26 for a total load of 52. Even if all occupants exited out one door, the required width would only be required to be 10 1/2' per Table 7.3.3.1.

Section 31.2.4.1 - Every dwelling unit shall have two separate exits remotely located from each other. Note: The dimensional distance of 1/2 of the diagonal between exits does not have to be met per Section 7.5.1.3.5.

Section 31.2.5.3.1 - The common path of travel (without a sprinkler system) shall be 35 feet. Note: The travel within a dwelling unit is not included.

Section 31.2.5.3.2 - The common path of travel (with a sprinkler system) shall be 50 feet. Note: The travel within a dwelling unit is not included.

Section 31.2.5.4 - Dead-end corridors shall not exceed 50 feet.



671675 Forest Ave
Apartments

Portland, Maine

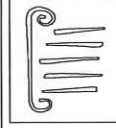
REVISIONS	
#	DATE

Date Issued	MAY 21, 2014
Project Number	19119
Drawing Name	

SHEET NAME
CODE REVIEW

Drawn By	JAP
Checked By	LAS

T1.1



POBERT ARCHITECTURE

65 NEWBURY STREET
PORTLAND, ME 04101
Tel: 207.761.9000
Info: 207.11.2000
info@poberarch.com



Section 31.3.6.3.2 - Spaces shall be permitted to be open to the exit access corridor provided they do not contain gutters, rooms or hazardous areas, that they are sprinkled, and the space does not obstruct access to the exit.
Section 31.3.6.4 - Transoms, louvers, or grilles shall not be in walls or doors of exit access corridors.
Section 31.3.7.1 - Smoke partitions in exit access corridors as outlined in Section 31.3.7, are not required due to utilizing Option 4 (per Section 31.1.1.1).

Section 31.5.1 - Utilities shall comply with Section 9.1 of this code.
Section 31.5.2 - Heating, ventilating, and air-conditioning equipment shall comply with Section 9.2 of this code.
Section 31.5.3 - There are no elevators, escalators, or conveyors associated with this project.
Section 31.5.4 - There are no rubbish chutes, incinerators or laundry chutes associated with this project.
Section 31.7.1 - Emergency instructions shall be provided annually to each dwelling unit to indicate the location of arms, egress paths, and action to be taken, both in response to a fire in the dwelling unit and in response to the sounding of the alarm system.
Section 31.7.2.1 - Contents and furnishings are not required to comply with Section 10.3 for fire-resistance.
Section 31.7.2.2 - Furnishings and decorations of an explosive or highly flammable character shall not be used outside of dwelling units.
Section 31.7.2.3 - Fire-retardant coatings shall be maintained to retain their effectiveness.

Code Review - Chapter 10, City of Portland, Code of Ordinances

Section 6-110 - (c) Sleeping space. Every room occupied for sleeping purposes in a dwelling unit and in a rooming unit shall contain at least fifty (50) square feet of habitable floor area for each occupant, except that children under one (1) shall not be counted and children more than one (1) but less than ten (10) shall be deemed one-half person.
(d) Size of habitable rooms. No habitable room, other than a kitchen or dining alcove, shall contain less than sixty-five (65) square feet of floor area, nor shall the least horizontal dimension of such room be less than seven (7) feet.

Section 10-3(i) - All new single and multiple station smoke alarm installations shall comply with Section 9.6.2.10 of NFPA 101. New detectors shall not use ionization detection technology.

Section 10-3(p) - Existing buildings shall comply with the AHJ's Standards for Building, Stair, Floor, Suite, and Room designation systems.

Section 10-18(b) - All structures with a life safety signaling system or a fire suppression system shall be provided with a Knox box. The number, make, model, and location of the box shall be determined by the AHJ. All keys required to operate the life safety signaling system or the fire suppression system, and building keys shall be placed within the box.

Section 14-332 (a-4) - (Parking) for Residential development in the B-2, B-2h, B-2c zones:
a. One (1) parking space per unit

Section 31.2.6.1 - Travel distance within a dwelling unit to the corridor (or exit) door shall not exceed 125 feet for Option 4.
Section 31.2.6.3 - There are no exterior way of exit access in this project.
Section 31.2.6.4 - The travel distance from areas not within a dwelling unit, to an exit shall not exceed 200 feet (or 250 feet with a sprinkler system).
Section 31.2.8 - Means of egress shall be illuminated per Section 7.8
Section 31.2.9 - Emergency lighting shall be provided per Section 7.9.
Section 31.2.10 - Means of egress shall have signage per Section 7.10.
Section 31.3.3.2 - Interior wall and ceiling finishes for exits, lobbies, and corridors shall be Class A or B. Finishes for other spaces shall be Class A, B, or C.

Section 31.3.3.3 - Floor finishes shall not be less than Class II (unless a sprinkler system is provided).
Section 31.3.4.1.1 - A fire alarm system per Section 9.6 shall be provided.

Section 31.3.4.2.1 - The fire alarm system shall have manual initiation per Section 9.6.2
Section 31.3.4.2.5 - Due to the use of Option 4 (see Section 31.1.1.1) the fire alarm system shall also be initiated upon operation of the automatic fire sprinkler system.

Section 31.3.4.3.1 - The fire alarm system shall have automatic occupant notification per Section 9.6 and visible signals shall be installed in units designed for the hearing impaired; positive alarm sequences per Section 9.6.3.4 shall be permitted; and existing approved presignal systems shall be permitted per Section 9.6.3.3.

Section 31.3.4.3.3 - An annunciator panel (location approved by the AHJ), shall be provided and connected to the fire alarm system.
Section 31.3.4.3.5 - Fire department notification shall be accomplished per Section 9.6.4.
Section 31.3.4.4.2 - Automatic fire detection devices shall be installed as follows:

- (1) Smoke detectors shall be installed in all common areas and work spaces outside of the dwelling unit, such as stairs, egress corridors, lobbies, storage rooms etc...
- (2) Heat detectors shall be located within each room of the living unit.

Section 31.3.4.5.1 - Unless an existing, complete automatic smoke detection system is installed throughout the building, smoke alarms shall be installed per Section 9.6.2.10, outside every sleeping room, on all levels of the dwelling units. *Note:* The smoke alarms are not required to be provided with secondary (standby) power per Section 31.3.4.5.2.

Section 31.3.4.5.3 - Unless an existing, complete automatic smoke detection system is installed throughout the building, or a complete, supervised automatic sprinkler system (per Section 31.3.5) is installed throughout the building, smoke alarms shall be located in every sleeping room per 9.6.2.6.10. *Note:* These smoke detectors may be battery powered per 31.3.4.5.4.
Section 31.3.4.6 - Smoke detection shall be provided at each fire alarm control unit (even if a sprinkler system is installed).

Section 31.3.5.4 - Where an automatic sprinkler system is installed, it shall be per Section 9.7. Because this structure is 4 stories, an NFPA 13R system shall be permitted. Per Section 31.3.5.4, sprinklers are not required in closets smaller than 24 s.f., or in bathrooms smaller than 55 s.f. If a closet contains washers, dryers, furnaces, or water heaters, the closet must be sprinkled.

Section 31.3.5.10 - Supervision of the sprinkler system per Section 9.7 is not required (building is not 7 or more stories).
Section 31.3.5.13 - Portable fire extinguishers are not required due to the sprinkler system.
Section 31.3.6.1 - Exit access corridor walls shall consist of fire barriers per Section 8.3 with a minimum of 1/2-hour fire rating.
Section 31.3.6.2.2 - When utilizing Option 4 (Section 31.1.1.1) doors opening into exit access corridors shall resist the passage of smoke only. The 20-min rating per 31.3.6.2.1 is not required.

**671-675 Forest Ave
Apartments
Portland, Maine**

NO.	DATE	REVISIONS

Date Issued: MAY 21, 2014
Project Number: 13119
Drawing Date: 05/21/14
Revision No: 01

CODE REVIEW

Drawn by: JAP
Checked by: LAS
T1.2



POBY & GUY
ARCHITECTURE
85 NEWBURY STREET
PORTLAND, ME 04101
Tel: 207.761.8000
info@pobyguy.com



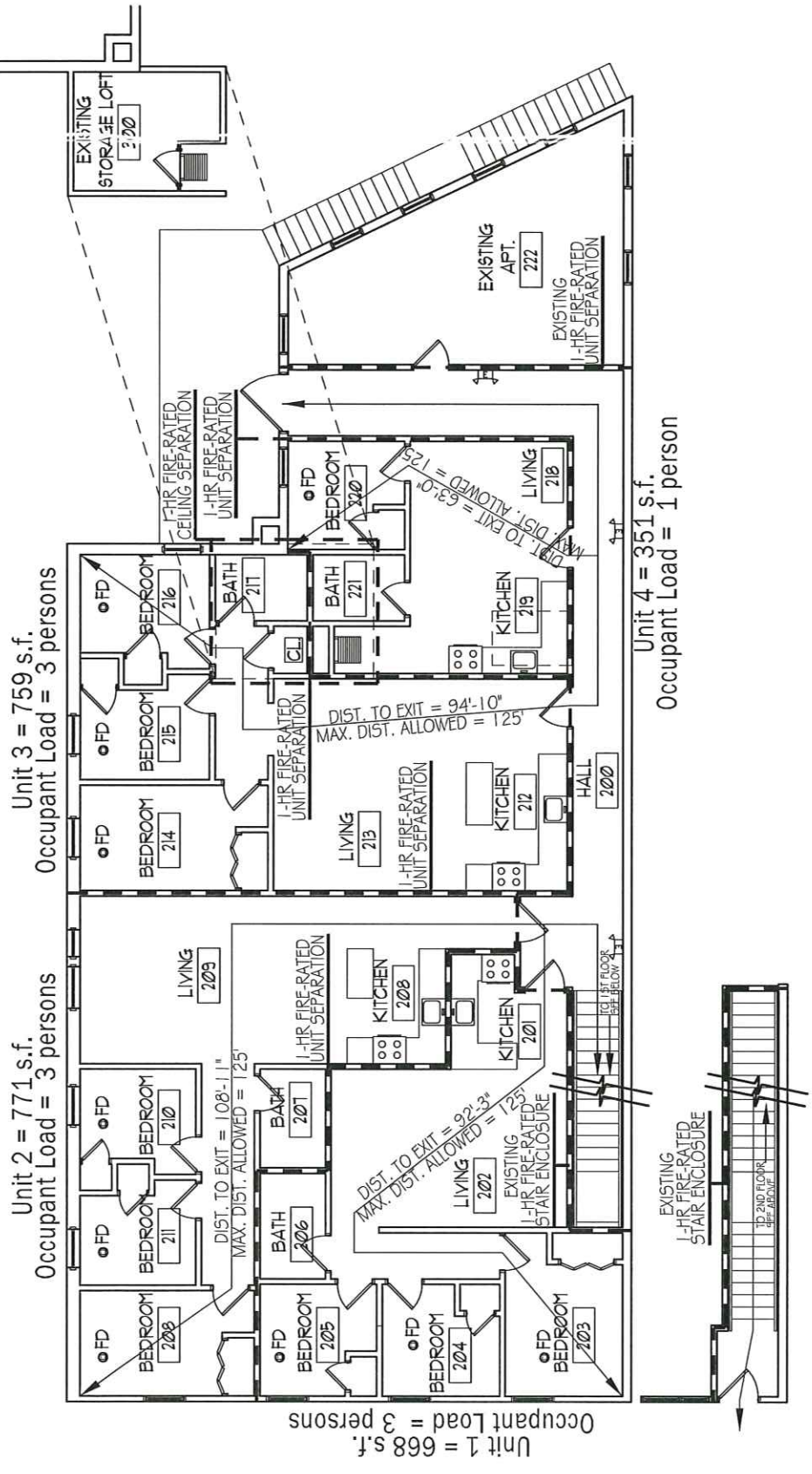
671-675 Forest Ave
Apartments
Portland, Maine

NO.	REVISION	DATE	DESCRIPTION
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DATE ISSUED: MAY 21, 2024
PROJECT NUMBER: 1918
DRAWING TITLE: LIFE SAFETY
DRAWN BY: JAP
CHECKED BY: LAS

LS1.0

Plan 4



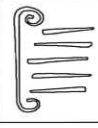
Unit 3 = 759 s.f.
Occupant Load = 3 persons

Unit 2 = 771 s.f.
Occupant Load = 3 persons

Unit 1 = 668 s.f.
Occupant Load = 3 persons

Unit 4 = 351 s.f.
Occupant Load = 1 person

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**PORT CITY
ARCHITECTURE**
65 NEWBURY STREET
PORTLAND, ME 04101
Tel: 207.751.8000
info@portcityarch.com



671-675 Forest Ave
Apartments

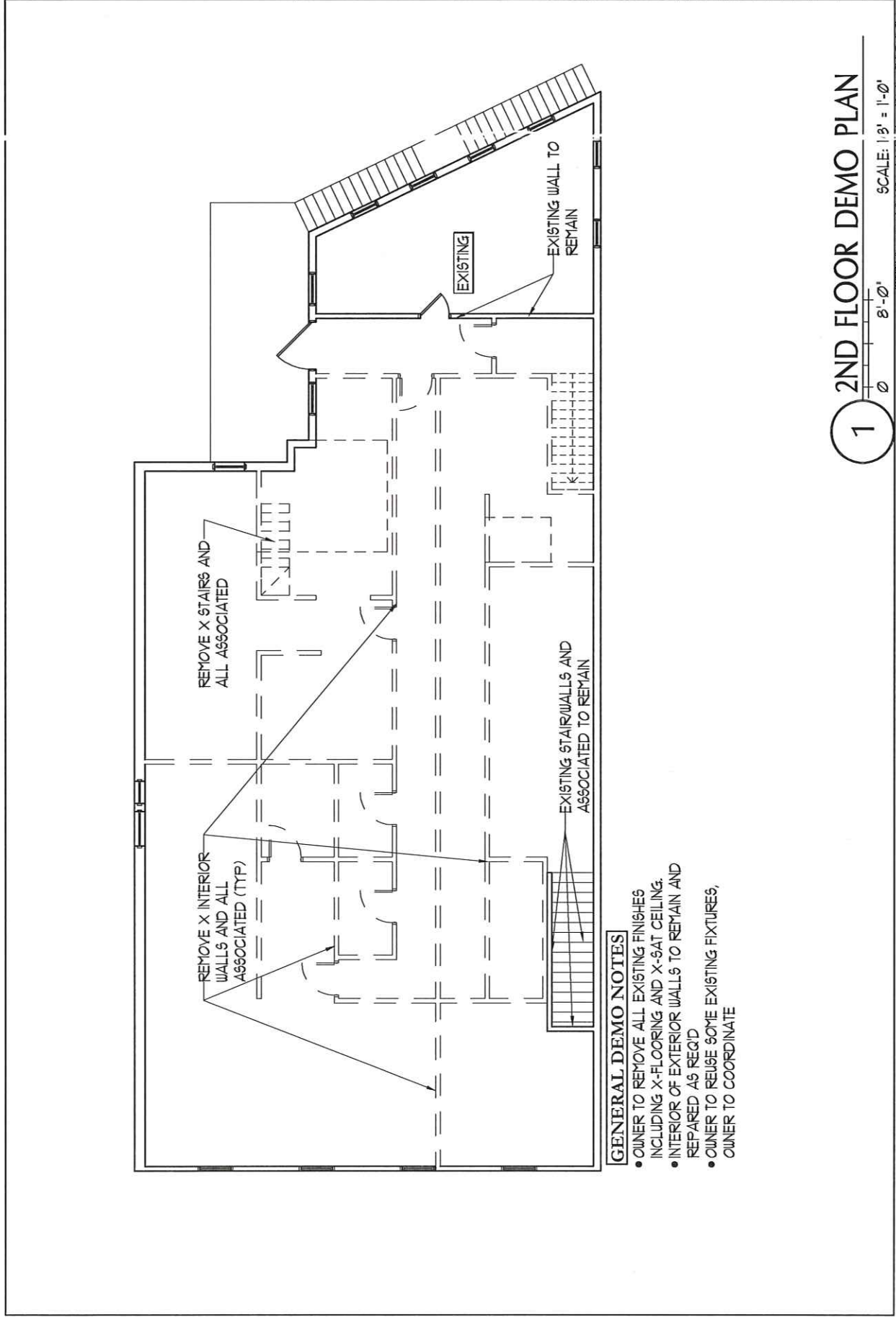
Portland, Maine

#	DATE	DESCRIPTION

Date Issued: MAY 21, 2014
Project Number: D11B
Drawing Name: DEMO PLAN

PLANS & ELEV

Drawn by: JAP
Checked by: LAS
Scale: D1.0



GENERAL DEMO NOTES

- OWNER TO REMOVE ALL EXISTING FINISHES INCLUDING X-FLOORING AND X-SAT CEILING.
- INTERIOR OF EXTERIOR WALLS TO REMAIN AND REPAIRED AS REQ'D
- OWNER TO REUSE SOME EXISTING FIXTURES, OWNER TO COORDINATE

1 2ND FLOOR DEMO PLAN

SCALE: 1/8" = 1'-0"

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ARCHITECTURE**
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info@pollygilly.com



671-675 Forest Ave
Apartments

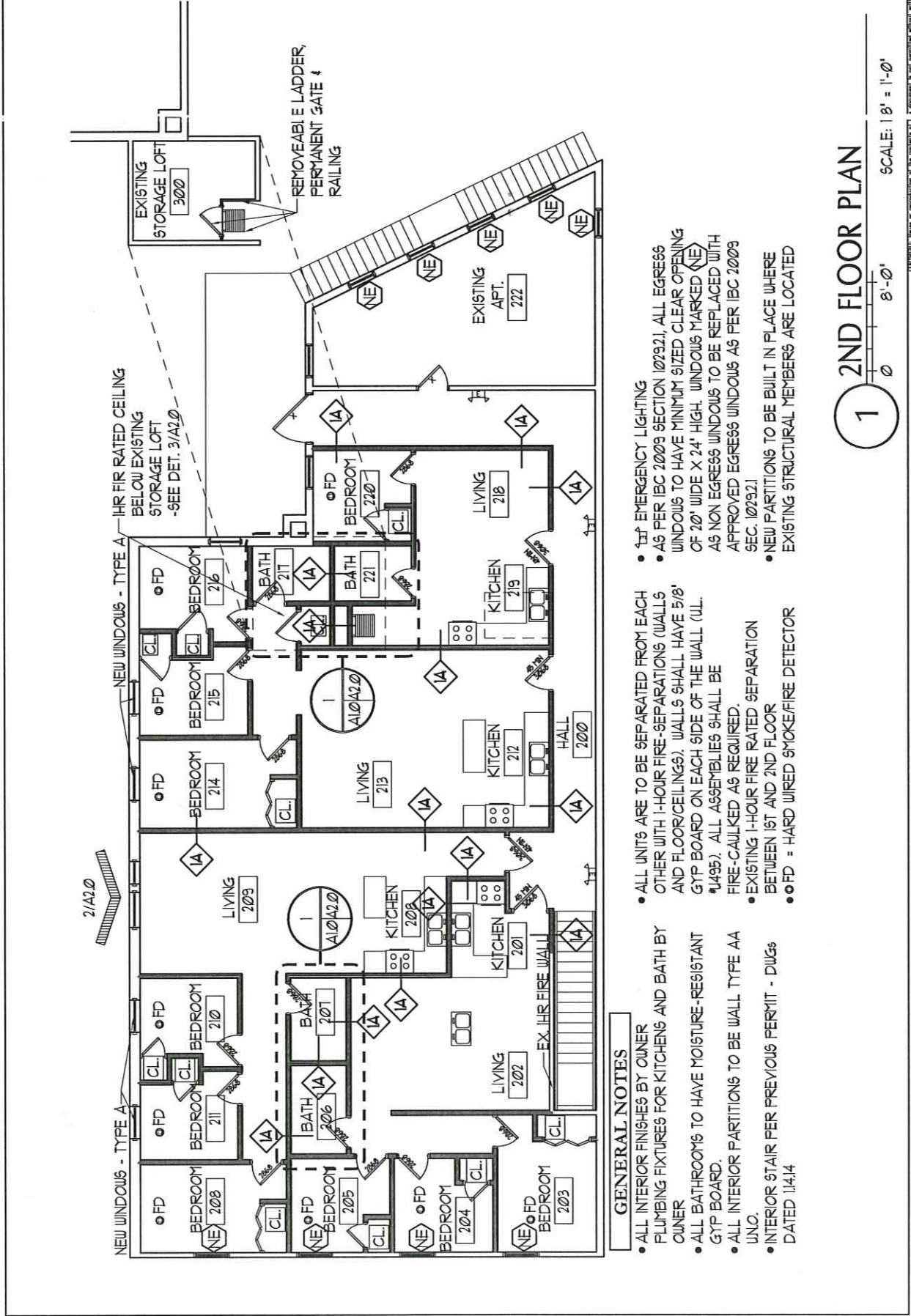
Portland, Maine

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DATE ISSUED: MAY 21, 2014
PROJECT NUMBER: 13118
DRAWING TITLE: 2ND FLOOR PLAN

DESIGNED BY: JAP
CHECKED BY: LAS

FLOOR PLANS
A1.0



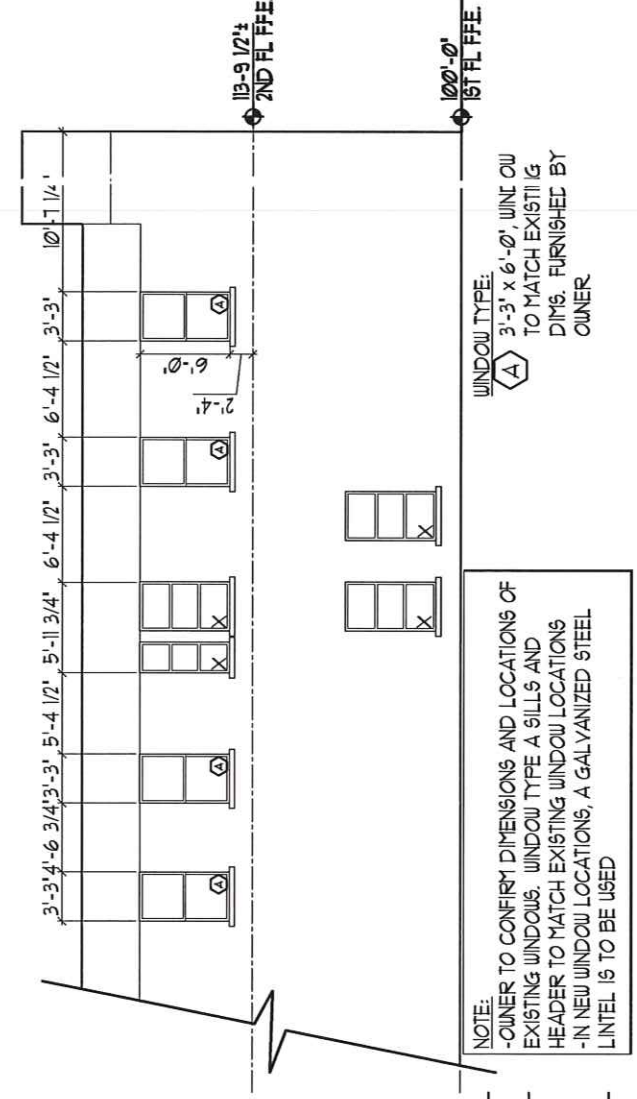
GENERAL NOTES

- ALL INTERIOR FINISHES BY OWNER
- PLUMBING FIXTURES FOR KITCHENS AND BATH BY OWNER
- ALL BATHROOMS TO HAVE MOISTURE-RESISTANT GYP BOARD.
- ALL INTERIOR PARTITIONS TO BE WALL TYPE AA UNO.
- INTERIOR STAIR PER PREVIOUS PERMIT - DWGS DATED 11.4.14
- ALL UNITS ARE TO BE SEPARATED FROM EACH OTHER WITH 1-HOUR FIRE-SEPARATIONS (WALLS AND FLOOR/CEILINGS). WALLS SHALL HAVE 5/8" GYP BOARD ON EACH SIDE OF THE WALL (UL #1495). ALL ASSEMBLIES SHALL BE FIRE-CALLKED AS REQUIRED.
- EXISTING 1-HOUR FIRE RATED SEPARATION BETWEEN 1ST AND 2ND FLOOR
- EX-FD = HARD WIRED SMOKE/FIRE DETECTOR
- 1st EMERGENCY LIGHTING
- AS PER IBC 2009 SECTION 1029.2.1, ALL EGRESS WINDOWS TO HAVE MINIMUM SIZED CLEAR OPENING OF 20' WIDE X 24" HIGH. WINDOWS MARKED (NE) AS NON EGRESS WINDOWS TO BE REPLACED WITH APPROVED EGRESS WINDOWS AS PER IBC 2009 SEC. 1029.2.1
- NEW PARTITIONS TO BE BUILT IN PLACE WHERE EXISTING STRUCTURAL MEMBERS ARE LOCATED

1 2ND FLOOR PLAN

SCALE: 1/8" = 1'-0"

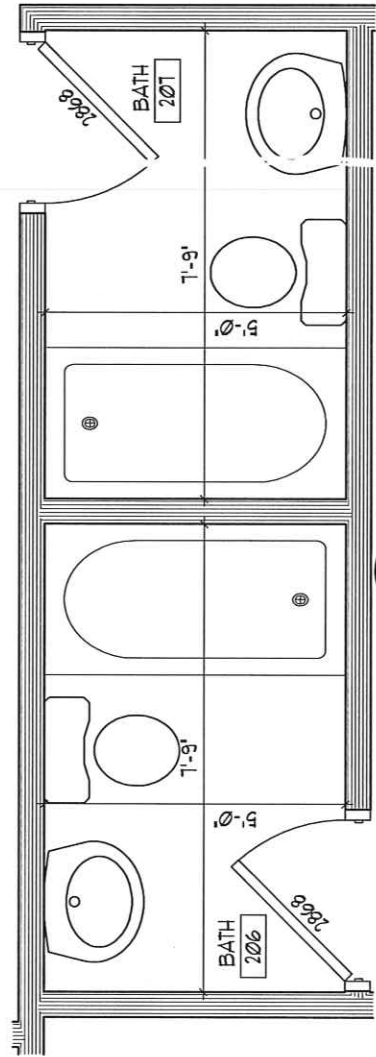
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EXTERIOR ELEVATION

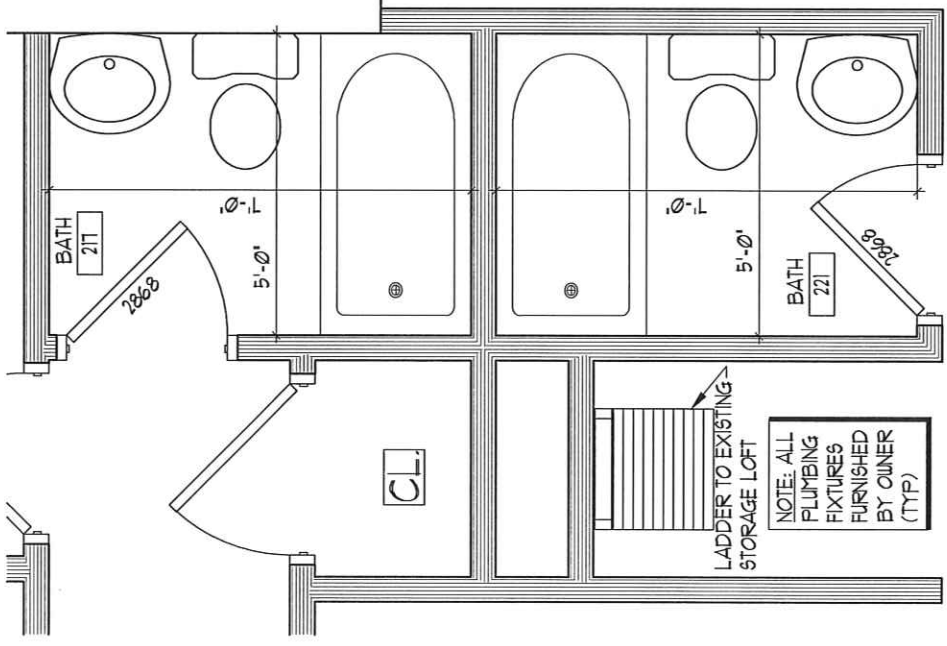
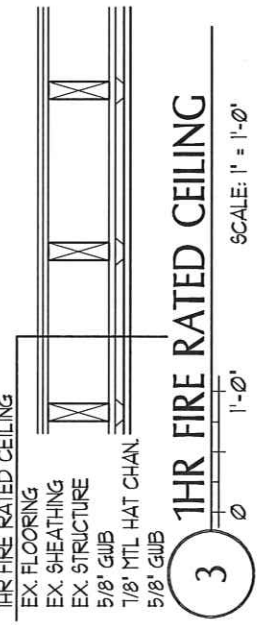
SCALE: 1/8" = 1'-0"

NOTE:
-OWNER TO CONFIRM DIMENSIONS AND LOCATIONS OF EXISTING WINDOWS. WINDOW TYPE A SILLS AND HEADER TO MATCH EXISTING WINDOW LOCATIONS
-IN NEW WINDOW LOCATIONS, A GALVANIZED STEEL LINTEL IS TO BE USED



BATHROOM ENLARGEMENTS

SCALE: 1/2" = 1'-0"



Confirmed as
approved but
needs rear
enclosure too.



Confirmed as approved



GLOBAL
VALUE

From: Jean Fraser
To: Eldeknawey, Ashraf
Date: 8/22/2014 4:17 PM
Subject: RE: 671 Forest Avenue - revisions to the subdivision Plat (Plan)
Attachments: Notes & revisions for Subdivision Plan 671 Forest - from JF 8.22.2014.pdf; Forest Avenue - 671 (PB) 8-21-14.pdf - Adobe Acrobat.pdf

Ashraf,

Please have the Subdivision Plan revised per my suggestions below, and then send it back to me as a pdf so I can have one final review before the mylars are prepared which the Board will sign. I think the Surveyor will prepare the mylars (2 matching mylars, both signed and stamped by the Surveyor) and I will get both signed by the Planning Board at the soonest PB meeting.

The signed mylars would not be released for recording until the Performance Guarantee is sorted out with Phil diPierro (see my last e-mail about this).

Attached is the latest Subdivision Plan which I have marked up with the information I promised.

In addition to some revisions as noted on the plan, there are two places where you need to add the following text:

Zoning Notes (on right hand side):

"ZONING

1. The site is located in the B2b zone.
2. The zoning requires 5 dedicated parking spaces for the 5 residential units on the second floor, which shall be provided by one parking space marked on site as shown, and 4 parking spaces leased in the abutting rear parking lot.
3. The retail units on the first floor were previously approved and are not required to have dedicated parking spaces under the zoning ordinance."

Box for Portland Planning Board- text should read (use judgement re font so it reads clearly):

"PORTLAND PLANNING BOARD CONDITIONS OF APPROVAL:

The Portland Planning Board gave Subdivision approval to the change of use of the second floor to 5 apartments on August 12th, 2014 (ref project # 2014-103), subject to the following waivers and condition of approval:

WAIVER: The Planning Board voted to waive the ordinance Section 14-526 (b) (2) (b) (iii) Street Trees, subject to the applicant making a contribution of \$800 to the City of Portland Tree Fund (prior to the issuance of a building permit) to address the street tree standards.

Subdivision: That in the event the property is converted to a condominium, that the recorded condominium documents shall be copied to the Planning Authority."

Please let me know if you have any questions.

thank you
Jean

PS I attach the approval letter again for reference.

*Jean Fraser, Planner
City of Portland
874 8728*