

01/17/14 - Final Comments

City of Portland

Development Review Application
Planning Division Transmittal Form

Application Number: 2014-103 Application Date: 06/13/2014
 CBL: 129 L002001 Application Type: Level III Site Plan Under 50,000 sq f
 Applicant: /Saad Dahham
 Project Name: Subdivision of second floor
 Address: 671 FOREST AVE
 Project Description: Sub-division of floor within existing building - into 5 residential units. External site work.
 Zoning: B2b

Other Required Reviews:

- | | | |
|---|---|--|
| <input type="checkbox"/> Traffic Movement | <input type="checkbox"/> 14-403 Streets | <input type="checkbox"/> Housing Replacement |
| <input type="checkbox"/> Storm Water | # Units _____ | <input type="checkbox"/> Historic Preservation |
| <input checked="" type="checkbox"/> Subdivision | <input type="checkbox"/> Flood Plain | <input type="checkbox"/> Other: |
| # Lots <u>5</u> | <input type="checkbox"/> Shoreland | |
| <input type="checkbox"/> Site Location | <input type="checkbox"/> Design Review | |
| # Unit _____ | | |

Distribution List:

Planner	Jean Fraser	Parking	John Peverada
Zoning	Marge Schmuckal	Design Review	Alex Jaegerman
Traffic Engineer	Tom Errico	Corporation Counsel	Nennifer Thompson
Civil Engineer	David Sensus	Sanitary Sewer	John Emerson
Fire Department	Chris Pirone	Inspections	Tammy Munson
City Arborist	Jeff Tarling	Historic Preservation	Deb Andrews
Engineering	David Margolis-Pineo	DRC Coordinator	Phil DiPierro
		Outside Agency	

Comments needed by 6/26/2014

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

Applicant: SAAD DAHAM
~~2014-103~~

Date: 6/17/14 Jean

Address: 671-675 Forest Ave C-B-L: 129-L-2

CHECK-LIST AGAINST ZONING ORDINANCE

Date -

Zone Location - B-2(b) in effect 7/16/14

Interior or corner lot -

Proposed Use/Work - To be retail & residential

Sewage Disposal - City

Lot Street Frontage - exist

Front Yard -

Rear Yard - existing Bldg

Side Yard -

Projections -

Width of Lot -

Height - exist

Lot Area - 5,843^{sq} ft Given OK

Lot Coverage/ Impervious Surface -

Area per Family - has an active street frontage can use 435^{sq} ft/dw (175^{sq} ft)

Off-street Parking - 14-332.1(d) - 1 per DU = 32h - 5p lg try one on site & 4 leased about 1/2

Loading Bays - N/A

Subdivision Site Plan - 2014-103

Shoreland Zoning/ Stream Protection - N/A

Flood Plains - panel 13 - Zone C

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.

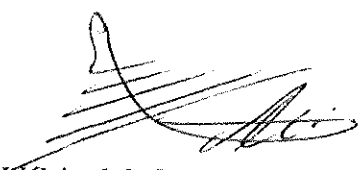
5 total

plus onsite



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*

CITY OF PORTLAND, MAINE

PLANNING BOARD

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