



Administrative Authorization Application
 Portland, Maine
 Planning and Urban Development Department, Planning Division

PROJECT NAME: Brentwood Garden - Landscape Improvement Project
 PROJECT ADDRESS: Brentwood Street CHART/BLOCK/LOT: 134-A-1
 APPLICATION FEE: _____ (\$50.00)

PROJECT DESCRIPTION: (Please Attach Sketch/Plan of the Proposal/Development)
see attached Amended site Plan - Additional Landscape Buffer

CONTACT INFORMATION:

OWNER/APPLICANT

Name: City of Portland
 Address: 55 Portland Street
 Work #: 874-8801
 Cell #: _____
 Fax #: _____
 Home #: _____
 E-mail: _____

CONSULTANT/AGENT

Name: _____
 Address: _____
 Work #: _____
 Cell #: _____
 Fax #: _____
 Home #: _____
 E-mail: _____

Criteria for an Administrative Authorizations:
 (see section 14-523(4) on pg .2 of this appl.)

- a) Is the proposal within existing structures?
- b) Are there any new buildings, additions, or demolitions?
- c) Is the footprint increase less than 500 sq. ft.?
- d) Are there any new curb cuts, driveways or parking areas?
- e) Are the curbs and sidewalks in sound condition?
- f) Do the curbs and sidewalks comply with ADA?
- g) Is there any additional parking?
- h) Is there an increase in traffic?
- i) Are there any known stormwater problems?
- j) Does sufficient property screening exist?
- k) Are there adequate utilities?
- l) Are there any zoning violations?
- m) Is an emergency generator located to minimize noise?
- n) Are there any noise, vibration, glare, fumes or other impacts?

Applicant's Assessment Planning Division
 Y(yes), N(no), N/A

<u>N</u>	<u>No</u>
<u>N</u>	<u>Shed-reduced to (2x)2</u>
<u>N</u>	<u>yes - approved before</u>
<u>N</u>	<u>no</u>
<u>N</u>	<u>yes</u>
<u>N/A</u>	<u>yes</u>
<u>N</u>	<u>no</u>
<u>N</u>	<u>no</u>
<u>N</u>	<u>no</u>
<u>Y</u>	<u>landscaping to added</u>
<u>N</u>	<u>yes</u>
<u>N</u>	<u>no</u>
<u>N</u>	<u>N/A</u>
<u>N</u>	<u>N/A</u>

Signature of Applicant: [Signature] Date: 7-27-11

Planning Division Use Only Authorization Granted Partial Exemption Exemption Denied

see attached

Barbara Bachmidt - Dev. Rev. Serv. Mgr Aug 8, 2011

Standard Condition of Approval: The applicant shall obtain all required City Permits, including building permits from the Inspection Division (Room 315, City Hall (874-8703)) prior to the start of any construction.

IMPORTANT NOTICE TO APPLICANT: The granting of an Administrative Authorization to exempt a development from site plan review does not exempt this proposal from other approvals or permits, nor is it an authorization for construction. You should first check with the Building Inspections Office, Room 315, City Hall (207)874-8703, to determine what other City permits, such as a building permit, will be required.

**PROVISION OF PORTLAND CITY CODE
14-523 (SITE PLAN ORDINANCE)
RE: Administrative Authorization**

Sec. 14-523 (b). Applicability

No person shall undertake any development identified in Section 14-523 without obtaining a site plan improvement permit under this article. (c) Administrative Authorization. Administrative Authorization means the Planning Authority may grant administrative authorization to exempt a development proposal from complete or partial site plan review that meets the standards below, as demonstrated by the applicant.

1. The proposed development will be located within existing structures, and there will be no new buildings, demolitions, or building additions other than those permitted by subsection b of this section;
2. Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;
3. The proposed site plan does not add any new curb cuts, driveways, or parking areas; the existing site has no more than one (1) curb cut and will not disrupt the circulation flows and parking on-site; and there will be no drive-through services provided;
4. The curbs and sidewalks adjacent to the lot are complete and in sound condition, as determined by the public works authority, with granite curb with at least four (4) inch reveal, and sidewalks are in good repair with uniform material and level surface and meet accessibility requirements of the Americans with Disabilities Act;
5. The use does not require additional or reduce existing parking, either on or off the site, and the project does not significantly increase traffic generation;
6. There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;
7. There are no evident deficiencies in existing screening from adjoining properties; and
8. Existing utility connections are adequate to serve the proposed development and there will be no disturbance to or improvements within the public right-of-way.
9. There are no current zoning violations;
10. Any emergency generators are to be located to minimize noise impacts to adjoining properties and documentation that routine testing of the generators occur on weekdays between the hours of 9 a.m. to 5 p.m. Documentation pertaining to the noise impacts of the emergency generator shall be submitted; and
11. There is no anticipated noise, vibration, glare, fumes or other foreseeable impacts associated with the project.

- a. **Filing the Application.** An applicant seeking an administrative authorization under this subsection shall submit an administrative authorization application for review, detailing the site plan with dimensions of proposed improvements and distances from all property lines, and stating that the proposal meets all of the provisions in standards 1-11 of Section 14-423 (b)1. **The application must be accompanied by an application fee of \$50.**
- b. **Review.** Upon receipt of such a complete application, the Planning Authority will process it and render a written decision of approval, approval with conditions or denial, with all associated findings.
- c. **Decision.** If a full administrative authorization is granted, the application shall be approved without further review under this article, and no performance guarantee shall be required. In the event that the Planning Authority determines that standards a and b of Section 14-523 (b) (1) and at least four (4) of the remaining standards have been met, the Planning Authority shall review the site plan according to all applicable review standards of Section 14-526 that are affected by the standards in this subsection that have not been met. If an exemption or partial exemption from site plan review is not granted, the applicant must submit a site plan application that will undergo a full review by the Planning Board or Planning Authority according to the standards of Section 14-526.

Criteria for an Administrative Authorizations:
(See Section 14-523 (4) on page 2 of this application)

Applicant's Assessment
Y(yes), N(no), N/A

Planning Division
Use Only

a) Is the proposal within existing structures?	No	No
b) Are there any new buildings, additions, or demolitions?	No	Shed approved in original approval reduced in size to 10 x12
c) Is the footprint increase less than 500 sq. ft.?	No	No
d) Are there any new curb cuts, driveways or parking areas?	No	No
e) Are the curbs and sidewalks in sound condition?	No	No
f) Do the curbs and sidewalks comply with ADA?	n/a	n/a
g) Is there any additional parking?	No	No
h) Is there an increase in traffic?	No	No
i) Are there any known stormwater problems?	No	No
j) Does sufficient property screening exist?	No	Adding Screening
k) Are there adequate utilities?	No	Yes
l) Are there any zoning violations?	No	No
m) Is an emergency generator located to minimize noise?	No	N/A
n) Are there any noise, vibration, glare, fumes or other impacts?	No	N/A

The request for an administrative authorization for Brentwood Garden to add twelve (12) trees to be planted by the City was granted by Barbara Barhydt on August 8, 2011 with the following conditions:

- 1) No permits are required to add the additional trees.
- 2) Standard Condition of Approval for the Garden Shed.

The amended plans shows the garden shed, approved in the original review, to be reduced in the size to 10 x12 feet. The Deering Center Neighborhood Association shall obtain all required City Permits, including building permits from the Inspection Division (Rm. 315, City Hall (874-8703) for the proposed..



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Public Services Department

Michael J. Bobinsky

To: Barbara Barhydt, Development Review Services Manager

From: Michael J. Bobinsky, Director of Public Services 

Date: July 27, 2011

Subject: Site Plan Amendment Application-Brentwood Community Garden – Landscape Improvement Project

Attached please find an amended site plan application for the Brentwood Gardens Landscape Improvement Project, reflecting the addition of twelve (12) trees to be located between the Hamlet Street Abutters and the Community Garden. The amended site plan is being submitted to the Planning Department for review and approval prior to implementation. The proposed amended plan follows City Council request to have City staff work with the abutters and the community gardeners on addressing impacts on their property, caused from the construction and operations of the community garden. In addition, while not noted on the amended plan, the Department of Public Services prefers the project is referred to as “Brentwood Community Garden” and not “Brentwood Farms Community Garden”.

Department of Public Services staff met with affected abutters and jointly determined that the installation of additional trees would serve as a natural buffer between the properties and the community garden project. The preferred locations for trees and tree type were reviewed by the abutters, Brentwood community garden representatives, and City staff including City Arborist Jeff Tarling. In addition, we met with the landscape architect hired by the Friends of Evergreen Cemetery who prepared the proposed Brentwood Cemetery Master Plan as a resource guide to assist with type and placement of trees. Following review, we agreed on proposed tree type, and where placed to have the greatest affect on reducing the viewing of the garden project. The attached plan reflects the additional trees proposed and their locations; it is my understanding that the filing of this amended site plan will trigger an administrative review and not require submission of plans to the Planning Board.

Departmental staff is prepared to purchase and install these additional trees as soon as approved. Thank you in advance for your assistance with this review. Should you have any questions or need further information, please let me know.

Cc: Penny St. Louis, Director of Planning and Urban Development
Troy Moon, Environmental Programs and Open Spaces Manager
Jeff Tarling, City Arborist
Amy Segal, Associate, Terrence J. DeWan & Associates