

Comments Submitted

4/23/14

City of Portland
Development Review Application
Planning Division Transmittal Form

Application Number: 2014-034 **Application Date:** 04/02/2014
CBL: 134 A001001 **Application Type:** Level I Site Alteration
Applicant: CITY OF PORTLAND PARKS AND CEMETERIES /Joe Dumais
Project Name: Evergreen Cemetery Expansion
Address: 0 EVERGREEN CEMETARY
Project Description: New road, grave space layout, and landscaping are proposed for an approximately five acre portion of Evergreen Cemetery located adjacent to the Stevens Avenue entrance to the cemetery. The project will also include a new columbarium structure and the revegetation of existing gravel pathways in the cemetery.
Zoning: R5

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 type="checkbox"/> Subdivision	<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Other:
# Lots _____	<input type="checkbox"/> Shoreland	
<input type="checkbox"/> Site Location	<input type="checkbox"/> Design Review	
# Unit _____		

Distribution List:

Planner	Barbara Barhydt	Parking	John Peverada
Zoning	Marge Schmuckal	Design Review	Alex Jaegerman
Traffic Engineer	Tom Errico	Corporation Counsel	Nennifer Thompson
Civil Engineer	David Senus	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 4/16/2014

MEMORANDUM

To: FILE
From: Shukria Wiar
Subject: Application ID: 2014-034
Date: 4/23/2014

Comments Submitted by: Marge Schmuckal/Zoning on 4/23/2014

This project is entirely within the existing Evergreen Cemetery. It is in an ROS zone. There is no zoning expansion. This meeting the ROS zone requirements.

Marge Schmuckal
Zoning Administrator

12:00 11/20/13



Memorandum
 Department of Planning and Urban Development
 Pre-Application Meeting Request

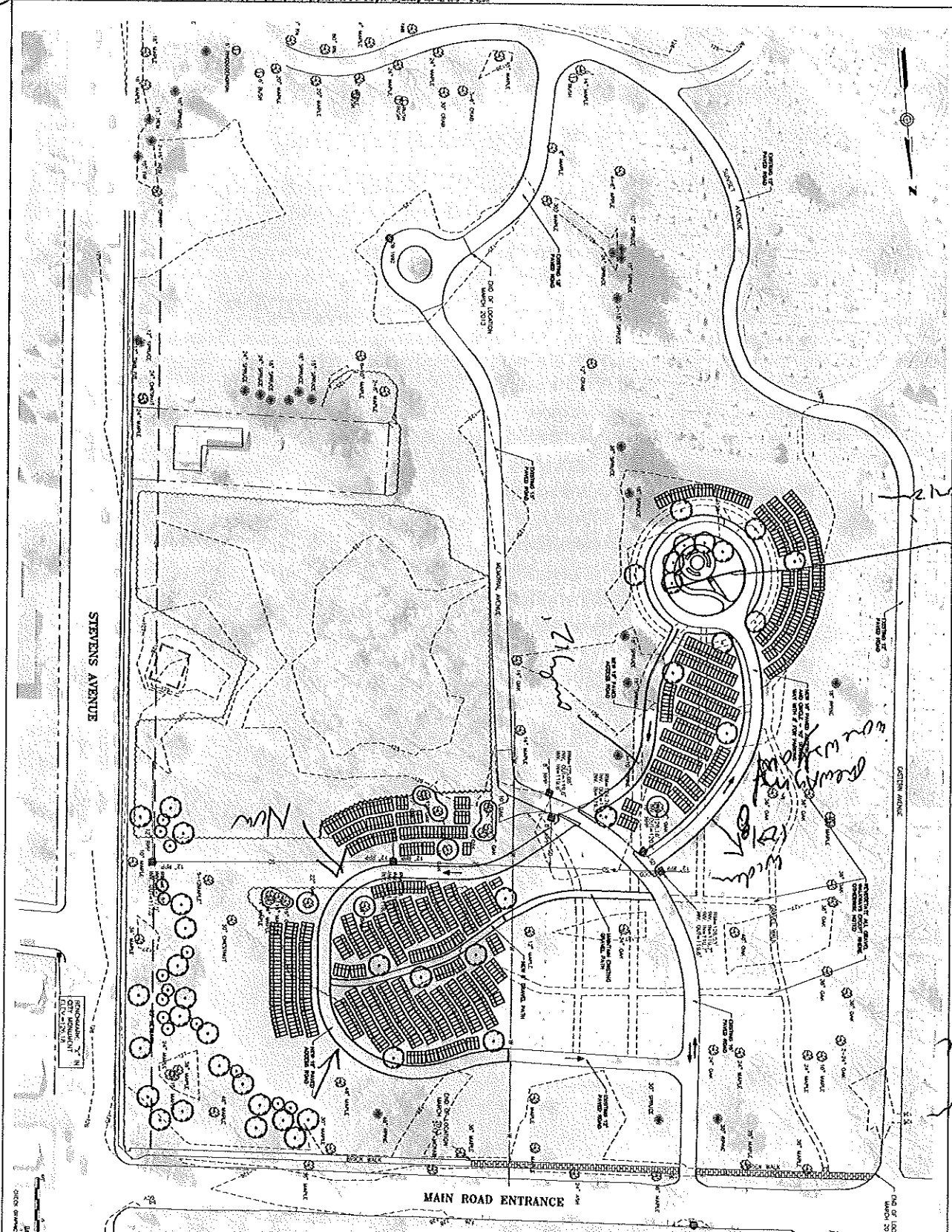
To request a pre-application meeting please fill out the form below with as much detail as possible. Return the form along with any electronic drawings or supporting documentation via e-mail to Desiree Kelly, dmk@portlandmaine.gov. Two 30 minute meetings will be scheduled each Wednesday from 12:00-1:00 p.m. in Room 209, 2nd Floor of City Hall. These meetings are by appointment only and can be scheduled by Desiree Kelly at the e-mail address above or by telephone 207-874-8720.

Manager - TOM ERRECO - Barbara - DAVID
 Tammy - LATA

Contact Information	
Name:	Denise Cameron <i>Joe Dumais - City</i>
E-Mail Address:	dcameron@woodardcurran.com
Phone:	(207)774-2112
Proposed Project Information	
Chart, Block, Lot (s)	134 A001
Address	Evergreen Cemetery, 672 Stevens Avenue <i>ROS</i>
Current Use	Cemetery
Proposed Use	Cemetery <i>\$500,000.00</i>
Lot Size	243.6
New Building or Addition Sq. Ft.	0 SF
New impervious surface area	Net Increase in impervious <1,000 SF <i>≈ 1 Acre</i>
Brief description of proposed project:	
<p>A new road, grave space layout, and landscaping are proposed for an approximately 5 acre portion of Evergreen Cemetery located adjacent to the Stevens Avenue entrance to the cemetery. The project will also include a new columbarium structure and the revegetation of existing gravel pathways in the cemetery.</p> <p><i>Building permit for the site work</i></p> <p><i>building the columbarium</i></p>	

Am. M. entrance

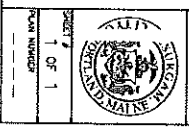
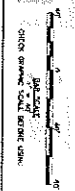
Cheryl here



for building 2
7.5 ft

will be
ready for
work

will require
some
work
with
paths



CITY OF PORTLAND, MAINE
PUBLIC SERVICES DEPARTMENT
ENGINEERING SECTION

EVERGREEN CEMETERY
PHASE II
CONCEPTUAL PLANNING

DESIGNED BY	SLB
DRAWN BY	SLB
CHECKED BY	SLB
DATE	11-14-07
SCALE	1"=40'
SHEET	1 OF 1
DATE	NOV. 2007

REFERENCES:
WOODWARD & CURRAN

WOODWARD & CURRAN
ARCHITECTURAL ENGINEERING
PLANNING AND DESIGN
100 WATER STREET, SUITE 200
PORTLAND, ME 04101
TEL: 603.686.1100
WWW.WOODWARD-CURRAN.COM

LEO PROJECT NAME:
N/A
DRAWING NAME:
222804.55 CIVIC EVERGREEN LAYOUT.DWG
FIELD BOOK USED:
N/A

Green with 2.7ms

Applicant: Evergreen Cemetery

Date: 4/17/14

Address: 88 Stevens Ave

C-B-L: - BA-A-001

CHECK-LIST AGAINST ZONING ORDINANCE

Date - R-S Zone

Zone Location - ROS / Historic

NOT A conditional use appeal

Interior or corner lot -

Proposed Use/Work - New ROAD in grave SPACE layout ~ 5 acres

Sevage Disposal -

Lot Street Frontage -

Front Yard -

Rear Yard -

Side Yard -

Projections -

Width of Lot -

Height -

Lot Area -

Lot Coverage/ Impervious Surface -

Area per Family -

Off-street Parking -

Loading Bays -

Site Plan - 2014-034

Level I site alteration

Shoreland Zoning/ Stream Protection -

Flood Plains -



Alex Jaegerman, FAICP
Division Director, Planning Division

June 17, 2014

Joc Dumais
Portland Parks and Cemeteries
Department of Public Services
55 Portland Street
Portland, ME 04101

Lauren Swett
Woodard and Curran
41 Hutchings Drive
Portland, ME 04102

Project Name: Evergreen Cemetery Expansion
Project ID: 2014-034
Address: 672 Stevens Avenue
CBL: 134- A001
Applicant: City of Portland, Parks and Cemeteries
Planner: Barbara Barhydt, Development Review Services Manager

Dear Joc and Lauren:

On June 17, 2014, the Planning Authority approved with conditions a Level I Site Alteration site plan for an approximately 5 acres expansion of the Evergreen Cemetery and a new columbarium structure at 672 Stevens Avenue. The site is an historic landscape and the proposed changes received approval without any conditions from Portland's Historic Preservation Board on June 4, 2014.

The removal of accessibility barriers along the project's frontage was required as part of the site plan development review process for the Cemetery's expansion in 2014. These required improvements include:

- 3 new brick curb ramps with new detectable warning panels in the vicinity of the main entrance to Evergreen Cemetery (2) & opposite St. Joseph St (1)
- Brick Sidewalks immediately adjacent to the 3 new curb ramps
- 1 new concrete curb ramp on the west side of Stevens Ave serving the existing crosswalk across Stevens Ave at Walton Street.

The condition of the sidewalk along Stevens Ave from the main entrance to New St was found to be in Fair to Poor condition. In order to fulfill typical public infrastructure improvement requirements, the city, through its capital improvement program beginning in 2014, will plan to

rehabilitate the sidewalk in its entirety (main entrance to New Street) using concrete (per the Sidewalk Material Policy, adopted 2010) within the next five years (ending 2018). These improvements will begin with sidewalk rehabilitation from the main entrance to the new curb ramp at the Walton St crosswalk in 2014.

SITE PLAN REVIEW

The Planning Authority found the plan is in conformance with the Site Plan Standards of the Land Use Code subject to the standard conditions of approval below.

The approval is based on the application and the revised plan sheets (May 24, 2014) for L- 100, Landscape Plan, L-101 Columbarium Plan and C-102 Sidewalk Replacement. If any modifications to the approved site plan are needed, you must submit a revised site plan for staff review and approval.

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. **Preconstruction Meeting** Prior to the release of a building permit or 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.

5. 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.)
6. 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 [insert Planner's Name] at (207) 874-

Sincerely,



Alexander Jaegerman, FAICP
Planning Division Director

cc: Jeff Levine, AICP, Director of Planning and Urban Development
Alexander Jaegerman, FAICP, Planning Division Director
Barbara Barhydt, Development Review Services Manager
Phillip DiPierro, Development Review Coordinator, Planning
Marge Schmuckal, Zoning Administrator, Inspections Division
Tammy Munson, Inspections Division Director
Jonathan Rioux, Inspections Division Deputy Director
Jennie Bourke, Plan Reviewer/CEO, Inspections Division
Lannie Dobson, Administration, Inspections Division
Brad Saucier, Administration, Inspections Division
Michael Bobinsky, Public Services Director
Katherine Harley, Engineering Services Manager, Public Services
Bill Clark, Project Engineer, Public Services
David Margolis-Pinco, 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 Farling, City Arborist, Public Services
Jeremiah Bartlett, Public Services
Captain Chris Pirone, Fire Department
Jennifer Thompson, Corporation Counsel
Thomas Errico, P.E., TY Lin Associates
David Senus, P.E., Woodard and Curran
Rick Blackburn, Assessor's Department
Approval Letter File