

# CITY OF PORTLAND, MAINE

---

## PLANNING BOARD

Sean Dundon, Chair  
Brandon Mazer, Vice Chair  
Elizabeth Boepple  
David Eaton  
Carol Morrissette  
Maggie Stanley  
Lisa Whited

April 9, 2018

Stephen and Roberta Cope  
510 Stevens Avenue, LLC  
PO Box 1398  
Portland, ME 04104

Patrick Carroll  
Carroll Associates  
217 Commercial Street, Suite 200  
Portland, ME 04101

**Project Name:** 510 Stevens Avenue  
**Address:** 510 Stevens Avenue  
**Applicant:** 510 Stevens Avenue, LLC  
**Planner:** Matthew Grooms

**Project ID:** 2017-278  
**CBL:** 135-E-008

Dear Mr. Cope, Ms. Cope and Mr. Carroll:

On March 13, 2018, the Planning Board considered a Level III Site Plan and Subdivision application for a new three-story mixed-use commercial and residential building with 3 townhouse-style apartment units, 1,095 square feet of commercial space and eight off-street parking spaces. The Planning Board reviewed the proposal for conformance with the standards of the Site Plan and Subdivision ordinance. The Planning Board voted 7-0 to approve the application with the following waivers and conditions as presented below:

### Waivers

1. The Planning Board voted 7-0 to waive the Technical Standard (Section 1.14, Figure I-27) which requires that a two-way driveway aisle for right-angle parking be twenty-four (24) feet in width, to allow a driveway aisle width of twenty-one (21) feet.
2. The Planning Board voted 7-0 to waive the Technical Standard (Section 1.14) which requires that parking lots of 10 or fewer parking spaces contain only standard sized parking spaces, to allow three (3) compact parking spaces, comprising 37.5% of total parking.

### **Site Plan Review**

The Planning Board voted 7-0 that the plan is in conformance with the site plan standards of the Land Use Code subject to the following conditions of approval:

1. The applicant shall provide a contribution of \$1,200 to the City's Tree fund in lieu of providing three (3) street trees, calculated at a rate of \$400 per tree.
2. The applicant shall submit an aerial and or temporary construction license for review and approval by the Department of Public Works and Corporation Counsel, for proposed work within the public right-of-way.
3. The applicant shall provide a stormwater maintenance agreement that shall be reviewed and approved by Corporation Counsel and the Department of Public Works.
4. A revised stormwater management plan shall be submitted which addresses the Woodard and Curran memo dated February 28, 2018, particularly non-compliance in system design, incorrect system details and connections, and information regarding regular maintenance of the system.
5. Applicable 'ability to serve' letters for utility service to the project shall be submitted.
6. The applicant shall provide a response with solicited information regarding Design Review comments dated February 7, 2018 and shall work with city staff to accentuate the residential entrance.
7. The applicant shall update applicable plans and or provide a written response demonstrating compliance with Fire review comments.

The approval is based on the submitted plans and the findings related to site plan review standards as contained in the Planning Report for application 2017-278 which is attached.

### **Subdivision Review**

The Planning Board voted 7-0 that the plan is in conformance with the subdivision standards of the Land Use Code, subject to the following conditions of approval:

1. A revised recording plat shall be submitted for review and approval by the Planning Authority, Department of Public Works and Associate Corporation Counsel.

The approval is based on the submitted plans and the findings related to subdivision review standards as contained in Planning Report for application 2017-278 which is attached.

## **Standard Conditions of Approval**

Please Note: The following standard conditions of approval and requirements apply to all approved site plans:

1. Subdivision Recording Plat A revised recording plat, listing all conditions of subdivision approval, must be submitted to the Planning and Urban Development Department for review. Once approved, the plat shall be signed by the Planning Board prior to the issuance of a performance guarantee. The performance guarantee must be issued, prior to the release of the recording plat, for recording at the Cumberland County Registry of Deeds.
2. Subdivision Waivers Pursuant to 30-A MRSA section 4406(B)(1), any waiver must be specified on the subdivision plan or outlined in a notice. The plan or notice must be recorded in the Cumberland County Registry of Deeds within 90 days of the final subdivision approval.
3. 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.
4. 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 Permitting and Inspections Department.
5. 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.
6. Subdivision Expiration The subdivision approval is valid for up to three (3) years from the date of Planning Board approval.
7. Performance Guarantee and Inspection Fees A performance guarantee covering the site improvements, inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning and Urban Development Department and Public Works 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.

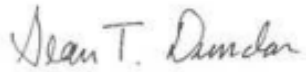
8. Defect Guarantee A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
9. Preconstruction Meeting Prior to the release of a building permit or site construction, a pre-construction meeting shall be held at the project site. This meeting will be held with the contractor, Development Review Coordinator, Public Works 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.
10. Construction Management Plans The applicant, contractor and subcontractors are required to conform to the approved Construction Management Plan, and all conditions contained within the project's approval, for the entire duration of the project. Any amendments to the approved Construction Management Plan shall be reviewed and approved by the Department of Public Works prior to the execution. The Planning Authority and the Department of Public Works have the right to seek revisions to an approved Construction Management Plan. The applicant shall coordinate the project's construction schedule with the timing of nearby construction activities to avoid cumulative impacts on a neighborhood and prevent unsafe vehicle and pedestrian movements. Accordingly, nearby construction activities could involve a delay in the commencement of construction.
11. Department of Public Works Permits If work or obstructions will occur within the public right-of-way, such as utilities, curb, sidewalk, driveway construction, site deliveries and equipment siting, a Street Opening and/or Occupancy Permit (s) is required for your site. Please contact the Department of Public Works Permit Clerk at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)
12. As-Built Final Plans Final sets of as-built plans shall be submitted digitally to the Planning and Urban Development Department, on a CD or DVD, in AutoCAD format (\*.dwg), release AutoCAD 2005 or greater.
13. Mylar Copies Mylar copies of the as-built drawings for the public streets and other public infrastructure in the subdivision must be submitted to Public Works prior to the issuance of a certificate of occupancy.

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 and Urban Development Department 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 Matthew Grooms at (207) 874-8725

Sincerely,



Sean Dundon, Chair  
Portland Planning Board

**Attachments:**

1. Staff Review Memos
2. Planning Board Report
3. City Code, Chapter 32
4. Sample Stormwater Maintenance Agreement
5. Performance Guarantee Packet

**Electronic Distribution:**

cc: Jeff Levine, AICP, Director of Planning and Urban Development  
Stuart G. O'Brien, City Planning Director, Planning and Urban Development  
Barbara Barhydt, Development Review Services Manager, Planning and Urban Development  
Matthew Grooms, Planner, Planning and Urban Development  
Philip DiPierro, DRC, Planning and Urban Development  
Mike Russell, Director of Permitting and Inspections  
Ann Machado, Zoning Administrator, Permitting and Inspections  
Jonathan Rioux, Deputy Director, Permitting and Inspections  
Jeanie Bourke, Plan Reviewer/CEO, Permitting and Inspections  
Chris Branch, Director of Public Works  
Keith Gray, Senior Engineer, Public Works  
Doug Roncarati, Stormwater Coordinator, Public Works  
Jane Ward, Engineering, Public Works  
Rhonda Zazzara, Construction Engineering Coordinator, Public Works  
Jeff Tarling, City Arborist, Public Works  
Jeremiah Bartlett, Transportation Systems Engineer, Public Works  
William Scott, Chief Surveyor, Public Works  
Mike Thompson, Fire  
Danielle West-Chuhta, Corporation Counsel  
Jennifer Thompson, Corporation Counsel  
Victoria Volent, Housing Program Manager, Housing and Community Development  
Thomas Errico, P.E., TY Lin Associates  
Lauren Swett, P.E., Woodard and Curran  
Christopher Huff, Assessor

# Planning and Urban Development Department Planning Division



February 28, 2018

Steven & Roberta Cope  
510 Stevens Ave, LLC  
PO Box 1398  
Portland, ME 04104

Patrick Carroll  
Carroll Associates  
217 Commercial Street, Suite #200  
Portland, ME 04101

RE: Staff Review Comments for 510 Stevens Avenue – Mixed-Use Commercial Residential Project (2017-283) – Planning Board Review

Project Name:	510 Stevens Avenue	Project ID:	(2017-283)
Project Address:	510 Stevens Avenue	CBL:	135-E008
Applicant:	Steven & Roberta Cope		
Planner:	Matthew Grooms		

Dear Mr. Cope, Ms. Cope and Mr. Carroll,

Thank you for submitting a preliminary Level III Site Plan and Subdivision application for a new mixed-use commercial and residential project at 510 Stevens Avenue in the B-1b Neighborhood Business District. This project is being reviewed as a preliminary plan subject to the following applicable Land Use Code provisions:

- Site Plan Ordinance, Article V
- Subdivision Ordinance, Article IV
- Division 9. B-1 and B-1b Neighborhood Business Zones
- Division 20. Off-Street Parking Standards
- Neighborhood Meeting Regulations, Section 14-32

## Final Plan for Planning Board Review: Staff Review Comments

### I. Site Design Standards

1. This project is required to provide a minimum of three (3) street trees, or acceptable alternative as required by the City's site plan ordinance.
  - a. **Status Update: Comment addressed. The applicant is providing a fee in lieu of 3 trees, \$1,200, calculated at a rate of \$400 per required tree.**
2. Given that this project is located within a commercial zone and abuts a residential district, it is required that the applicant provide either an evergreen buffer or opaque fencing material as a visual buffer.

- a. **Status Update: Comment Addressed, fencing with slats is to be installed along the northerly property line behind an existing landscape hedge.**
3. Utility capacity letters shall be provided when available. In the event that these are not available prior to the public hearing, their submission shall be made a condition of approval.
  - a. **Status Update: Comment to be addressed as condition of approval.**
4. With the final application, a draft recording plat shall be submitted for review by the city's surveyor and Corporation Counsel.
  - a. **Status Update: Comment to be addressed as condition of approval.**
5. The applicant shall include lighting details for proposed lighting and fixtures.
  - a. **Status Update: Comment addressed. Lighting information, including details, placement and photometric plan have been provided.**
6. Development Review staff shall discuss the need for an on-street handicap parking space internally and provide future guidance regarding this proposal.
  - a. **Status Update: Comment addressed. On-street handicap space has been removed from applicant's plans.**
7. With this project, will any portion of the roofline or building overhang the public right-of-way? If so, a license agreement with the city shall be required.
  - a. **Status Update: Comment to be addressed as a condition of approval.**
8. The applicant should consider some form of physical separation between the proposed on-site handicap parking space and the residential entrance.
  - a. **Status Update: Comment addressed. Parking spaces have been shifted to provide greater separation.**
9. When submitted, the subdivision plan and final recording plat shall indicate the width of Stevens Avenue.
  - a. **Status Update: Comment addressed. Information has been provided on draft recording plat.**
10. It is understood that a completed geotechnical report will be submitted when available.
  - a. **Status Update: Comment addressed. No geotechnical report is required for this project.**

**Additional Submittals Required:**

Please upload the digital plans and documents to address staff comments. Upon receipt of the revised material, the City of Portland will review the additional plans and information for conformance with applicable ordinances. Please be aware that an application expires within 120 days of the date upon which this written request for additional information was made and only *one set of revised plans* may be submitted for review.

If you have any questions, feel free to contact me at (207) 874-8725 or by email at mgrooms@portlandmaine.gov.

Sincerely,  
 Matthew Grooms  
 Planner



Matthew Grooms <mgrooms@portlandmaine.gov>

---

## 510 Stevens Avenue - Final Traffic Comments

---

Tom Errico <thomas.errico@tylin.com>

Fri, Mar 2, 2018 at 9:16 AM

To: Matthew Grooms <mgrooms@portlandmaine.gov>

Cc: Keith Gray <kgray@portlandmaine.gov>, Bruce Hyman <bhyman@portlandmaine.gov>, Jeremiah Bartlett <JBartlett@portlandmaine.gov>, "Jeff Tarling (JST@portlandmaine.gov)" <JST@portlandmaine.gov>

Hi Matt – I have reviewed the updated application materials and offer the following final traffic comments.

- The proposed project is not expected to generate a significant level of traffic and thus would not significantly impact traffic mobility and safety in the project area.

**Status: I have no further comment.**

- As discussed with City Staff, the on-street handicap parking space should be removed from the plans. Additionally, the painted lines for the on-street parking spaces shall be removed. The City does not mark parking spaces.

**Status: The plans have been revised and I have no further comment.**

- The project will utilize a shared driveway with the abutting project and the driveway will be 21 feet wide, delineated with two 5-foot concrete areas for pedestrians. The driveway will thus function as a "Shared Driveway" and given low traffic volumes, I find the proposed design to be acceptable.

**Status: I have no further comment.**

- The parking lot aisle width does not meet City Technical standards. Given low traffic volumes, familiar drivers from the residential units, and that it will not impact the public street system, I support a waiver.

**Status: I have no further comment.**

- The parking lot will have a slightly higher percentage of compact parking spaces versus the standard and thus requires a waiver. I support a waiver, given that only three of the eight parking spaces will be compact in size and that the residential uses will result in low turnover parking conditions.

**Status: I have no further comment.**

If you have any questions, please contact me.

Best regards

Thomas A. Errico, PE  
Senior Associate  
Traffic Engineering Director



**TYLIN**INTERNATIONAL

12 Northbrook Drive

Falmouth, ME 04105

+1.207.781.4721 main

+1.207.347.4354 direct

+1.207.400.0719 mobile

+1.207.781.4753 fax

thomas.errico@tylin.com

Visit us online at [www.tylin.com](http://www.tylin.com)

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Google+](#)

"One Vision, One Company"

## MEMORANDUM



**TO:** Matt Grooms, Planner  
**FROM:** Lauren Swett, P.E.  
**DATE:** February 28, 2018  
**RE:** 510 Stevens Avenue Site Improvements, Level III

---

Woodard & Curran has reviewed the Level III Site Plan Application for the proposed mixed use development project located at 510 Stevens Avenue in Portland, Maine. The project involves construction of a three-story apartment building with retail space on the ground floor, and associated site improvements.

### Documents Reviewed by Woodard & Curran

- Revised Level III Site Plan Response Letter and attachments, dated February 5, 2018, prepared by Carroll Associates, on behalf of 510 Stevens Ave, LLC.
- Revised Engineering Plans, Sheets C0.0 – C7.0, C8.0 – C8.1, C9.0 – C10.0, dated February 5, 2018, prepared by Carroll Associates, on behalf of 510 Stevens Ave, LLC.

### Comments

- 1) In accordance with Section 5 of the City of Portland Technical Manual, a Level III development project is required to submit a stormwater management plan pursuant to the regulations of MaineDEP Chapter 500 Stormwater Management Rules, including conformance with the Basic, General, and Flooding Standards. We offer the following comments
  - a) Basic Standard: Plans, notes, and details have been provided to address erosion and sediment control requirements, inspection and maintenance requirements, and good housekeeping practices in accordance with Appendix A, B, & C of MaineDEP Chapter 500.
  - b) General Standard: The proposed development will result in a net increase in impervious area of approximately 2,063 feet. The Applicant is proposing to utilize a subsurface filter system for treatment. We have the following comments:
    - The stormwater treatment system does not follow any existing approved Maine DEP stormwater BMPs. We have confirmed through discussions with the Maine DEP that the use of a soil filter media beneath below-grade storage is not an approved system. If the Applicant has documentation that this type of system has been approved by the DEP before, please provide the documentation of the design standard that is being utilized. As noted previously, the terminology “underdrained soil filter” is a term that refers to a standard Maine DEP stormwater BMP that is different from what is proposed. The construction notes that are provided on the plan are typical for a standard underdrained soil filter.
    - There appears to be several inconsistencies in invert elevations throughout the plan set. Please review and update invert elevations for the proposed subsurface sand filter, catch basin, field inlet and roof drain to ensure positive drainage (i.e. Field Inlet #1 proposed inverts do not match on site plan and detail sheet; it is unclear how roof drains will connect to the system). Please update the HydroCAD model to reflect any changes in invert elevations.
    - The Applicant has noted that they have contacted the manufacturer with regards to the subsurface stormwater system design. Based on our understanding of the isolator row system, typically a full-sized manhole with 24-inch pipes needs to be provided at either end for maintenance. The plans show 6-inch and 8-inch cleanouts. Please verify how maintenance of the isolator row will occur with this type of system.
    - A signed stormwater agreement with the City of Portland will be required.
  - c) Flooding Standard: The Applicant has provided calculations showing conformance with the Flooding Standard. Please address the following comments:



- 2) *The Applicant has provided the requests for ability to serve for water and sewer utilities. Final approval of both capacity and the proposed layout by the utilities must be provided.* The Applicant has requested Ability to Serve Letters and will provide them when available.
- 3) The proposed sewer service is no longer shown on the utility plan. The existing sewer stub is shown and a note for proposed sewer is provided. Please clarify the work that will be done as part of this project.

Please contact our office if there are any further questions.

# Planning and Urban Development Department

## Planning Division

---



**Subject:** B-1b Design Review – 510 Stevens Avenue  
**Written by:** Caitlin Cameron, Urban Designer  
**Date of Review:** Wednesday, February 7 2018

---

The project at 510 Stevens Avenue was reviewed by Caitlin Cameron, Urban Designer, Matt Grooms, Planner, and Deb Andrews, Historic Preservation Program Manager, against *the B1b Commercial Business Zones Standards* (Section (d) of the Design Manual).

**Design Review Comments:** *(questions and unmet standards in red)*

**(d) B-1b Commercial Business Zones**

*Standard (1) a. Urban Street Wall* – Building placement is near the property line and maintains the desired street wall.

*Standard (1) b. Mixed Uses* – Building includes retail and residential uses.

*Standard (1) c. Building Entrances* – One building entrance faces and is directly accessible from the street and is slightly recessed with a material change and transom.

*Standard (1) d. Windows* – Windows are provided along street frontage as required – high level of fenestration. **VT of .7 or greater is required.**

*Standard (1) e. Façade Character* – Building has a retail entrance facing the street as well as retail storefront adjacent to the street. **Residential entrance is to the rear.**

*Standard (1) f. Building Design* – Building design conveys its commercial/mixed use nature. Use of brick and storefront is consistent with commercial buildings on this street. The brick pattern appropriately adds some depth and visual interest to the building while making reference to traditional architectural character found in the context – bay windows, storefront base. **The ground floor windows should provide some depth to the façade – what is the detail/reveal?**

*Standard (1) g. Building Materials* – The context is varied here with quite a range of styles and materials, including brick.. Staff found the brick to be a good choice for the scale, use, and proportion of the building. The pattern/texture change adds visual interest and is used to differentiate the ground floor from the upper residential floors.

*Standard (1) h. Building Scale* – Building is three stories – residential buildings across the street are mostly two and a half stories. The existing scale of building on Stevens Ave varies in height from one to four stories with the majority of buildings being too short compared with the street width. This building is next to another recent three-story mixed use building. Therefore, staff support new development that is appropriately scaled for the street and for a mixed-use urban corridor and finds three stories meets the standard (as well as the zoning).

*Standard (1) i. Landscaping and Buffers* – Parking is to the rear of the property and is screened from view by the building.

# Planning and Urban Development Department Planning Division



January 9, 2018

Steven & Roberta Cope  
510 Stevens Ave, LLC  
PO Box 1398  
Portland, ME 04104

Patrick Carroll  
Carroll Associates  
217 Commercial Street, Suite #200  
Portland, ME 04101

RE: Staff Review Comments for 510 Stevens Avenue – Mixed-Use Commercial Residential Project (2017-283) – Planning Board Review

Project Name:	510 Stevens Avenue	Project ID:	(2017-283)
Project Address:	510 Stevens Avenue	CBL:	135-E008
Applicant:	Steven & Roberta Cope		
Planner:	Matthew Grooms		

Dear Mr. Cope, Ms. Cope and Mr. Carroll,

Thank you for submitting a preliminary Level III Site Plan and Subdivision application for a new mixed-use commercial and residential project at 510 Stevens Avenue in the B-1b Neighborhood Business District. This project is being reviewed as a preliminary plan subject to the following applicable Land Use Code provisions:

- Site Plan Ordinance, Article V
- Subdivision Ordinance, Article IV
- Division 9. B-1 and B-1b Neighborhood Business Zones
- Division 20. Off-Street Parking Standards
- Neighborhood Meeting Regulations, Section 14-32

## Final Plan for Planning Board Review: Staff Review Comments

### I. Site Design Standards

1. This project is required to provide a minimum of three (3) street trees, or acceptable alternative as required by the City's site plan ordinance.
2. Given that this project is located within a commercial zone and abuts a residential district, it is required that the applicant provide either an evergreen buffer or opaque fencing material as a visual buffer.
3. Utility capacity letters shall be provided when available. In the event that these are not available prior to the public hearing, their submission shall be made a condition of approval.

4. With the final application, a draft recording plat shall be submitted for review by the city's surveyor and Corporation Counsel.
5. The applicant shall include lighting details for proposed lighting and fixtures.
6. Development Review staff shall discuss the need for an on-street handicap parking space internally and provide future guidance regarding this proposal.
7. With this project, will any portion of the roofline or building overhang the public right-of-way? If so, a license agreement with the city shall be required.
8. The applicant should consider some form of physical separation between the proposed on-site handicap parking space and the residential entrance.
9. When submitted, the subdivision plan and final recording plat shall indicate the width of Stevens Avenue.
10. It is understood that a completed geotechnical report will be submitted when available.

**Additional Submittals Required:**

Please upload the digital plans and documents to address staff comments. Upon receipt of the revised material, the City of Portland will review the additional plans and information for conformance with applicable ordinances. Please be aware that an application expires within 120 days of the date upon which this written request for additional information was made and only *one set of revised plans* may be submitted for review.

If you have any questions, feel free to contact me at (207) 874-8725 or by email at [mgrooms@portlandmaine.gov](mailto:mgrooms@portlandmaine.gov).

Sincerely,  
Matthew Grooms  
Planner



Matthew Grooms &lt;mgrooms@portlandmaine.gov&gt;

---

## 510 Stevens Avenue - Preliminary Traffic Comments

---

Tom Errico &lt;thomas.errico@tylin.com&gt;

Mon, Jan 22, 2018 at 4:25 PM

To: Matthew Grooms &lt;mgrooms@portlandmaine.gov&gt;

Cc: Keith Gray &lt;kgray@portlandmaine.gov&gt;, Jeremiah Bartlett &lt;JBartlett@portlandmaine.gov&gt;, Bruce Hyman &lt;bhyman@portlandmaine.gov&gt;, "Jeff Tarling (JST@portlandmaine.gov)" &lt;JST@portlandmaine.gov&gt;

Hi Matt – I have reviewed the application materials and offer the following preliminary traffic comments.

- The proposed project is not expected to generate a significant level of traffic and thus would not significantly impact traffic mobility and safety in the project area.
- As discussed with City Staff, the on-street handicap parking space should be removed from the plans. Additionally, the painted lines for the on-street parking spaces shall be removed. The City does not mark parking spaces.
- The project will utilize a shared driveway with the abutting project and the driveway will be 21 feet wide, delineated with two 5-foot concrete areas for pedestrians. The driveway will thus function as a "Shared Driveway" and given low traffic volumes, I find the proposed design to be acceptable.
- The parking lot aisle width does not meet City Technical standards. Given low traffic volumes, familiar drivers from the residential units, and that it will not impact the public street system, I support a waiver.
- The parking lot will have a slightly higher percentage of compact parking spaces versus the standard and thus requires a waiver. I support a waiver, given that only three of the eight parking spaces will be compact in size and that the residential uses will result in low turnover parking conditions.

If you have any questions, please contact me.

Best regards

Thomas A. Errico, PE

Senior Associate

Traffic Engineering Director

**TYLIN** INTERNATIONAL

12 Northbrook Drive

Falmouth, ME 04105

+1.207.781.4721 main

+1.207.347.4354 direct

+1.207.400.0719 mobile

+1.207.781.4753 fax

thomas.errico@tylin.com

Visit us online at [www.tylin.com](http://www.tylin.com)

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Google+](#)

"One Vision, One Company"

## MEMORANDUM



**TO:** Matt Grooms, Planner  
**FROM:** Lauren Swett, P.E. & Amy LeBel, E.I.T.  
**DATE:** January 8, 2018  
**RE:** 510 Stevens Avenue Site Improvements, Level III

---

Woodard & Curran has reviewed the Level III Site Plan Application for the proposed mixed use development project located at 510 Stevens Avenue in Portland, Maine. The project involves construction of a three-story apartment building with retail space on the ground floor, and associated site improvements.

### Documents Reviewed by Woodard & Curran

- Level III Site Plan Application and attachments, dated December 1, 2017, prepared by Carroll Associates, on behalf of 510 Stevens Ave, LLC.
- Engineering Plans, Sheets C0.0 – C7.0, C8.0 – C8.1, C9.0 – C10.0, dated December 1, 2017, prepared by Carroll Associates, on behalf of 510 Stevens Ave, LLC.

### Comments

- 1) In accordance with Section 5 of the City of Portland Technical Manual, a Level III development project is required to submit a stormwater management plan pursuant to the regulations of MaineDEP Chapter 500 Stormwater Management Rules, including conformance with the Basic, General, and Flooding Standards. We offer the following comments
  - a) Basic Standard: Plans, notes, and details have been provided to address erosion and sediment control requirements, inspection and maintenance requirements, and good housekeeping practices in accordance with Appendix A, B, & C of MaineDEP Chapter 500.
  - b) General Standard: The proposed development will result in a net increase in impervious area of approximately 2,063 feet. The Applicant is proposing to utilize a subsurface filter system for treatment. We have the following comments:
    - The Applicant should clarify the type of treatment system. The narrative refers to the system as an underdrained soil filter which is typically a soil filter with storage above grade within in a depression. The Applicant is proposing a subsurface filter system. This will be important for post-construction maintenance to ensure that the correct type of system is considered. The Maintenance Program Summary Checklist in the post-construction P&M plan provides maintenance instructions for an above-grade system (mowing and erosion inspection requirements). Terminology and maintenance requirements should be consistent with the type of system that is proposed.
    - The Applicant should review the proposed sub-surface system with the manufacturer and ensure that it is meeting the appropriate design standards. A few specific items to check:
      - (1) Minimum cover required over the chambers – the south end of the chambers will have only 14 inches of cover, and the full depth of pavement gravels cannot be constructed over the crushed stone layer; verify that the chambers will accommodate vehicle loading with this amount of cover, and determine the amount of insulation that is required for frost protection.
      - (2) Minimum pipe size for maintenance of isolator row – the isolator row has a 6-inch diameter pipe entering the chamber, but a larger pipe is typically required by the manufacturer to allow for cleaning of the isolator row; verify that the cleanout at the end of the isolator row, instead of a full sized manhole, will be adequate for maintenance as well.
    - An exfiltration flow rate has been assumed for the stormwater system. Verify how this rate was determined.
    - The plans and details do not define the filter media composition.





- Test pits indicate that bedrock will be in close proximity to the bottom of the filter system. A 1-foot separation is typically required between the bottom of the system and bedrock, or a liner is required. Was bedrock encountered on the adjacent 502 Stevens Avenue project? Provide notation on the need for a liner if bedrock is encountered in the subsurface filter area. Based on the test pits, it's anticipated that bedrock removal may be necessary for the installation of CB 1.
  - As currently shown, the outlet within CB 1 will be challenging to construct and nearly impossible to maintain. As shown in the section view, it appears that the vertical outlet pipe will be beneath the flat top of the CB structure, with almost no clearance to the concrete. The vertical outlet pipe should be located in such a way that it can be accessed for cleaning and maintenance.
- c) Flooding Standard: The Applicant has provided calculations showing conformance with the Flooding Standard. Please address the following comments:
- The area of the site on the application form and the Stormwater Management Report does not match the area for subcatchment 1S (POA for existing 510) in the HydroCAD model (6,400 versus 5,130 square feet, respectively). Please resolve this inconsistency and update the model as necessary.
  - The inlet elevation for the field inlet (Pond 32P) does not appear to match elevation on Sheet C4.0 or Sheet C7.0 (115.85 versus 114.08 respectively). The rim elevation of the existing field inlet (Pond 32P) differs on Sheet C7.0 (117.00), Sheet C5.0 (117.32), and page 4 of the HydroCAD Model (116.85). Please update the Stormwater Management Report and the HydroCAD model to resolve inconsistencies.
- 2) The Applicant has provided the requests for ability to serve for water and sewer utilities. Final approval of both capacity and the proposed layout by the utilities must be provided.
- 3) The utility plan shows a number of existing utilities. Provide clarification on removal and retirement of all existing utility services. Procedure for retirement of services should be verified by the individual utilities as well.
- 4) The location of the sewer service should be clarified. As shown, the services for 502 and 510 Stevens do not connect.



Matthew Grooms <[mgrooms@portlandmaine.gov](mailto:mgrooms@portlandmaine.gov)>

---

## 510 Stevens Avenue Landscape

---

Jeff Tarling <[jst@portlandmaine.gov](mailto:jst@portlandmaine.gov)>

Mon, Jan 22, 2018 at 4:19 PM

To: Matthew Grooms <[mgrooms@portlandmaine.gov](mailto:mgrooms@portlandmaine.gov)>

Hi Matt -

The tree & landscape plan for the proposed [510 Stevens Avenue](#) project looks good considering the amount of paved and built-on percentages of this parcel. The landscape plan consists of two shade trees, ornamental grasses, ferns and mixed perennial plant beds. Would recommend planting additional woody shrubs in the back corners to add all season interest, these could be Viburnum or similar size shrub types.

Thanks,

Jeff

Jeff Tarling  
City Arborist - City of Portland Maine  
Parks, Recreation & Facilities Department  
Forestry & Horticulture  
[212 Canco Road](#)  
[Portland, ME. 04103](#)  
[\(207\) 808-5446](tel:(207)808-5446)  
[jst@portlandmaine.gov](mailto:jst@portlandmaine.gov)

# Memo

To: Matthew Grooms - Planner  
From: Keith Gray, PE – Senior Engineer, DPW  
Date: January 29, 2018  
Re: 510 Stevens Ave (2017-283) – Level III Site Plan Application

---

The following comments/concerns are in regards to the Level III Site Plan Application prepared by Carroll Associates, on behalf of the applicant, 510 Stevens Ave., LLC, with last plan revision submitted on December 6, 2017. Please feel free to contact me with questions. Thank you.

## **Construction Management Plan:**

- The applicant has submitted a Construction Management Plan (CMPlan).
  - The references to Boyd & Lancaster Street should be removed from the narrative. The narrative needs to be revised to be exclusive to the project site.
  - Provide detail on proposed utility connections and anticipated impacts.
  - Provide detail on proposed parking space occupancy. How many? How long?
  - DPW does not support the occupancy of a sidewalk and/or street for an extended period of time. The applicant shall revise the CMPlan to specify the duration required for the occupancy. Construction sequences shall be scheduled to minimize the duration of any street occupancy.

## **General Comments:**

- In general, the Utilities Plan is difficult to determine proposed utilities from existing. There is no legend displayed and the text, shading and line type are similar (could be the pdf driver). Please revise the plan to clearly identify all proposed features from existing.
- Update the Utilities Plan to include as-built utility information for the recently constructed building at 502 Stevens Avenue.
- Provide information on existing and proposed sewer (size, inverts, and lengths).
- Sewer and stormdrain shall be separate services at least to the ROW.
- Show termination of existing sewer lateral in accordance with Section 2.6.11 of the City of Portland Technical Manual. Provide detail.

---

---

## MEMORANDUM

---

---

**To:** FILE

**From:** Matthew Grooms

**Subject:** Application ID: 2017-283

**Date:** 3/9/2018

---

**12/26/2017**

The new building shall not affect the egress or required Fire Department access for the neighboring building.

**12/26/2017**

The main entrance of the building must be the address for the property. This should be consistent with 911, tax assessor, Inspections Division, and future mailing address.

**12/26/2017**

Fire Department Access shall have an unobstructed vertical clearance of not less than 13 ft 6 in.

**12/26/2017**

Driveway must maintain a 16' width for Fire Department access to the rear of the building.

**12/26/2017**

Existing fire hydrants in the area are sufficient for this project when completed.

**2/12/2018**

Sprinkler connection to be at the front of the building



# PLANNING BOARD REPORT PORTLAND, MAINE

510 Stevens Avenue  
Mixed-Use Commercial/Residential Project  
Level III Site Plan and Subdivision Plan  
2017-278  
510 Stevens Avenue, LLC, Applicant

Submitted to Portland Planning Board Public Hearing Date: March 13, 2018	Prepared by: Matthew Grooms Date: March 9, 2018
---	--

## I. INTRODUCTION

510 Stevens Avenue, LLC has requested a final Level III site plan and subdivision review of a new mixed-use commercial and residential infill development at 510 Stevens Avenue immediately east of Lincoln Middle School at the intersection of Stevens Avenue and Hartley Street in the B-1b Neighborhood Business Zone. The proposed development involves demolition of an existing single-family structure and then construction of a new three-story mixed-use building and associated off-street parking area.

The Planning Board will review the application for compliance with the site plan and subdivision standards. This application is going straight to a public hearing, and no Planning Board workshop was held.

A total of 136 notices were sent to property owners within 500 feet of the site and a legal ad ran on March 5<sup>th</sup> and 6<sup>th</sup>, 2018 prior to the public hearing.



Figure 1: Context view of subject property, 510 Stevens Avenue

**Applicant:** Stephen and Roberta Cope  
**Consultants:** Pat Carroll, Carroll Associates, Tom Greer, Pinkham and Greer Civil Engineers, Don Dostie, Four Points Associates, Kevin Moquin, Kevin Moquin Architect.

## II. REQUIRED REVIEWS

Waiver Requests	Applicable Standards
<p>Drive Aisle width – To allow a 21’ foot aisle in the parking area.</p> <p><u>Staff Comments:</u> The review staff recommends waiving this standard.</p>	<p>Technical Manual, <i>Section 1.14</i>, requiring that aisle width for right-angle parking be 24 feet per Figure I-27</p>
<p>Compact Spaces – To allow three compact parking spaces for a total percentage of 37.5%</p> <p><u>Staff Comments:</u> The review staff recommends waiving this standard.</p>	
<p><b>Review</b> Site Plan</p>	<p><b>Applicable Standards</b> <i>Section 14-526</i></p>

Subdivision	Section 14-497
-------------	----------------

**III. PROJECT DATA**

Existing Zoning	Neighborhood Business B-1b
Existing Use	Residential
Proposed Use	Mixed-Use Residential and Commercial
Proposed Development Program	3 Residential Units and 1,095 SF of Commercial Space
- Bedroom Mix	3 two-bedroom units
Parcel Size	6,395 SF

	Existing	Proposed	Net Change
Building Footprint	1,413 SF	1,566 SF	1153 SF
Building Floor Area	1,750 SF	4,884 SF	5,660 SF
Impervious Surface Area	2,828 SF	7,970 SF	3,134 SF
Parking Spaces	3	8	5
Bicycle Parking Spaces	0	2	2
Estimated Cost of Project	\$600,000		

**IV. EXISTING CONDITIONS**

The proposed project site is located on Stevens Avenue in proximity to Lincoln Middle School at the intersection of Stevens Avenue and Hartley Street. At present, the site is occupied by a single-family structure under review for demolition. This property is located within a transitional neighborhood, with a mixture of retail and service uses located to the south of the subject site along Stevens Avenue, Lincoln Middle School is located immediately to the west of this site, and the surrounding area away from Stevens Avenue is predominantly single family residential. The project site is located at the northern edge of the Deering Center commercial district.



Figure 2: Existing single-family structure to be demolished. Photo shows adjacent 502 Stevens mixed-use project under construction, new shared-access driveway and Lincoln Middle School to the rear

**V. PROPOSED DEVELOPMENT**

The development is proposed as a mixed-use commercial and residential project with frontage on Stevens Avenue. The project will consist of a three-story building with a commercial suite on the first floor, and three two-bedroom units on the second and third floors, to be constructed as town-house units. This development will be oriented towards Stevens Avenue and will share a driveway, utility and stormwater infrastructure with the adjacent property, a new mixed-use commercial and residential development located at 502 Stevens Avenue. The associated shared-access easement and stormwater maintenance agreement were reviewed and approved during the permitting process for the project at 502 Stevens Avenue, and have since been recorded.

Parking for eight (8) vehicles is proposed off-street, with three (3) of those spaces being compact parking spaces and one (1) being a handicap space. The parking area features a driveway aisle width of twenty-one (21) feet which does not meet the city standard for a two-way drive aisle, twenty-four (24) feet. The applicant has requested a waiver of this requirement. For more information, see below within the Findings section.

Pedestrian access to the site will be provided off Stevens Avenue with an internal walkway being provided around the exterior of the building. Residents will have access to the building via an entrance located off of the parking area at the southwest corner of the building. The commercial component will have a traditional storefront with primary access being located along Stevens Avenue on the east elevation. This building has no front setback and provides a typical storefront appearance in line with other buildings with a commercial component, notably Roy’s Shoe Shop located



immediately to the south. New concrete sidewalks are proposed along the development's frontage on Stevens Avenue.

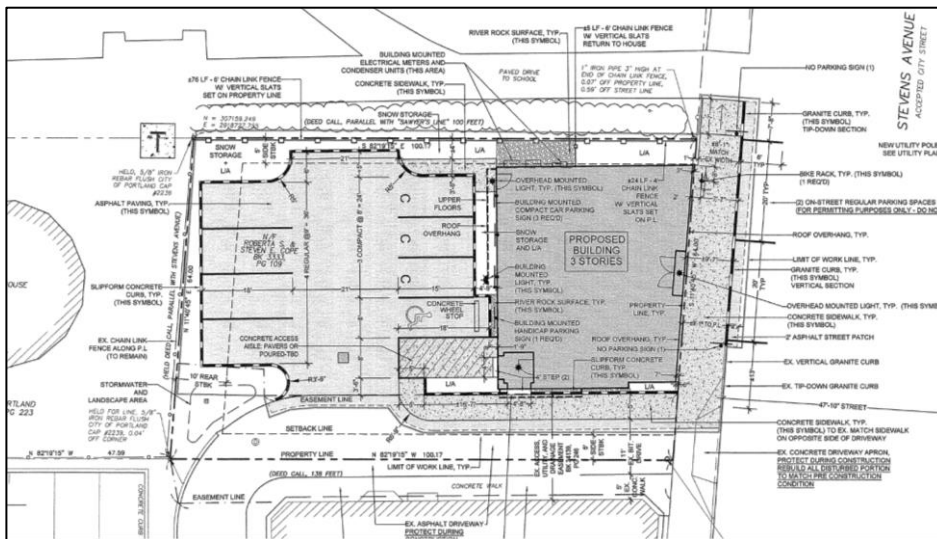


Figure 3: Proposed site plan with shared access driveway

### VI. Public Comment and Neighborhood Meeting

As of the writing of this report, no written comments have been received by the Planning Division.

A Neighborhood Meeting was held on January 25, 2018 at the Deering Center Community Church, which was attended by seven (7) members of the public. Of concern to those in attendance was on-street parking, and specifically the impact that cars parked along Hartley Street would have on traffic flow along Stevens Avenue. In response to this concern, Bruce Hyman, Transportation Program Manager with the City, has provided the following comment, outlining actions to be taken in the coming months:

- City Planning, DPW and Parking staff are aware of the concerns raised during the neighborhood meetings for the 502 and 510 Stevens Avenue project. Staff attended a neighborhood site walk in 2017 with the 502 applicants and several business owners to review this traffic concern on Hartley Street at Stevens and other issues (bus stop locations, etc.)



Figure 4: Area of constriction shown in red, resulting from vehicles entering/exiting Hartley Street simultaneously

Planning staff will work with DPW and Parking staff later this Spring to refine options for addressing the Hartley Street traffic safety concerns. The issue identified involves the constriction where Hartley Street meets Stevens if cars are parked on both sides of the street and if cars are trying to exit and enter Hartley Street simultaneously. Options discussed to date involve restricting parking for one or more existing spaces on the north and/or south side of Hartley Street to improve available maneuvering width in the vicinity of Stevens Avenue.

Resolution of this issue is not directly related to the approval process for 510 Stevens Avenue.

Other questions raised included placement of rooftop mechanical equipment, on-site waste management, on-site stormwater management, and inquiries on prospective tenants for the ground-floor commercial space. These questions were addressed during the course of the meeting. (Attachment AA)

### VII. RIGHT, TITLE, & INTEREST AND FINANCIAL & TECHNICAL CAPACITY

a. The owners of the property are Steven E. Cope and Roberta S. Cope. The applicant has provided a deed of sale demonstrating ownership of the property, and have also provided a copy of the recorded shared-access easement

demonstrating sufficient access to the site. ([Attachment M](#))

b. As evidence to demonstrate sufficient financial and technical capacity, the applicant has provided a letter from Biddeford Savings Bank indicating a desire to work with the applicant in financing this project, a project with an estimated development cost of \$600,000.00. Similarly, information has been provided on the development team demonstrating the capacity to design and construct the project. ([Attachment N](#))

### VIII. ZONING ANALYSIS

The B-1b Neighborhood Business zone explicitly permits mixed-use developments, with residential uses being permitted on upper floors and on the ground floor where a depth of twenty-five (25) feet along the principal street frontage is maintained for commercial or active uses. As no ground-floor tenant has been selected, the eventual use will need to comply with use standards of the B-1b zone, which will be reviewed by the Zoning Administrator when the building permit for that space is applied for.

In regards to dimensional requirements, the project is fully compliant, meeting setback, unit density, street frontage, impervious area, and building height requirements. The applicant is required to provide a minimum of six (6) parking spaces, at a rate of two (2) spaces per residential unit and is providing eight (8) to account for the ground floor commercial space.

### IX. DEVELOPMENT REVIEW

#### A. 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) 1), and Will Not Result in Undue Soil Erosion (Section 14-497 (a) 4)  
Lauren Swett, P.E. with Woodard and Curran Engineering, has reviewed the erosion and sediment control plans and details, and inspection and maintenance requirements. She finds them to be in accordance with the Basic Standard.
2. Sufficient Water Available (Section 14-497 (a) 2 and 3)  
The project will be served by a new 2-inch domestic service and 4-inch fire service drawn from the existing water main in Stevens Avenue. Staff has indicated that an 'ability to serve' letter from Portland Water District will be required prior to issuance of any building permits. This has been made a draft condition of approval.
3. Will Not Cause Unreasonable Traffic Congestion (Section 14-497 (a) 5)  
Prior to the development of the project at 502 Stevens Avenue, both this property and that property featured separated driveways and curb cuts. The applicant, in coordination with the adjacent property owner, has developed a shared driveway which reduces the number of curb cuts along Stevens Avenue. Tom Errico, the consulting traffic engineer has reviewed the proposed plans and offers the following comments ([Attachment 2](#)):
  - The proposed project is not expected to generate a significant level of traffic and thus would not significantly impact traffic mobility and safety in the project area

#### Circulation on Site

Eight surface parking spaces will be provided to the rear of the proposed building and will be accessible via a shared-use driveway located between this property and the property at 502 Stevens Avenue. While the design of this driveway was previously approved, the city's consulting traffic engineer did provide a comment as it relates to this project ([Attachment 2](#)):

- The project will utilize a shared driveway with the abutting project and the driveway will be 21 feet wide, delineated with two 5-foot concrete areas for pedestrians. The driveway will thus function as a "Shared Driveway" and given low traffic volumes, I find the proposed design to be acceptable.

The proposed parking layout features a drive aisle width of twenty-one (21) feet, which is less than the city's standard for two-way driveways, twenty-four (24) feet. In reviewing the applicant's waiver request, the city's consulting traffic engineer offered the following comment ([Attachment 2](#)):



- The parking lot aisle width does not meet City Technical standards. Given low traffic volumes, familiar drivers from the residential units, and that it will not impact the public street system, I support a waiver.
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)  
The applicant proposed to tie into the existing gravity sewer line located in Stevens Avenue and has submitted a wastewater capacity application to the Department of Public Works. Approval of this request has been suggested as condition of approval.
5. Comprehensive Plan (Section 14-497 (a) 9)  
The proposed mixed-use project is well-supported by the City's Comprehensive Plan, specifically a number of goals identified within the Housing Section of the Plan. A few local goals identified include:
- Increase, preserve, and modify the overall supply of housing City-wide to meet the needs, preferences and financial capabilities of all Portland households.
  - Encourage additional contextually appropriate housing density in and proximate to neighborhood centers, concentrations of services, and transit nodes and corridors as a means of supporting complete neighborhoods.
  - Encourage quality, sustainable design in new housing development.

The proposed mixed-use development is a logical extension of the Deering Center Commercial District, that offers an appropriately scaled mixed-use development that is complementary to adjacent and nearby commercial, residential and institutional land uses. The proposed commercial component of the project is well-situated to serve residents of the Woodfords Corner, Deering Center, Rosemont and Highlands neighborhoods, and will provide new amenities and or services within an established commercial node that is highly walkable.

Meanwhile, proposed multi-family units offer expanded variety in terms of available housing stock and financial capabilities of Portland households. These units will in turn be located proximate to neighborhood services, amenities and public transit connections.

## B. 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 and Access and Circulation- see Subdivision discussion regarding traffic congestion and site circulation above.

b. Construction Management Plan

A construction management plan has been submitted by the applicant for review. All the construction is proposed within the limits of the property line and a temporary sidewalk is proposed along the property's frontage, to be delineated by Jersey Barriers. Keith Gray has reviewed the plans provided and finds them to be acceptable (Attachment 9):

c. Sidewalks

The applicant is proposing to install new concrete sidewalks along their frontage, matching existing sidewalk grades and either replacing or installing granite curbing where necessary. An internal sidewalk is to be constructed along the southerly façade of the building, connecting the proposed parking area and residential entrance to the sidewalk along Stevens Avenue.

d. Public Transit Access

The public transit requirements do not apply to this project.

e. Parking

Section 14-332.1 (a) – For new residential developments, the parking requirement is two (2) spaces per dwelling unit. The applicant is proposing three two-bedroom units.



Lauren Swett, P.E. with Woodard and Curran offers the following review comments regarding the proposed stormwater management plan ([Attachment 3](#)):

- In accordance with Section 5 of the City of Portland Technical Manual, a Level III development project is required to submit a stormwater management plan pursuant to the regulations of MaineDEP Chapter 500 Stormwater Management Rules, including conformance with the Basic, General, and Flooding Standards. We offer the following comments
  - Basic Standard: Plans, notes, and details have been provided to address erosion and sediment control requirements, inspection and maintenance requirements, and good housekeeping practices in accordance with Appendix A, B, & C of MaineDEP Chapter 500.
  - General Standard: The proposed development will result in a net increase in impervious area of approximately 2,063 feet. The Applicant is proposing to utilize a subsurface filter system for treatment. We have the following comments:
    - The stormwater treatment system does not follow any existing approved Maine DEP stormwater BMPs. We have confirmed through discussions with the Maine DEP that the use of a soil filter media beneath below-grade storage is not an approved system. If the Applicant has documentation that this type of system has been approved by the DEP before, please provide the documentation of the design standard that is being utilized. As noted previously, the terminology “underdrained soil filter” is a term that refers to a standard Maine DEP stormwater BMP that is different from what is proposed. The construction notes that are provided on the plan are typical for a standard underdrained soil filter.
    - There appears to be several inconsistencies in invert elevations throughout the plan set. Please review and update invert elevations for the proposed subsurface sand filter, catch basin, field inlet and roof drain to ensure positive drainage (i.e. Field Inlet #1 proposed inverts do not match on site plan and detail sheet; it is unclear how roof drains will connect to the system). Please update the HydroCAD model to reflect any changes in invert elevations.
    - The Applicant has noted that they have contacted the manufacturer with regards to the subsurface stormwater system design. Based on our understanding of the isolator row system, typically a full-sized manhole with 24-inch pipes needs to be provided at either end for maintenance. The plans show 6-inch and 8-inch cleanouts. Please verify how maintenance of the isolator row will occur with this type of system.
    - A signed stormwater agreement with the City of Portland will be required.
  - Flooding Standard: The Applicant has provided calculations showing conformance with the Flooding Standard.

As a condition of approval, the staff is requesting that the applicant address all outstanding comments as raised in the Woodard and Curran review memo ([Attachment 3](#))

### 3. Public Infrastructure and Community Safety Standards

#### a. Public Safety and Fire Prevention

Mike Thompson, Division Chief of the Fire Prevention and Community Outreach Division, has reviewed the submitted plans and found them to be acceptable, noting the following points ([Attachment 10](#)):

- The new building shall not affect the egress or required Fire Department access for the neighboring building.
- The main entrance of the building must be the address for the property. This should be consistent with 911, tax assessor, Inspections Division, and future mailing address.

- Fire Department Access shall have an unobstructed vertical clearance of not less than 13 ft 6 in.
- Driveway must maintain a 16’ width for Fire Department access to the rear of the building.
- Existing fire hydrants in the area are sufficient for this project when completed.
- Sprinkler connection to be at the front of the building

b. Availability and Adequate Capacity of Public Utilities

The project will be served by the Portland Water District, City Department of Public Works, and underground/power/cable/communications. Evidence of utility capacity has been drafted as a condition of approval.

4. **Site Design Standards**

a. Snow and Ice Loading

Based upon the roof design, it is not anticipated that snow or ice loading will be a concern to pedestrians within the public right-of-way or on the applicant’s property.

b. View Corridors

This site is not within a Protected View Corridor as per the “View Corridor Protection Plan” approved by the Portland City Council in 2001.

c. Historic Resources

The site is not in a historic district. Given that the property is adjacent to Lincoln Middle School, the staff involved Deb Andrews, Historic Preservation Program Manager, in the design review of the project, which is discussed in greater detail below. In review of the design, staff encouraged the applicant to pursue design choices contextual to the neighborhood, including traditional storefront design, a single façade material, and building articulation complementary to surrounding structures.

d. Exterior Lighting

The applicant has submitted a lighting and photometric plan. All exterior site lighting including lighting of building entrances will be full cutoff with no light emitted above the horizontal plane. There shall be minimal light trespass of 0.1 foot-candles across the northerly property line. Staff has no objections. Illumination levels will be adequate but not excessive for the safety, comfort and convenience of occupants and user of the site and will conform to all applicable standards of Section 12 of the Technical Manual.



Figure 6: Stevens Avenue elevation (front)

e. Noise and Vibration

Exterior mechanical equipment is located along the northerly façade of the building, screened from publicly accessible spaces and the adjacent property. It is not anticipated that this equipment will result in adverse conditions related to noise and vibration.

f. Signage and Wayfinding

This standard does not apply to the proposal.

g. Zoning Related Design Standards

A design review according to the *City of Portland Design Manual* Standards was performed for the proposed new construction of a mixed-use commercial and residential development at 510 Stevens Avenue. The review was performed by Caitlin Cameron, Urban Designer, Deb Andrews, Historic Preservation Program Manager,

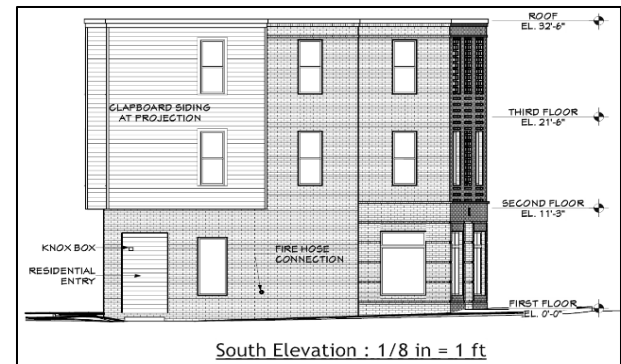


Figure 7: 502 Stevens facing side elevation

and Matthew Grooms, Planner. The project was reviewed against the *B-1b Commercial Business Zones Standards (Section (d) of the Design Manual)*.



Figure 8: Architectural rendering of proposed building showing brick facade

Findings of the Design Review:

The Planning Authority under an Alternative Design Review may approve a design not meeting one or more of the individual standards provided that all of the conditions listed below are met:

- A. The proposed design is consistent with all of the Principle Statements.
- B. The majority of the Standards within each Principle are met.
- C. The guiding principle for new construction under the alternative design review is to be compatible with the surrounding buildings in a two-block radius in terms of size, scale, materials, and siting, as well as the general character of the established neighborhood, thus Standards A-1 through A-3 shall be met.
- D. The design plan is prepared by an architect registered in the State of Maine.

The Design Review memo calls out several standards where additional information was required. Those comments are as follows (Attachment 4):

- Standard (1) d. Windows –Windows are provided along street frontage as required – high level of fenestration. **VT of .7 or greater is required.**
- Standard (1) e. Façade Character – Building has a retail entrance facing the street as well as retail storefront adjacent to the street. **Residential entrance is to the rear.**
- Standard (1) f. Building Design – Building design conveys its commercial/mixed use nature. Use of brick and storefront is consistent with commercial buildings on this street. The brick pattern appropriately adds some depth and visual interest to the building while making reference to traditional architectural character found in the context – bay windows, storefront base. **The ground floor windows should provide some depth to the façade – what is the detail/reveal?**

XII. 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 for the public hearing on March 13, 2018 for application 2017-278 relevant to Portland’s technical and design standards and other regulations; and the testimony presented at the Planning Board hearing:

1. The Planning Board [**finds/does not find**] based upon the consulting traffic engineer’s review, that extraordinary conditions exist or undue hardship may result from strict compliance with the Technical Manual standard (Section 1.14) which requires that aisle width for right-angle parking be 24 feet per

Figure I-27, that substantial justice and the public interest are secured with the proposed variation in this standard, and that the variation is consistent with the intent of the ordinance. The Planning Board [**waives/does not waive**] the Technical Manual standard (Section 1.14) to allow a parking aisle width of twenty-one (21) feet.

2. The Planning Board [**finds/does not find**] based upon the consulting traffic engineer's review, that extraordinary conditions exist or undue hardship may result from strict compliance with the Technical Manual standard (Section 1.14) which requires that a parking lot of 9 or fewer vehicle spaces be comprised of only standard parking spaces, that substantial justice and the public interest are secured with the proposed variation in this standard, and that the variation is consistent with the intent of the ordinance. The Planning Board [**waives/does not waive**] the Technical Manual standard (Section 1.14) to allow three (3) compact parking spaces which comprises 37.5% of total parking.

## **B. SUBDIVISION**

On the basis of 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 March 13, 2018 for application 2017-278 relevant to the subdivision regulations; and the testimony presented at the planning board hearing, 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, which must be met prior to the signing of the plat:

1. A revised recording plat shall be submitted for review and approval by the Planning Authority, Department of Public Works and Associate Corporation Counsel.

## **C. 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 for the public hearing on March 13, 2018 for application 2017-278 relevant to the site plan 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 standards of the land use code, subject to the following conditions of approval that must be met prior to the issuance of a building permit, unless otherwise stated:

1. The applicant shall provide a contribution of \$1,200 to the City's Tree fund in lieu of providing three (3) street trees, calculated at a rate of \$400 per tree.
2. The applicant shall submit an aerial and or temporary construction license for review and approval by the Department of Public Works and Corporation Counsel, for proposed work within the public right-of-way.
3. The applicant shall provide a stormwater maintenance agreement that shall be reviewed and approved by Corporation Counsel and the Department of Public Works.
4. A revised stormwater management plan shall be submitted which addresses the Woodard and Curran memo dated February 28, 2018, particularly non-compliance in system design, incorrect system details and connections, and information regarding regular maintenance of the system.
5. Applicable 'ability to serve' letters for utility service to the project shall be submitted.
6. The applicant shall provide a response with solicited information regarding Design Review comments dated February 7, 2018.
7. The applicant shall update applicable plans and or provide a written response demonstrating compliance with Fire review comments.

## **XIII. ATTACHMENTS**

### **PLANNING BOARD REPORT ATTACHMENTS**

1. Final Planning Comments
2. Final Traffic Comments
3. Final Peer Engineering Review Comments
4. Design Review Comments
5. Preliminary Planning Comments
6. Preliminary Traffic Comments
7. Preliminary Peer Engineering Review Comments
8. Landscaping Comments
9. Preliminary DPW Comments

## 10. Fire Department Comments

**APPLICANT'S SUBMITTALS**

- A. Application Cover
- B. Table of Contents
- C. Cover Letter
- D. Response Letter
- E. Application
- F. Location Maps
- G. Project Description
- H. Right, Title & Interest
- I. State and Federal Permits
- J. Zoning Analysis
- K. Easements
- L. Waivers Request
- M. Financial Capacity
- N. Technical Capacity
- O. Construction Management Plan
- P. Significant Natural Features
- Q. Stormwater
- R. City Master Plans
- S. Utility Capacity Letters
- T. Solid Waste
- U. Code Review
- V. City Design Manual Standards
- W. HVAC
- X. Geotechnical Review
- Y. Site Lighting
- Z. Architectural Street View Renderings
- AA. Neighborhood Meeting

**PLANS**

- Plan 1. Cover Sheet
- Plan 2. Floor Plans
- Plan 3. Exterior Elevations
- Plan 4. Survey
- Plan 5. Demo & Site Preparation Plan
- Plan 6. Site Plan
- Plan 7. Subdivision Plan
- Plan 8. Grading & Stormwater Plan
- Plan 9. Utilities Plan
- Plan 10. Civil Details I
- Plan 11. Civil Details II
- Plan 12. Site Details
- Plan 13. Site and Landscaping Details
- Plan 14. Erosion Control Plan & Details
- Plan 15. Drainage Analysis
- Plan 16. Landscape & Lighting Plan
- Plan 17. Photometric Plan