



Tuck O'Brien
City Planning Director, Planning Division

January 9th, 2019

Matthew D. Teare, Director of Development
Sea Coast Properties/Sea Coast at Baxter Woods
Assoc. LLC
20 Blueberry Lane
Falmouth, ME 04105

Frederick Licht, PE
Licht Environmental Design, LLC
35 Fran Circle
Gray, ME 04039

Project Name: **“Building 1” (21 units), Sea Coast at Baxter Woods Planned Senior Community (Lot 4)**
Project ID: #2017-188
Address: 583- 605 Stevens Avenue CBL: 136 E006001
Applicant: Sea Coast at Baxter Woods Associates, LLC
Planner: Jean Fraser

Dear Sirs:

Thank you for your letter requesting an extension of the Planning Board approval for the construction of a four story 21-unit residential building between the Motherhouse and Baxter Woods on Stevens Avenue. The approval was granted on January 9, 2018 and a copy of the approval letter is attached. I understand that your request is based on the fact that financial and other matters have delayed the start on site, which is now expected to be Spring of 2019.

In my capacity as Planning Director and under the provisions of Section 14-532 (c) expiration of site plan approval, I am granting your request to extend your approval to January 9, 2020.

If there are any questions, please contact Jean Fraser at 874- 8728.

Sincerely,

Stuart G. O'Brien
City Planning Director

Attachments:

1. Planning Board approval letter January 2018.

CITY OF PORTLAND, MAINE

PLANNING BOARD

Elizabeth Boepple, Chair
Seam Dimdpm, Vice Chair
David Eaton
Brandon Mazer
Carol Morrissette
Maggie Stanley
Lisa Whited

January 19, 2018

Matthew D. Teare, Director of Development
Sea Coast Properties/Sea Coast at Baxter Woods Assoc.
LLC
20 Blueberry Lane
Falmouth, ME 04105

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(Lot 4)

Project ID: #2017-188

Address: 583- 605 Stevens Avenue

CBL: 136 E006001

Applicant: Sea Coast at Baxter Woods Associates, LLC

Planner: Jean Fraser

Dear Sirs:

On January 9, 2018, the Planning Board considered the proposal for the construction of a four story 21-unit residential building between the Motherhouse and Baxter Woods on Stevens Avenue. The Planning Board reviewed the proposal for conformance with the standards of the Subdivision and Site Plan ordinances. The Planning Board voted unanimously (5-0; Dundon absent; Eaton recused) to approve the application with the following waiver and conditions as presented below:

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 January 9, 2018 for application #2017-188 (583-605 Stevens Avenue) relevant to Portland’s technical and design standards and other regulations; and the testimony presented at the Planning Board hearing:

1. The Planning Board voted unanimously (5-0; Dundon absent; Easton recused) that it finds, based upon the consulting traffic engineer’s review ([Attachment 2](#)), that extraordinary conditions exist or undue hardship may result from strict compliance with the Technical Manual Section 1.14 *Parking Lot and Parking Space Design*. The Planning Board waives the *Technical Manual* standard

(Technical Manual Section 1.14) to allow the parking aisle to be 22 feet wide as supported by the Traffic Engineering reviewer.

B. Inclusionary Zoning

The Planning Board voted unanimously (5-0; Dundon absent; Easton recused) that it finds that the proposed development is in conformance with the standards of the land use code and approves the application, based on the confirmation from the Housing Program Manager dated 10.20.2017 that the applicant is creating affordable housing beyond the provisions of Division 30, Section 14-487.

C. Subdivision 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 January 9, 2018 for application #2017-188 (583-605 Stevens Avenue) relevant to the subdivision regulations; and the testimony presented at the Planning Board hearing:

The Planning Board voted unanimously (5-0; Dundon absent; Easton recused) that it finds the plan is in conformance with the subdivision standards of the land use code and approves the application, subject to the following conditions of approval, which must be met prior to the signing of the plat:

- i. The applicant shall submit a final subdivision plat for review and approval by Corporation Counsel, the Department of Public Works, and the Planning Authority;
- ii. The subdivision plat and Condominium Association documents shall include confirmation that the bench for bus passengers will be maintained;
- iii. The Condominium Association documents shall be finalized to the satisfaction of the Associate Corporation Counsel and Planning Authority;
- iv. That the applicant shall submit an easement and final design details for the bench for bus passengers, for review and approval by the Associate Corporation Counsel and Planning Authority

D. Site Plan Review

On the basis of the application, plans, reports and other information submitted by the applicant, findings and recommendations contained in Planning Board report for the public hearing on January 9, 2018 for application #2017-188 (583-605 Stevens Avenue) relevant to the Site Plan Ordinance and other regulations and the testimony presented at the Planning Board hearing:

The Planning Board voted unanimously (5-0; Dundon absent; Easton recused) that it finds the plan is in conformance with the site plan standards of the land use code, subject to the following conditions:

- i. That the MDP Conditions of Approval that requires a Traffic Monitoring Study and Parking Monitoring Study prior to submission of site plan applications for each phase after the Motherhouse, be postponed until a future time to be agreed with the Planning Authority.

- ii. That the applicant shall implement the following improvements in the ROW prior to the issuance of a Certificate of Occupancy for the new building:
 - a. Implementation of a 50 feet No Parking Zone on Stevens Avenue at the Motherhouse egress driveway to enhance safety by improving sight distance. Final details of the Zone shall be reviewed and approved by the City prior to implementation;
 - b. Installation of a crosswalk on the south side of Stevens Avenue at Walton Street, to include all works associated with a fully installed ADA compliant crossing and shall include, but not limited to, traffic signal equipment, sidewalk ramps, pavement markings, and signage.
- iii. That the applicant shall submit revised plans and details to address the comments of the Peer Engineer Lauren Swett dated January 4, 2018 and the DPW Senior Engineer Keith Gray dated January 5, 2018, for review and approval prior to the issuance of a Building Permit;
- iv. That the applicant shall provide additional information regarding the lighting in the patio and parking areas to address the question of impacts on wildlife and introduce screening of these areas from Baxter Woods, for review and approval prior to issuance of a Building Permit.
- v. That any work within Baxter Woods shall require the submission of plans/details for review and approval by the City Arborist and Planning Authority prior to implementation.
- vi. That the details of any external proposed HVAC and similar mechanical equipment shall be submitted for review and approval by the Planning Authority prior to the issuance of a Building Permit.
- vii. That the Construction Management Plan shall be revised for review and approval by the Planning Authority and the Department of Public Works prior to the issuance of a building permit, to address the Fire Department (Robert Thompson) comments dated 10.20.2017 and to confirm that the entrance from Stevens Avenue will be reconsidered at the time of a Pre-construction Meeting to ensure it can accommodate the construction vehicles.
- viii. That the Wastewater Capacity letter shall be submitted prior to the issuance of a building permit.

The approval is based on the submitted plans and the findings related to site plan and subdivision review standards as contained in Planning Report for application #2017-188 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 MRS 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. Stormwater Agreement The applicant and all assigns shall comply with the conditions of Chapter 32 stormwater including Article III, post-construction storm water management, which specifies the annual inspections and reporting requirements. The developer/contractor/subcontractor shall comply with conditions of the submitted construction stormwater management plan and sediment and erosion control plan prepared by Licht Environmental Design LLC dated 12-15-17 amended 12-18-17 based on City standards and State guidelines. A Stormwater Maintenance Agreement for the stormwater drainage system shall be prepared as based on the attached template and submitted for approval to the Planning Authority. The approved Agreement shall be signed and recorded prior to the issuance of a Certificate of Occupancy with a copy to the Planning Authority and Department of Public Works.
7. Performance Guarantee and Inspection Fees A performance guarantee covering the site improvements, inspection fee payment of 2.0% of the guarantee amount and four (4) final sets of plans must be submitted to and approved by the Planning 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 Jean Fraser at (207)874-8728 or jf@portlandmaine.gov.

Sincerely,



Elizabeth Boepple, Chair
Portland Planning Board

Attachments:

1. Fire Department (Robert Thompson) comments 10.20.17
2. Traffic Engineer (Tom Errico) comments 1.5.18
3. Peer Engineer (Lauren Swett) comments 1.4.18
4. DPW Senior Engineer (Keith Gray) comments 1.5.18
5. Planning Board Report for 1.9.18 PB Hearing
6. City Code, Chapter 32
7. Sample Stormwater Maintenance Agreement
8. 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
Jean Fraser, 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 Prevention
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

MEMORANDUM

To: FILE
From: Jean Fraser
Subject: Application ID: 2017-188
Date: 10/20/2017

Comments Submitted by: Robert Thompson/Fire on 10/12/2017

Construction Management Plan

Streets must maintain a 20' width for Fire Department access at all times.

Fire Hydrants shall not be blocked or enclosed by fencing. A 3' foot clearance must be kept at all times around the fire hydrant.

If gates are locked, a Portland Fire Department Knox padlock must be purchased by the applicant to allow access for the Fire Department.

The Construction Company' emergency contact information shall be posted on the property in case of an after hours emergency.

All construction shall comply with 2009 NFPA 1 Chapter 16 Safeguards During Building Construction, Alteration, and Demolition Operations.

Any cutting and welding done will require a Hot Work Permit from Fire Department.

Comments Submitted by: Robert Thompson/Fire on 10/12/2017

Premises Identification

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.

Street addresses shall be marked on the structure and shall be as approved by the City E-911 Addressing Officer.

If the building entry faces a different street, both the street name and number should be large enough to read from the street.

Address numbers must be a minimum of 6 inches high.

The number should be in Arabic numerals rather than spelled out (for example, "130" instead of "One Hundred and Thirty").

Color: Addresses should be in a color that contrasts with the background.

Whenever possible, should be illuminated.

Provide additional address signs at entrances to the property when the building address is not legible from the public street.

Buildings set back in groups that share common entrances can make quickly locating a specific building and the shortest route difficult. On such sites, additional signs with directional arrows and/or diagrams of the buildings and access layout should be posted.

Sea Coast at Baxter Woods - Final Traffic Comments

1 message

Tom Errico <thomas.errico@tylin.com>

Thu, Jan 4, 2018 at 10:16 AM

To: Jean Fraser <jf@portlandmaine.gov>

Cc: Jeremiah Bartlett <JBartlett@portlandmaine.gov>, Keith Gray

<kgray@portlandmaine.gov>, Bruce Hyman <bhyman@portlandmaine.gov>, "Jeff Tarling (JST@portlandmaine.gov)" <JST@portlandmaine.gov>, "Swett, Lauren"

<lswett@woodardcurran.com>

Hi Jean – I have reviewed the application materials and offer the following final traffic comments as a status update of prior comments.

- Dimensions for the parking area located in the building should be provided on the plan.

Status: Dimensions have been added and I have no further comment.

- The parking aisle/roadway width (22 feet) does not meet City standards (24 feet). The applicant has requested a waiver. The applicant should provide specific documentation/details regarding a 2-foot expansion in width.

Status: The applicant has provided specific documentation as it relates to minimizing impact to the abutting Softball Field and minimizing impervious surface area. In my professional opinion the reduced width will not create traffic circulation or safety problems and therefore I support the waiver request.

- The construction management plan shall meet the new City Template for details. I would note that the applicant has noted that all construction trucks will be routed to the site via Stevens Avenue. The applicant shall confirm that the driveway width/gate opening can accommodate all large trucks for the project. I would also note that sight distance exiting the site onto Stevens Avenue is poor and the plan should address this issue.

Status: The applicant has noted that given the driveway's current use for Motherhouse construction, no problems have been identified. Given that this is construction of a new building and the types of vehicles accessing the site may

be larger and more frequent, I would suggest that this issue be included as part of the Pre-Construction meeting for discussion.

- A traffic analysis has been provided and I concur that low traffic volumes will be generated for the proposed building. I do not expect significant traffic impacts from this project.

Status: I have no further comment.

- The MDP Condition of Approval requires a Traffic Monitoring Study prior to submission of site plan applications for each phase after the Motherhouse. Given that the Motherhouse is under construction, this condition is not possible. The applicant has requested that the monitoring study be postponed until a future time when the site is occupied. I support this postponement given the low trip generation estimate prepared by the applicant.

Status: I have no further comment.

- The MDP Condition of Approval requires a Parking Monitoring Study prior to submission of site plan applications for each phase after the Motherhouse. Given that the Motherhouse is under construction, this condition is not possible. The applicant has requested that the monitoring study be postponed until a future time when the site is occupied. I would note that this phase of the project is providing two parking spaces per residential unit and thus the supply would be expected to adequately serve demand. The monitoring study is intended to quantify if less than two parking spaces per residential unit is appropriate. I support this postponement.

Status: I have no further comment.

- The MDP Condition of Approval requires the installation of a crosswalk and associated improvements at the Stevens Avenue/Walton Street intersection. The applicant is required to implement these improvements prior to occupancy of the proposed building.

Status: The applicant has acknowledged this requirement and I have no further comment.

- The MDP Condition of Approval requires parking regulation changes on Stevens Avenue at the Motherhouse egress driveway. The applicant shall provide specific details on this and implementation schedule.

Status: The applicant has acknowledged this requirement will coordinate with City staff prior to Occupancy. I have no further comment.

If you have any questions, please contact me.

Best regards,

Thomas A. Errico, PE

Senior Associate

Traffic Engineering Director

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"One Vision, One Company"

MEMORANDUM



TO: Jean Fraser, Planner
FROM: Lauren Swett, P.E.
DATE: January 4, 2018
RE: Sea Coast at Baxter Woods Senior Apartments Peer Review

Woodard & Curran has reviewed the Level III Site Plan Application for the proposed development project located at 583/605 Stevens Avenue in Portland, Maine. The project involves installation of a 4-story residential building for senior housing.

Documents Reviewed by Woodard & Curran

- Level III Site Plan Application Response to Comments and attachments, dated December 15, 2017, prepared by Licht Environmental Design, LLC and Stantec, on behalf of Sea Coast at Baxter Woods Associates, LLC.
- Engineering Plans, revised on December 15, 2017, prepared by Stantec, on behalf of Sea Coast at Baxter Woods Associates, LLC.

Comments

- 1) In accordance with Section 5 of the City of Portland Technical Manual, a Level III Site Plan 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.
 - Sedimentation barrier is only shown along the eastern project boundary. Additional sedimentation barrier should be added along other project boundaries to prevent migration of sediment out of the project site. This will be especially important to protect the adjacent Baxter Woods.
 - b) General Standard: The project is required to provide stormwater treatment, as outlined in the previously approved Master Development Plan. Some modifications to the original plan, and a full design has been provided. New impervious surface areas will be treated through the use of a Jellyfish filter and areas of pervious pavement. We have the following comments:
 - The Applicant has noted that they are working with the manufacturers of the proprietary stormwater systems proposed for the site. The utility and grading plans note that the Jellyfish filter sizing is "TBD". The final sizing should be provided on the final plans prior to receiving a building permit.
 - There is minor note inconsistency on the detail for the pervious pavers. The buried underdrain should be labeled.
 - c) Flooding Standard: The proposed stormwater management system will reduce flow from the site in the post-development condition, in compliance with the Flooding Standard.
- 2) The grading plan shows two structures labeled as DMH3 at the inlet to the underground chamber storage.
- 3) Invert and piping details for the sewer system remain "TBD" pending verification of the sewer system installed as part of the Motherhouse. This final sewer information should be provided on the final plans prior to receiving a building permit.

583-605 Stevens Ave. Sea Coast at Baxter Woods

1 message

Keith Gray <kgray@portlandmaine.gov>

Fri, Jan 5, 2018 at 3:08 PM

To: Jean Fraser <jf@portlandmaine.gov>

Cc: "Swett, Lauren" <lswett@woodardcurran.com>, "Errico, Thomas" <thomas.errico@tylin.com>

Hello Jean,

The following comments are in reference to the Level III Site Plan application for [583-605 Stevens Avenue](#) (Sea Coast at Baxter Woods):

- The proposed domestic and fire water service shall be reviewed by the Portland Water District. The District will review the water system design, provide comments and issue the Ability to Serve letter when the design meets their requirements.
- Recommend relocating the proposed 2-inch gas line to minimize crossings of the proposed water service.
- The proposed utilities are shown on both sides of the property line as they serve multiple buildings. The utility main extensions (water, sewer, gas, etc.) should be placed in a utility easement to secure maintenance access.
- The plans indicate the 6-inch sewer main be tied into the Motherhouse sewer line. The sewer system design should be updated based on Motherhouse as-built information. In addition, the Motherhouse approved plans shows a sewer connection upgrade from 6-inch to an 8-inch sewer main tying into the existing sewer main in Walton Street. City ordinance requires a manhole to be installed at this connection.
- Provide additional spot grades to confirm proposed drainage design and check existing grades (BC spot at corner of parking should be lower than TC) for accuracy.
- Provide additional grading around the rain gardens. Particularly Rain Garden East where a berm should be identified to prevent stormwater flow over sidewalk.
- Suggest confirming DMH2 is required.

Please let me know if you have any questions.

Thank you,
Keith

--

Keith D. Gray, PE
Senior Engineer