



Tuck O'Brien
City Planning Director, Planning Division

May 7, 2018

David Onos
Director of Project Management
City of Portland, Public Buildings Division
212 Canco Road
Portland, ME 04103

Stephen Weatherhead
Winton Scott Architects
5 Milk Street
Portland, ME 04101

Project Name: 212 Canco Road
Address: 212 Canco Road
Applicant: City of Portland
Planner: Matthew Grooms

Project ID: 2018-034
CBL: 148-A-007

Dear Mr. Onos and Mr. Weatherhead:

On May 7, 2018, the Planning Authority approved a Level II Site Plan application for a City proposal to renovate the existing building at 212 Canco Road, and implement several site improvements, including the striping of 106 additional parking spaces, installation of a new sewer line, extension of the sidewalk to the property line and construction of a new crosswalk across Canco Road. The decision is based upon the application, documents and plans as submitted. The proposal was reviewed for conformance with the standards of Portland's Site Plan Ordinance.

Waivers

The Planning Authority waives the Technical Standard, Section (1.7.2.3) which requires that the minimum driveway width be 20 feet for a two way-driveway, to allow a two-way drive aisle of 19 feet.

Site Plan Review

The Planning Authority finds that the plan is in conformance with the site plan standards of the Land Use Code subject to the following conditions of approval (which shall be met prior to the issuance of a building permit, unless otherwise noted):

1. The site plan shall be revised to provide just one sidewalk, the westerly of the two currently shown.

2. The striping of parking spaces shall be located entirely within the City property. Spaces shown extending across the City's property line onto CMP's property shall be either removed or restriped so as to be located within the property limits.
3. Final approved plans shall be stamped by a professional engineer licensed in the State of Maine.
4. The applicant shall provide applicable 'ability to serve' letters demonstrating sufficient utility capacity for the project.
5. Per Review comments from Lauren Swett, P.E. with Woodard and Curran, the City shall provide interim erosion and sedimentation control protection for the gravel wetland until the filter barrier (proposed upstream) stabilizes that area.
6. Prior to the issuance of a Certificate of Occupancy, the City shall work with the City Arborist in developing a site and parking lot landscaping plan to be reviewed and approved by the City Arborist and Planning Authority.
7. A TDM Plan has been submitted as required for projects with greater than 100 employees. This plan shall be reviewed and approved by the Planning Authority prior to the issuance of a Certificate of Occupancy.
8. Based upon traffic review comments from Tom Errico, P.E. with T.Y. Lin, the City shall either make the following improvements as suggested by Mr. Errico, or provide alternatives to be reviewed and approved by the Planning Authority. These mitigation efforts shall be completed prior to issuance of the Certificate of Occupancy.
 - a. Remove the Stop sign located on the far side of Read Street at the westerly intersection and place it on the east side of the southbound Canco Road approach.
 - b. Paint a STOP bar on the southbound Canco Road approach.
 - c. Install a "Cross Traffic Does Not Stop" sign below the southbound approach STOP sign.
 - d. Consider trimming branches (or tree removal) on the tree impacting sight lines looking easterly from the Canco Road southbound approach.

The approval is based on the submitted plans and the findings related to site plan review standards for application 2018-034.

Standard Conditions of Approval

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

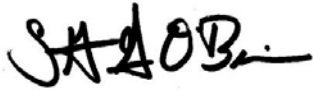
1. Develop Site According to Plan The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.

2. 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.
3. 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.
4. 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.
5. 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.)
6. 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.

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 874-8719. 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,

A handwritten signature in black ink, appearing to read "S. O'Brien", with a horizontal line extending to the right.

Stuart G. O'Brien
City Planning Director

Attachments:

1. Staff Review Comments

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



April 11, 2018

David Onos, Director of Project
Management
Public Buildings Division
212 Canco Road
Portland, ME 04103

Stephen Weatherhead
Winton Scott Architects
5 Milk Street
Portland, ME 04101

RE: Staff Review Comments for 212 Canco Road (City Project) – Expansion and Renovation of Office Space (2018-034) – Planning Authority Review

Project Name:	212 Canco Road	Project ID:	(2018-034)
Project Address:	212 Canco Road	CBL:	135-E008
Applicant:	City of Portland		
Planner:	Matthew Grooms		

Dear Mr. Onos and Mr. Weatherhead,

Thank you for submitting a Final Level II Site Plan application for interior renovation of office and warehouse space and expansion of off-street parking at 212 Canco Road in the I-M Industrial zone. This project is being reviewed as a final plan subject to the following applicable Land Use Code provisions:

- Site Plan Ordinance, Article V
- Division 14. I-M, I-Ma and I-Mb Industrial Zones
- Division 20. Off-Street Parking Standards

Final Plan for Planning Board Review: Staff Review Comments

I. Site Design Standards

1. Once completed, how many employees will be based at 212 Canco Road? Please note that sites exceeding 100 employees are required to provide a Transportation Demand Management (TDM) plan.
2. It is understood that no new pavement is to be added as part of this project. Please provide an existing conditions plan clearly indicating the extent of pavement and existing features, notably vegetation.
3. An internal sidewalk/pedestrian pathway shall be provided between the existing sidewalk along Canco Road and the building's principal entrance.

4. Per site plan requirements, the sidewalk along the applicant's frontage shall be continued to the property line and shall include tip-down and striped crosswalk across the driveway entrance.
5. A crosswalk shall also be provided across Canco Road to access the sidewalk on the opposite side of the street and Portland Trails trailhead.
6. The application indicates that seven (7) bicycle parking spaces are being provided. Based upon the number of vehicle parking spaces being provided, a total of twenty-three (23) bicycle parking spaces are required.
7. Snow storage areas shall be clearly indicated on the site plan.
8. It is assumed that some parking spaces will be set aside for city vehicles and visitors. If any spaces are to be restricted to those users, please indicate where on the provided plans, and if signs are to be erected, please provide relevant details.
9. The plans should indicate a limit of work line demonstrating the extent to which existing vegetation is to be disturbed. If any vegetation within the limit of work is to be preserved, adequate protection measures shall be detailed.
10. This project needs to comply with the city's parking lot landscaping standards. Please see Section 14-526(b)(2)(b)(ii) for more information.
11. The site plan shows a new 'pad mounted heat pump', visible from the public ROW. This equipment shall be screened from the public view in accordance with city standards.
12. Will this site feature any new site or building mounted lighting? If so, please provide a photometric plan and associated details for proposed lighting and fixtures.
13. Under the city's site plan submission standards, a zoning assessment is required to demonstrate compliance with relevant sections of the city's zoning code, notably Division 14 and Division 20. Please provide.
14. Would the applicant consider the construction of an outdoor employee amenity area with seating or picnic tables?

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

MEMORANDUM



TO: Matt Grooms, Planner
FROM: Lauren Swett, PE & Amy LeBel, EIT
DATE: April 13, 2018
RE: 212 Canco Road Level II Site Plan Application

Woodard & Curran has reviewed the Level II Site Plan Application for the proposed Portland Public Works building and surface parking improvements located at 212 Canco Road in Portland, Maine. The project involves interior renovations to the existing site building and reconfiguration of the existing surface parking lot to accommodate 106 new spaces. We have reviewed the project for compliance with applicable City of Portland Land Use Codes and Technical Manuals and general engineering practices.

Documents Reviewed by Woodard & Curran

- Level II Site Plan Application and attachments, dated February 14, 2018, prepared by Winton Scott Architects, on behalf of the City of Portland Department of Public Works.
- Engineering Plans, Sheets 1 – 2, dated January 25, 2018, prepared by Sebago Technics, on behalf of the City of Portland Department of Public Works.
- Parking Layout Plan, Sheet L1.1, dated February 5, 2018, prepared by Winton Scott Architects, on behalf of the City of Portland Department of Public Works.

Comments

- 1) In accordance with the City of Portland Land Use Code (Chapter 14) Site Plan Standards, please address the following comments:
 - a) Per Sec. 14-527 (g), please provide a Construction Management Plan.
 - b) The plans should note a location for snow storage, or provide a snow removal plan for the site.
- 2) In accordance with the City of Portland Technical Manual, please address the following comments:
 - a) Stormwater Management Standards (Section 5)
 - The City of Portland requires that all Level II site plan applications 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 (Technical Manual, Section 5. II. Applicability in Portland. C. a. and City of Portland Code of Ordinances Sec. 14-526. Site plan standards. (b). 3. b.). 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. Disturbance due to the sewer installation has not been clearly defined on the plan. Specific ESC requirements for this disturbed area should be addressed.
 - General Standard: The project will result in de minimis change in impervious area; therefore, the project is not required to provide additional stormwater treatment.
 - Flooding Standard: The project will result in de minimis change in impervious area; therefore, the project is not required to provide additional controls for the rate or quantity of stormwater runoff from the site.

Please contact our office if you have any questions.



Matthew Grooms <mgrooms@portlandmaine.gov>

212 and 250 Canco Road

Tom Errico <thomas.errico@tylin.com>

Thu, Apr 19, 2018 at 3:40 PM

To: Matthew Grooms <mgrooms@portlandmaine.gov>

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

Hi Matt – I have reviewed the application materials and find the project to be acceptable with the following comments:

- As noted previously, I have reviewed trip generation information and concur that the project does not require a Traffic Movement Permit.
- I have reviewed parking access and circulation and find conditions to be acceptable. A waiver is required for some aisle widths and I support a waiver given that it is an existing site; there will be repeat users; and parking turnover will not be frequent.
- Some circulation roadway widths will be less than 24 feet. Given that it is an existing condition and the constraints are located in lower traffic volume areas, I find the circulation to be acceptable for both sites.
- The traffic study noted that the Read Street/Canco Road intersection is a High Crash Location. I have reviewed the crash data and conducted a field investigation of the intersection and suggest the following improvements be implemented by the Applicant:
 - Remove the STOP sign located on the far side of Read Street at the westerly intersection and place it on the east side of the southbound Canco Road approach.
 - Paint a STOP bar on the southbound Canco Road approach.
 - Install a "Cross Traffic Does Not Stop" sign below the southbound approach STOP sign.
 - Consider trimming branches (or tree removal) on the tree impacting sight lines looking easterly from the Canco Road southbound approach.
- A construction management plan has been provided for [250 Canco Road](#). In general, construction activity will be contained on-site and not impact the public right-of-way. For any work that impacts either pedestrian facilities or traffic on Canco Road, the Applicant shall submit a Construction Management Plan for review and approval.
- In conjunction with [212 Canco Road](#), a crosswalk (fully ADA compliant) across Canco Road; a sidewalk connection to the building entrance; and a sidewalk along the entire frontage shall be implemented.

If you have any questions, please contact me.

Best regards,

Thomas A. Errico, PE
Senior Associate
Traffic Engineering Director
TYLIN INTERNATIONAL
12 Northbrook Drive

5/7/2018

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"One Vision, One Company"

212/250 Canco Road

Lauren Swett <lswett@woodardcurran.com>

Thu, May 3, 2018 at 8:32 AM

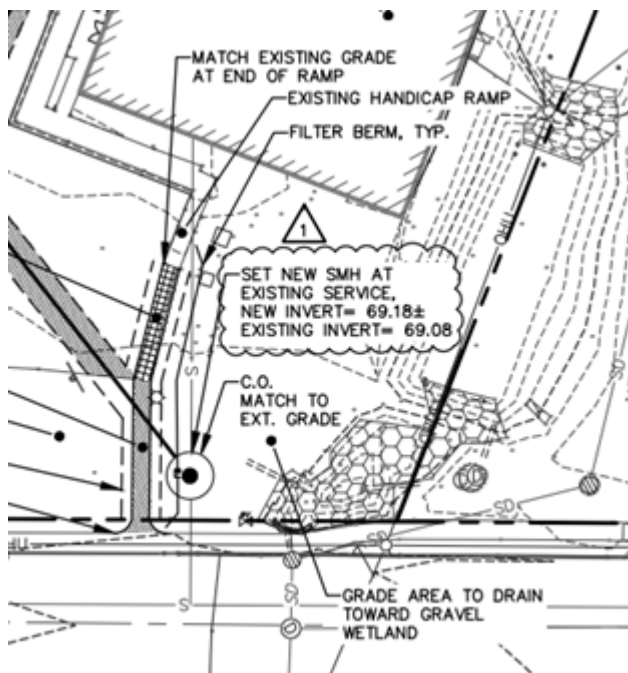
To: Matthew Grooms <mgrooms@portlandmaine.gov>

Cc: Keith Gray <kgray@portlandmaine.gov>, Thomas Errico <thomas.errico@tylin.com>

Hi Matt,

I have the following comments for [212 Canco Road](#):

- An engineering plan has been provided that site. The plan needs to be stamped, and should be coordinated with the architectural plan as some of the site features (i.e. crosswalks) do not match.
- They are showing a filter barrier installed for erosion control; however it appears to be upstream of the area that they identify as graded to the gravel wetland. They should protect the gravel wetland from sedimentation until that area is stabilized. The area they identify as graded doesn't show what the surface treatment will be. The landscaping plan should identify that.



For both projects, they are still waiting for utility capacity verification.

Let me know if there are any other questions.

Thanks,

Lauren

5/7/2018

City of Portland Mail - 212/250 Canco Road

Lauren Swett, P.E.*

Technical Manager

Woodard & Curran

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[Portland, Maine 04102](#)

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