



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

Craig Burgess, P.E.
Sebago Technics, INC
75 John Roberts Road, Suite 4A
South Portland, ME 04106

Project Name: 250 Canco Road
Address: 250 Canco Road
Applicant: City of Portland
Planner: Matthew Grooms

Project ID: 000008-2018
CBL: 148-A-008

Dear Mr. Onos and Mr. Burgess:

On May 7, 2018, the Planning Authority approved a Level II Site Plan application for a City proposal to construct a new 10,260 square foot building addition, install new site lighting, repave rear portions of the site, install a new sewer line and provide a pedestrian connection between the site and street. The proposed improvements are to occur at 250 Canco Road, located within the IM Industrial zone. 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.

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 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.
2. A TDM Plan has been submitted as required for projects with greater than 100 employees. This plan shall be reviewed by the Planning Authority.
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.

The approval is based on the submitted plans and the findings related to site plan review standards for application 000008-2018.

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.

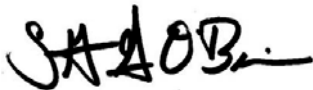
Please contact the Department of Public Works Permit Clerk at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)

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,



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



PLAN CORRECTIONS REPORT PL-000008-2018 FOR CITY OF PORTLAND

PLAN ADDRESS: 250 Canco Rd
Portland, Maine 04103

PARCEL: 148 A008001

APPLICATION DATE: 03/19/2018

SQUARE FEET: 0.00

DESCRIPTION: Public Works Building Expansion

EXPIRATION DATE:

VALUATION: \$0.00

CONTACTS	Name	Company	Address
Agent/Representative	Craig Burgess	Sebago Technics	75 John Roberts Road, Suite 1 A South Portland, ME 04106
Applicant	Emmy Irvin	Sebago Technics	75 John Roberts Road John Roberts Road , 4A Portland, ME 04106
Architect		n/a	
Bill To:		City of Portland	
Engineer	Craig Burgess	Sebago Technics	75 John Roberts Road, Suite 1 A South Portland, ME 04106
ePlan Document Contact	Emmy Irvin	Sebago Technics	75 John Roberts Road John Roberts Road , 4A Portland, ME 04106
Property Owner		City of Portland	
Surveyor		Sebago Technics	75 John Roberts Road, Suite 1A So. Portland, ME 04106

Development Review

REVIEW ITEM	STATUS	REVIEWER
1. City Arborist City Arborist v.1 - No Correction	In Review	Jeff Tarling email: jst@portlandmaine.gov
2. Civil Engineering - Third Party Reviewer Civil Engineering - Third Party Reviewer v.1 - No Correction	In Review	Lauren Swett email: lswett@woodardcurran.com
3. Fire Fire v.1 - No Correction	In Review	Pool Fire email: firepool@example.com
4. Parking Parking v.1 - No Correction	In Review	John Peverada email: jbp@portlandmaine.gov
5. Planning Planning v.1 - Not Resolved Correction: Landscape Protection During Construction Comments: The construction management plan shall include adequate measures to protect vegetation that is to be preserved within the project site. Please indicate if no vegetation is to be disturbed or protected. Corrective Action: Update construction management plan or provide written response. Correction: Snow Storage Comments: Please provide a written explanation as to how snow is handled on-site. If snow is stored, please identify snow storage areas on the site plan. Corrective Action: Provide written response or update site plan. Correction: Bicycle Parking Comments: Bicycle parking shall be provided at a rate of two spaces per ten vehicle spaces up to 100 spaces, with one additional space being provided for every 20 vehicle spaces beyond 100 for a total requirement of 16 spaces. Corrective Action: Update site plan. Correction: Internal Sidewalks	Requires Re-submit	Matt Grooms Ph: 207-874-8725 email: mgrooms@portlandmaine.gov

Comments: A continuous internal sidewalk shall be provided between the street and the existing sidewalk along the edge of the existing building.

Corrective Action: Update site plan and provide detail

Correction: General

Comments: The application and supporting material should be updated to provide one square footage total for the proposed addition.

Corrective Action: Update supporting material

Correction: Street Trees

Comments: Based upon specifications listed under Section 4.6 of the City's Technical Manual, street trees are required at a rate of one street tree per 30-45 feet of street frontage. In the event that site constraints prevent the planting of all required trees, the applicant shall provide an acceptable alternative as listed in the site plan ordinance.

Corrective Action: Update site/landscaping plan.

Correction: TDM

Comments: A TDM plan is required for this project as it is a commercial or institutional use designed to accommodate 100 or more employees.

Corrective Action: Provide TDM. Shall be made Condition of Approval.

- | | | | |
|----|---|--------------------|---|
| 6. | Public Works Engineering
Public Works Engineering
v.1 - No Correction | In Review | Keith Gray Ph: 8748834 email: kgray@portlandmaine.gov |
| 7. | Public Works Water Resources Engineering
Public Works Water Resources Engineering
v.1 - No Correction | In Review | Brad Roland email: brad@portlandmaine.gov |
| 8. | Traffic - Third Party Reviewer
Traffic - Third Party Reviewer
v.1 - No Correction | In Review | Tom Errico email: Thomas.Errico@tylin.com |
| 9. | Transportation/Planning
Transportation / Planning
v.1 - No Correction | Requires Re-submit | Bruce Hyman email: bhyman@portlandmaine.gov |

MEMORANDUM



TO: Matt Grooms, Planner
FROM: Lauren Swett, PE & Amy LeBel, EIT
DATE: April 13, 2018
RE: 250 Canco Road Level II Site Plan Application

Woodard & Curran has reviewed the Level II Site Plan Application for the proposed Portland Public Works building expansion located at 250 Canco Road in Portland, Maine. The project involves a 10,260 SF building expansion and parking improvements. 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 April 5, 2018, prepared Sebago Technics, on behalf of the City of Portland Department of Public Works.
- Engineering Plans, Sheets 1 – 7, dated March 9, 2018, and updated sheet 5, dated April 11, 2018, prepared by Sebago Technics, 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. Sediment barrier should be added where required for proposed disturbed areas, in particular to protect the adjacent gravel wetland.
 - General Standard: The project will result in a de minimis change in impervious area. The Applicant should evaluate the potential for non-roof impervious surface redevelopment area. Any of the parking areas that are not simply being repaved, and are being regraded to redirect stormwater in a new path would be considered in this category. If greater than 5,000 square feet of redeveloped non-roof impervious surface is provided, stormwater treatment, or verification of existing compliant treatment for 50% of the area is necessary.
 - 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.
- 3) The Applicant did not quantify proposed area of disturbance in the Application. Please note that projects disturbing over one acre require a MDEP Construction General Permit. Copies of all permits should be forwarded to the City upon receipt.



- 4) General Comments
- a) The Application and Stormwater Management Report indicate the proposed building addition is 11,900 square feet, while the engineering plans indicate the addition is 10,260 square feet. Please clarify.
 - b) The Applicant has noted that existing utilities are in place on the site and are being utilized through internal connections to provide service for the new project. The Applicant should verify that adequate capacity exists for the new building use, which may be different than the existing use. In addition, the utility plan updated on April 11, 2018 shows a new external sewer connection that will include an oil water separator for floor drains. This should be reviewed and approved by the City for capacity and adequacy of the existing service.
 - c) City of Portland Water Resources staff has noted that the SWPPP and SPCC plans for the site will require updating. These documents are not provided as part of the site plan application, but should be considered for the overall 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

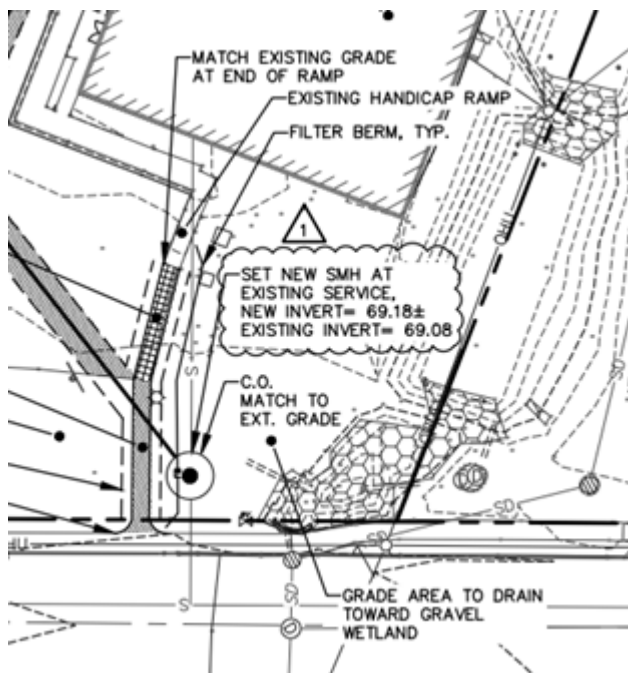
To: Matthew Grooms <mgrooms@portlandmaine.gov>

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

[41 Hutchins Drive](#)

[Portland, Maine 04102](#)

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*Licensed in Maine and Wisconsin

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