

150-B-002-001

91-91 Bell st, Portland, Maine

Amendment to Plan - 91 Bell street

Merrill street Associates.

2004-0128



04P128

TO: William Needelman – Planner
FROM: Jim Seymour – Development Review Coordinator, Sebago Technics, Inc.
RE: Site Plan Review: 91 Bell Street , M.R. Brewer Development
DATE: July 7, 2004

Sebago Technics has reviewed the Site Plan application and supporting documentation for the proposed parking lot improvement at 91 Bell Street for M.R.Brewer. We respectfully offer only the following comments:

1. Drainage / Stormwater Management

- A. The parking lot area is particularly large and currently gravel surfaced, and experiences much ponding and some infiltration during rain events. The proposed improvements will improve the potential for erosion and ponding but will pose an issue of flows across the site. The site shall install another basin upgrade of the proposed sidewalk adjacent to the southern side of the building.
- B. The site plan shall clearly indicate all entrances/platforms that access the building, and include spot grading at each to assure surface runoff will not impact those entrances. Also, some alterations, such as shimming will need to be proposed, to address some leveling of the site surface. Either proposed contours, or spot grades with drainage arrows will be needed to indicate the break points of the drainage and how to shape the lot surface.
- C. More drainage detail with regards to grading and flow direction is needed for the Morrill Street entrance. Will there be a curb line or deterrent from parking or driving over grassed areas.

2. Vehicular Parking and Accessibility

- A. Curb cuts off of Morrill Street shall be reviewed with Public Works, for the need for such a wide cut as shown at the existing Building on the corner of Bell Street. The applicant needs to provide a summary of the activity and circulation radii for the trucks to be used.

- B. The space on the western end of the building shall be designed as pull-up spaces rather than parallel spaces.
- C. The parallel spaces adjacent the DEP/tenant building shall be installed with a taper to allow slipping into/out of the actual space.
- D. The parking lot opposite from the above shall be designed with a turnaround space at the end. The space closest to the lane shall be striped and noted as "No Parking"
- E. All aisle widths and radii shall be called out on the drawings
- F. We recommend no delineated parking along the building and canopy area at the entrance onto Morrill Street.
- G. Can vehicles access the tight maneuverability space/aisle to get to the overhead doors along Bell Street frontage for the building at the corner of Bell and Morrill.

3. Construction Notes/Details

A. The following construction details shall be shown:

- Catch Basin
- Silt sac detail
- Handicap sign
- Landscaping island detail

B. The following construction notes shall be shown:

- Dig safe notice
- Public Right-of Way permits
- Standard Zoning Notes
- Standard Site Plan Notes (ie. referring to revisions)
- Snow storage removal
- Erosion Control construction notes
- Plantings and landscaping notes

Summary:

The proposed development appears to be proposal to greatly improve the site. Some specific details and notes will be required prior to construction of the project and we will need assurances that the drainage has been resolved and that the site has been graded appropriately as mentioned above.

Please contact our office if you have any questions.

JRS/jrs:



Local Experts.Global Expertise.™

July 16, 2004

William Needelman, Senior Planner
City Hall
389 Congress Street
Portland, ME 04101

**Subject: MR Brewer Fine Woodworking
Response to Comments**

Dear Bill:

Aquarion Engineering Services (Aquarion) has reviewed the comments from the City's email dated July 14, 2004 and Sebago Technics Memo dated July 7, 2004 and offers the following response.

City's Email

1. Three street trees have been shown with the species to be selected by the City arborist. The large stones have been removed from the right of way.
2. A triangular sidewalk easement has been provided.
3. Street monumentation will be discussed with the City separately by the applicant.

Sebago Technics Memo

1. **Drainage/Stormwater Management**
 - a. While the site is large and most of the gravel area will be paved, it is our opinion that the proposed method of sheet flowing stormwater toward Morrill Street and the detention pond is acceptable without further additions of catch basins and stormdrain. The stormwater design was previously approved and the facilities designed for paved surfaces. The length of sheet flow/shallow concentrated flow is approximately 320 feet. It is our opinion that this is not excessive and has been experienced even under existing gravel conditions. The cost of additional stormdrain improvements is prohibitive for an applicant who is primarily trying to improve and beautify the property with little if any, monetary return.
 - b. All entrances, platforms and loading docks have been labeled. The topographic survey was not detailed enough to provide spot grades at these locations. The applicants intent is to have the site fine graded to drain as shown by the drainage arrows. The site will be graded down

away from all building faces to the back of the parking spaces. At this point it will be graded to flow either to the detention pond or to Morrill Street.

- c. There will be no curb line on Morrill Street. The drainage from the west side of the site will exit the driveway and flow to the Morrill Street catch basin.

2. Vehicular Parking and Accessibility

- a. The applicant will discuss the Morrill Street curb cut with the City.
- b. The space on the western end of the building has been clarified to show vehicular access to the rear of the building.
- c. The area adjacent to the DEP building will remain as is and no work is proposed in this lot.
- d. See 2.c.
- e. Aisle widths and radii have been shown.
- f. The parking spaces under the canopy have been removed.
- g. Passenger vehicles can maneuver into the overhead doors. A turning movement acetate has been provided.

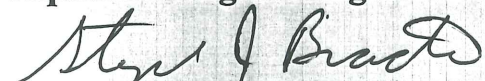
3. Construction Notes/Details

- a. Catch basin, handicap sign and planting details have been provided. A note with model number has been provided for the silt sack.
- b. Construction notes have been provided for
- Dig Safe
 - Public Right-of-Way Permits
 - Zoning
 - Site Plan Revisions
 - Snow Removal
 - Erosion Control
 - Planting

I trust the attached plans and this response satisfies your concerns at this time. If you have any questions, please feel free to give me a call.

Very truly,

Aquarion Engineering Services


Stephen J. Bradstreet, P.E.

City of Portland Site Plan Application

If you or the property owner owe real estate taxes, personal property taxes or user charges on any property within the City of Portland, payment arrangements must be made before permit applications can be received by the Inspections Division.

Address of Proposed Development: <u>91 Bell Street</u>		Zone:
Total Square Footage of Proposed Structure:		Square Footage of Lot:
Tax Assessor's Chart, Block & Lot: Chart# <u>150</u> Block# <u>B-001</u> Lot# <u>001</u>	Property owner's mailing address: <u>91 Bell Street</u>	Telephone #: <u>791-7531</u>
Consultant/Agent, mailing address, phone # & contact person: <u>Matthew Brown</u> <u>Same as above</u>	Applicant's name, mailing address, telephone #/Fax#/Pager#: <u>Merrill Street Associates</u> <u>Same as above</u>	Project name: 150 Bell Street <u>150 Bell Street Parking lot</u>
<p>Proposed Development (check all that apply)</p> <p> <input type="checkbox"/> New Building <input type="checkbox"/> Building Addition <input type="checkbox"/> Change of Use <input type="checkbox"/> Residential <input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Manufacturing <input type="checkbox"/> Warehouse/Distribution <input checked="" type="checkbox"/> Parking lot <input type="checkbox"/> Subdivision (\$500.00) + amount of lots _____ (\$25.00 per lot) \$ _____ <input type="checkbox"/> Site Location of Development (\$3,000.00) (except for residential projects which shall be \$200.00 per lot _____) <input type="checkbox"/> Traffic Movement (\$1,000.00) <input type="checkbox"/> Stormwater Quality (\$250.00) <input type="checkbox"/> Section 14-403 Review (\$400.00 + \$25.00 per lot) <input type="checkbox"/> Other _____ </p> <p>Major Development (more than 10,000 sq. ft.)</p> <p> <input type="checkbox"/> Under 50,000 sq. ft. (\$500.00) <input type="checkbox"/> 50,000 - 100,000 sq. ft. (\$1,000.00) <input type="checkbox"/> Parking Lots over 100 spaces (\$1,000.00) <input type="checkbox"/> 100,000 - 200,000 sq. ft. (\$2,000.00) <input type="checkbox"/> 200,000 - 300,000 sq. ft. (\$3,000.00) <input type="checkbox"/> Over 300,000 sq. ft. (\$5,000.00) <input type="checkbox"/> After-the-fact Review (\$1,000.00 + applicable application fee) </p> <p>Minor Site Plan Review</p> <p> <input type="checkbox"/> Less than 10,000 sq. ft. (\$400.00) <input type="checkbox"/> After-the-fact Review (\$1,000.00 + applicable application fee) </p> <p>Plan Amendments</p> <p> <input type="checkbox"/> Planning Staff Review (\$250.00) <input type="checkbox"/> Planning Board Review (\$500.00) </p>		

SITE PLAN AMENDMENT

- Please see next page -

Who billing will be sent to: (Company, Contact Person, Address, Phone #)

*Marill Group Associates
91 Bell Street
Portland ME 04102
191-4534*

Submittals shall include (9) separate folded packets of the following:

- a. copy of application
- b. cover letter stating the nature of the project
- c. site plan containing the information found in the attached sample plans check list

Amendment to Plans: Amendment applications should include 6 separate packets of the above (a, b, & c)

ALL PLANS MUST BE FOLDED NEATLY AND IN PACKET FORM

Section 14-522 of the Zoning Ordinance outlines the process, copies are available at the counter at .50 per page (8.5 x11)
you may also visit the web site: ci.portland.me.us chapter 14

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature of applicant:



Date:

6/20/09

This application is for site review ONLY, a building Permit application and associated fees will be required prior to construction.

Department of Planning & Development
Lee D. Urban, Director



CITY OF PORTLAND

Division Directors
Mark B. Adelson
Housing & Neighborhood Services

Alexander Q. Jaegerman, AICP
Planning

John N. Lufkin
Economic Development

September 3, 2003

Mr. Matt Brewer
Morrill Street Associates
91 Bell Street
Portland, Maine 04103

RE: 83 Bell Street Site Plan amendment
CBL: 150 B001001

Dear Mr. Brewer:

On September 1, 2003, the Portland Planning Authority granted approval for an amendment to the minor site plan at 83 Bell Street. The approval is for surface paving and re-grading of the parking area at the interior and Morrill Street portions of the site, as shown on the amended plan.

Approval is subject to the following conditions:

1. That the two proposed street trees shown at the Morrill Street drive apron be relocated across Morrill Street within the City right of way in a location to be approved by the City arborist

Where submission drawings are available in electronic form, the applicant shall submit any available electronic CADD.DXF files with seven sets of final plans.

The approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

Please note the following provisions and requirements for all site plan approvals:

1. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. A one-year extension may be granted by this department if requested by the applicant in writing prior to the expiration date of the site plan.

2. The existing performance guarantee covering the previously approved 8400 square foot building is still in force and shall be used to cover the amended site plan. Upon completion of the paving and grading approved herein, the performance guarantee can be released with the approval of the City Development Review Coordinator.
3. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
4. Prior to construction, a pre-construction meeting shall be held at the project site with the contractor, development review coordinator, Public Work's representative and owner to review the construction schedule and critical aspects of the site work. At that time, the site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting.
5. If work will occur within the public right-of-way such as utilities, curb, sidewalk and driveway construction, a street opening permit(s) is required for your site. Please contact Carol Merritt at 874-8300, ext. 8822. (Only excavators licensed by the City of Portland are eligible.)
6. Where submission drawings are available in electronic form, the applicant shall submit any available electronic CADD.DXF files with seven sets of final plans.

The Development Review Coordinator must be notified five (5) working days prior to date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. Please note that no Certificates of Occupancy will be issued until all site improvements have been completed and inspected in the field by the Development Review Coordinator.

If there are any questions, please contact Sarah Hopkins at 874-8720.

Sincerely,



Alexander Jaegerman
Planning Division Director

cc: Lee D. Urban, Planning and Development Department Director
Sarah Hopkins, Development Review Program Manager
Bill Needelman, Senior Planner
Jay Reynolds, Development Review Coordinator

Marge Schmuckal, Zoning Administrator
Michael Bobinsky, Public Works Director
Inspections
Public Works Traffic Division
Eric Labelle, City Engineer
Jeff Tarling, City Arborist
Penny Littell, Associate Corporation Counsel
Lt. Gaylen McDougall, Fire Prevention
Assessor's Office
Approval Letter File
Correspondence File



AQUARION

Engineering Services

Local Experts.Global Expertise.™

August 3, 2004

William Needelman, Senior Planner
City Hall
389 Congress Street
Portland, ME 04101

**Subject: MR Brewer Fine Woodworking
Response to Comments**

Dear Bill:

Aquarion Engineering Services (Aquarion) has reviewed the comments from Sebago Technics' Memo dated July 21, 2004 and offers the following response.

Sebago Technics Memo

1. Drainage/Stormwater Management
 - a. The applicant will install a catch basin off the last painted island at the east end of the building and tie it into the new catch basin with approximately 60 feet of 12 inch plastic pipe. At the westerly end of the site near Morrill Street, the applicant proposes to grade and pave the entrance so to direct site drainage along the westerly property line and to the railroad property. While the plan indicates there may be adequate relief, it is not reflective of conditions today. There is not enough topographical relief to install a catch basin and outlet a pipe in this direction. The westerly edge of the proposed pavement along the property line will be bermed to prevent stormwater from flowing directly into the street.
 - b. At the overhead door entrances (Bell Street side) to the building on the corner of Bell and Morrill Streets, the site will be graded away from the building and out to the grassed area between Bell Street and this area. This area has historically drained around the west side of the building toward Morrill.
2. Vehicular Parking and Accessibility
 - a. NA
 - b. The space on the western end of the building has been clarified to show vehicular access to the rear of the building. Parallel parking along the building's westerly end is necessary to allow access to the back of the

building to the outside storage area. Pull up spaces will not work with the proposed access scheme.

3. Construction Notes/Details

- a. The landscaping islands between the overhead doors are proposed to have 2 to 3 foot diameter boulders spaced approximately 8 feet on centers. This is to prevent the current practice of vehicles being parked between the doors.

I trust the attached plans and this response satisfies your concerns at this time. If you have any questions, please feel free to give me a call.

Very truly,

Aquarion Engineering Services


Stephen J. Bradstreet, P.E.



AQUARION

Engineering Services

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July 16, 2004

William Needelman, Senior Planner
City Hall
389 Congress Street
Portland, ME 04101

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away from all building faces to the back of the parking spaces. At this point it will be graded to flow either to the detention pond or to Morrill Street.

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- g. Passenger vehicles can maneuver into the overhead doors. A turning movement acetate has been provided.

3. Construction Notes/Details

- a. Catch basin, handicap sign and planting details have been provided. A note with model number has been provided for the silt sack.
- b. Construction notes have been provided for
- Dig Safe
 - Public Right-of-Way Permits
 - Zoning
 - Site Plan Revisions
 - Snow Removal
 - Erosion Control
 - Planting

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Very truly,

Aquarion Engineering Services


Stephen J. Bradstreet, P.E.

**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM
Planning Copy**

2004-0128

Application I. D. Number

6/10/2004

Application Date

Amendment to Plan - 91 Bell Street

Project Name/Description

Morrill Street Associates

Applicant

91 Bell St, Portland, ME 04103

Applicant's Mailing Address

Consultant/Agent

Applicant Ph: (207) 797-7534 Agent Fax:

Applicant or Agent Daytime Telephone, Fax

91 - 91 Bell St, Portland, Maine

Address of Proposed Site

150 B002001

Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply): New Building Building Addition Change Of Use Residential Office Retail
 Manufacturing Warehouse/Distribution Parking Lot Other (specify) **Amendment to plan**

Proposed Building square Feet or # of Units

Acreage of Site

IL

Zoning

Check Review Required:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Site Plan
(major/minor) | <input type="checkbox"/> Subdivision
of lots _____ | <input type="checkbox"/> PAD Review | <input type="checkbox"/> 14-403 Streets Review |
| <input type="checkbox"/> Flood Hazard | <input type="checkbox"/> Shoreland | <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> DEP Local Certification |
| <input type="checkbox"/> Zoning Conditional
Use (ZBA/PB) | <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> Other _____ | |

Fees Paid: Site Pla _____ Subdivision _____ Engineer Review _____ Date _____

Planning Approval Status:

Reviewer _____

- Approved** **Approved w/Conditions** **Denied**
 See Attached

Approval Date _____ Approval Expiration _____ Extension to _____ Additional Sheets Attached

OK to Issue Building Permit _____
 signature _____ date _____

Performance Guarantee **Required*** **Not Required**

* No building permit may be issued until a performance guarantee has been submitted as indicated below

- | | | | |
|---|----------------|--|-----------------|
| <input type="checkbox"/> Performance Guarantee Accepted | _____ | _____ | _____ |
| | date | amount | expiration date |
| <input type="checkbox"/> Inspection Fee Paid | _____ | _____ | |
| | date | amount | |
| <input type="checkbox"/> Building Permit Issue | _____ | | |
| | date | | |
| <input type="checkbox"/> Performance Guarantee Reduced | _____ | _____ | _____ |
| | date | remaining balance | signature |
| <input type="checkbox"/> Temporary Certificate of Occupancy | _____ | <input type="checkbox"/> Conditions (See Attached) | _____ |
| | date | | expiration date |
| <input type="checkbox"/> Final Inspection | _____ | _____ | |
| | date | signature | |
| <input type="checkbox"/> Certificate Of Occupancy | _____ | | |
| | date | | |
| <input type="checkbox"/> Performance Guarantee Released | _____ | _____ | |
| | date | signature | |
| <input type="checkbox"/> Defect Guarantee Submitted | _____ | _____ | _____ |
| | submitted date | amount | expiration date |
| <input type="checkbox"/> Defect Guarantee Released | _____ | _____ | |
| | date | signature | |