



APPLICATION FOR EXEMPTION FROM SITE PLAN REVIEW

Applicant Woodwinds, LLC c/o Mike Payson
31 Old Campus Drive Portland ME 04103
Applicant's Mailing Address
Stacie c/o Dave Kamala 775-3211
Consultant/Agent/Phone Number

6-19-08
Application Date
Woodwinds Apartment Renovations
Project Name/Description

240 Harvard St
Address of Proposed Site

CBL: 153A A 002

Description of Proposed Development:

Woodwinds Apartment renovations include the following: 450 sq ft addition to Building 7, adding natural gas service, adding sprinkler system to all buildings, rebuilding playground to make it handicap accessible, adding handicap entrance to Building 6, and upgrading exterior lighting.

Please Attach Sketch/Plan of Proposal/Development

Criteria for Exemptions:
See Section 14-523 (4) on back side of form

- a) Within Existing Structures; No New Buildings, Demolitions or Additions
- b) Footprint Increase Less Than 500 Sq. Ft.
- c) No New Curb Cuts, Driveways, Parking Areas
- d) Curbs and Sidewalks in Sound Condition/Comply with ADA
- e) No Additional Parking/ No Traffic Increase
- f) No Stormwater Problems
- g) Sufficient Property Screening
- h) Adequate Utilities

Applicant's Assessment (Yes, No, N/A)	Planning Office Use Only
<u>yes</u>	<u>✓</u>
<u>yes</u>	<u>✓</u>
<u>yes</u>	<u>✓</u>
<u>yes</u>	<u>✓</u>
<u>yes</u>	<u>✓</u>
<u>yes</u>	<u>✓</u>
<u>yes</u>	<u>✓</u>
<u>yes</u>	<u>✓</u>

Planning Division Use Only

Exemption Granted Partial Exemption _____ Exemption Denied _____

Planner's Signature Paulina Baulupt Date 6-7-08



Stantec

Stantec Consulting Services Inc.
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June 19, 2008
File: 210800272

City of Portland
Senior Planner
389 Congress Street
Portland ME 04101

Attention: Barbara Barhydt

Dear: Barbara,

Reference: Woodwinds Apartment
Site Plan Exemption Application

On behalf of our client, Woodwinds LP, I am submitting an application for Site Plan Exemption for proposed renovations that will take place at the Woodwinds Apartment complex, located at 240 Harvard Street (Map 153A, Lot A002). The renovations are proposed in order to upgrade the 10 existing apartment buildings which were initially constructed in 1960. Following the renovations Woodwinds will be more energy efficient, have increased handicap accessibility, and be a safer environment for the residents.

Different aspects of the renovations include adding natural gas services to the buildings, converting a number of parking spaces to handicap spaces, adding a handicapped accessible entrance to Building 6, removing the existing deteriorated playground and constructing a new handicap accessible playground in an alternate location, constructing a 450 sq. ft. addition to Building 7, adding a fire protection sprinkler system to the buildings, upgrading the exterior lighting, and combining the 2 dumpsters to one location. There will also be both interior and exterior renovations to the buildings. This project will be financed with a Maine State Housing Authority loan and is subject to review by the MSHA. The project must adhere to the standards of the MSHA, which include a review by the State Fire Marshal.

Based on the scope of the renovations to Woodwinds Apartments it is our opinion that site plan review should not be a requirement of this project. I have addressed each of the requirements for site plan exemption in the order that they appear in Section 14-523(d) of the Land Use Ordinance. Please also refer to the attached Site Plan.

1. The proposed renovations and building upgrades will be primarily located within the existing structures. There will be no new buildings or demolitions. A building addition of 450 sq. ft., which will serve as property management office, will be added to Building 7.
2. The proposed building addition mentioned in requirement 1 is 450 sq. ft., less than the permitted 500 sq. ft.
3. The proposed project does not add any new curb cuts, driveways, or parking areas. The existing site has one curb cut, allowing access from Harvard Street. There is also an emergency access road which connects to Yale Court. The proposed project has no drive through services and the project will have no affect on or disrupt the current traffic circulation.
4. The sidewalks existing within the project are complete and in sound condition. As part of the project scope to increase handicap accessibility the sidewalks will be improved and modified in areas to make them

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June 16, 2008
Barbara Barhydt
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**Reference: Woodwinds Apartment
Site Plan Exemption**

handicap accessible. All sidewalks will either be subject to repair by shimming and patching to remove inconsistencies within the surface and/or will received an asphalt sealant overlay.

The apartment complex has no frontage on Harvard Street with exception of 50 foot wide access way. Harvard Street does not have curbing or sidewalks, although there are raised speed tables present. Although Harvard Street is adjacent to the project site, the apartment complex contains a sufficient internal system of sidewalks to qualify for the site plan exemption. The adjacent Yale Court has a complete internal sidewalk system, also in good repair.

5. The proposed renovations will not require additional parking, nor will it increase the traffic generation, as the use will remain the same and no units will be added. Some of the existing parking will now be designated as handicapped spaces, creating a total of 5 handicapped spaces onsite. Bike racks will also be added to the parking lot areas.
6. The proposed renovations will not increase the stormwater impacts onsite and to our knowledge there are no existing deficient stormwater management conditions onsite. There will be no modifications to the stormwater infrastructure as part of this project scope.
7. There are no evident deficiencies in the existing screening from adjacent properties. The complex is screened with a combination of trees and fences. There is an existing wooden fence which runs along the entire southwestern edge of the property, acting as a screen to the adjacent lots located off Yale Street. The remaining property edges are screened with trees, with fences present in some locations. It should be noted that the Woodwinds Apartment complex was constructed well in advance of most of the adjacent properties on Yale Street and within Yale Court, and it should be the responsibility of the newer development to provide screening.
8. There is no right of way proposed for the proposed renovation project. The existing utilities connections adequately serve both the existing development and the proposed development. The proposed upgrades to the fire protection and exterior lighting, and the addition of the gas service will take place on private property and will result increased safety and energy efficiency onsite.

I look forward to receiving a written decision on this Site Plan Exemption application. Please contact me if you have any questions or require any additional information.

Sincerely,

STANTEC CONSULTING SERVICES INC.



Dave Kamila
Principal
Tel: (207) 775-3211 ext. 138
Fax: (207) 775-6434
Dave.Kamila@stantec.com

Attachment: Site Plan

c. Mike Payson