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Planning & Urban Development Department
Penny St. Louis Littell, Director

June 12, 2009

Ms. Sadri Shir
41 Ocean House Road
Cape Elizabeth, Maine 04107

Re: CBL 161-E- 03/ 978 Washington Avenue, Portland, Maine

Dear Ms. Shir:

The City imposed a stop work order on your property at 978 Washington Avenue when it came to our attention that you expanded and paved a parking lot at this property without obtaining site plan review. Your neighbors have complained about flooding as a result of this activity. On June 4, 2009 the Portland Zoning Board of Appeals denied your request for a variance from lot size and parking requirements for a place of worship at this location.

Please be advised the after-the-fact site plan application for the parking lot, that you filed with the City on March 5, 2009, is incomplete. You are required to either 1) remove the parking lot pavement and return the site to its pre-existing condition (with appropriate site stabilization controls in place) or 2) immediately submit the additional information required to complete your site plan application (see attached list). If you choose to follow the latter action, I would strongly advise you to hire an engineer to assist you, as the main issue involved is drainage which needs to be appropriately engineered. I would also direct your attention to the new stormwater regulations contained within Chapter 500 of the Maine Department of Environmental Protection Rules which will require you to address stormwater quality and runoff in this Fall Brook area. The City does not allow a parking lot simply to drain onto another's property, causing the alteration of a preexisting drainage course or swale, or the creation of a flooding scenario.

Finally, based on the discussion at the Zoning Board of Appeals meeting last week, the City will be considering zoning amendments vis a vis dimensional requirements for places of worship. Such a process typically will take several months. In the meantime, use of 978 Washington Avenue, as a place of worship, is not allowed. I understand Rachel Talbot Ross is working with you to find a temporary location for you and your congregation members to conduct weekly prayer.

Site Plan Checklist

Portland, Maine

Department of Planning and Urban Development, Planning Division and Planning Board

Project Name, Address of Project

(The form is to be completed by the Applicant or Designated Representative)

Application Number

Check Submitted	Required Information	Section 14-525 (b,c)
Applicant	Staff	
_____	_____	
_____	Standard boundary survey (stamped by a registered surveyor, at a scale of not less than 1 inch to 100 feet and including:	1
_____	Name and address of applicant and name of proposed development	a
_____	* Scale and north points	b
_____	* Boundaries of the site	c
_____	* Total land area of site	d
_____	* Topography - existing and proposed (2 feet intervals or less)	e
_____	Plans based on the boundary survey including:	2
_____	* Existing soil conditions	a
_____	* Location of water courses, wetlands, marshes, rock outcroppings and wooded areas	b
_____	* Location, ground floor area and grade elevations of building and other structures existing and proposed, elevation drawings of exterior facades, and materials to be used	c
_____	* Approx location of buildings or other structures on parcels abutting the site and a zoning summary of applicable dimensional standards (<u>example page 11 of packet</u>)	d
_____	* Location of on-site waste receptacles	e
_____	* Public utilities	e
_____	* Water and sewer mains	e
_____	* Culverts, drains, existing and proposed, showing size and directions of flows	e
_____	* Location and dimensions, and ownership of easements, public or private rights-of-way, both existing and proposed	f
_____	* Location and dimensions of on-site pedestrian and vehicular access ways	g
_____	* Parking areas	g
_____	* Loading facilities	g
_____	* Design of ingress and egress of vehicles to and from the site onto public streets	g
_____	* Curb and sidewalks	g
_____	Landscape plan showing:	h
_____	* Location of existing vegetation and proposed vegetation	h
_____	* Type of vegetation	h
_____	* Quantity of plantings	h
_____	* Size of proposed landscaping	h
_____	* Existing areas to be preserved	h
_____	* Preservation measures to be employed	h
_____	* Details of planting and preservation specifications	h
_____	* Location and dimensions of all fencing and screening	i
_____	Location and intensity of outdoor lighting system	j
_____	Location of fire hydrants, existing and proposed (<u>refer to Fire Department checklist -- page 11</u>)	k
_____	Written statements to include:	c
_____	* Description of proposed uses to be located on site	cl
_____	* Quantity and type of residential, if any	cl
_____	* Total land area of the site	c2
_____	* Total floor area, total disturbed area and ground coverage of each proposed Building and structure	c2
_____	* General summary of existing and proposed easements or other burdens	c3
_____	* Type, quantity and method of handling solid waste disposal	c4
_____	* Applicant's evaluation or evidence of availability of off-site public facilities, including sewer, water and streets (<u>refer to the wastewater capacity application -- page 12</u>)	c5
_____	* Description of existing surface drainage and a proposed stormwater management plan or description of measures to control surface runoff.	c6