



# Administrative Authorization Application

Portland, Maine

Planning and Urban Development Department, Planning Division

PROJECT NAME: Shalom House

PROJECT ADDRESS: 503 Woodford Street CHART/BLOCK/LOT: 184C004001

APPLICATION FEE: \$50 (\$50.00)

PROJECT DESCRIPTION: (Please Attach Sketch/Plan of the Proposal/Development)

### CONTACT INFORMATION:

#### OWNER/APPLICANT

Name: Norman Maze  
 Address: Shalom House, Inc  
106 Gilman St., Portland, ME  
 Work #: 207 874 1087  
 Cell #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Home #: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

#### CONSULTANT/AGENT

Name: John Shields  
 Address: Shields Architecture  
216 Range Rd., Cumberland, ME  
 Work #: 207 776 8926  
 Cell #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Home #: \_\_\_\_\_  
 E-mail: jshields1@maine.rr.com

#### Criteria for an Administrative Authorization: (see section 14-523(4) on pg .2 of this appl.)

#### Applicant's Assessment Y(yes), N(no), N/A

- |   |  |
|---|--|
| a) Is the proposal within existing structures?                    | <u>Y</u>   |
| b) Are there any new buildings, additions, or demolitions?        | <u>Y - stair tower at rear</u>                   |
| c) Is the footprint increase less than 500 sq. ft.?               | <u>Y - 346.5 sf</u>                              |
| d) Are there any new curb cuts, driveways or parking areas?       | <u>N</u>   |
| e) Are the curbs and sidewalks in sound condition?                | <u>Y</u>   |
| f) Do the curbs and sidewalks comply with ADA?                    | <u>Y</u>   |
| g) Is there any additional parking?                               | <u>N</u>   |
| h) Is there an increase in traffic?                               | <u>N - less, due to relocation of businesses</u> |
| i) Are there any known stormwater problems?                       | <u>N</u>   |
| j) Does sufficient property screening exist?                      | <u>Y - fencing &amp; mature trees</u>            |
| k) Are there adequate utilities?                                  | <u>Y</u>   |
| l) Are there any zoning violations?                               | <u>Y - current businesses</u>                    |
| m) Is an emergency generator located to minimize noise?           | <u>N/A - no generator</u>                        |
| n) Are there any noise, vibration, glare, fumes or other impacts? | <u>N</u>   |

Signature of Applicant: <u><i>J Shields</i></u>	Date: <u>2/19/13</u>
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**IMPORTANT NOTICE TO APPLICANT:** The granting of an Administrative Authorization to exempt a development from site plan review does not exempt this proposal from other required approvals or permits, nor is it an authorization for construction. You should first check with the Building Inspections Office, Room 315, City Hall (207)874-8703, to determine what other City permits, such as a building permit, will be required.

**PROVISION OF PORTLAND CITY CODE  
14-523 (SITE PLAN ORDINANCE)  
RE: Administrative Authorization**

**Sec. 14-523 (b). Applicability**

No person shall undertake any development identified in Section 14-523 without obtaining a site plan improvement permit under this article. (c) Administrative Authorization. Administrative Authorization means the Planning Authority may grant administrative authorization to exempt a development proposal from complete or partial site plan review that meets the standards below, as demonstrated by the applicant.

1. The proposed development will be located within existing structures, and there will be no new buildings, demolitions, or building additions other than those permitted by subsection b of this section;
2. Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;
3. The proposed site plan does not add any new curb cuts, driveways, or parking areas; the existing site has no more than one (1) curb cut and will not disrupt the circulation flows and parking on-site; and there will be no drive-through services provided;
4. The curbs and sidewalks adjacent to the lot are complete and in sound condition, as determined by the public works authority, with granite curb with at least four (4) inch reveal, and sidewalks are in good repair with uniform material and level surface and meet accessibility requirements of the Americans with Disabilities Act;
5. The use does not require additional or reduce existing parking, either on or off the site, and the project does not significantly increase traffic generation;
6. There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;
7. There are no evident deficiencies in existing screening from adjoining properties; and
8. Existing utility connections are adequate to serve the proposed development and there will be no disturbance to or improvements within the public right-of-way.
9. There are no current zoning violations;
10. Any emergency generators are to be located to minimize noise impacts to adjoining properties and documentation that routine testing of the generators occur on weekdays between the hours of 9 a.m. to 5 p.m. Documentation pertaining to the noise impacts of the emergency generator shall be submitted; and
11. There is no anticipated noise, vibration, glare, fumes or other foreseeable impacts associated with the project.

- a. **Filing the Application.** An applicant seeking an administrative authorization under this subsection shall submit an administrative authorization application for review, detailing the site plan with dimensions of proposed improvements and distances from all property lines, and stating that the proposal meets all of the provisions in standards 1-11 of Section 14-423 (b)1. **The application must be accompanied by an application fee of \$50.**
- b. **Review.** Upon receipt of such a complete application, the Planning Authority will process it and render a written decision of approval, approval with conditions or denial, with all associated findings.
- c. **Decision.** If a full administrative authorization is granted, the application shall be approved without further review under this article, and no performance guarantee shall be required. In the event that the Planning Authority determines that standards a and b of Section 14-523 (b) (1) and at least four (4) of the remaining standards have been met, the Planning Authority shall review the site plan according to all applicable review standards of Section 14-526 that are affected by the standards in this subsection that have not been met. If an exemption or partial exemption from site plan review is not granted, the applicant must submit a site plan application that will undergo a full review by the Planning Board or Planning Authority according to the standards of Section 14-526.

## Administrative Authorization Decision

**Application #:** 2013-050

**Name:** Shalom House, Inc.

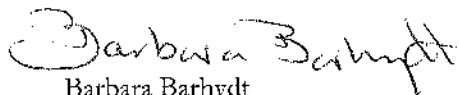
**Address:** WOODFORD ST

**Description:** Shalom House - Renovate into a 2 floor residential board and care facility

<u>Criteria for an Administrative Authorization:</u> <u>(See Section 14-523 (4) on page 2 of this application)</u>	<u>Applicant's Assessment</u>		<u>Planning Division</u>
	<u>Yes, No, N/A</u>		<u>Use Only</u>
a) Is the proposal within existing structures?	Yes	Yes	
b) Are there any new buildings, additions, or demolitions?	Yes	Yes - stair tower in the rear	
c) Is the footprint increase less than 500 sq. ft.?	Yes	Yes - 346 sf	
d) Are there any new curb cuts, driveways or parking areas?	No	No	
e) Are the curbs and sidewalks in sound condition?	Yes	Yes	
f) Do the curbs and sidewalks comply with ADA?	Yes	Yes	
g) Is there any additional parking?	No	No	
h) Is there an increase in traffic?	No	No - less by changing from business use to handicapped family unit	
i) Are there any known stormwater problems?	No	No	
j) Does sufficient property screening exist?	Yes	Yes	
k) Are there adequate utilities?	Yes	Yes	
l) Are there any zoning violations?	Yes	Yes - current business that is relocating in not permitted	
m) Is an emergency generator located to minimize noise?	N/A	N/A	
n) Are there any noise, vibration, glare, fumes or other impacts?	No	No	

The Administrative Authorization for the Shalom House, Inc. was approved by Barbara Barhydt, Development Review Services Manager on March 11, 2013 with the following condition of approval listed below:

The revised site plan shows the two vehicles pulled into the lot, which is consistent with the Traffic Engineer's recommendation. Four (4) parking spaces are shown on the plan, which meet the zoning requirements. The administrative authorization is approved subject to the applicant obtaining all required permits from the Inspection Division. If there is any work to be done in the right-of-way, permits are required from the Department of Public Services.



Barbara Barhydt

Development Review Services Manager

Approval Date: March 11, 2013

Shields Architecture  
216 Range Road  
Cumberland, ME 04021

Barbara Barhydt  
City of Portland  
Planning & Urban Development Dept.  
389 Congress Street  
Portland, ME 04101

February 19, 2013

Re: Site Plan Review  
Administrative Authorization Application  
Shalom House  
503 Woodford Street



Dear Barbara:

Enclosed are an Administrative Authorization Application and Site Plan for a Shalom House project at 503 Woodford Street. Following is a summary of the proposed work.

1. The existing building is a four story (including basement) wood framed building in the R-5 Zone. The current use is business (personal care services such as massage, aromatherapy) on the first and second floors and a residential apartment on the third floor. In talking with Marge I believe the business uses are not in conformance with the Ordinance.
2. Shalom House proposes to renovate the building into a two-floor residential board and care facility (considered a Handicapped Family Unit by the Ordinance) on the first and second floor and maintain the third floor as an apartment.
3. There are open stairs at the rear of the existing building, these will be removed and replaced with an enclosed fire rated stair tower serving the three floors. The stair tower addition is 10'-6" x 33'-0" totally 346.5 square feet. It is positioned 14'-0" from the side lot line and 24'-9" from the rear lot line.
4. No changes to the site are proposed. The existing paved driveway will remain as is, no additional paving is proposed.
5. Parking is ample – for illustration purposes the Site Plan shows six cars in the driveway, it could accommodate additional vehicles.

Please call me at (207) 776 8926 if you have any questions.

Regards,

  
John Shields  
Architect



City of Portland  
 Development Review Application  
 Planning Division Transmittal Form

**Application Number:** 2013-050

**Application Date:** 02/20/2013

**CBL:** 184 C004001

**Application Type:** Administrative Authorization

**Project Name:** Shalom House, Inc.

**Address:** 503- WOODFORD ST

**Project Description:** Shalom House - Renovate into a 2 floor residential board and care facility

**Zoning:**

**Other Required Reviews:**

<input type="checkbox"/> Traffic Movement	<input type="checkbox"/> 14-403 Streets	<input type="checkbox"/> Housing Replacement
<input type="checkbox"/> Storm Water	# Units _____	<input type="checkbox"/> Historic Preservation
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Other:
# Lots _____	<input type="checkbox"/> Shoreland	
<input type="checkbox"/> Site Location	<input type="checkbox"/> Design Review	
# Unit _____		

**Distribution List:**

<b>Planner</b>		<b>Parking</b>	John Peverada
<b>Zoning</b>	Marge Schmuckal	<b>Design Review</b>	Alex Jaegerman
<b>Traffic Engineer</b>	Tom Errico	<b>Corporation Counsel</b>	Danielle West-Chuhta
<b>Civil Engineer</b>	David Senus	<b>Sanitary Sewer</b>	John Emerson
<b>Fire Department</b>	Chris Pirone	<b>Inspections</b>	Tammy Munson
<b>City Arborist</b>	Jeff Tarling	<b>Historic Preservation</b>	Deb Andrews
<b>Engineering</b>	David Margolis-Pineo	<b>DRC Coordinator</b>	Phil DiPierro
		<b>Outside Agency</b>	

**Comments needed by 2/27/2013**

**CITY OF PORTLAND**  
**DEPARTMENT OF PLANNING & URBAN DEVELOPMENT**

389 Congress Street  
 Portland, Maine 04101

**RECEIPT OF FEES**

<b>Application No:</b> 2013-050	<b>Applicant:</b> Shalom House, Inc.
<b>Project Name:</b> Shalom House, Inc.	<b>Location:</b> 503- WOODFORD ST
<b>CBL:</b> 184 C004001	<b>Development Type:</b> Administrative Authorization
<b>Invoice Date:</b> 02/20/2013	

<b>Previous Balance</b>	-	<b>Payment Received</b>	+	<b>Current Fees</b>	-	<b>Current Payment</b>	=	<b>Total Due</b>	<b>Payment Due Date</b>
\$0.00		\$0.00		\$50.00		\$50.00		\$0.00	On Receipt

<b>Previous Balance</b>	<b>\$0.00</b>
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<b>Fee Description</b>	<b>Qty</b>	<b>Fee/Deposit Charge</b>
Administrative Authorization	1	\$50.00
		<u>\$50.00</u>
	<b>Total Current Fees:</b>	+ <b>\$50.00</b>
	<b>Total Current Payments:</b>	- <b>\$50.00</b>
	<b>Amount Due Now:</b>	<b>\$0.00</b>

**CBL** 184 C004001  
**Bill to:**

**Application No:** 2013050  
**Invoice Date:** 02/20/2013  
**Invoice No:** 40172  
**Total Amt Due:** \$0.00  
**Payment Amount:** \$50.00

Make checks payable to the *City of Portland*, ATTN: Inspections, 3rd Floor, 389 Congress Street, Portland, ME 04101.

Revised site plan  
 - approved 3/11/13

# SHALOM HOUSE

503 Woodford Street  
 Portland, Maine

**PROJECT DESCRIPTION**

THE PROJECT CONSISTS OF THE RENOVATION OF AN EXISTING, 4 STORY (INCLUDING BASEMENT), WOOD FRAMED BUILDING. THE EXISTING OCCUPANCY IS MIXED USE - BUSINESS ON THE FIRST AND SECOND FLOOR, AND ONE APARTMENT ON THE THIRD FLOOR.

THE PROPOSED OCCUPANCY IS MIXED USE: A RESIDENTIAL BOARD AND CARE OCCUPANCY ON THE FIRST AND SECOND FLOORS, AND ONE APARTMENT ON THE THIRD FLOOR. A STAIR TOWER WILL BE CONSTRUCTED AT THE REAR OF THE BUILDING PROVIDING AN ENCLOSED ONE HOUR RATED MEANS OF EGRESS FOR BOTH OCCUPANCIES. THE DIMENSIONS OF THE STAIR TOWER ADDITION ARE 10'-6" X 33'-0", EQUALLING 346.5 SQUARE FEET.

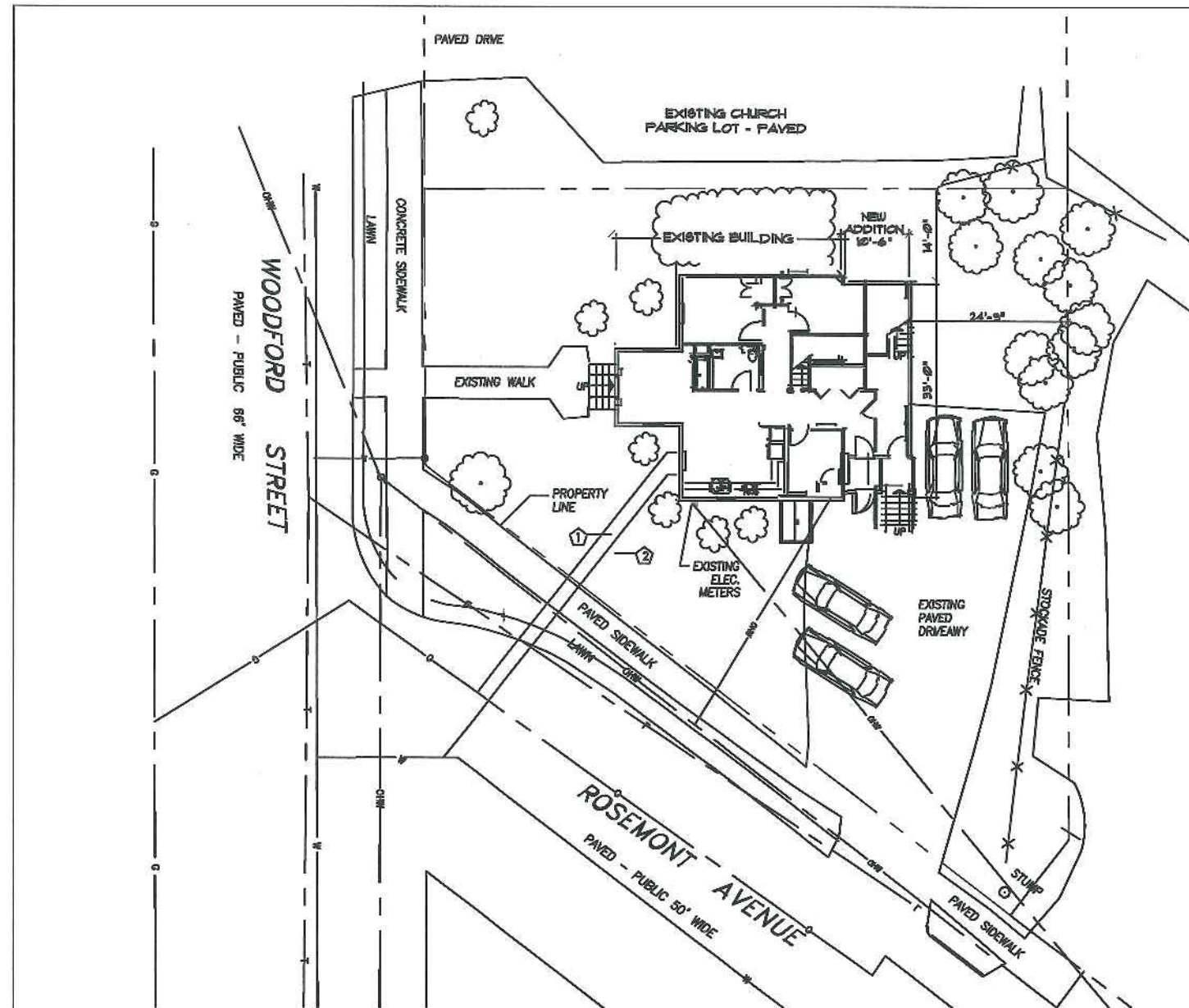
**SQUARE FOOTAGES**

LOT - 8010 SF (0.184 ACRE)  
 BUILDING FOOTPRINT - 1283 SF

**ZONING - CITY OF PORTLAND**  
 CBL - 184C004001

**CHAPTER 14 - LAND USE**

**DIVISION 6 - RESIDENTIAL ZONE**  
 SECTION 14-111 (B) 4 - PERMITTED USES:  
 HANDICAPPED FAMILY UNIT  
 TWO FAMILY DWELLING.



**AREA NOTE:**  
 503 WOODFORD STREET - LOT AREA - 8010 SF (0.184 ACRES)

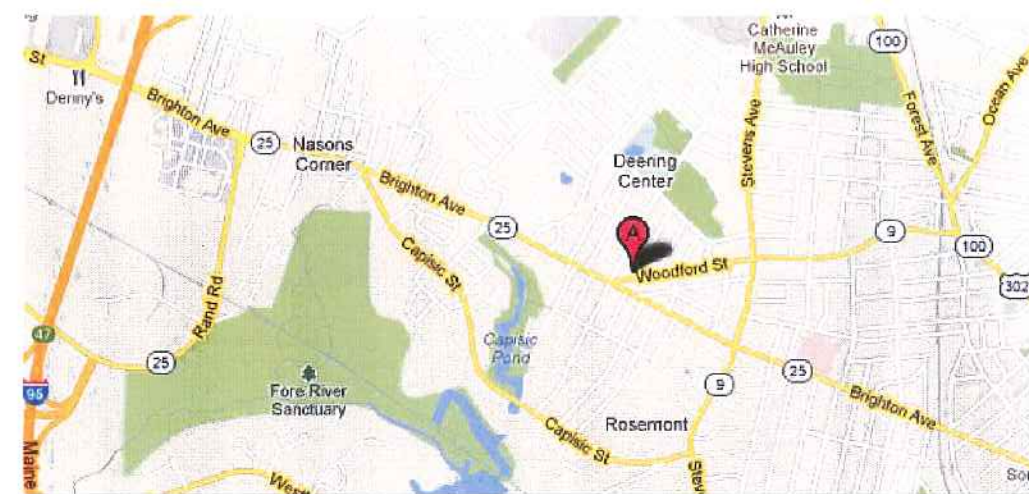
**KEYED NOTES:**

- ① EXISTING GAS LINE - FIELD VERIFY LOCATION, COORDINATE WITH GAS UTILITY.
- ② NEW SPRINKLER LINE.

**LEGEND:**

- |  |                |  |            |
|--|----------------|--|------------|
|  | PROPERTY LINE  |  | WATER LINE |
|  | UTILITY POLE   |  | GAS LINE   |
|  | SIGN           |  | TELEPHONE  |
|  | DECIDUOUS TREE |  |            |
|  | SHRUB          |  |            |
|  | FENCE          |  |            |
|  | CURB           |  |            |
|  | OVERHEAD WIRES |  |            |

① SITE PLAN  
 1" = 20'-0"



ISSUED: 3/9/2013