



February 4, 2015

Ms. Christine Grimando  
Planning and Development Department  
City of Portland, Maine  
389 Congress Street  
Portland, Maine 04101-3509

**Subject: The Forefront at Thompson's Point  
Depot Building Level II- New Site Plan Application**

Dear Christine:

On behalf of Forefront Partners I, LP, we are pleased to provide the accompanying package of submission materials related to the proposed site work in preparation of interim stages of The Forefront at Thompson's Point development. This submission package is intended to meet the City's Level II Site Plan Submission requirements as outlined in the Level II Final Site Plan Application procedures as well as Section 14-527 (c) of the Code of Ordinances.

The proposed interim improvements require a Level II Site Plan Submission Pursuant to Section 14-523 (e) 6 of the Land Use Code. The applicant is proposing the following:

1. The disturbance of 1.49 acres of land area associated with converting existing impervious gravel areas into lawn areas using loam, seed and sod and the re-grading around the recently rehabilitated Depot building.

Forefront Partners I, LP have begun implementing the beginning stages of the development plan as contemplated in the approved Master Development Plan. This application is submitted in support of additional site work around the "Depot" building that intends to refine the interim conditions of the site around the Depot building to create an environment more inviting to concert and event goers. Forefront Partners intends to host another small set of events in and around the Depot building this summer (2015). The site work presented in the supporting documents of this submission will be completed in order to enhance existing site features for use during special events until such a time when permanent infrastructure is consistent with the full Master Plan build out is constructed.

The applicant will continue to adhere to the Crede Associates Memorandum to the VRAP dated April 10, 2014 for the previously approved "Depot" building Level II Site Plan which required interim remedial measures prior to the site being used for Special Events. These remediation measures were applied to the site work completed around the building in July of 2014, and these measures will continue to be utilized in all temporary site work associated with this application.

The plan to use the existing site as an event venue will occur prior to the completion of land swaps or acquisitions with the abutting landowners (New England Rail Authority-NEPRA or Suburban Propane). Therefore, this application excludes those properties from the development activity specified on the enclosed Project Data Form. However, they remain an integral and large part of the overall master development plan.



Jeff Levine, AICP, Director  
Planning & Urban Development Department

**Electronic Signature and Fee Payment Confirmation**

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no Site Plan or Historic Preservation Applications can be reviewed until payment of appropriate application fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- I intend to deliver a payment method ~~through the U.S. Postal Service mail~~ once my application paperwork has been electronically delivered. (Hand Deliver)

Applicant Signature:

Bo E. Kennedy, P.E.

I have provided digital copies and sent them on:

February 3, 2015

Date:

February 3, 2015

Date:

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3<sup>rd</sup> Floor, Room 315.



## Level II – Preliminary and Final Site Plans Development Review Application Portland, Maine

Planning and Urban Development Department  
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level II: Preliminary or Final Site Plan. Please note that Portland has delegated review from the State of Maine for reviews under the Site Location of Development Act, Chapter 500 Stormwater Permits, and Traffic Movement Permits.

### Level II: Site Plan Development includes:

- New construction of structures with a total floor area of less than 10,000 sq. ft. in all zones, except in Industrial Zones.
- New construction of structures with a total floor area of less than 20,000 sq. ft. in Industrial Zones.
- Any new temporary or permanent parking area, paving of an existing unpaved surface parking area in excess of 7,500 sq. ft. and serving less than 75 vehicles, or creation of other impervious surface area greater than 7,500 sq. ft.
- Building addition(s) with a total floor area of less than 10,000 sq. ft. (cumulatively within a 3 year period) in any zone, except in Industrial Zones.
- Building addition(s) with a total floor area of less than 20,000 sq. ft. in Industrial Zones.
- Park improvements: New structures or buildings with a total floor area of less than 10,000 sq. ft., facilities encompassing an area of greater than 7,500 sq. ft. and less than 20,000 sq. ft. (excludes rehabilitation or replacement of existing facilities).
- New construction of piers, docks, wharves, bridges, retaining walls, and other structures within the Shoreland Zone.
- Land disturbance between 1 and 3 acres that are stripped, graded, grubbed, filled or excavated.
- A change in the use of a total floor area between 10,000 and 20,000 sq. ft. in any existing building (cumulatively within a 3 year period).
- Lodging house, bed and breakfast facility, emergency shelter or special needs independent living unit.
- Signage subject to approval pursuant to Section 14-526 (d) 8.a. of the Land Use Code.
- Any new major or minor auto service station with less than 10,000 sq. ft. of building area in any permitted zone other than the B-2 or B-5 zones.
- The creation of day care or home babysitting facilities to serve more than 12 children in a residential zone (not permitted as a home occupation under section 14-410) in any principal structure that has not been used as a residence within the 5 years preceding the application.
- Any drive-through facility that is not otherwise reviewed as a conditional use under Article III.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14) which is available on our website:

Land Use Code: <http://me-portland.civicplus.com/DocumentCenter/Home/View/1080>

Design Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2355>

Technical Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2356>

#### Planning Division

Fourth Floor, City Hall  
389 Congress Street  
(207) 874-8719

#### Office Hours

Monday thru Friday  
8:00 a.m. – 4:30 p.m.

**PROJECT NAME:** The Forefront at Thompson's Point - Site Work Attendant with Depot Building and Special Events

**PROPOSED DEVELOPMENT ADDRESS:**

1 Thompson's Point Road - Portland, ME 04101

**PROJECT DESCRIPTION:**

The work associated with this application includes the addition of grass turf around the existing  
Depot Building and electrical improvements.

**CHART/BLOCK/LOT:** 201/A/5, 8, 10 and 202/A/1, 4

**PRELIMINARY PLAN** \_\_\_\_\_ (date)

**FINAL PLAN** 02/03/2015 (date)

**CONTACT INFORMATION:**

<b>Applicant – must be owner, Lessee or Buyer</b> Name: Chris Thompson Business Name, if applicable: Thompson's Point Development Company, Inc. (dba Forefront Partners, I LP) Address: 501 Danforth Street City/State : Portland, ME Zip Code: 04101	<b>Applicant Contact Information</b> E-mail: parallaxpartners@gmail.com Home #: 207-775-4104 Work #: 207-784-0335 x 4 Cell #: 207-347-1614 Fax#: 207-784-3319
<b>Owner – (if different from Applicant)</b> Name: SAME AS APPLICANT Address: City/State : Zip Code:	<b>Owner Contact Information</b> E-mail: Home #: Work #: Cell #: Fax#:
<b>Agent/ Representative</b> Name: Bo E, Kennedy, P.E. Fay, Spofford & Thorndike Address: 778 Main Street, Suite 8 City/State : South Portland, ME Zip Code: 04106	<b>Agent/Representative Contact information</b> E-mail: bkennedy@fstinc.com Home #: Work #: 207-775-1121 Cell #: 207-318-8364 Fax#: 207-874-0896
<b>Billing Information</b> Name: SAME AS APPLICANT Address: City/State : Zip Code:	<b>Billing Information</b> E-mail: Home #: Work #: Cell #: Fax#:

<b>Engineer</b>  Name: Bo E. Kennedy, P.E. Fay, Spofford & Thorndike Address: 778 Main Street, Suite 8  City/State : South Portland, ME Zip Code: 04106	<b>Engineer Contact Information</b>  E-mail: bkennedy@fstinc.com  Home #:  Work #: 207-775-1121  Cell #: 207-318-8364 Fax#: 207-874-0896
<b>Surveyor</b>  Name: Owens McCullough Sebago Technics Address: P.O. Box 1339  City/State : Westbrook, ME Zip Code: 04098	<b>Surveyor Contact Information</b>  E-mail: omccullough@sebagotechnics.com  Home #:  Work #: 207-856-0279  Cell #: 207- 232-1649 Fax#: 207-856-2206
<b>Architect</b>  Name: Not Applicable  Address:  City/State : Zip Code:	<b>Architect Contact Information</b>  E-mail:  Home #:  Work #:  Cell #: Fax#:
<b>Attorney</b>  Name: David L. Galgay, Jr. Verrill Dana LLP Address: P.O. Box 586 - 1 Portland Square  City/State :Portland, ME Zip Code: 04112-0586	<b>Attorney Contact Information</b>  E-mail: dgalgay@verrilldana.com  Home #:  Work #: 207-774-4000  Cell #: 207-253-4514 Fax#: 207-774-7499

**APPLICATION FEES:**

**Check all reviews that apply. (Payment may be made by Credit Card, Cash or Check payable to the City of Portland.)**

<b>Level II Development (check applicable reviews)*</b>  <input checked="" type="checkbox"/> Less than 10,000 sq. ft. (\$400) <input type="checkbox"/> After-the-fact Review (\$1,000 plus applicable application fee)  <hr/> The City invoices separately for the following: <ul style="list-style-type: none"> <li>• Notices (\$.75 each)</li> <li>• Legal Ad (% of total Ad)</li> <li>• Planning Review (\$40.00 hour)</li> <li>• Legal Review (\$75.00 hour)</li> </ul> Third party review fees are assessed separately. Any outside reviews or analysis requested from the Applicant as part of the development review, are the responsibility of the Applicant and are separate from any application or invoice fees.	<b>Other Reviews (check applicable reviews)</b>  <input type="checkbox"/> Traffic Movement (\$1,000) <input type="checkbox"/> Stormwater Quality (\$250) <input type="checkbox"/> Site Location (\$3,000, except for residential projects which shall be \$200/lot) # of Lots ___ x \$200/lot = _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Change of Use <input type="checkbox"/> Flood Plain <input type="checkbox"/> Shoreland <input type="checkbox"/> Design Review <input type="checkbox"/> Housing Replacement <input type="checkbox"/> Historic Preservation
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\*Review Fee is \$400.00 based upon Section 14-530.A.4 in the Land Use Code.

**APPLICATION SUBMISSION:**

1. All site plans and written application materials must be submitted electronically on a CD or thumb drive with each plan submitted as separate files, with individual file which can be found on the **Electronic Plan and Document Submittal** page of the City’s website at <http://me-portland.civicplus.com/764/Electronic-Plan-and-Document-Submittal>
2. In addition, one (1) paper set of the plans (full size), one (1) paper set of plans (11 x 17), paper copy of written materials, and the application fee must be submitted to the Building Inspections Office to start the review process.

The application must be complete, including but not limited to the contact information, project data, application checklists, wastewater capacity, plan for fire department review, and applicant signature. The submissions shall include one (1) paper packet with folded plans containing the following materials:


1. One (1) full size site plans that must be folded.
2. One (1) copy of all written materials or as follows, unless otherwise noted:
  - a. Application form that is completed and signed.
  - b. Cover letter stating the nature of the project.
  - c. All Written Submittals (Sec. 14-527 (c), including evidence of right, title and interest.
3. A stamped standard boundary survey prepared by a registered land surveyor at a scale not less than one inch to 50 feet.
4. Plans and maps based upon the boundary survey and containing the information found in the attached sample plan checklist.
5. One (1) set of plans reduced to 11 x 17.

Please refer to the application checklist (attached) for a detailed list of submission requirements.

**APPLICANT SIGNATURE:**

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 Planning Authority and Code Enforcement’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.

**This application is for a Level II Site Plan review. It is not a permit to begin construction. An approved site plan, a Performance Guarantee, Inspection Fee, Building Permit, and associated fees will be required prior to construction. Other Federal, State or local permits may be required prior to construction, which are the responsibility of the applicant to obtain.**

<b>Signature of Applicant:</b> 	<b>Date:</b> February 4, 2015
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Bo E. Kennedy, P.E.

## PROJECT DATA

**The following information is required where applicable, in order to complete the application.**

<b>Total Area of Site</b>	27.56	sq. ft.
<b>Proposed Total Disturbed Area of the Site</b>	1.49	sq. ft.
If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with DEP and a Stormwater Management Permit, Chapter 500, with the City of Portland		
<b>Impervious Surface Area</b>		
Impervious Area (Total Existing)	725,710	sq. ft.
Impervious Area (Total Proposed)	665,162	sq. ft.
<b>Building Ground Floor Area and Total Floor Area</b>		
Building Footprint (Total Existing)	87,961	sq. ft.
Building Footprint (Total Proposed)	87,961	sq. ft.
Building Floor Area (Total Existing)	87,961	sq. ft.
Building Floor Area (Total Proposed)	87,961	sq. ft.
<b>Zoning</b>		
Existing	B-5	
Proposed, if applicable	B-5	
<b>Land Use</b>		
Existing	Industrial	
Proposed	Special Events/Mixed Use	
<b>Residential, If applicable</b>		
# of Residential Units (Total Existing)	None Proposed at this Time	
# of Residential Units (Total Proposed)	None Proposed at this Time	
# of Lots (Total Proposed)	None Proposed at this Time	
# of Affordable Housing Units (Total Proposed)	None Proposed at this Time	
<b>Proposed Bedroom Mix</b>		
# of Efficiency Units (Total Proposed)	None Proposed at this Time	
# of One-Bedroom Units (Total Proposed)	None Proposed at this Time	
# of Two-Bedroom Units (Total Proposed)	None Proposed at this Time	
# of Three-Bedroom Units (Total Proposed)	None Proposed at this Time	
<b>Parking Spaces</b>		
# of Parking Spaces (Total Existing)	Not Known	
# of Parking Spaces (Total Proposed)	Estimated to be 600+/-	
# of Handicapped Spaces (Total Proposed)	TBD - Based on Event Size	
<b>Bicycle Parking Spaces</b>		
# of Bicycle Spaces (Total Existing)	0	
# of Bicycle Spaces (Total Proposed)	N/A	
<b>Estimated Cost of Project</b>	\$50,000	

<b>PRELIMINARY PLAN (Optional) - Level II Site Plan</b>			
<b>Applicant Checklist</b>	<b>Planner Checklist</b>	<b># of Copies</b>	<b>GENERAL WRITTEN SUBMISSIONS CHECKLIST</b>
N/A		1	Completed Application form
N/A		1	Application fees
N/A		1	Written description of project
N/A		1	Evidence of right, title and interest
N/A		1	Evidence of state and/or federal approvals, if applicable
N/A		1	Written assessment of proposed project's compliance with applicable zoning requirements
N/A		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site
N/A		1	Written requests for waivers from site plan or technical standards, if applicable.
N/A		1	Evidence of financial and technical capacity
N/A		1	Traffic Analysis (may be preliminary, in nature, during the preliminary plan phase)
<b>Applicant Checklist</b>	<b>Planner Checklist</b>	<b># of Copies</b>	<b>SITE PLAN SUBMISSIONS CHECKLIST</b>
N/A		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
N/A		1	<b>Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)</b>
N/A			Proposed grading and contours;
N/A			Existing structures with distances from property line;
N/A			Proposed site layout and dimensions for all proposed structures (including piers, docks or wharves in Shoreland Zone), paved areas, and pedestrian and vehicle access ways;
N/A			Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);
N/A			Preliminary infrastructure improvements;
N/A			Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;
N/A			Location of significant natural features (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features) located on the site as defined in Section 14-526 (b) (1);
N/A			Proposed buffers and preservation measures for significant natural features, as defined in Section 14-526 (b) (1);
N/A			Location , dimensions and ownership of easements, public or private rights of way, both existing and proposed;
N/A			Exterior building elevations.



<b>FINAL PLAN - Level II Site Plan</b>			
<b>Applicant Checklist</b>	<b>Planner Checklist</b>	<b># of Copies</b>	<b>GENERAL WRITTEN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)</b>
X		1	* Completed Application form
X		1	* Application fees \$400
X		1	* Written description of project
N/A		1	* Evidence of right, title and interest
N/A		1	* Evidence of state and/or federal permits
N/A		1	* Written assessment of proposed project's specific compliance with applicable Zoning requirements
N/A		1	* Summary of existing and/or proposed easements, covenants, public or private rights-of-way, or other burdens on the site
N/A		1	* Evidence of financial and technical capacity
N/A		1	Construction Management Plan
N/A		1	A traffic study and other applicable transportation plans in accordance with Section 1 of the technical Manual, where applicable.
X		1	Written summary of significant natural features located on the site (Section 14-526 (b) (a))
N/A		1	Stormwater management plan and stormwater calculations, including description of project, hydrology and impervious area.
N/A		1	Written summary of project's consistency with related city master plans
N/A		1	Evidence of utility capacity to serve
N/A		1	Written summary of solid waste generation and proposed management of solid waste
N/A		1	A code summary referencing NFPA 1 and all Fire Department technical standards
X		1	Where applicable, an assessment of the development's consistency with any applicable design standards contained in Section 14-526 and in City of Portland Design Manual
N/A		1	Manufacturer's verification that all proposed HVAC and manufacturing equipment meets applicable state and federal emissions requirements.

Applicant Checklist	Planner Checklist	# of Copies	<b>SITE PLAN SUBMISSIONS CHECKLIST</b> (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)
N/A		1	* Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
		1	<b>Final Site Plans including the following:</b>
X			Existing and proposed structures, as applicable, and distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone);
X			Existing and proposed structures on parcels abutting site;
N/A			All streets and intersections adjacent to the site and any proposed geometric modifications to those streets or intersections;
X			Location, dimensions and materials of all existing and proposed driveways, vehicle and pedestrian access ways, and bicycle access ways, with corresponding curb lines;
X			Engineered construction specifications and cross-sectional drawings for all proposed driveways, paved areas, sidewalks;
N/A			Location and dimensions of all proposed loading areas including turning templates for applicable design delivery vehicles;
N/A			Existing and proposed public transit infrastructure with applicable dimensions and engineering specifications;
N/A			Location of existing and proposed vehicle and bicycle parking spaces with applicable dimensional and engineering information;
N/A			Location of all snow storage areas and/or a snow removal plan;
N/A			A traffic control plan as detailed in Section 1 of the Technical Manual;
N/A			Proposed buffers and preservation measures for significant natural features, where applicable, as defined in Section 14-526(b)(1);
N/A			Location and proposed alteration to any watercourse;
X			A delineation of wetlands boundaries prepared by a qualified professional as detailed in Section 8 of the Technical Manual;
N/A			Proposed buffers and preservation measures for wetlands;
N/A			Existing soil conditions and location of test pits and test borings;
X			Existing vegetation to be preserved, proposed site landscaping, screening and proposed street trees, as applicable;
N/A			A stormwater management and drainage plan, in accordance with Section 5 of the Technical Manual;
X			Grading plan;
N/A			Ground water protection measures;
N/A			Existing and proposed sewer mains and connections;
N/A			Location of all existing and proposed fire hydrants and a life safety plan in accordance with Section 3 of the Technical Manual;
N/A			Location, sizing, and directional flows of all existing and proposed utilities within the project site and on all abutting streets;

- Continued on next page -

N/A		Location and dimensions of off-premises public or publicly accessible infrastructure immediately adjacent to the site;
N/A		Location and size of all on site solid waste receptacles, including on site storage containers for recyclable materials for any commercial or industrial property;
X		Plans showing the location, ground floor area, floor plans and grade elevations for all buildings;
N/A		A shadow analysis as described in Section 11 of the Technical Manual, if applicable;
N/A		A note on the plan identifying the Historic Preservation designation and a copy of the Application for Certificate of Appropriateness, if applicable, as specified in Section Article IX, the Historic Preservation Ordinance;
N/A		Location and dimensions of all existing and proposed HVAC and mechanical equipment and all proposed screening, where applicable;
N/A		An exterior lighting plan in accordance with Section 12 of the Technical Manual;
N/A		A signage plan showing the location, dimensions, height and setback of all existing and proposed signs;
X		Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.

Ms. Christine Grimando  
February 3, 2015  
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As outlined in the Level II Site Plan submission requirements, you will find in the accompanying materials information including the proposed Event Area Re-surfacing Site and Grading Plan C-1. Information pertaining to the project's stormwater management measures and statements regarding compliance with the City's standards are contained within this submission.

On behalf of the Forefront at Thompson's Point development team, we look forward to your continued assistance on the project. Please find one hard copy of the application materials including 11x17 and full size plans, along with a diskette containing PDF files for all submission materials.

If you have any questions regarding these materials, please contact this office.

Sincerely,

**FAY, SPOFFORD & THORNDIKE, LLC**

A handwritten signature in black ink, appearing to read 'Bo Kennedy', with a long, sweeping horizontal stroke extending to the right.

Bo Kennedy, P.E., C.P.E.S.C.  
Senior Engineer

BEK/cmd

Attachments

c: Chris Thompson, Forefront Partners I, LP  
Jed Troubh, Forefront Partners, I, LP

**ATTACHMENT A**

**LEVEL II SUBMISSION SUPPORTING NARRATIVE**

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**LEVEL II SUBMISSION SUPPORTING NARRATIVE**  
**PREPARED FEBRUARY 4, 2015**

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In accordance with Section 14-527 (f) and (g) the General Written Submission Checklist, we offer the following narrative describing the information supporting the Level II site plan submission.

**Section 14-527 (f)**

1. The Boundary and Topographic Survey Plans submitted as part of the original Level III approval documents and subsequent Master Plan approval documents remain valid and are made part of the current Level II Site Plan submission by reference. The previously submitted boundary and topographic plans and the Sheet C-1 (Event Area Resurfacing Site layout and Grading Plan) included with this application satisfy Items 1 thru 4 of this section.
2. An Interim Event Area Resurfacing Site layout and Grading Plan – Sheet C-1 accompanies this submission. This plan shows the location and details for all disturbed surfaces.
3. A special event plan submitted on April 15, 2014 proposes the use of existing site circulation and parking areas. The applicant proposes the site improvements described herein as a temporary measure for immediate, short term special event use and therefore does not included proposed loading areas, public transit infrastructure, bicycle parking, or delineated parking spaces as required in Items 6 thru 9 of this section.
4. A Traffic Control Plan does not apply to this application and has been omitted. Traffic management for special events is described in the documents submitted as part of the Depot Building Application.
5. The applicant proposes minor grading work as shown on Sheet C-1 – Event Area Resurfacing Site layout and Grading Plan. Vegetative buffering is not proposed as part of this portion of the project.
6. This project does not propose alterations to any watercourses. The accompanying plan sheets show the site's proximity to existing watercourses which includes the Fore River.
7. Wetland boundaries and natural resources are shown on the boundary and topographic plans on file with the City. This portion of the Forefront project does not propose impacts to the delineated wetlands located on the panhandle portion of the site. Work included with this submission does not encroach into the Shoreland setbacks or shorebird habitat previously identified by the Maine Department of Inland Fish & Wildlife.
8. Existing soil conditions are documented in the previously approved Level III Site Plan and Master Development Plan. The site has a long history of heavy development and most of the surfaces are described as compacted gravel, pavement or building. The existing surfaces types are also identified on the accompanying plan set.
9. The applicant does not propose landscaping or permanent screening at this time. These measures will be included as part of the forthcoming Level III Site Plan Application(s) attendant with permanent infrastructure. All interim disturbed areas will be stabilized with compacted gravel, reclaim material or loam and seed.
10. The Stormwater Management Plan at this time utilizes the existing inlet catch basins and storm drainage pipe to convey runoff from the site to the Fore River. Because the proposed improvements disturb greater than one acre but less than 5 acres (approximately 1.49 acres) and creates less than one acre of impervious area (0.00 acres), the applicant qualifies for a Stormwater Permit by Rule as

described in Section 5 of the City of Portland Technical Manual. The Erosion and Sediment Control provisions are included in the accompanying plan. It remains the Developer's intent to implement substantial stormwater management system improvements as part of the overall Master Plan. However, these will not be a major part of this interim project activity.

11. An interim Grading and Drainage Plan accompanies the Level II Site Plan submission. This plan shows the detailed site grading within the "disturbed areas" as defined in Section 5 III (F) of the City of Portland Technical Manual. The Grading and Drainage Plan depicts the erosion and sediment control measures meeting the Basic Standards as required as part of City of Portland's Technical Manual Section 5. Generally speaking, the site grades are greater than 3' above the 100-year floodplain as indicated on the latest Flood Hazard Maps for the City of Portland.
12. We do not anticipate need for groundwater dewatering during this interim phase activity.
13. The applicant does not propose any new connections to the existing sanitary sewer system at this time.
14. Items 21 thru 31 of this section do not apply to the proposed improvements included in this submission.

**Section 14-527 (g)**

1. A Traffic Study was completed as part of the approved MaineDOT Traffic Movement Permit for the previously reviewed Level III Site Plan Application and more recently updated and approved with the approved Master Development Plan. The work proposed as part of this application does not waiver from these approvals.
2. There are no significant natural features within the site development area except for the far westerly end of the panhandle where some mature trees have established and which require protection under the Shoreland protection requirements. Furthermore, the Fore River tidal flats and river surround the perimeter of the peninsula. These areas will remain undeveloped except for a seasonal dock (previously approved) and pedestrian access proposed at the south end of the peninsula. These activities have been previously reviewed and approved as part of the Level III Site Plan approval and by the MaineDEP under a Natural Resources Protection Act (NRPA) review.
3. A detailed narrative describing the existing site watershed hydrology, existing buildings, and existing land cover is included in the previously submitted stormwater management reports and are included with this submission by way of reference. The proposed improvements included with this submission include the disturbance of 1.49 acres. The disturbance area is included entirely within the site's previously developed impervious area and therefore will not increase either.
4. The work described in this application does not include any new utility connection. The Plan does contemplate the potential upgrade to overhead power. The upgrade may require a pad mounted transformer and switch gear cabinet. The work presented in this application is not anticipated to generate any solid waste. Evidence of utility capacity to serve is not required at this time.
5. A review of the Applicable Design Standards of Section 15-426 is included in Attachment B of the application.
6. HVAC work is not proposed at this time.

### General Written Submissions Checklist

As acknowledged on the Master Development Plan Submission's General Written Submissions Checklist, we note the following items not previously covered in this supporting narrative:

*Item: Evidence of Right, Title and Interest*

Copies of the Transfer Deed to Forefront Partners, I LP and agreements with Suburban Propane are on file with the City and are available upon request.

*Item: Evidence of State and/or Federal Approvals; if applicable*

The Applicant has previously provided copies of the State and Federal Permits issued for the project including the Traffic Movement Permit, U.S. ACOE Permit, revised U.S. ACOE Permit, and MaineDEP NRPA Permit. Copies of these permits are on file with the City and are available upon request.

*Item: Written Assessment of Proposed Project's Compliance with Applicable Zoning Requirements*

A written summary is contained in Attachment B to this submission.

*Item: Evidence of Financial and Technical Capacity*

Copies of the Financial & Technical Capacity for Forefront Partners, I LP have been previously provided to the City and are available upon request.



**ATTACHMENT B**

**CONFORMITY WITH APPLICABLE DESIGN STANDARDS**

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**CONFORMITY WITH APPLICABLE DESIGN STANDARDS**  
**PREPARED FEBRUARY 4, 2015**

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The following statement is made in accordance with the City of Portland Code of Ordinances, Chapter 14 Land Use, Section 14-526.

**OVERVIEW**

This project conforms with all the applicable design standards of Section 14-526 as demonstrated in the following narrative.

(a) Transportation Standards

1. Impact on Surrounding Street Systems:

The applicant has obtained a Traffic Movement Permit which addresses impacts on surrounding street systems. The project provided improvements and/or partial funding under the EDA Grant Program for collaborative improvements with the City of Portland to maintain an acceptable level of service. These offsite improvements were completed late 2014.

2. Access and Circulation:

a. Site Access and Circulation.

- (i) Thompson's Point site is accessed via Thompson's Point Connector Road. The applicant has worked with fire safety and city officials to make access and circulation easy and safe for all vehicular and pedestrian users. The existing road is currently being widened and improved as depicted on recently completed EDA Grant Program plans. This work was substantially complete in August 2014.
- (ii) Existing access and egress have been designed to avoid conflicts with existing turning movements and traffic flows.
- (iii) The site does not feature drive up services as mentioned in this requirement.

b. Loading and Servicing.

- (i) Formal Loading and Servicing is not proposed at this time. Each special event based on size will have different production loading areas designated on the event plan.

c. Sidewalks.

- (i) Designated sidewalks are not proposed on the site at this time. Pedestrians will share the existing access and egress circulation of the site and connect to offsite pedestrian access.
- (ii) The development will benefit from new sidewalks from the intersection of Fore River Parkway and Thompson's Point Connector Road into the site.
- (iii) The development provides pedestrian access to adjacent trailways (Portland Trails), Portland Transportation Center, and abutting land uses (commercial and residential).

3. Access and Circulation.

- a. The development will be served by an existing transit stop at the Portland Transportation Center.
- b. The new transit stop will include a pull-off space and shelter.
- c. The existing stop is connected to the public pedestrian system.
- d. Waiver: Waivers for this section have not been requested for this project.

4. Parking:

a. Location and Required Number of Vehicle Parking Spaces:

- (i) The applicant has retained Unified Parking Partners to manage the existing parking lots on site in a safe and efficient manner.
- (ii) The applicant has prepared a TDM strategy and previously submitted the document for review to City Officials.
- (iii) The applicant proposes the amount of parking which is appropriate for the anticipated size of event being held at the site.
- (iv) N/A.
- (v) Existing gravel parking lots will be retained. The applicant does not propose the construction of parking areas at this time.

b. Location and Required Number of Bicycle Parking Spaces:

- (i)(b) N/A.

c. Motorcycles and Scooter Parking.

- (i) N/A.

d. Snow Storage.

- (i) On-site snow storage around the perimeter of the site.

5. Transportation Demand Management (TDM):

- a. The applicant has developed a TDM Plan pursuant to the City of Portland's Code of Ordinances.
- b. The TDM Plan incorporates the City goals by integrating elements described in the Technical Manual.

(b) Environmental Quality Standards

1. Preservation of Significant Natural Features:

- a. The development is designated to maintain a 25' foot buffer from the annual mean high tide to all building structures. Grading and stormwater quality improvements are proposed inside of this setback.
  - b. The applicant is not requesting a waiver from this standard.
2. Landscaping and Landscaping Preservation:
- a. Landscape Preservation.
    - (i) The site's existing tree population is limited to the northwest corner of the site. The project proposed plans to preserve trees as required by the Shoreland Zoning Ordinance and original Level III Site Plan approval. This is not applicable to the proposed area included with this scope of work.
    - (ii) The applicant has performed a site walk with the City's arborist and will meet this criteria.
    - (iii) The applicant has previously prepared a Demolition and Removal Plan, and an Erosion and Sedimentation Control Plan which require protection of existing vegetation as required by the City's Land Use Ordinance.
    - (iv) The applicant will not require a waiver from this standard.
  - b. Site Landscaping.
    - (i) Landscaped Buffers:
      - a) The applicant does not propose landscaped buffers at this time.
    - (ii) Parking Lot Landscaping:
      - a) The applicant does not propose permanent parking lots at this time.
    - (iii) N/A
3. Water Quality, Stormwater Management and Erosion Control:
- a. Stormwater:
    - (i) All stormwater draining onto the site from adjacent properties drains to an existing storm drain system. The storm drainage system will not be altered at this time.
    - (ii) All stormwater runoff is proposed to discharge directly to the Fore River. The project will not adversely impact adjacent lots.
    - (iii) All stormwater runoff is proposed to discharge directly to the Fore River. The project will not adversely impact adjacent lots.
    - (iv) All stormwater runoff is proposed to discharge directly to the Fore River. The project will not adversely impact adjacent lots.

- b. The Stormwater Management Plan meets the requirements and goals stated in Section 5 – Permit by Rule of the Technical Manual.
- c. The project is not located in a watershed of an urban impaired stream as listed by the MaineDEP.
- d. N/A
- e. N/A
- f. N/A

(c) Public Infrastructure and Community Safety Standards.

1. Consistency with City Master Plans:

- a. The project has been designed to be consistent with the City’s Zoning Ordinance and off-site infrastructure.
- b. The project site proposed the conveyance of land to the City for the sole purpose of public access to the site. The City has successfully petitioned for a Public Railroad Crossing at the entrance to the site.

2. Public Safety and Fire Prevention:

- a. The site has been designed to promote safe and inviting public meeting and gathering spaces.
- b. The existing site allows for emergency response vehicles to move around all areas of the site.
- c. The project will utilize existing on-site fire hydrants. All hydrants have been tested for flow capacity.

3. Availability and Adequate Capacity of Public Utilities:

- a. Initial renovation work to existing buildings will rely on existing utility infrastructure.
- b. N/A
- c. N/A
- d. The existing site sanitary sewer system is connected to the Thompson’s Point sanitary pump station.
- e. N/A
- f. The project will use exterior dumpsters to store trash and recyclables temporarily until a contracted waste management company can pick up and dispose of the solid waste. The project proposes to remove all temporary trash receptacles upon the completion of a Special Event.

(d) Site Design Standards.

1. Massing, Ventilation and Wind Impact:

- a. N/A

- b. N/A
  - c. HVAC venting is not proposed at this time.
2. Shadows:
- a. The development is located in the B5 Zone and this standard is not applicable.
3. Snow and Ice Loading:
- a. N/A
4. View Corridors:
- a. The project site is located outside the Downtown Vision View Corridor Protection Plan.
5. Historic Resources:
- a. The development is not located in a historic district, historic landscape district or City designated landmark; however, the project is seeking Federal Grant money and consequently a Section 106 review was prepared and accepted by the Maine Historic Preservation Office.
  - b. The development is not located adjacent to or within 100 feet of a designated landmark, historic district, or historic landscape district.
  - c. There are no known archaeological resources on the site.
6. Exterior Lighting:
- a. Site Lighting.
    - (i) Permanent Exterior lighting is not proposed at this time. Temporary exterior lighting will be provided if required during Special Events.
7. Noise and Vibration:
- The project noise levels will be designed to meet the permitted levels as outlined in the B5 Zone.
8. Signage and Way finding:
- a. All onsite way finding and directional signage will be temporary and design specifically for each event.
    - (i) The project is not located in a historic district or subject to Article IX.
    - (ii) N/A
  - b. All onsite way finding and directional signage will be temporary and design specifically for each event.
9. Zoning Related Design Standards:
- a.(i) The proposed mixed uses at the Depot Building are permitted in the B-5 Zone.