

# CITY OF PORTLAND, MAINE

## PLANNING BOARD

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Orlando E. Delogu, Chair  
Lee Lowry III, Vice Chair  
John Anton  
Kevin Beal  
Michael Patterson  
David Silk  
Janice E. Tevanian

October 14, 2004

Mr. Paul Bradbury  
Portland International Jetport  
1001 Westbrook Street  
Portland, ME 04103

Re: Jetport Remote Parking Lot, Vicinity of 2254-2324 Congress Street  
CBL 233-A-006-009; #2004-0116

Dear Mr. Bradbury:

On September 28, 2004, the Portland Planning Board voted 5-0 (Beal and Silk absent) that the plan for a permanent parking lot in the vicinity of 2254-2324 Congress Street is in conformance with the site plan ordinance of the land use code, subject to the following conditions:

- i. That a maintenance plan shall be developed and implemented to address excessive vegetation blocking the catch basins and vortechinics treatment unit and that the site be marked with posts or pavement markers indicating the location of the catch basins and the treatment tank.

The approval is based on the submitted site plan, other submitted material and the findings related to site plan review standards as contained in Planning Report # 44-04, which is attached.

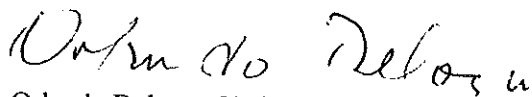
Please note the following provisions and requirements for all site plan approvals:

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. Requests to extend approvals must be received before the expiration date.
2. 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.
3. 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 874-8822. (Only excavators licensed by the City of Portland are eligible)

4. The Development Review Coordinator must be notified five (5) working days prior to date required for final inspection. Please make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This is essential as all site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.

If there are any questions, please contact Richard Knowland, Senior Planner at 874-8725.

Sincerely,



Orlando Delogu, Chair  
Portland Planning Board

Cc: Lee D. Urban, Planning and Development Department Director  
Alexander Jaegerman, Planning Division Director  
Sarah Hopkins, Development Review Services Manager  
Richard Knowland, Senior Planner  
Jay Reynolds, Development Review Coordinator  
Marge Schmuckal, Zoning Administrator  
Inspections Division  
Michael Bobinsky, Public Works Director  
Traffic Division  
Eric Labelle, City Engineer  
Jeff Tarling, City Arborist  
Penny Littell, Associate Corporation Counsel  
Lt. Gaylen McDougall, Fire Prevention  
Rick Blackburn, Assessors Office  
Approval Letter File

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

20000176

I. D. Number

City of Portland - Bill Bray

9/13/00

Applicant

Application Date

55 Portland Street, Portland, ME 04101

Congress Street outer

Applicant's Mailing Address

Project Name/Description

Deluca-Hoffman Dwight Anderson

Congress St, Portland Maine 04102

Consultant/Agent

Address of Proposed Site

874-8800

874-8816

235-A-001

Applicant or Agent Daytime Telephone, Fax

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) **Snow Dump Facility**

88.26

IM

Proposed Building square Feet or # of Units

Acreage of Site

Zoning

**Check Review Required:**

- Site Plan (major/minor)     Subdivision # of lots \_\_\_\_\_     PAD Review     14-403 Streets Review  
 Flood Hazard     Shoreland     Historic Preservation     DEP Local Certification  
 Zoning Conditional Use (ZBA/PB)     Zoning Variance     Other \_\_\_\_\_

Fees Paid: Site Plan \_\_\_\_\_ Subdivision \_\_\_\_\_ Engineer Review \_\_\_\_\_ Date: 9/13/00

**Fire Approval Status:**

Reviewer Lt. mc Dougall *LD*

- Approved     Approved w/Conditions see attached     Denied

Approval Date 9/25/00    Approval Expiration \_\_\_\_\_    Extension to \_\_\_\_\_     Additional Sheets Attached

Condition Compliance    Lt. Mc Dougall 9/25/00  
 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 Issued             | _____          |  |                 |
|   | 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           |  |                 |
| <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   | condition date  |

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Applicant or Agent Daytime Telephone, Fax

9/13/00

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Project Name/Description

Congress St, Portland Maine 04102

Address of Proposed Site

235 A001

Assessor's Reference: Chart-Block-Lot

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- Office     Retail     Manufacturing     Warehouse/Distribution     Parking Lot     Other (specify) **Snow Dump Facility**

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| <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<br>Use (ZBA/PB) | <input type="checkbox"/> Zoning Variance                |  | <input type="checkbox"/> Other _____             |

Fees Paid:    Site Plan \_\_\_\_\_    Subdivisio \_\_\_\_\_    Engineer Review \_\_\_\_\_    Date 9/13/00

**Planning Approval Status:**

Reviewer Wm. Needelman

- Approved     Approved w/Conditions  
See Attached     Denied

Approval Date 10/24/00    Approval Expiration 10/24/01    Extension to \_\_\_\_\_     Additional Sheets Attached

OK to Issue Building Permi    wbn    11/2/00     Additional Sheets Attached

signature    date

Performance Guarantee     Required\*     Not Required

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

- |   |                |  |                 |
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PLANNING DEPARTMENT PROCESSING FORM**

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Consultant/Agent

874-8800 874-8816

Applicant or Agent Daytime Telephone, Fax

9/13/00

Application Date

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| <input type="checkbox"/> Zoning Conditional<br>Use (ZBA/PB) | <input type="checkbox"/> Zoning Variance          |  | <input type="checkbox"/> Other                   |

Fees Paid: Site Plan \_\_\_\_\_ Subdivision \_\_\_\_\_ Engineer Review \_\_\_\_\_ Date: 9/13/00

**Fire Approval Status:**

Reviewer Lt. mc Dougall

- Approved  Approved w/Conditions see attache  Denied

Approval Date 9/25/00 Approval Expiration \_\_\_\_\_ Extension to \_\_\_\_\_  Additional Sheets Attached

Condition Compliance Lt. Mc Dougall 9/25/00  
signature date

Performance Guarantee  Required\*  Not Required

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	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		
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate of Occupancy	_____	_____	
	date		
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	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	
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DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM**

20000176

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Applicant or Agent Daytime Telephone, Fax

9/13/00

Application Date

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Proposed Development (check all that apply):

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  Retail  
  Manufacturing  
  Warehouse/Distribution  
  Parking Lot  
  New Building  
  Building Addition  
  Change Of Use  
  Residential  
  Other (specify) **Snow Dump Facility**

Proposed Building square Feet or # of Units

88.26

Acreage of Site

IM

Zoning

**Check Review Required:**

- Site Plan (major/minor)  
  Subdivision # of lots  
  PAD Review  
  14-403 Streets Review  
 Flood Hazard  
  Shoreland  
  Historic Preservation  
  DEP Local Certification  
 Zoning Conditional Use (ZBA/PB)  
  Zoning Variance  
  Other

Fees Paid:

Site Plan

Subdivision

Engineer Review

Date: 9/13/00

**DRC Approval Status:**

Reviewer Dufrese Henry, J. Prebble

- Approved  
  Approved w/Conditions see attache  
  Denied

Approval Date

Approval Expiration

Extension to

Additional Sheets Attached

Condition Compliance

wbn for jp  
signature

11/2/00  
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
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	date		
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	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	
	submitted date	amount	expiration date
<input type="checkbox"/> Defect Guarantee Released	_____	_____	
	date	signature	

CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
ADDENDUM

20000176  
I. D. Number

City of Portland - Bill Bray

Applicant

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Applicant's Mailing Address

Deluca-Hoffman Dwight Anderson

Consultant/Agent

874-8800

874-8816

Applicant or Agent Daytime Telephone, Fax

9/13/00

Application Date

Congress Street outer

Project Name/Description

Congress St, Portland Maine 04102

Address of Proposed Site

235 A001

Assessor's Reference: Chart-Block-Lot

---

**DRC Conditions of Approval**

see Planning

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**Planning Conditions of Approval**

That the applicant submit for Planning Staff and DRC review and approval a Snow Dump Facility Management Plan; and that the Public Works authority retain an outside engineering firm to annually inspect the facility to confirm compliance with the Management Plan.

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**Inspections Conditions of Approval**

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**Fire Conditions of Approval**





# CITY OF PORTLAND, MAINE

## PLANNING BOARD

Jaimey Caron, Chair  
Deborah Krichels, Vice Chair  
Kenneth M. Cole III  
Cyrus Y. Hagge  
Erin Rodriguez  
Mark Malone  
Orlando E. Delogu

October 24, 2000

William Bray, Director of Public Works  
55 Portland Street  
Portland, Maine 04101

Re: Snow Dump facility, outer Congress Street.

Dear Mr. Bray:

On October 24, 2000, the Portland Planning Board voted 6-0 (Cole absent) to approve your application to construct a snow dump facility at outer Congress Street. The Board found that the application met the standards of the Site Plan ordinance of the Land Use code and approved the project under delegated authority for Site Location of Development.

The approval was granted for the project with the following condition:

That the applicant submit the Snow Dump Facility Management Plan for Planning Staff and Development Review Coordinator review and approval; and that the Public Works Authority retain an outside engineering firm to annually inspect the facility to confirm compliance with the Management Plan.

The approval is based on the submitted site plan and the findings related to site plan review standards as contained in Planning Report # 58-00, which is attached.

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

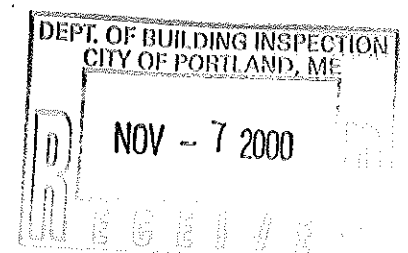
1. A performance guarantee covering the site improvements as well as an inspection fee payment of 2% of the guarantee amount and 7 final sets of plans must be submitted to and approved by the Planning Division and Public Works prior to the release of the building permit. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval. (An inspection fee and performance guarantee waiver request has been forwarded to the City Manager's Office.)

If there are any questions, please contact the Planning Staff.

Sincerely,

*Jaimey Caron (W13N)*

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Jaimey Caron, Chair  
Portland Planning Board

cc: Joseph E. Gray, Jr., Director of Planning and Urban Development  
Alexander Jaegerman, Chief Planner  
William B. Needelman, Planner  
P. Samuel Hoffses, Building Inspector  
Marge Schmuckal, Zoning Administrator  
Tony Lombardo, Project Engineer  
Development Review Coordinator  
Nancy Knauber, Associate Engineer  
Jeff Tarling, City Arborist  
Penny Littell, Associate Corporation Counsel  
Lt. Gaylen McDougall, Fire Prevention  
✓ Inspection Department  
Lee Urban, Director of Economic Development  
Don Hall, Appraiser, Assessor's Office  
Susan Doughty, Assessor's Office  
Approval Letter File

## I. INTRODUCTION

The City of Portland Public Works Department requests a Public Hearing to discuss the development of a City snow dump on the southerly side of outer Congress Street at the South Portland and Westbrook municipal boundaries. Bounded by WH Nichols on the north, Maine Turnpike Authority and the City boundary with South Portland on the east and south, and the city boundary with Westbrook on the west, the subject parcel contains 88.26 acres. The site is zoned I-M and was developed to be a Portland Water District sludge composting facility in the 1970's. Currently used as an aggregate storage facility, the site has a 79,000 sq ft shed/garage structure and exterior material storage piles in the existing condition.

The site contains over 8 acres of impervious and/or disturbed area currently and will have 6 acres of impervious area after development, according to the proposed plan.

Planning staff has contacted the Department of Environmental Protection and received affirmation that the project can be reviewed under delegated authority for Site Location of Development.

Deluca Hoffman Engineers has produced the site plan and stormwater report and will be available at the Hearing to describe the facility and to answer any questions. Jeff Preble, from Dufresne-Henry Engineers, has been retained to provide peer review of the project.

## II. SUMMARY OF FINDINGS

Zoning:	IM
Lot Size:	88.26Acres
Building Size:	79,300 (existing in 1979)
Building Height:	30ft.
Additional impervious:	35,000 sq ft

### Site Description:

The site is 88.26 acres and generally drains from north to south. The existing shed structure is a massive steel industrial building with open bays. The sludge composting use of the site has been discontinued for some time, and Public Works uses, and will continue to use, the building for storage regardless of the snow dump use.

A portion of the site is located within the City of South Portland and stormwater runoff will flow into South Portland. Deluca Hoffman will be coordinating review of the project with the City of South Portland.

Much of the land is undeveloped field and brush, with the southerly section of the parcel containing the headwaters of Long Creek; part of the Clark Pond watershed. While wetlands exist on site, the proposed impact will be small enough to avoid NRPA permitting.

### III. PROJECT DESCRIPTION

The proposed snow dump will be located south of the existing shed structure with 35,000 sq. ft. of additional paving to be installed for improved truck circulation. The snow will be blown or bulldozed into a pile in a 3.8 acre area confined by silt fence and engineered ditches. The ditches will convey storm and melt water into two vortechs type treatment tanks prior to outletting into adjacent wetlands which are tributary to Long Creek

### IV. SITE PLAN REVIEW

Representatives from the Planning, Public Works, the DRC and Fire Departments have reviewed the plans. Comments from these departments are incorporated into the Planning Board Report.

#### 1. Traffic/Circulation

Access to the site will be provided by an existing driveway from outer Congress Street. Public Works Director, Bill Bray, estimates that the facility will generate 10 to 20 truck trips in the peak hours. Peak hours for this facility will be in the early mornings during snow events.

#### 2. Bulk, Location, Height of Buildings

The existing shed structure is 30 ft. high and no new buildings are to be constructed.

#### 3. Utilities, Easements, Solid Waste

Utilities for the facility currently exist on-site.

The Jetport holds an aviation easement over a portion of the property. This easement has restricted the applicant's ability to develop a wet pond for stormwater treatment.

#### 4. Landscaping

Landscaping for the project is not proposed

#### 5. Stormwater/Wetlands

The applicant has provided a Stormwater Management and Erosion Control report in the application package as well as an updated report included as Attachment #1. Stormwater is intended to be collected in an extensive ditch structure along the southerly extent of the dump area, outletting into two proposed treatment units at the south easterly portion of the property. Previously, the applicant had proposed a pond treatment method to provide treatment and detention where the entire pond structure was in South Portland. As stated above, the pond has been eliminated due to aviation concerns (bird attraction,) and the entire facility is now located in Portland.

A result of the elimination of the pond, is that stormwater is now proposed to flow into Long Creek with out detention. The Long Creek watershed flows into Clark Pond before flowing into the Fore River. The design engineer, Dwight Anderson, has worked with the South Portland Planning and Engineering staff and determined that there are no downstream conditions which will be negatively effected by the increase in storm water flow. The Long Creek watershed has always received runoff from the site, and the increased flow anticipated from the new impervious area (35,000 sq ft) and the melting snow are not anticipated to stress the existing road crossings or drainage infrastructure in South Portland. A suggested condition of approval has been included which requires approval from the South Portland Planning Authority for increased stormwater flow from this facility.

Additionally, the updated stormwater report includes an analysis of the melt addition to stormwater flows and a discussion of stormwater treatment. Briefly stated, the applicant has sized the ditch structures up from 25 year storm event to a 50 year event to accommodate the addition of melt water. Stormwater quality will be achieved through the treatment tanks at a rate consistent with Site Location of Development Standards. In a memo dated 10-20-00, the acting DRC recommends that the applicant add snow fence to the silt fence as means to provide a more durable silt containment system. In summary, the DRC agrees with the applicant's method to adhere with Site Location standards for stormwater treatment and agrees that detention is not required in this particular instance.

The Public Works staff is developing a Snow Dump Management Plan which will be critical to the long term function of the facility. Staff recommends a condition of approval that the management plan be submitted for Planning and DRC approval and that the Design engineering firm be retained to conduct annual evaluations of the facility.

Ground water contamination is not anticipated due to the soils existing on site. Additionally, less than 1000 sq ft of wetlands are proposed to be disturbed.

6. Lighting

There is currently wall mounted lighting on the shed structure, and no additional lighting is proposed.

7. Fire Safety

A hydrant currently exists in front of the existing building and vehicle circulation will be improved with the additional paving.

8. Industrial Development

The large size of the parcel and the industrial nature of the area help to offset foreseeable impacts of this development. Environmental concerns are addressed in the Stormwater discussion above.

#### IV. MOTIONS FOR THE BOARD TO CONSIDER

On the basis of plans and information submitted by the applicant and on the basis of information contained in Planning Report #58-00, the Planning Board finds:

- That the project is in conformance with the Site Plan Ordinance of the Land Use Code: and,
- Approves the project under delegated authority for Site Location of Development.

approval is subject to the following conditions of approval:

- That the applicant submit the Snow Dump Facility Management Plan for Planning Staff and DRC review and approval; and that the Public Works Authority retain an outside engineering firm to annually inspect the facility to confirm compliance with the Management Plan: and,
- That the applicant receive from the South Portland Planning Authority approval for increase stormwater discharge from the proposed project.

#### Attachments:

1. Updated Written Statement and Stormwater Report
2. 1-10-00 DRC letter
3. DEP correspondence
4. Standards for Local Site Location of Development Standards
5. 10-20-00 DRC letter
6. 10-20-00 DRC letter
7. Plans and Details