

October Xth, 2014

David Latulippe, Manager

Portland Property Holdings, LLC

2 Main Street

Topsham, ME 04086

**Project Name: Request for approval to advance site work for the Commercial Development including gas station and convenience store with ATM**

**Project ID: #2013-086 and #2014-138**

**CBL: 237-A-012**

**Address: 2282 Congress Street**

**Applicant: C J Developers, Inc. and Portland Property Holdings, LLC**

**Planner: Jean Fraser**

Dear David:

Thank you for your letter dated October 20th, 2014 requesting approval to undertake advance site work prior to the receipt of a building permit.

On May 14th, 2013, the Portland Planning Board approved with conditions a proposal to construct a commercial development that includes a 3,850 sq. ft. convenience store with an ATM and fuel station (14 filling dispensers plus a future compressed natural gas pump and electric recharging stations), a small farmstand associated with the convenience store, and 26 parking spaces. An amendment application that alters the layout, landscape and stormwater system is currently under review but an approval letter is imminent pending the receipt of the final Landscape Plan.

As provided in Section 14-532, this letter serves as the written permission from the Planning Authority to commence site work on this project prior to the issuance of a building permit. The permitted advance site work is limited to the extent of work listed below and does not include the clearing of the site except for the area that needs to be filled in the south part of the site; commencement of the work is subject to the conditions outlined in this letter:

Extent of Work

1. Filling of the southern portion of the site in accordance with the approved amended site plans;
2. Installation of erosion and sedimentation controls shown in the approved amendment plans;
3. Permanently loam and seed the filled slope as in 1) above;
4. Create a temporary service road to the filled area, avoiding the removal of all trees over XXX diameter and incorporating erosion control measures as necessary.

Conditions

1. That the approval letter for the amendment application (#2014-138) is issued prior to any advance work starting on the site;  and
2. Receipt of evidence of RTI and the executed Conditional Rezoning Agreement prior to any advance work starting on site; and
3. That a satisfactory performance guarantee is posted prior to the start of any approved advance site work.
4. That advance clearance work is limited to the area to be filled and would not include clearing of other areas on the site; please amend and submit the plan attached to your letter of request; and
5. That the “limit of clearance work” shall be clearly marked on the site with construction tape or snow fencing; and
6. That existing trees on the site be protected from storage of vehicles or materials, and that the route of the temporary access be reviewed with Phil diPierro prior to the start of site work; and
7. That all erosion and sedimentation control measures shall be in place as per the approved plans, and to include any additional measures as advised by Phil diPierro in respect of the site access and possible additional measures that may be required because of the time of year this work is being done; and
8. That an identified engineer supervise the installation of erosion control measures and monitor these throughout the winter [do we want reports???], as we are concerned that stabilization of the filled area will be problematic; and
9. That the number and timing of trucks per day accessing the site be advised to the Planning Authority and DPS at least one week in advance, and that traffic control measures be incorporated based on their advice; and

Please note that you must obtain any permits that may be required from Public Works for any street openings, and that building permits must be obtained from the Inspections Division prior to the commencement of any construction of any buildings, foundations or structures. Also please see attached the Citys Ordinances regarding construction activities and hours of work, and the associated Department of Public Services waiver request form re hours of work.

Prior to the start of any advance site work, a pre-construction meeting shall be held at the project site with the contractor, development review coordinator, Pubic Service Department representative, City Arborist and owner to review the construction schedule, erosion and sedimentation controls, and other critical aspects of the work. Please contact Philip DiPierro, Development Review Coordinator at 874-8632 regarding the preconstruction meeting.

If you have any questions, please contact Jean Fraser on 874 8728.

Sincerely,

Alex Jaegerman

Planning Division Director

Attachments:

1. Request letter from David latulipee,date October 20, 2014;
2. 2013 Site Plan Approval letter;
3. City Ordinance regarding Construction, and DPS Waiver request form re hours of work.

cc: Steve Bushey (Engineer for applicant)

Electronic cc:

|  |  |
| --- | --- |
| Jeff Levine, AICP, Director of Planning and Urban DevelopmentAlexander Jaegerman, FAICP, Planning Division DirectorBarbara Barhydt, Development Review Services ManagerJean Fraser,PlannerPhilip DiPierro, Development Review Coordinator, PlanningMarge Schmuckal, Zoning Administrator, Inspections DivisionTammy Munson, Inspection Division DirectorLannie Dobson, Administration, Inspections DivisionGayle Guertin, Administration, Inspections DivisionMichael Bobinsky, Public Services DirectorKatherine Earley, Engineering Services Manager, Public ServicesBill Clark, Project Engineer, Public ServicesDavid Margolis-Pineo, Deputy City Engineer, Public ServicesDoug Roncarati, Stormwater Coordinator, Public Services | Greg Vining, Associate Engineer, Public Services Michelle Sweeney, Associate EngineerJohn Low, Associate Engineer, Public ServicesRhonda Zazzara, Field Inspection Coordinator, Public ServicesMike Farmer, Project Engineer, Public ServicesJane Ward, Administration, Public ServicesJeff Tarling, City Arborist, Public ServicesJeremiah Bartlett, Public ServicesCaptain Chris Pirone, Fire DepartmentDanielle West-Chuhta, Corporation CounselThomas Errico, P.E., TY Lin AssociatesDavid Senus, P.E., Woodard and CurranRick Blackburn, Assessor’s DepartmentApproval Letter File |