



# Administrative Authorization Application

Portland, Maine

Planning and Urban Development Department, Planning Division

PROJECT NAME: SAGAMORE VILLAGE 2013-094

PROJECT ADDRESS: 21 POPHAM ST. AKA CHART/BLOCK/LOT: 274 H 001

APPLICATION FEE: 50 (\$50.00) 1 Josslyn 274-H-1

PROJECT DESCRIPTION: (Please Attach Sketch/Plan of the Proposal/Development)  
12' X 12' SALT STORAGE SHED

**CONTACT INFORMATION:**

**OWNER/APPLICANT** PORTLAND HOUSING AUTHORITY  
 Name: PORTLAND HOUSING AUTHORITY  
 Address: 14 BAXTER BOULEVARD  
PORTLAND, ME 04101  
 Work #: 207.773.4753  
 Cell #: -  
 Fax #: -  
 Home #: -  
 E-mail: -

**CONSULTANT/AGENT** STEPHEN M. THOMAS  
 Name: GTAZ ARCHITECTS  
 Address: 44 OAK STREET  
PORTLAND, ME 04101  
 Work #: 207.771.5461  
 Cell #: -  
 Fax #: -  
 Home #: -  
 E-mail: STEPHENGTAZ@GMAIL.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>N</u>   |
| b) Are there any new buildings, additions, or demolitions?        | <u>Y</u>   |
| c) Is the footprint increase less than 500 sq. ft.?               | <u>Y</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>N/A</u> |
| f) Do the curbs and sidewalks comply with ADA?                    | <u>N/A</u> |
| g) Is there any additional parking?                               | <u>N</u>   |
| h) Is there an increase in traffic?                               | <u>N</u>   |
| i) Are there any known stormwater problems?                       | <u>N</u>   |
| j) Does sufficient property screening exist?                      | <u>Y</u>   |
| k) Are there adequate utilities?                                  | <u>N/A</u> |
| l) Are there any zoning violations?                               | <u>N</u>   |
| m) Is an emergency generator located to minimize noise?           | <u>N/A</u> |
| n) Are there any noise, vibration, glare, fumes or other impacts? | <u>N</u>   |



Signature of Applicant: S. THOMAS Date: 4.17.13

**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.

**Administrative Authorization Decision**

**Application #:** 2013-094  
**Name:** Sagamore Village - Salt Shed  
**Address:** JOSSLYN ST  
**Description:** install a 12' x 12' Salt Shed

<b><u>Criteria for an Administrative Authorization:</u></b> <b><u>(See Section 14-523 (4) on page 2 of this application)</u></b>	<b><u>Applicant's Assessment</u></b> <b><u>Yes, No, N/A</u></b>		<b><u>Planning Division</u></b> <b><u>Use Only</u></b>
a) Is the proposal within existing structures?	No	No	
b) Are there any new buildings, additions, or demolitions?	Yes	Yes	
c) Is the footprint increase less than 500 sq. ft.?	Yes	Yes	
d) Are there any new curb cuts, driveways or parking areas?	No	No	
e) Are the curbs and sidewalks in sound condition?	N/A	N/A	
f) Do the curbs and sidewalks comply with ADA?	N/A	N/A	
g) Is there any additional parking?	No	No	
h) Is there an increase in traffic?	No	No	
i) Are there any known stormwater problems?	No	No	
j) Does sufficient property screening exist?	Yes	Yes	
k) Are there adequate utilities?	N/A	N/A	
l) Are there any zoning violations?	No	No	
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 Sagamore Village - Salt Shed was approved by Barbara Barhydt, Development Review Services Manager on May 3, 2013 with the following condition of approval listed below:

1) The Department of Public Services has the following comments in reference to the Sagamore Village & Riverton Park Salt/Sand Sheds.

1. Place salt storage sheds on a paved pad. The storage pad should be pitch slightly forward the street to prevent any collection of water inside the shed. Care should be taken to avoid drainage from the surrounding area from entering the storage sheds.
2. Salt shed should be covered and the cover should be maintained to prevent leaks.

The staff shall be trained to follow the Best Management procedures below:

1. Salt shed should not be overfilled so as to expose salt to the elements and where possible the entrance should be protected by doors, flaps or other means to keep out the elements
2. Care should be taken when transferring, loading or otherwise handling salt/sand to avoid spills. All spilled material should be cleaned up immediately and returned to the storage shed using dry methods (i.e.: Sweeping, shoveling, etc.). Do not overfill sanding/salting equipment.
3. Loading, handling and access areas should be kept clean and free of salt/sand and visually inspected regularly during active operational period. These areas should be included in street

Barbara Barhydt  
 Development Review Services Manager  
 Approval Date: May 3, 2013

*Continued on next  
 page*

## Administrative Authorization Decision

sweeping routine.

4. Spring Cleaning: Never hose down or power wash spilled salt/sand from handling or access areas; Clean up materials using dry methods and/or a street sweeper.

We have no further comments.

- 2) The administrative authorization is approved subject to the applicant obtaining all required building permits from Portland's Inspection Office.



Barbara Barhydt  
Development Review Services Manager  
Approval Date: May 3, 2013

City of Portland  
 Development Review Application  
 Planning Division Transmittal Form

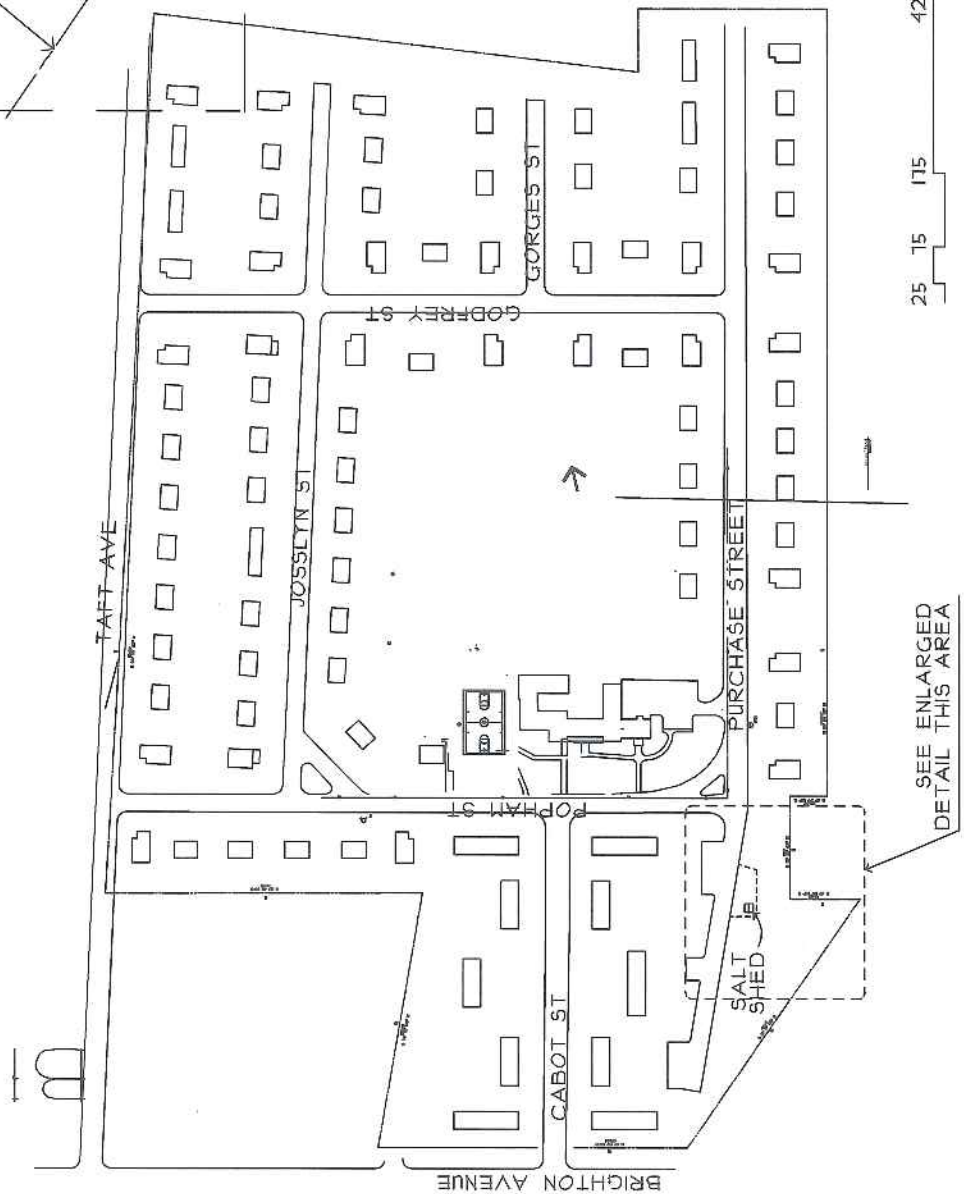
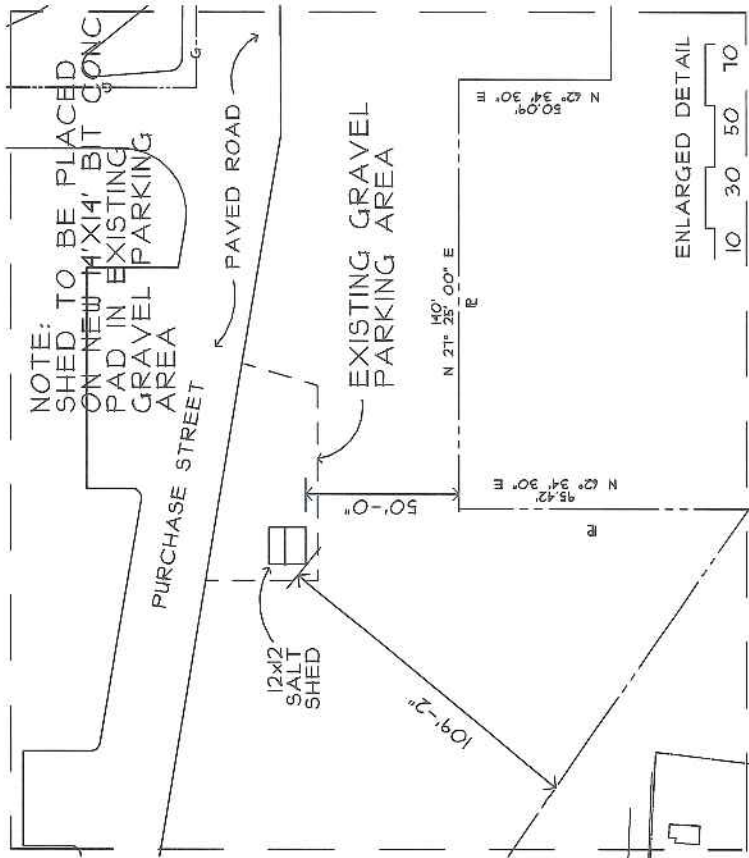
*In E-Plan*

**Application Number:** 2013-094                      **Application Date:** 04/17/2013  
**CBL:** 274 H001001                      **Application Type:** Administrative Authorization

**Project Name:** Sagamore Village - Salt Shed  
**Address:** 1- JOSSLYN ST  
**Project Description:** install a 12' x 12' Salt Shed

**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>	



SAGAMORE VILLAGE  
SALT SHED LOCATION  
PORTLAND HOUSING AUTHORITY

BRIGHTON AVENUE

CABOT ST

POPHAM ST

SALT SHED

PURCHASE STREET

JOSSLYN ST

GODFREY ST

GORGES ST

Taft AVE

RECEIVED  
1 17 2013  
Portland  
S.D. DIVISION

SEE ENLARGED  
DETAIL  
THIS AREA

25 75 175 425

SAGAMORE VILLAGE  
SALT SHED LOCATION  
PORTLAND HOUSING AUTHORITY



