

Listed below are key characters (in bold) for searching within this file.

Hold down the control key and select the “f” key. Enter either a key character from the list below or document name and hit enter for a list of documents containing the search word you entered.

APL – all documents behind this target sheet pertain to the original application submitted by the applicant.

PBM – all documents behind this target sheet are any Planning Board memos with attachments that went to the Board.

PBR – all documents behind this target sheet are any Planning Board reports with attachments that went to the Board.

CC1 – all documents behind this target sheet are any City Council Memos/Reports that went to the City Council.

Misc – all documents behind this target sheet are any that do not pertain to a subject listed above.



PORTLAND MAINE

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Planning & Urban Development Department
Penny St. Louis Littell, Director

Planning Division
Alexander Jaegerman, Director

August 27, 2010

Poulin Property Holdings LLC
Poulin Financial Services, LLC, PA
c/o Marc Poulin
276 Canco Road
Portland, ME 04103

Northeast Civil Solutions Inc
c/o Lee Allen
153 US Route 1
Scarborough, ME 04074

Project Name: Office Expansion;
Poulin Property Holdings LLC and Poulin Financial
Services LLC, PA, Joint Applicants

Project Address: 171 Warren Avenue, Portland Maine

Project ID: 10-79900021

Dear Mr. Poulin and Mr. Allen:

On August 27, 2010 the Portland Planning Authority approved a minor site plan for a single story building addition of 720 sq ft to the rear of the existing office building at 171 Warren Avenue, as shown on the approved plans: Sheet 2 Site Plan and Sheet 3 Erosion & Sedimentation Control Notes and Construction Details dated 8.20.2010 prepared by Northeast Civil Solutions; and Sheet A2 Elevations dated 7.22.2010 prepared by Michael Charek Architects, with the following conditions:

- i. That the applicant shall close the Warren Avenue driveway and re-establish the driveway on Hemingway Street at the time that Hemingway Street is improved. The applicant would be responsible for all work associated with this action, both on site and off site; and
- ii. The applicant shall have a licensed surveyor install, prior to the issuance of the Certificate of Occupancy, the two rear property pins in the vacated Katahdin Street, as shown on the submitted Boundary Survey dated July 26, 2010 revised 8.20.2010; and
- iii. That the applicant shall submit a copy of the letter confirming water capacity (from Portland Water District) prior to the issuance of a building permit; and

- iv. That if in the future a dumpster or any exterior lighting (including building mounted) is proposed for installation on this site, the applicant shall submit plans and details of such items for review and approval prior to their installation; and
- v. That all pavement repairs within Warren Avenue, which is classified as a City arterial, shall meet the requirements of the City Technical Manual detail for an arterial street and not as shown in the detail on the submitted plans.

This approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

STANDARD CONDITIONS OF APPROVAL

Please note the following standard conditions of approval and requirements for all approved site plans:


1. The site shall be developed and maintained as depicted in the site plan and the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or the planning authority pursuant to the terms of Article V, Site Plan ordinance. Any such parcel lawfully altered prior to the enactment date of these revisions shall not be further altered without approval as provided herein.
2. The above approvals do not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division.
3. Final sets of plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (*.dwg), release AutoCAD 2005 or greater.
4. A performance guarantee covering the site improvements as well as an inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning Division and Public Services Dept. prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and approval.
5. 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.
6. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
7. Prior to construction, a pre-construction meeting shall be held at the project site with the contractor, development review coordinator, Public Service'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.

8. 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 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)

The Development Review Coordinator must be notified five (5) working days prior to date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. 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 you have any questions, please contact Jean Fraser at 874 8728 or jf@portlandmaine.gov.

Sincerely,


(BB)

Alexander Jaegerman
Planning Division Director

Attachment: Performance Guarantee Packet

Electronic Distribution:

Penny St. Louis Littell, Director of Planning and Urban Development

Alexander Jaegerman, Planning Division Director

Barbara Barhydt, Development Review Services Manager

Jean Fraser, Planner

Philip DiPierro, Development Review Coordinator

Marge Schmuckal, Zoning Administrator

Tammy Munson, Inspections Division Director

Gayle Guertin, Inspections Division

Lannie Dobson, Inspections Division

Michael Bobinsky, Public Services Director

Kathi Earley, Public Services

Bill Clark, Public Services

David Margolis-Pineo, Deputy City Engineer

Greg Vining, Public Services

John Low, Public Services

Jane Ward, Public Services

Keith Gautreau, Fire

Jeff Tarling, City Arborist

Tom Errico, TY Lin

Dan Goyette, Woodard & Curran

Assessor's Office

Approval Letter File

Hard Copy: Project File

**City of Portland
Development Review Application
Planning Division Transmittal form**

Application Number: 10-79900021 **Application Date:**
8-3-10

Project Name: 171 WARREN AVENUE

Address: 171 Warren Avenue **CBL:** 295 - B-001-001

Project Description: Warren Avenue; 171; Office Expansion; Poulin Prop. Holdings

Zoning: B - 4

Other Reviews Required:

Review Type: MINOR SITE PLAN

Applicant:
POULIN PROPERTY HOLDINGS, LLC, C/O MARK POULIN
276 CANCO RD
Portland Me 04103

Applicant:
NORTHEAST CIVIL SOLUTIONS, C/O LEE ALLEN
153 US ROUTE 1
Scarborough Me 04074

Distribution List:

<input checked="" type="checkbox"/> Planner	Jean Fraser	<input type="checkbox"/> Parking	John Peverada
<input type="checkbox"/> Zoning Administrator	Marge Schmuckal	<input type="checkbox"/> Design Review	Alex Jaegerman
<input type="checkbox"/> Traffic	Tom Errico	<input type="checkbox"/> Corporation Counsel	Danielle West-Chuhta
<input type="checkbox"/> Stormwater	Dan Goyette	<input type="checkbox"/> Sanitary Sewer	John Emerson
<input type="checkbox"/> Fire Department	Keith Gautreau	<input type="checkbox"/> Inspections	Tammy Munson
<input type="checkbox"/> City Arborist	Jeff Tarling	<input type="checkbox"/> Historic Preservation	Deb Andrews
<input type="checkbox"/> Engineering	David Margolis-Pineo	<input type="checkbox"/> Outside Agency	
		<input type="checkbox"/> DRC Coordinator	Phil DiPierro

Preliminary Comments needed by: August 11, 2010

Final Comments needed by: August 18, 2010



**NORTHEAST
CIVIL
SOLUTIONS, INC.**

153 U.S. Route 1
Scarborough, Maine 04074
(800) 882-2227 / (207) 883-1000
FAX: (207) 883-1001
www.northeastcivilsolutions.com

LETTER OF TRANSMITTAL

TO: BARBARA BARHYDT, DEVELOPMENT REVIEW PORTLAND CITY HALL 389 CONGRESS STREET PORTLAND, ME 04101	DATE: JULY 26, 2010
	JOB No.: 32209
	FROM: LEE ALLEN
RE: 171 WARREN AVENUE – POULIN PROPERTY HOLDINGS, LLC	

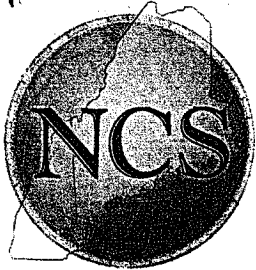
PLEASE BE ADVISED THAT WE ARE ENCLOSING THE FOLLOWING:

NO.	COPIES	DESCRIPTION
1	7	Plans (24x36)
2	1	Plans (11x17)
3	7	Cover Letter, Application, Right, Title and Interest
4	1	Application Fee (\$400)

Barbara,
Enclosed please find application materials for minor site plan review. Please contact me with any questions or concerns. Thanks.

Copy to _____ file _____

Signed  _____



SURVEYING ENGINEERING LAND PLANNING

Northeast Civil Solutions

INCORPORATED

www.northeastcivilsolutions.com

July 26, 2010

153 U.S. Route 1

Scarborough

Maine 04074

Ms. Barbara Barhydt
Department of Planning and Urban Development
Portland City Hall
389 Congress Street
Portland, ME 04101

tel

207.883.1000

800.882.2227

RE: Poulin Property Holdings, LLC – Building Addition at 171 Warren Avenue

fax

207.883.1001

Dear Barbara,

Enclosed please find the necessary materials to support a “Minor Site Plan Review” at 171 Warren Avenue. The lot is currently developed, formerly housing an office. Poulin Property Holdings, LLC is proposing to expand the office space with a 720 sf addition.

This parcel is located on the corner of Warren Avenue and Hemmingway Street within the B-4 Business Zone. The total parcel area is 51,840 sf (1.19 Ac). Currently, the site is accessed off from Warren Avenue. Access can also be gained off from Hemmingway Street, an unimproved City Street. The site is not burdened by any easements.

A 45ft x 16ft (720 sf) addition is proposed. The existing footprint of the building is 1,664 sf. With the addition the new footprint of the building will be 2,384 sf. Since a portion of this building is two stories the square footage of the building differs from the footprint. The existing floor area of the building is 2,610 sf and with the addition the proposed floor area is 3,330 sf. The existing pavement is not striped for parking therefore the number of existing spaces was estimated based on the existing building floor area and City Code that calls for 1 space/ 400 sf of office-floor area, resulting in 7 spaces. The additionally floor area proposed increases the parking requirement to 9 spaces. By inspection of the site plan, 9 parking spaces can be provided constructing additional pavement.

A dumpster is proposed within a fenced area located at the back of the site to remove solid waste. The existing fence and gate will be removed and the dumpster placed on existing paved area.

No significant change in stormwater runoff will be realized. A 720 sf building addition and paved walkway (278 sf) will be constructed from the edge of the handicap accessible parking space to the front entrance. An area of gravel (316 sf) adjacent to Hemingway Street will be loamed and seeded. Therefore an increase of 644 sf in impervious area is realized, which is not considered significant. All runoff either ponds on site or flows into the municipal catch basin located in Warren Avenue just to the west of the existing curb cut.

It is anticipated that the site improvements necessary for this project can be completed within one month. The work anticipated and shown on the plan is building construction, ramp and dumpster construction and re-striping of the parking area.

This project requires "Minor Site Plan" approval from the City Planning Staff. No other permits are required.

A copy of the Purchase and Sale agreement between Poulin Financial Services, LLC, PA and Assigns and Walter Pochebit is provided for your review. Additional paperwork including Articles of Organization are enclosed that indicate the relationship between Poulin Financial Services, LLC, PA and Assigns and Poulin Property Holdings, LLC.

The applicant requests a waiver of *Sec. 14-506 Modifications Sidewalks* as there is no reasonable expectation of pedestrians coming and going to this place of business and a sidewalk exists across the street from the site. Constructing the sidewalk in front of this business would likely result in damage to two large and old oak trees.

If you have any questions please feel free to contact me with any comments or questions.

Sincerely,
Northeast Civil Solutions, Inc.



Lee Allen, P.E.
Vice President

Cc: Mr. Marc Poulin, Poulin Property Holdings

Encl:



**Development Review Application
PORTLAND, MAINE**

Department of Planning and Urban Development,
Planning Division and Planning Board

PROJECT NAME: POULIN PROPERTY HOLDINGS, LLC BUILDING ADDITION

PROPOSED DEVELOPMENT ADDRESS:

171 WARREN AVENUE

PROJECT DESCRIPTION:

720 SF BUILDING EXPANSION

CHART/BLOCK/LOT: 295-B-1 to 7-10

CONTACT INFORMATION:

APPLICANT

Name: POULIN PROPERTY HOLDINGS, LLC

Address: c/o MARC POULIN
270 CANOE ROAD
PORTLAND, ME

Zip Code: 04103

Work #: (207) 773-1040

Cell #: (207) 650-1949

Fax #: (207) 773-1583

Home: _____

E-mail: marc@poulinfinancial.com

PROPERTY OWNER

Name: WALTER J. POCHBIT

Address: 7 HALE STREET
PORTLAND, ME

Zip Code: 04103

Work #: _____

Cell #: _____

Fax #: _____

Home: _____

E-mail: _____

BILLING ADDRESS

Name: _____

Address: - SAME AS APPLICANT -

Zip: _____

Work #: _____

Cell #: _____

Fax #: _____

Home: _____

E-mail: _____

~As applicable, please include additional contact information on the next page~

AGENT/REPRESENTATIVE

Name: NORTHEAST CIVIL SOLUTIONS
C/O LEE ALLEN
Address: 153 US ROUTE 1
SEABOROUGH, ME
Zip Code: 04074
Work #: (207) 883-1000
Cell #: _____
Fax #: (207) 883-1001
Home: _____
E-mail: lee.allen@northeastcivilsolutions
com

ENGINEER

Name: - SAME AS AGENT -
Address: _____
Zip Code: _____
Work #: _____
Cell #: _____
Fax #: _____
Home: _____
E-mail: _____

ARCHITECT

Name: MICHAEL CHAREK ARCHITECTS
Address: 25 HARTLEY STREET
PORTLAND, ME
Zip Code: 04103
Work #: (207) 761-0556
Cell #: _____
Fax #: (207) 761-7260
Home: _____
E-mail: mcharek1@maine.rv.com

CONSULTANT

Name: _____
Address: _____
Zip Code: _____
Work #: _____
Cell #: _____
Fax #: _____
Home: _____
E-mail: _____

SURVEYOR

Name: - SAME AS AGENT -
Address: _____
Zip Code: _____
Work #: _____
Cell #: _____
Fax #: _____
Home: _____
E-mail: _____

ATTORNEY

Name: _____
Address: _____
Zip Code: _____
Work #: _____
Cell #: _____
Fax #: _____
Home: _____
E-mail: _____

PROJECT DATA

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

Total Site Area	<u>51,840</u> sq. ft.
Proposed Total Disturbed Area of the Site	<u>2,230</u> 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)

IMPERVIOUS SURFACE AREA

Proposed Total Paved Area	<u>8,801</u> sq. ft.
Existing Total Impervious Area	<u>11,480</u> sq. ft.
Proposed Total Impervious Area	<u>12,124</u> sq. ft.
Proposed Impervious Net Change	<u>+6,444</u> sq. ft.

BUILDING AREA

Existing Building Footprint	<u>1,664</u> sq. ft.
Proposed Building Footprint	<u>2,324</u> sq. ft.
Proposed Building Footprint Net change	<u>720</u> sq. ft.
Existing Total Building Floor Area	<u>2,610</u> sq. ft.
Proposed Total Building Floor Area	<u>3,330</u> sq. ft.
Proposed Building Floor Area Net Change	<u>720</u> sq. ft.
New Building	<u>NO</u> (yes or no)

ZONING

Existing	<u>B-4</u>
Proposed, if applicable	<u>B-4</u>

LAND USE

Existing	<u>BUSINESS OFFICE</u>
Proposed	<u>BUSINESS OFFICE</u>

RESIDENTIAL, IF APPLICABLE

Proposed Number of Affordable Housing Units	<u>NA</u>
Proposed Number of Residential Units to be Demolished	
Existing Number of Residential Units	
Proposed Number of Residential Units	
Subdivision, Proposed Number of Lots	↓

PARKING SPACES

Existing Number of Parking Spaces	<u>7</u>
Proposed Number of Parking Spaces	<u>9</u>
Number of Handicapped Parking Spaces	<u>1</u>
Proposed Total Parking Spaces	<u>9</u>

BICYCLE PARKING SPACES

Existing Number of Bicycle Parking Spaces	<u>0</u>
Proposed Number of Bicycle Parking Spaces	<u>2</u>
Total Bicycle Parking Spaces	<u>2</u>

ESTIMATED COST OF PROJECT

\$ 100,000

Please answer the following with a Yes/No response on all that apply to the proposed development

Institutional	<u>NO</u>	Change of Use	<u>NO</u>
Parking Lot	<u>YES</u>	Design Review	<u>NO</u>
Manufacturing	<u>NO</u>	Flood Plain Review	<u>NO</u>
Office	<u>YES</u>	Historic Preservation	<u>NO</u>
Residential	<u>NO</u>	Housing Replacement	<u>NO</u>
Retail/Business	<u>NO</u>	14-403 Street Review	<u>NO</u>
Warehouse	<u>NO</u>	Shoreland	<u>NO</u>
Single Family Dwelling	<u>NO</u>	Site Location	<u>NO</u>
2 Family Dwelling	<u>NO</u>	Stormwater Quality	<u>NO</u>
Multi-Family Dwelling	<u>NO</u>	Traffic Movement	<u>NO</u>
B-3 Ped Activity Review	<u>NO</u>	Zoning Variance	<u>NO</u> (or date)
Change of Use	<u>NO</u>	Historic Dist./Landmark	<u>NO</u>
		Off Site Parking	<u>NO</u>

APPLICATION FEE:

Check all reviews that apply. Payment may be made in cash or check to the City of Portland.

<p>Major Development (more than 10,000 sq. ft.)</p> <p><input type="checkbox"/> Under 50,000 sq. ft. (\$500.00)</p> <p><input type="checkbox"/> 50,000 - 100,000 sq. ft. (\$1,000.00)</p> <p><input type="checkbox"/> Parking Lots over 100 spaces (\$1,000.00)</p> <p><input type="checkbox"/> 100,000 - 200,000 sq. ft. (\$2,000.00)</p> <p><input type="checkbox"/> 200,000 - 300,000 sq. ft. (\$3,000.00)</p> <p><input type="checkbox"/> Over 300,000 sq. ft. (\$5,000.00)</p> <p><input type="checkbox"/> After-the-fact Review (\$1,000.00 plus applicable application fee)</p>	<p>Plan Amendments</p> <p><input type="checkbox"/> Planning Staff Review (\$250.00)</p> <p><input type="checkbox"/> Planning Board Review (\$500.00)</p> <p>Subdivision</p> <p><input type="checkbox"/> Subdivision (\$500.00) + amount of lots _____ (\$25.00 per lot) \$ _____ + (applicable Major site plan fee)</p>
<p>Minor Site Plan Review</p> <p><input checked="" type="checkbox"/> Less than 10,000 sq. ft. (\$400.00)</p> <p><input type="checkbox"/> After-the-fact Review (\$1,000.00 plus applicable application fee)</p>	<p>Other Reviews</p> <p><input type="checkbox"/> Site Location of Development (\$3,000.00 (except for residential projects which shall be \$200.00 per lot _____))</p> <p><input type="checkbox"/> Traffic Movement (\$1,000.00)</p> <p><input type="checkbox"/> Storm water Quality (\$250.00)</p> <p><input type="checkbox"/> Section 14-403 Review (\$400.00 + \$25.00 per lot)</p> <p><input type="checkbox"/> Other _____</p>

DEVELOPMENT REVIEW APPLICATION SUBMISSION

Submissions shall include seven (7) packets with folded plans containing the following materials:


1. Seven (7) full size site plans that must be folded.
2. Application form that is completed and signed.
3. Cover letter stating the nature of the project.
4. All Written Submittals (Sec. 14-525 2. (c), including evidence of right, title and interest.
5. A stamped standard boundary survey prepared by a registered land surveyor at a scale not less than one inch to 100 feet.
6. Plans and maps based upon the boundary survey and containing the information found in the attached sample plan checklist.
7. Copy of the checklist completed for the proposal listing the material contained in the submitted application.
8. One (1) set of plans reduced to 11 x 17.

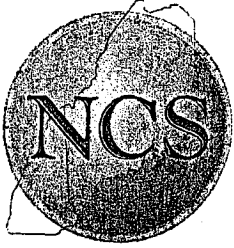
Refer to the application checklist (page 9) for a detailed list of submittal requirements.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14), which includes the Subdivision Ordinance (Section 14-491) and the Site Plan Ordinance (Section 14-521). Portland's Land Use Code is on the City's web site: www.portlandmaine.gov Copies of the ordinances may be purchased through the Planning Division.

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 site review only; a Performance Guarantee, Inspection Fee, Building Permit Application and associated fees will be required prior to construction.

<p>Signature of Applicant: </p>	<p>Date: 7/26/10</p>
--	----------------------



SURVEYING ENGINEERING LAND PLANNING

Northeast Civil Solutions
INCORPORATED

www.northeastcivilsolutions.com

153 U.S. Route 1 July 22, 2010

Scarborough

Maine 04074

To Whom It May Concern:

I, Marc Poulin, authorize Northeast Civil Solutions, Inc. to sign any and all applications, permit requests, and other paperwork in conjunction with obtaining minor site plan approval for the building addition located at 171 Warren Avenue in Portland, Maine.

tel

207.883.1000

800.882.2227

fax

207.883.1001


Marc Poulin, Poulin Property Holdings, LLC

7/22/10
Date

Site Plan Checklist

Portland, Maine

Department of Planning and Urban Development, Planning Division and Planning Board

POULIN - 171 WARREN AVENUE

Project Name, Address of Project

Application Number

(The form is to be completed by the Applicant or Designated Representative)

Check Submitted		Required Information	Section 14-525 (b,c)
Applicant	Staff		
✓		Standard boundary survey (stamped by a registered surveyor, at a scale of not less than 1 inch to 100 feet and including:	1
✓		Name and address of applicant and name of proposed development	a
✓		* Scale and north points	b
✓		* Boundaries of the site	c
✓		* Total land area of site	d
✓		* Topography - existing and proposed (2 feet intervals or less)	e
✓		Plans based on the boundary survey including:	2
✓		* Existing soil conditions	a
✓		* Location of water courses, wetlands, marshes, rock outcroppings and wooded areas	b
✓		* Location, ground floor area and grade elevations of building and other structures existing and proposed, elevation drawings of exterior facades, and materials to be used	c
✓		* Approx location of buildings or other structures on parcels abutting the site and a zoning summary of applicable dimensional standards (example page 11 of packet)	d
✓		* Location of on-site waste receptacles	e
✓		* Public utilities	e
✓		* Water and sewer mains	e
✓		* Culverts, drains, existing and proposed, showing size and directions of flows	e
✓		* Location and dimensions, and ownership of easements, public or private rights-of-way, both existing and proposed	f
✓		* Location and dimensions of on-site pedestrian and vehicular access ways	g
✓		* Parking areas	g
✓		* Loading facilities	g
✓		* Design of ingress and egress of vehicles to and from the site onto public streets	g
✓		* Curb and sidewalks	g
✓		Landscape plan showing:	h
✓		* Location of existing vegetation and proposed vegetation	h
✓		* Type of vegetation	h
✓		* Quantity of plantings	h
✓		* Size of proposed landscaping	h
✓		* Existing areas to be preserved	h
✓		* Preservation measures to be employed	h
✓		* Details of planting and preservation specifications	h
✓		* Location and dimensions of all fencing and screening	i
N/A		Location and intensity of outdoor lighting system	j
✓		Location of fire hydrants, existing and proposed (refer to Fire Department checklist - page 11)	k
✓		Written statements to include:	c
✓		* Description of proposed uses to be located on site	cl
✓		* Quantity and type of residential, if any	cl
✓		* Total land area of the site	c2
✓		* Total floor area, total disturbed area and ground coverage of each proposed Building and structure	c2
✓		* General summary of existing and proposed easements or other burdens	c3
✓		* Type, quantity and method of handling solid waste disposal	c4
N/A		* Applicant's evaluation or evidence of availability of off-site public facilities, including sewer, water and streets (refer to the wastewater capacity application - page 12)	c5
✓		* Description of existing surface drainage and a proposed stormwater management plan or description of measures to control surface runoff.	c6

✓	_____	* An estimate of the time period required for completion of the development	7
✓	_____	* A list of all state and federal regulatory approvals to which the development may be subject to. the status of any pending applications, anticipated timeframe for obtaining such permits, or letters of non-jurisdiction.	8
✓	_____	* Evidence of financial and technical capability to undertake and complete the development including a letter from a responsible financial institution stating that it has reviewed the planned development and would seriously consider financing it when approved.	
✓	_____	* Evidence of applicant's right title or interest, including deeds, leases, purchase options or other documentation.	
N/A	_____	* A description of any unusual natural areas, wildlife and fisheries habitats, or archaeological sites located on or near the site.	
✓	_____	A jpeg or pdf of the proposed site plan, if available.	
N/A	_____	Final sets of the approved plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (*.dwg), release AutoCAD 2005 or greater.	

Note: Depending on the size and scope of the proposed development, the Planning Board or Planning Authority may request additional information, including (but not limited to):

- | | |
|--|---|
| <ul style="list-style-type: none"> - drainage patterns and facilities - erosion and sedimentation controls to be used during construction - a parking and/or traffic study - emissions - a wind impact analysis | <ul style="list-style-type: none"> - an environmental impact study - a sun shadow study - a study of particulates and any other noxious - a noise study |
|--|---|

61639E

MAINE REAL ESTATE TAX PAID

QUITCLAIM DEED WITHOUT COVENANT
(Maine Statutory Short Form)

KNOW ALL MEN BY THESE PRESENTS, THAT Fleet Bank of Maine, a banking corporation organized and existing under the laws of the State of Maine, located at One City Center, Portland, County of Cumberland, State of Maine 04101 (Grantor) for consideration paid, RELEASES to Walter J. Pochebit (Grantee) of Portland, Maine, County of Cumberland, State of Maine, whose mailing address is: 7 Hale Street, Portland, Maine 04103, the following described property located in the City of Portland, County of Cumberland, described as follows:

The premises known as 171 Warren Avenue in the City of Portland, County of Cumberland and State of Maine, further described as follows:

Seven (7) certain lots or parcels of land, with the buildings thereon, situated on the northeasterly corner of Warren Avenue and Yale Avenue, in said Portland, said lots being numbered 1, 2, 46, 47, 49, and 50 on the plan of Pinehurst recorded in Cumberland County Registry of Deeds, Plan Book 13, Page 91, the duplex house being numbered 171-173 on Warren Avenue and located on lot #1. Said lots comprise all of the land between Warren Avenue and Princeton Avenue lying easterly of Yale Avenue and between said Avenue and land now or formerly of H. Sawyer Estate.

BEING the same premises conveyed to Edward Robinson and Margaret Robinson by Deed of George W. Collins, dated July 30, 1945, and recorded in the Cumberland County Registry of Deeds in Book 1789, Page 75.

ALSO a certain triangular shaped parcel of land situated on the northerly side of Warren Avenue in the City of Portland, County of Cumberland and State of Maine and bounded and described as follows:

BEGINNING on said northerly side of Warren Avenue at the southeasterly corner of lot numbered one as shown on a plan of Pinehurst and recorded in the Cumberland County Registry of Deeds in Book 13, Page 91; thence easterly by said northerly sideline of Warren Avenue one hundred five and sixty-one hundredths (105.61) feet to an iron; thence northerly and at right angles to said Warren Avenue one hundred (100) feet to a stake marking the northeasterly corner of said lot number one; thence southwesterly by said easterly side line of said lot number one, one hundred forty-five and forty-three hundredths (145.43) feet to the point of beginning.

Being the same property conveyed to Edward Robinson and Margaret Robinson by deed of Southworth Machine Company dated November 10, 1947 and recorded in the Cumberland County Registry of Deeds, Book 1947, Page 012.

Being the same premises conveyed to Fleet Bank of Maine by deed dated June 23, 1993 and recorded in the Cumberland County Registry of Deeds in Book 10785, Page 201.

IN WITNESS WHEREOF, the said Fleet Bank of Maine has caused this instrument to be sealed and signed in its name by Patricia C. Harrington, its Vice President, thereunto duly authorized, this 23 day of September, 1993.

Signed, Sealed and
Delivered in the
Presence of:

FLEET BANK OF MAINE

James D. Harris

Patricia C. Harrington
By Patricia C. Harrington
Its Vice President

STATE OF MAINE
CUMBERLAND, SS.

September 23, 1993

Personally appeared the above named Patricia C. Harrington, Vice President of Fleet Bank of Maine and acknowledged the foregoing on oath to be her free act and deed in her said capacity and the free act of Fleet Bank of Maine.

Before me,

Quide M. Harris
Name: RODIE M. HARRIS
Notary Public/Attorney at Law
MY COMMISSION EXPIRES MARCH 31, 1998
My Commission Expires: _____

SEAL

Recorded
Cumberland County
Registry of Deeds
09/24/93 03:34:37PM
John B. O'Brien
Registrar

CONTRACT FOR THE SALE OF COMMERCIAL REAL ESTATE

RECEIVED from Poulin Financial Services, LLC, PA and assigns, whose mailing address is 276 Canco Road, Portland, ME (hereinafter called "Purchaser"), this 28th day of May, 2010, the sum of Two Thousand Dollars (\$ 2,000.00) as earnest money deposit toward purchase of real estate located at 171 Warren Avenue in the city/town of Portland, County of Cumberland, State of Maine, described as follows a parcel of land approx 1.02 acres and the building thereon and being more fully described at said County's Registry of Deeds in Book 10976, Page 104, upon the terms and conditions indicated below.

1. PERSONAL PROPERTY: The following items of personal property are included in this sale (if applicable) see Addendum

2. PURCHASE PRICE: The total Purchase Price is Four Hundred Twenty Thousand Dollars (\$), with payment to be made as follows: Earnest money deposit received on this date: \$ 0.00 Other: Promissory Note - per Addendum \$ 1,000.00 Other: \$ Balance due at closing, in cash or certified funds: \$ 000.00

3. EARNEST MONEY/ACCEPTANCE: Keller Williams Realty ("Escrow Agent") shall hold the earnest money in a non-interest bearing account and act as escrow agent until closing; this offer shall be valid until May 28, 2010 at 5:00 (AM PM). In the event of Seller's non-acceptance of this offer, the earnest money shall be returned promptly to Purchaser.

4. TITLE: That a deed, conveying the premises in fee simple with good and marketable title in accordance with Standards of Title adopted by the Maine Bar Association shall be delivered to Purchaser and this transaction shall be closed and Purchaser shall pay the Purchase Price as provided herein and execute all necessary papers for the completion of the purchase on or before July 30, 2010. If Seller is unable to convey title to the premises in accordance with the provisions of paragraph 5 below, then Seller shall have a reasonable time period, not to exceed 30 days from the time Seller receives written notice of the defect, unless otherwise agreed to by both parties, to remedy the title, after which time, if such defect is not corrected so that there is marketable title, Purchaser may within 10 days thereafter, at Purchaser's option, withdraw said earnest money and neither party shall have any further obligation hereunder, or Purchaser may, at Purchaser's option, close notwithstanding such uncured title defects as may then exist. Seller hereby agrees to make a good-faith effort to cure any title defect identified pursuant to paragraph 5 below during such period.

5. DEED: That the property shall be conveyed by a Maine Short-Form Deeds Act see Addendum deed, and shall be subject to all encumbrances (other than liens and mortgages), except covenants, conditions, easements and restrictions of record that materially and negatively impair the current use of the premises and usual public utilities serving the premises and shall be subject to applicable land-use and building laws and regulations.

6. LEASE/TENANT SECURITY DEPOSITS: Seller agrees at closing to transfer to Purchaser, by proper assignment thereof, all Seller's rights under the current leases to the property and any and all security deposits held by Seller pursuant to said leases.

7. POSSESSION/OCCUPANCY: Possession/occupancy of premises shall be given to Purchaser immediately at closing unless otherwise agreed by both parties in writing.

8. RISK OF LOSS: Until transfer of title, the risk of loss or damage to said premises by fire or otherwise is assumed by Seller unless otherwise agreed in writing. Said premises shall at closing be in substantially the same condition as at present, excepting reasonable use and wear. If the premises are materially damaged or destroyed prior to closing, Purchaser may either terminate this Agreement and be refunded the earnest money deposit, or close this transaction and accept the premises in their as-is condition together with an assignment of the Seller's right to any insurance proceeds relating thereto.

9. PRORATIONS: The following items shall be prorated as of the date of closing: a. Real Estate Taxes based on the municipality's tax year. Seller is responsible for any unpaid taxes for prior years. b. Fuel c. Metered utilities, such as water and sewer, shall be paid by the Seller through the date of closing. d. Purchaser and Seller shall each pay one-half of the transfer tax as required by the laws of the State of Maine. e. Rents, estimated monthly common area maintenance charges, estimated monthly property tax payments, and all other additional rents received by Seller pursuant to leases of the property. f.

Page 1 of 4 Buyer's Initials Seller's Initials

10. INSPECTIONS: Purchaser is advised to seek information from professionals regarding any specific issue of concern. Purchaser acknowledges receipt of disclosure form attached hereto. Neither Seller nor the Real Estate Licensees identified below make any representations or warranties regarding the condition, permitted use or value of Seller's real or personal property. This Contract is subject to the following inspections, with the results being satisfactory to Purchaser:

TYPE OF INSPECTION	YES	NO	RESULTS REPORTED	TYPE OF INSPECTION	YES	NO	RESULTS REPORTED
a. General Building	X		Within 10 days	i. Lead Paint		X	Within days
b. Sewage Disposal		X	Within days	j. Pests		X	Within days
c. Water Quality		X	Within days	k. ADA	X		Within 10 days
d. Radon Air Quality		X	Within days	l. Wetlands		X	Within days
e. Radon Water Quality		X	Within days	m. Environmental Scan		X	Within days
f. Asbestos Air Quality		X	Within days	n. Zoning	X		Within 10 days
g. Code Conformance	X		Within 10 days	o. Insurance	X		Within 10 days
h. Flood Plain		X	Within days	p. Other			Within days

The use of days is intended to mean from the Effective Date of the Contract. All inspections will be done by inspectors chosen and paid for by Purchaser. If the result of any inspection or other condition specified herein is unsatisfactory to Purchaser, Purchaser may declare the Contract null and void by notifying Seller in writing within the specified number of days set forth above, and said earnest money shall be returned to Purchaser. If Purchaser does not notify Seller that an inspection is unsatisfactory within the time period set forth above, this contingency is waived by Purchaser. In the absence of inspection(s) mentioned above, Purchaser is relying completely upon Purchaser's own opinion as to the condition of the premises.

11. REVIEW OF LEASES AND INCOME AND EXPENSE INFORMATION: Purchaser shall have NA days from the effective date of the Contract to review leases of the property and income and expense information regarding the property, which leases and information Seller shall make available to Purchaser at a convenient time and location. If the result of the review is unsatisfactory to Purchaser, Purchaser may declare the Contract null and void by notifying the Seller in writing within the specified number of days set forth herein, and the earnest money shall be returned to Purchaser. If Purchaser does not notify Seller that the review is unsatisfactory within the time period set forth herein, this contingency is waived by Purchaser.

12. FINANCING: Purchaser's obligation to close hereunder is contingent upon Purchaser's obtaining within see days from the effective date of this contract a written commitment (the "Commitment") from a lender for a mortgage loan of not less than Addendum % of the purchase price at an initial interest rate not to exceed NA % per annum and amortized over a period of not less than NA years. Purchaser acknowledges that a breach of this good-faith obligation to seek and accept financing on the above described terms shall be a breach of this Contract.

In the event that Purchaser is unable to obtain the Commitment and Purchaser notifies Seller within 45 days from the effective date of this Contract, then Seller shall return the earnest money to Purchaser and this Contract shall terminate and neither party shall be under any further obligation hereunder. If Purchaser is unable to obtain the Commitment and does not notify Seller that Purchaser has failed to obtain the Commitment within the time limit set forth above, then Purchaser shall be in default of this Agreement.

13. AGENCY DISCLOSURE: Purchaser and Seller acknowledge that they have been informed that --- ("Transaction Broker") is acting as a transaction broker in this transaction and does not have a client relationship with either Purchaser or Seller; Cristina McBresarty ("Selling Agent") is acting as a Buyer agent in this transaction and is representing RE/MAX Allied and that Edward Herczeg ("Listing Agent") is acting as a Seller agent in this transaction and is representing Keller Williams Realty (Transaction Broker, Selling Agent and Listing Agent are referred to elsewhere herein as "Licensees").

14. DEFAULT: If Purchaser fails to perform any of the terms of this Contract or is otherwise in default of any of its obligations, Seller shall have the option of either retaining the earnest money as full and complete liquidated damages or employing all available legal and equitable remedies. Should Seller elect to retain the earnest money, this Contract shall terminate and neither party shall be under any further obligation hereunder. In the event of an undisputed default by either party, the Escrow Agent may return the earnest money to Purchaser or Seller with written notice to both parties pursuant to Maine Real Estate Commission regulations. If a dispute arises between Purchaser and Seller as to the existence of a default hereunder and said dispute is not resolved by the parties within thirty (30) days, Escrow Agent may elect to file an action in interpleader and deposit the earnest money in the court to resolve said dispute, or otherwise disburse the earnest money pursuant to Maine Real Estate Commission regulations. Purchaser and Seller, jointly and severally, shall indemnify Escrow Agent for all costs, losses, expenses, and damages, including reasonable attorneys' fees, incurred by Escrow Agent in connection with said action and/or in connection with any dispute relating to this Contract and/or the Deposit.

15. MEDIATION: Any dispute or claim arising out of or relating to this Contract or the premises addressed in this Contract shall be submitted to mediation in accordance with the Maine Residential Real Estate Mediation Rules of the Maine Association of Dispute Resolution Professionals or its successor organization. This clause shall survive the closing of this transaction.

16. PRIOR STATEMENTS: This Contract sets forth the entire agreement between the parties, and there are no other representations, agreements or understandings with respect to the subject matter of this Contract. This Contract shall be construed according to the laws of the State of Maine.

- 17. **HEIRS/ASSIGNS:** This Contract shall extend to and be obligatory upon heirs, personal representatives, successors, and assigns of the respective parties.
- 18. **COUNTERPARTS:** This Contract may be signed on any number of identical counterparts, including telefax copies, with the same binding effect as if all of the signatures were on one instrument.
- 19. **EFFECTIVE DATE:** This Contract is a binding contract when signed by both Seller and Purchaser and when that fact has been communicated to all parties or to their agents. Time is of the essence of this Contract. Seller or Transaction Broker is given permission by the parties to complete the Effective Date blank below with the date of the last signature of the parties, and that date shall be the Effective Date for all purposes under this Contract, and if that blank is not completed, then the Effective Date shall be the date of the last signature of the parties.
- 20. Seller and Purchaser acknowledge receipt of the Malac Real Estate Brokerage Relationships Form.
- 21. **ADDENDA:** This contract has addenda containing additional terms and conditions: Yes No
- 22. **EXTENSION:** Seller and Purchaser agree to extend the following date(s) set forth in this Contract to the new dates shown:
 Date for _____, changed from _____ to _____
 Date for _____, changed from _____ to _____
 Date for _____, changed from _____ to _____
- 23. The parties agree that none of the above are collateral agreements. It is the intent of the parties that except as expressly set forth in this Contract, all covenants, representations, statements and obligations of both parties hereto shall not survive closing.

WPP

WPP

A COPY OF THIS CONTRACT IS TO BE RECEIVED BY ALL PARTIES AND, BY SIGNATURE, RECEIPT OF A COPY IS HEREBY ACKNOWLEDGED. IF NOT FULLY UNDERSTOOD, CONSULT AN ATTORNEY.

Seller acknowledges that the laws of the State of Maine provide that every buyer of real property located in Maine must withhold a withholding tax equal to 2½% of the consideration unless Seller furnishes to Purchaser a certificate by the Seller stating, under penalty of perjury, that Seller is a resident of Maine or the transfer is otherwise exempt from withholding.

Poulin Financial Services, LLC, PA and assigns

Legal Name of Purchaser

Marc M. Poulin
Signature

01-0527221

Social Security # or Tax I.D. #

Marc M. Poulin, Member
Name/Title, there unto duly authorized

Seller accepts and agrees to the terms and conditions set forth in this Contract and agrees to pay the Licensees the commission for services according to the terms of the listing agreement or if there is no listing agreement, the sum of _____ . In the event the earnest money is forfeited by Purchaser, it shall be evenly distributed between (1) Licensees and (2) Seller; provided, however, that the Licensees' portion shall not exceed the full amount of the commission specified.

Signed this 2ND day of JUNE, 2010

Walter J. Pochebit,
Seller

Walter J. Pochebit
Signature

Social Security # or Tax I.D. #

Name/Title, there unto duly authorized

Escrow Agent

Name/Title

Signature

The Listing Agent is Edward Herzog of Keller Williams Realty (Agency)

The Selling Agent is Cristina McBrearty of RE/MAX Allied (Agency)

The Transaction Broker is _____ of _____ (Agency)

EFFECTIVE DATE OF CONTRACT: JUNE 2, 2010

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ADDENDUM TO CONTRACT FOR THE SALE OF COMMERCIAL REAL ESTATE

This Addendum is a part of and modifies that certain Contract for the Sale of Commercial Real Estate (the "Contract") of even date herewith between Walter J. Pochebit (the "Seller") and Poulin Financial Services, LLC, PA (the "Purchaser")

Seller and Purchaser hereby modify the Contract as follows:

1. Section 4 is modified by adding the words "free and clear of all liens, claims and encumbrances" after the words "good and marketable title" in the first line of such Section.
2. Section 5 of the Contract is deleted in its entirety and is replaced by the following:

DEED. That the Property shall be conveyed by a Maine Short Form Deeds Act Quit Claim with Covenant Deed free and clear of all liens, claims and encumbrances except those that do not materially and adversely affect the use and enjoyment of the Property as contemplated by Purchaser and for which affirmative title insurance coverage is available to Purchaser and subsequent purchasers at no additional cost. Provided however that in no event shall Seller be required to pay Buyer's title insurance coverage cost.
3. Sections 6 and 11 of the Contract are hereby deleted in their entirety.
4. The words "free and clear of all leases, tenancies and occupancies by any party" are added to Section 7 after the words "immediately at closing." The following sentence is added at the end of Section 7: "The premises shall be in substantially the same condition at closing as at the time of the inspections."
5. Section 12 of the Contract is hereby deleted and the following is inserted in its place:

"Purchaser's obligation to close is conditioned upon Purchaser's receipt of written commitments from both an institutional lender and from the United States Small Business Administration under its 504 Loan Program committing to Purchaser's acquisition and renovation of the Premises in an aggregate amount not less than \$,000 and upon terms and conditions satisfactory to Purchaser in Purchaser's sole discretion. Purchaser agrees to use good efforts to secure such financing."

6. Section 14 of the Contract is hereby modified by deleting the first two sentences thereof and replacing them with the following:

"In the event Purchaser defaults under this Contract, Seller's sole legal and equitable remedy shall be to retain the deposit and terminate this Agreement. In the event of

Seller's default hereunder, Purchaser shall have available all remedies at law and in equity, including without limitation the right of specific performance."

WJP 6/2/10
WJP 6-1-10
10%

7. A new Section 24 of the Contract is hereby added, to read as follows: "Buyer agrees to give, and Seller agrees to hold, the balance of the purchase price in the form of a promissory note in the original principal amount of \$) to be secured by other mutually acceptable collateral. Said note must be acceptable to the lender. Terms of said note shall be at an annual interest rate of _____ payable in quarterly installments beginning October 1, 2010 and prorated for any partial quarter. Annual principal payments of \$ shall be due and payable on April 1, 2011 and annually thereafter for 2012, 2013 & 2014. The note may be prepaid, in whole or in part, without penalty and may not be assumed without the written consent of Seller subject to any required approval of the lender."

8. A new Section 25 is hereby added, to read as follows: "Prior to closing, all personal property, with the exception of all appliances, counters and shelving which are affixed to the Premises, window treatments, and phone system shall be removed from the Premises at Seller's sole expense. ~~Seller will have up to 10 days after closing to clean out building. Seller will provide \$2000 deposit to be held in escrow until clean up is complete. Deposit will be returned to Seller once Buyer has approved that clean up is done.~~"

WJP 6-1-10
WJP 6/2/10

9. A new Section 26 is hereby added, to read as follows: "Prior to closing, all debris, trash and other materials in and around the rear of the Premises, including within the fenced area, shall be removed from the Premises at Seller's sole expense. The fence and fence posts on the Premises shall also be removed at Seller's expense prior to closing."

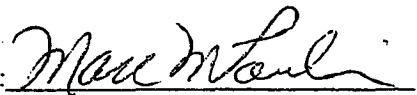
10. Buyer shall have 10 business days from June 1, 2010 to complete inspections.

This Addendum is an integral part of the Contract. The provisions of this Addendum supersede conflicting provisions in the Contract.

Dated: 6-1-, 2010


Walter J. Pochebit, Seller

Poulin Financial Services, LLC, PA,
Purchaser

By: 
Marc M. Poulin, its Member

STATE OF MAINE
Department of the Secretary of State
Bureau of Corporations, Elections and Commissions
101 State House Station
Augusta, Maine 04333-0101

July 1, 2010

POULIN FINANCIAL SERVICES, LLC, PA
ATTN: MARC M. POULIN
276 CANCO ROAD
PORTLAND ME 04103

ATTESTED COPIES
WR DCN: 2101811900036

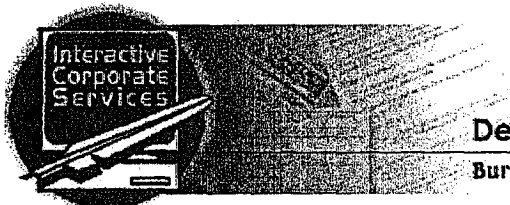
Enclosed please find copies of documents recently placed on file with our office. Each copy has been attested as a true copy of the original and serves as your evidence of filing. We recommend that you retain these permanently with your records.

Charter#: 20103631DC Legal Name: POULIN PROPERTY HOLDINGS LLC

ARTICLES OF ORGANIZATION

DCN: 2101811900037 Page(s) 3

Total Pages 3



MAINE

Department of the Secretary of State
Bureau of Corporations, Elections and Commissions

Corporate Name Search

Information Summary

Subscriber activity report

This record contains information from the CEC database and is accurate as of: Thu Jul 01 2010 09:09:17. Please print or save for your records.

Legal Name	Charter Number	Filing Type	Status
POULIN PROPERTY HOLDINGS LLC	20103631DC	LIMITED LIABILITY COMPANY (DOMESTIC)	GOOD STANDING

Filing Date	Expiration Date	Jurisdiction
06/29/2010	N/A	MAINE

Other Names (A=Assumed ; F=Former)

NONE

Clerk/Registered Agent

MARC M. POULIN
276 CANCO ROAD
PORTLAND, ME 04103

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Certificate of Existence [\(more info\)](#)

<u>Short Form without amendments</u>	<u>Long Form with amendments</u>
<u>(\$30.00)</u>	<u>(\$30.00)</u>

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POULIN PROPERTY HOLDINGS LLC

OPERATING AGREEMENT

This Operating Agreement of "POULIN PROPERTY HOLDINGS LLC" (the "Company"), formed under the Maine Limited Liability Company Act, 31 M.R.S.A. Section 601 et seq. (the "Act") is entered into as of June 28, 2010 by Marc M. Poulin, the Sole Member, and the Company.

FOR VALUABLE CONSIDERATION, the receipt and sufficiency of which are hereby acknowledged, the sole Member and the Company agree as follows:

ARTICLE 1 Business

The Company is formed for the purpose of acquiring, developing, operating, leasing, selling, exchanging and otherwise disposing of real estate and personal property, and any other business permitted under Maine law and approved by the Sole Member. The Company, acting through its Sole Member, shall have all authority and powers necessary or convenient to carry out its business. The Company's principal business location shall be in Portland, Maine or such other location as the Sole Member shall select from time to time.

ARTICLE 2 Members

The Sole Member is Marc M. Poulin. No additional Members may be admitted without the written consent of the Sole Member. As a condition to the admission of additional Members, the Members shall enter into a comprehensive operating agreement relative to their respective rights and obligations, including, as appropriate, waiver of the Act's default rules relative to per capita voting and per capita distributions.

ARTICLE 3 Membership Interests; Capital Contributions

The Sole Member shall make an initial cash contribution to the Company of One Hundred Dollars (\$100.00) and shall transfer the value of start up activities, including travel and other business expenses, as shall be documented on the beginning balance sheet of the Company. The Sole Member shall not be obligated to make any additional contribution to the Company. The Sole Member shall own one hundred percent (100%) of the interests of the Company ("Membership Interest").

Maine Secretary of State



2010 Annual Report Electronic Filing Acknowledgment

For Limited Liability Companies on file as of December 31, 2009

Charter Number: 20000010DC

DCN Number: 2100019033880

Legal Name: POULIN FINANCIAL SERVICES, LLC, PA

Registered Agent's Name and Address:

MARC M. POULIN
276 CANCO ROAD
PORTLAND, ME 04103

Brief statement of the character of the business:

ACCOUNTING, TAX PREPARATION AND FINANCIAL SERVICES.

Name and Address of Member:

MARC M. POULIN
28 DOWNEAST LANE, SCARBOROUGH, ME 04074

Date of Filing: March 2, 2010

Name and Capacity of Authorizing Party:

MARC M. POULIN, REGISTERED AGENT

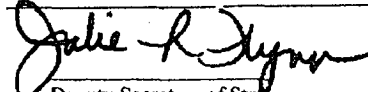
DOMESTIC
LIMITED LIABILITY COMPANY

STATE OF MAINE


ARTICLES OF ORGANIZATION

Filing Fee \$175.00

File No. 20103631DC Pages 3
Fee Paid \$ 175
DCN 2101811900037 LTLC
---FILED---
06/29/2010


Deputy Secretary of State

A True Copy When Attested By Signature


Deputy Secretary of State

Pursuant to 31 MRSA §622, the undersigned executes and delivers the following Articles of Organization.

FIRST: The name of the limited liability company is

Poulin Property Holdings LLC

(The name must contain one of the following "Limited Liability Company", "L L C" or "LLC" -- see 31 MRSA §601-A)

SECOND: (Check only if applicable)

This is a professional limited liability company* formed pursuant to 13 MRSA Chapter 22-A to provide the following professional services

(Type of professional services)

THIRD: The Registered Agent is a (select either a Commercial or Noncommercial Registered Agent)

Commercial Registered Agent

CRA Public Number: _____

(name of commercial registered agent)

Noncommercial Registered Agent

Marc M. Poulin

(name of noncommercial registered agent)

276 Canco Road, Portland, ME 04103

(physical location, not P O Box -- street, city, state and zip code)

SAME

(mailing address if different from above)

FOURTH: Pursuant to 5 MRSA §108 3, the registered agent as listed above has consented to serve as the registered agent for this limited liability company

FIFTH: (Check one box only)

A. The management of the company is vested in a member or members

B 1 The management of the company is vested in a manager or managers

The minimum number shall be _____ managers and the maximum number shall be _____ managers.

2 If the initial managers have been selected, the name and business, residence or mailing address of each manager is

* Do not complete this list of Managers if Item A (member managed) is selected above*

Names of Managers

Address

<u>Names of Managers</u>	<u>Address</u>

Names and addresses of additional managers are attached as Exhibit _____, and made a part hereof

SIXTH: Other provisions of these Articles, if any, that the members determine to include are set forth in the attached Exhibit _____ and made a part hereof

Organizer(s) **

Dated June 28, 2010

Marc M. Poulin
(Signature)

Marc M. Poulin
(Type or print name)

(Signature)

(Type or print name)

(Signature)

(Type or print name)



Biddeford Savings

A whole new equation

*fin
capab. lity
OK.*

June 30, 2010

Mr. Marc M. Poulin
Poulin Property Holdings, LLC
276 Canco Road, Granite Heights
Portland, ME 04103

Dear Marc:

Biddeford Savings Bank is pleased to extend up to a \$ [REDACTED] construction/permanent commercial mortgage to Poulin Property Holdings, LLC. This letter, when properly signed and accepted, will constitute an agreement between Biddeford Savings Bank of Biddeford, Maine (hereinafter referred to as the "Bank"), which agrees to lend, and Poulin Property Holdings, LLC of Portland, ME (hereinafter referred to as the "Borrower") which agrees to borrow, in accordance with the following terms and conditions, in addition to those as outlined in the loan documents.

BORROWER: Poulin Property Holdings, LLC

AMOUNT: Up to a \$ [REDACTED] construction mortgage ("Project"). Upon completion of the Project, the balance will be converted to a \$ [REDACTED] permanent mortgage with the Bank and a \$ [REDACTED] mortgage with the United States Small Business Administration ("SBA").

SBA: This loan is contingent upon approval from the SBA under their 504 loan program.

GUARANTORS: The unlimited personal guaranty of Marc M. Poulin and the unlimited corporate guaranty of Poulin Financial Services LLC, PA will be required.

PURPOSE: To provide financing (hereinafter referred to as the "Project") to purchase and renovate property located at 171 Warren Avenue, Portland, ME.

INTEREST RATE:

BANK: The interest rate will be at the highest prime rate then prevailing as published in the *Wall Street Journal* (currently 3.25%), plus 1.00%, adjusted annually and based on actual days outstanding over a 360 day year. After a six month construction period, the Borrower will have the option of:

1. A one (1) year adjustable rate at the prime rate as published in the Wall Street Journal (currently 3.25%) plus 1%.
2. A three (3) year fixed rate, then adjusted to the prime rate as published in the Wall Street Journal plus 1%. An indicative three year fixed rate as of 7/1/10 is 6.00%.
3. A five (5) year fixed rate, then adjusted to the prime rate as published in the Wall Street Journal plus 1%. An indicative five year fixed rate as of 7/1/10 is 6.25%.

SBA: The interest rate on the SBA loan will be fixed for twenty (20) years. The rate of interest in determined by the SBA.

PREPAYMENT PREMIUM: A prepayment penalty of the amount prepaid will be paid to the Bank if this loan, or any portion thereof, is refinanced with another financial institution within five (5) years of inception. (5% if paid in year one, 4% in year two, 3% year three, 2% year four, and 1% year five). The Borrower will be subject to standard prepayment penalties as determined by the SBA.

Poulin Property Holdings, LLC
July 1, 2010

LATE CHARGE: The Borrower shall pay a late charge of five percent (5%) of any payment due under the loan which is not received by the Bank within 10 days of the due date.

DEFAULT RATE: The Bank shall have the right to charge interest, payable on demand, on the unpaid balance of the loan at an interest rate equal to the promissory note rate plus three percent (3%) per annum during the continuation of any period in which the Borrower is in default in any of its obligations to the Bank under or in connection with the loan.

TERMS: Interest only shall be due over an initial six (6) month construction period. The commercial mortgage will then be repaid in two hundred forty (240) consecutive monthly payments of principal and interest. The SBA loan will be repaid in two hundred forty (240) consecutive monthly payments of principal and interest.

COLLATERAL: The Bank shall have a first mortgage on the building and improvements located at 171 Warren Ave., Portland, Maine. The Bank shall have a collateral assignment of leases and rents for the mortgaged property. The Borrower agrees that all contracts, including the construction contract, architectural contract, or any other contract entered into for the completion of this Project shall be assigned to the Bank. The SBA will be granted a second mortgage on the Project. The maximum loan to collateral value ratio shall not exceed 90% for the combined loans.

COMMITMENT FEE: At closing, the Borrower will pay to the Bank a non-refundable commitment fee of \$1,500. The Borrower shall be responsible for any fees to close the SBA loan, which are determined and set by the SBA. They are approximately 3% of the loan amount.

DEPOSIT ACCOUNTS: As consideration for this loan, Poulin Property Holdings, LLC is to maintain its primary depository relationship with the Bank during the term of this financing. Should these deposit accounts be transferred from Biddeford Savings Bank, the Bank will have the right to reevaluate the interest rate and fees charged on the subject loan.

RIGHT OF SET OFF: The Borrower agrees that all cash or other property in possession of the Bank (including compensating balances or any deposits) will be collateral for the entire loan without further agreement unless otherwise specifically agreed to in writing.

FINANCIAL STATEMENTS: During the term of the proposed financing, the Borrower shall submit the following financial information: a) Annual federal income tax returns on the Borrower and all Guarantors within 120 days of year end. b) Personal Guarantor shall submit an updated personal financial statement annually within 120 days of year end. c) Other financial information the Bank may reasonably require from time to time.

APPRAISAL REQUIREMENT: Prior to closing, the Bank shall have received an "as is" and "as completed" real estate appraisal on the building and improvements located at 171 Warren Ave., Portland, Maine. The ratio of the outstanding principal balance on the Bank's commercial mortgage shall not exceed 50% of the "as completed" appraised value at any time. In addition to the Bank, the SBA is an intended user of the appraisal, which shall be satisfactory to the Bank and the SBA in all respects. The appraisal will be prepared at the Borrower's expense by an appraiser designated and retained by the Bank.

ENVIRONMENTAL MATTERS: Prior to closing, the Bank will require completion of the Bank's environmental questionnaire on the commercial property securing the mortgage. The Bank and the SBA shall require a record search and risk assessment of the property which shall be prepared at the Borrower's expense. After review of these reports, if further due diligence is required, the Bank and the SBA will order additional environmental reports, the cost of which shall be borne by the Borrower. The reports must be satisfactory to the Bank and the SBA in all respects. The loan documents will contain appropriate provisions, representations, warranties, covenants, conditions and indemnification by the Borrower relating to environmental matters.

Poulin Property Holdings, LLC
July 1, 2010

CONSTRUCTION REQUIREMENTS: a) The proceeds of the loan which are used for construction shall be advanced under a construction loan agreement to finance such construction in accordance with the contract, plans and specifications approved by the Borrower and the Bank. For each advance, the Borrower shall submit an executed draw request form, along with invoices to be paid, and lien waivers from the prior advance. In addition, the Borrower and the General Contractor will be required to enter into a Construction Loan Agreement with the Bank. b) The Bank shall be entitled to retain a Construction Manager to be selected by the Bank in its discretion to perform all such services in connection with the construction of the Project that the Bank deems appropriate and the Borrower shall pay all costs and fees of the Construction Manager. The Construction Manager shall be responsible only to the Bank, not to the Borrower or any other party. Construction advances shall be made not more than once per month and the Bank shall require ten (10) days notice prior to disbursements, after receipt of a complete package and verification that the work covered thereby was completed on a satisfactory basis and in accordance with the approved plans and specifications. c) The Borrower agrees that any cost overruns will be borne by the Borrower. d) Invoices related to the proposed construction will be subject to retainage equal to 5% of the invoiced amount. e) The Borrower shall submit for the Bank's review and approval (i) a detailed budget, together with copies of contracts with the General Contractor and (ii) a complete set of the final and complete architectural, engineering, and mechanical plans and specifications for the construction of the Project f) The Bank reserves the right to approve the selection of the General Contractor. g) Evidence satisfactory to the Bank that all permits, licenses and approvals required for the construction and use of the Project under all applicable laws, ordinances, codes, rules and regulations, and under the terms of any restriction, easement, or covenant affecting the Project have been obtained. h) The Borrower agrees to allow the Bank to place a sign on the Borrower's premises advertising that the Bank is providing construction financing for the Project.

AUTHORITY TO ACT: The Borrower shall provide all evidence of its organization, existence, legal good standing, and authority to enter into said transactions as may be required by the Bank and its counsel.

INSURANCE MATTERS: The Borrower shall provide fire and other casualty insurance coverages for the full replacement value of buildings, improvements, machinery, equipment and other tangible property included with the security. Other insurance coverage may be required by the Bank which shall include flood insurance, title insurance, comprehensive general liability insurance, workers compensation and builders risk insurance. The Bank shall be named as loss payee and mortgagee on these policies.

LEGAL AND COSTS: The Borrower shall be responsible for bearing the cost of all legal work to document this transaction. All instruments executed and delivered in connection with the closing of this loan shall be in form and substance satisfactory to the Bank's counsel. All other matters relating to the law shall be made to meet the satisfaction of such counsel. All costs incurred by the Bank to document this transaction will be borne by the Borrower, regardless of whether the loan is actually closed or the financing consummated.

WRITTEN MODIFICATION: The Borrower may not maintain any action against the Bank on any agreement to lend money, extend credit, forbear from collection of a debt or make any other accommodation for repayment of a debt for more than \$250,000 unless the promise, contract or agreement is in writing and signed by a duly authorized representative of the Bank.

COMPLIANCE WITH LAW: The transaction committed herein is subject to satisfactory compliance with all applicable federal, state and local laws including without limitation ordinances pertaining to land use and environment.

NONASSIGNABILITY OF COMMITMENT: This commitment is expressly offered only to the Borrower and only for the purposes described herein. This commitment may not be assigned without the written permission of Biddeford Savings Bank.

Poulin Property Holdings, LLC
July 1, 2010

EXPIRATION DATE: The Bank shall be under no obligation hereunder unless acceptance of the terms hereof is delivered to it within ten (10) days from the date of this letter. If accepted, this loan is to be closed on or before September 1, 2010.

The parties hereto agree that this commitment shall survive any loan closing under this commitment and that each of the obligations and undertakings of the Borrower hereunder shall be continuing and shall not cease until the entire loan, together with interest and fees, is paid in full.

This commitment may be terminated by the Bank at any time upon discovery, by the Bank, of a material adverse change in or any misrepresentations or erroneous statements about the Borrower's position with respect to solvency, credit worthiness, government regulation, or any other substantial factor. In the event of such termination, the Bank is entitled to collect and retain all commitment fees herein required of the Borrower. Such termination shall become effective upon the mailing of a notice of termination by the Bank by certified first-class mail to the Borrower at the address shown on this commitment.

If you are in agreement, please acknowledge your acceptance of this commitment by signing and returning the original of this letter. You may retain a signed copy for your records. Thank you for considering Biddeford Savings Bank for your financing needs.

Sincerely,



Cynthia E. Convery
Vice President & Commercial Lender

ACCEPTED AND ACKNOWLEDGED:

Poulin Property Holdings LLC

By: Marc M. Poulin
Its: sole member Date 7/2/10

Guarantors:

Poulin Financial Services, LLC PA

By: Marc M. Poulin 7/2/10
Its: sole member Date

Marc M. Poulin 7/2/10
Date
Marc M. Poulin
As Guarantor

MISC

Jean Fraser - Amendments to approved site plan - 171 Warren Avenue

From: Jean Fraser
To: marc@poulinfinancial.com
Date: 1/4/2011 2:27 PM
Subject: Amendments to approved site plan - 171 Warren Avenue

Marc,

I am writing to confirm that the revisions shown on the Site Plan Rev 4 (date 12.23.2010) are approved as they relate to the location of the handicapped parking and access and the revised parking layout and signage.

This approval does not confer approval to the detailed design (eg railings and slope) of the ramps at the back of the building as they are subject to building code review.

The final plans will be placed in the City's DPS archives, and on the files of the Assessor's offices, Inspections Division, Planning Division, Arborist and Fire Dept.

Jean Fraser, Planner
City of Portland
874 8728

HTE 10-79900021
eng approval 8-27-10

final stamped approved
plans circ. 1-4-11 and 1-5-11 to:

DRC - archives
DPS - engineers

Assessors

Inspections via Marge S.

Fire

City Arborist as 2 street trees at issue

Planning file (this copy)

Jean Fraser - RE: RE: 171 Warren Ave

From: Thomas Errico <Thomas.Errico@tylin.com>
To: Jean Fraser <JF@portlandmaine.gov>
Date: 1/4/2011 8:40 AM
Subject: RE: RE: 171 Warren Ave

Jean – I have reviewed the revised plan and find the changes to be acceptable. If you have any questions, please contact me.

Best regards,

Thomas A. Errico, PE
 Senior Associate
 Traffic Engineering Director
TYLIN INTERNATIONAL
 12 Northbrook Drive
 Falmouth, ME 04105
 207.347.4354 direct
 207.400.0719 mobile
 207.781.4753 fax
thomas.errico@tylin.com
 Visit us online at www.tylin.com

"One Vision, One Company"
 Please consider the environment before printing.

From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Monday, January 03, 2011 5:04 PM
To: Thomas Errico
Subject: Fwd: RE: 171 Warren Ave

Tom

Marc has just sent me the attached plan as the final plan for this project and it addresses our comments as I sent them below (which were based on a Dev Rev discussion).

It looks OK to me but I would like you to have a very quick look before I stamp and circulate these as the final approved plans.

I think he has been more conscientious than many.

thanks
 Jean

***This plan addresses our previous comments:
 >>> Jean Fraser 12/15/2010 2:55 PM >>>
 Marc

This morning we completed the review of the revised plans that you sent. After some discussion (and consultations with fire, traffic, and DPS reviewers) we concluded that the proposal you submitted could not be approved. The revisions are generally OK, but there are 2 revisions we would like to see to make the proposals more consistent with the approved plan:

1. Remove the marked parking space nearest to the drive that leads to the rear parking area (the northernmost one of the two

that were added at the front);

2. Place a sign near the access that is visible from Warren Ave. that says something along the lines: "Handicap parking in rear"

You may want to send a pdf for me to look at before committing to printing the 7 at scale paper sets - but as these are minor changes its fine if you want to just submit the paper plans and once received I will send an e-mail confirming approval (also the plans get stamped and circulated to all departments/inspectors).

I am assuming you have sent revised plans to Building Inspections re the ramp etc. as the detail of that is not a site plan issue.

Please do not hesitate to call if any questions.

Jean

Jean Fraser, Planner
City of Portland
874 8728

From: Marc Poulin <Marc@poulinfinancial.com>
To: 'Jean Fraser' <JF@portlandmaine.gov>
Date: 1/3/2011 11:42 AM
Subject: FW: 171 Warren Ave, Portland
Attachments: 32209-SITE11x17-1-3-11.pdf

Jean,

Attached is the revised site plan to address the comments provided. I believe this will finalize the site plan review process. Do I presume correctly that I will get some type of final written approval? Let me know if that is not the case.

I will be dropping of 7 sets of the full-size plans to supplement this 11" x 17" PDF version.

Let me know if there is anything else you need.

Also, I left you a voice mail message asking you to call me to discuss the invoice I received from the City. Please give me a call if you are the one to whom I should speak about that. If not, please ask the right person to call me.

Many thanks for you help this past year. Happy New Year to you.

Marc

Please note our office is now located at 171 Warren Avenue, Portland, ME 04103

Marc M. Poulin, CPA
Advanced Certified QuickBooks ProAdvisorTM
Marc@PoulinFinancial.com
Phone: 207-773-1040
Fax: 207-773-1583

Poulin Financial Services, LLC, PA

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Portland, ME 04103

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- ACT! Consulting ■ Financial Business Consulting

From: Shawn Allard [mailto:shawn.allard@northeastcivilsolutions.com]
Sent: Monday, January 03, 2011 11:31 AM
To: Marc Poulin
Subject: RE: 171 Warren Ave, Portland

Hi Marc,
Attached are the 24x36 and 11x17 pdfs as requested.

Shawn

-----Original Message-----

From: Marc Poulin [mailto:Marc@poulinfinancial.com]
Sent: Wednesday, December 15, 2010 7:17 PM
To: 'Lee Allen'; 'shawn.allard@northeastcivilsolutions.com'
Subject: FW: 171 Warren Ave, Portland

Lee and Shawn,

Below are the review comments from the City on the revised site plan.

Can you modify the final site plan you sent to me - copy attached. Getting this sooner than later allows me to get one more thing done and off my list :-)

I have noted the changes per the City's comments below. I also added a change in the location of the bike rack to the location I want to use.

Can you send me a version that is in the format of 11"x17" and the typical full size. I need to send to the City the smaller version electronically and then will have the larger version printed (7 copies) and deliver that to the Site Plan review department.

Thanks, I appreciate it. I hope this is the last submission of this piece. Then I move to the building review process for other changes :-)

Have great Holidays.

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From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Wednesday, December 15, 2010 2:56 PM
To: Marc Poulin
Cc: Philip DiPierro
Subject: RE: 171 Warren Ave

Marc

This morning we completed the review of the revised plans that you sent. After some discussion (and consultations with fire, traffic, and DPS reviewers) we concluded that the proposal you submitted could not be approved. The revisions are generally OK, but there are 2 revisions we would like to see to make the proposals more consistent with the approved plan:

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I am assuming you have sent revised plans to Building Inspections re the ramp etc. as the detail of that is not a site plan issue.

Please do not hesitate to call if any questions.

Jean

Jean Fraser, Planner
City of Portland
874 8728

>>> Marc Poulin <Marc@poulinfinancial.com> 12/14/2010 10:55 AM >>>
Perfect - thanks

I await further word from you.

Marc

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From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Tuesday, December 14, 2010 9:57 AM
To: Marc Poulin
Cc: Philip DiPierro
Subject: RE: 171 Warren Ave

Marc

I will be discussing it with reviewers tomorrow morning and get back to you over lunchtime. Please don't send any plans yet as I am not sure that all of the amendments will be approved. In particular, please do not stripe the front parking spaces if these have not been done yet.

However, this scale of amendment is considered to be diminimus, so once the revisions have been approved it is just a question of having revised scaled plans to stamp and circulate so whatever has changed is on the record.

Jean

>>> Marc Poulin <Marc@poulinfinancial.com> 12/13/2010 6:52 PM >>>
I assume that would happen. Let me know if/when you want the full size plans?

Marc

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From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Monday, December 13, 2010 10:05 AM
To: Marc Poulin
Subject: Re: 171 Warren Ave

Hello Marc,

I will need to run these amendments by my colleagues (other reviewers and the Development Review Services Manager) and then get back to you.

Jean

>>> Marc Poulin <Marc@poulinfinancial.com> 12/11/2010 6:31 PM >>>
Hi Jean,

I believe I need your assistance for a change in the site plan for 171 Warren Avenue.

As originally laid out, we were not able to make the wheel chair work into the landscaping area available. It became necessary to modify and relocate

Attached is an 11' x 17" site plan as modified and 2 related views of the building. It reflects the following changes:

*

Moving the handicap parking space to the rear of the building

*

Relocation of the wheel chair ramp for the property to the rear of the building

*

Increase to 6 parking spaces in the customer area for parking since the handicap space is relocated to the back.

Is this all you need to have the planning dept approve this modification?

If this is it, I will have it printed to normal size (36" x 24") and drop off to you. How many copies of the full - large scale - sheets do you need?

I hope you are doing well.

My best,

Marc

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Jean Fraser - RE: 171 Warren Ave

From: Marc Poulin <Marc@poulinfinancial.com>
To: 'Jean Fraser' <JF@portlandmaine.gov>
Date: 12/15/2010 7:21 PM
Subject: RE: 171 Warren Ave

*I replied
 "fraser"
 12-15-10
 Jean*

Jean,

Thanks for the comments. I have sent the changes to the surveyor and will get those to you as soon as I get them from him. I also noticed the Bike rack on the plan is not in the location I would like to place that. The new location will be on the revision.

For the wording of the handicap sign, I would like to use "Handicap parking at back of building". Is that fine with you?

Thanks,

Marc

Please note our office is now located at 171 Warren Avenue, Portland, ME 04103

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file://C:\Documents and Settings\jff\Local Settings\Temp\XPgrpwise\4D091525PortlandCityHall10013971... 12/17/2010

Jean Fraser - RE: 171 Warren Ave

From: Jean Fraser
To: Poulin, Marc
Date: 12/15/2010 2:55 PM
Subject: RE: 171 Warren Ave
CC: DiPierro, Philip

12/15
 Marc Poulin confirmed
 these to be sent &
 incl relocated bike rack
 I confirmed ok.

Marc

This morning we completed the review of the revised plans that you sent. After some discussion (and consultations with fire, traffic, and DPS reviewers) we concluded that the proposal you submitted could not be approved. The revisions are generally OK, but there are 2 revisions we would like to see to make the proposals more consistent with the approved plan:

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Please do not hesitate to call if any questions.

Jean

Jean Fraser, Planner
 City of Portland
 874 8728

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Subject: Re: 171 Warren Ave

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- Relocation of the wheel chair ramp for the property to the rear of the building
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Is this all you need to have the planning dept approve this modification?

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I hope you are doing well.

My best,

Marc

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Jean Fraser - RE: 171 Warren Ave

From: Thomas Errico <Thomas.Errico@tylin.com>
To: Jean Fraser <JF@portlandmaine.gov>, Barbara Barhydt <BAB@portlandmaine.g...>
Date: 12/14/2010 9:00 AM
Subject: RE: 171 Warren Ave
CC: Marge Schmuckal <MES@portlandmaine.gov>, Philip DiPierro <PD@portlandmai...

Jean -- My general sense is that access to the rear parking area is tight. Accordingly, I would suggest that they eliminate one of the six parking spaces in the front, resulting in no change in the number of parking spaces on-site as compared to the approved plans. I'm flexible about a HC sign. If markings are well done, signs are not needed. Although we know that markings do fade and therefore a sign would be beneficial.

We can discuss further at tomorrow's meeting.

Thanks

Thomas A. Errico, PE
 Senior Associate
 Traffic Engineering Director
TYLIN INTERNATIONAL
 12 Northbrook Drive
 Falmouth, ME 04105
 207.347.4354 direct
 207.400.0719 mobile
 207.781.4753 fax
thomas.errico@tylin.com
 Visit us online at www.tylin.com

"One Vision, One Company"
 Please consider the environment before printing.

From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Monday, December 13, 2010 10:32 AM
To: Barbara Barhydt; Jeff Tarling; Keith Gautreau; Thomas Errico
Cc: Marge Schmuckal; Philip DiPierro
Subject: Fwd: 171 Warren Ave

Hi

The first three attachments are amendments which I think are already completed; I have added the last pdf which is what we approved.

He has added 2 parking spaces a the front which makes access to the rear driveway tight (previously there was a 24 ft wide access space even though the drive was narrow) and overall there is a net increase of 1 parking space as compared with the approved plan. I am wondering about Fire appliance access?

Is it appropriate to ask for a sign which identifies handicap parking to the rear?

Could you let me know if you are OK with these, please.

Barbara- OK to treat as diminimus?

Thanks

Jean

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- Relocation of the wheel chair ramp for the property to the rear of the building
- Increase to 6 parking spaces in the customer area for parking since the handicap space is relocated to the back.

Is this all you need to have the planning dept approve this modification?

If this is it, I will have it printed to normal size (36" x 24") and drop off to you. How many copies of the full - large scale - sheets do you need?

I hope you are doing well.

My best,

Marc

Please note our office is now located at 171 Warren Avenue, Portland, ME 04103

Marc M. Poulin, CPA
Advanced Certified QuickBooks ProAdvisor™
Marc@PoulinFinancial.com
Phone: 207-773-1040
Fax: 207-773-1583

Poulin Financial Services, LLC, PA
171 Warren Avenue
Portland, ME 04103

Member of Intuit's Advisory Council 2006-2008
Member of QuickBooks Speakers Bureau

■ **Accounting and Payroll** ■ **Income Tax Preparation**
■ **ACT! Consulting** ■ **Financial Business Consulting**

Jean Fraser - RE: 171 Warren Ave

From: Keith Gautreau
To: Barbara Barhydt; Jean Fraser; Jeff Tarling; Thomas Errico
Date: 12/14/2010 11:59 AM
Subject: RE: 171 Warren Ave
CC: Marge Schmuckal; Philip DiPierro

Jean,
 I would agree with Tom. (getting rid of one space) I'm not too worried about apparatus access in the rear of the structure. The building is only a little bit larger than a single family home so we can live with the access in front and side. The height of the building is less than 40 ft, making the roof access possible from those previously stated positions.

I'm fine with what they are proposing.

Thanks,
 Keith

Keith Gautreau, Fire Captain
 Fire Prevention Bureau
 Portland Fire Department
 380 Congress Street
 Portland, ME 04101
 (207)874-8405
 kng@portlandmaine.gov

>>> Thomas Errico <Thomas.Errico@tylin.com> 12/14/2010 8:59 AM >>>

Jean -- My general sense is that access to the rear parking area is tight. Accordingly, I would suggest that they eliminate one of the six parking spaces in the front, resulting in no change in the number of parking spaces on-site as compared to the approved plans. I'm flexible about a HC sign. If markings are well done, signs are not needed. Although we know that markings do fade and therefore a sign would be beneficial.

We can discuss further at tomorrow's meeting.

Thanks

Thomas A. Errico, PE
 Senior Associate
 Traffic Engineering Director
TYLIN INTERNATIONAL
 12 Northbrook Drive
 Falmouth, ME 04105
 207.347.4354 direct
 207.400.0719 mobile
 207.781.4753 fax
thomas.errico@tylin.com
 Visit us online at www.tylin.com

"One Vision, One Company"
 Please consider the environment before printing.

From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Monday, December 13, 2010 10:32 AM
To: Barbara Barhydt; Jeff Tarling; Keith Gautreau; Thomas Errico
Cc: Marge Schmuckal; Philip DiPierro
Subject: Fwd: 171 Warren Ave

Hi

The first three attachments are amendments which I think are already completed; I have added the last pdf which is what we approved.

He has added 2 parking spaces a the front which makes access to the rear driveway tight (previously there was a 24 ft wide access space even thought the drive was narrow) and overall there is a net increase of 1 parking space as compared with the approved plan. I am wondering about Fire appliance access?

Is it appropriate to ask for a sign which identifies handicap parking to the rear?

Could you let me know if you are OK with these, please.

Barbara- OK to treat as diminimus?

Thanks
Jean

>>> Marc Poulin <Marc@poulinfinancial.com> 12/11/2010 6:31 PM >>>

Hi Jean,

I believe I need your assistance for a change in the site plan for 171 Warren Avenue.

As originally laid out, we were not able to make the wheel chair work into the landscaping area available. It became necessary to modify and relocate

Attached is an 11' x 17" site plan as modified and 2 related views of the building. It reflects the following changes:

- Moving the handicap parking space to the rear of the building
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My best,

Marc

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■ **ACT! Consulting** ■ **Financial Business Consulting**

Jean Fraser - Fwd: 171 Warren Ave

From: Jean Fraser
To: Barhydt, Barbara; Errico, Thomas; Gautreau, Keith; Tarling, Jeff
Date: 12/13/2010 10:32 AM
Subject: Fwd: 171 Warren Ave
CC: DiPierro, Philip; Schmuckal, Marge
Attachments: Site Plan - 11-22-10 (11x17).pdf; SK103 (wheel chair) 11-14-10.pdf; SK104 (wheel chair) 11-14-10.pdf; As Approved 32209-SITE.pdf

Hi

The first three attachments are amendments which I think are already completed; I have added the last pdf which is what we approved.

He has added 2 parking spaces at the front which makes access to the rear driveway tight (previously there was a 24 ft wide access space even though the drive was narrow) and overall there is a net increase of 1 parking space as compared with the approved plan. I am wondering about Fire appliance access?

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My best,

Marc

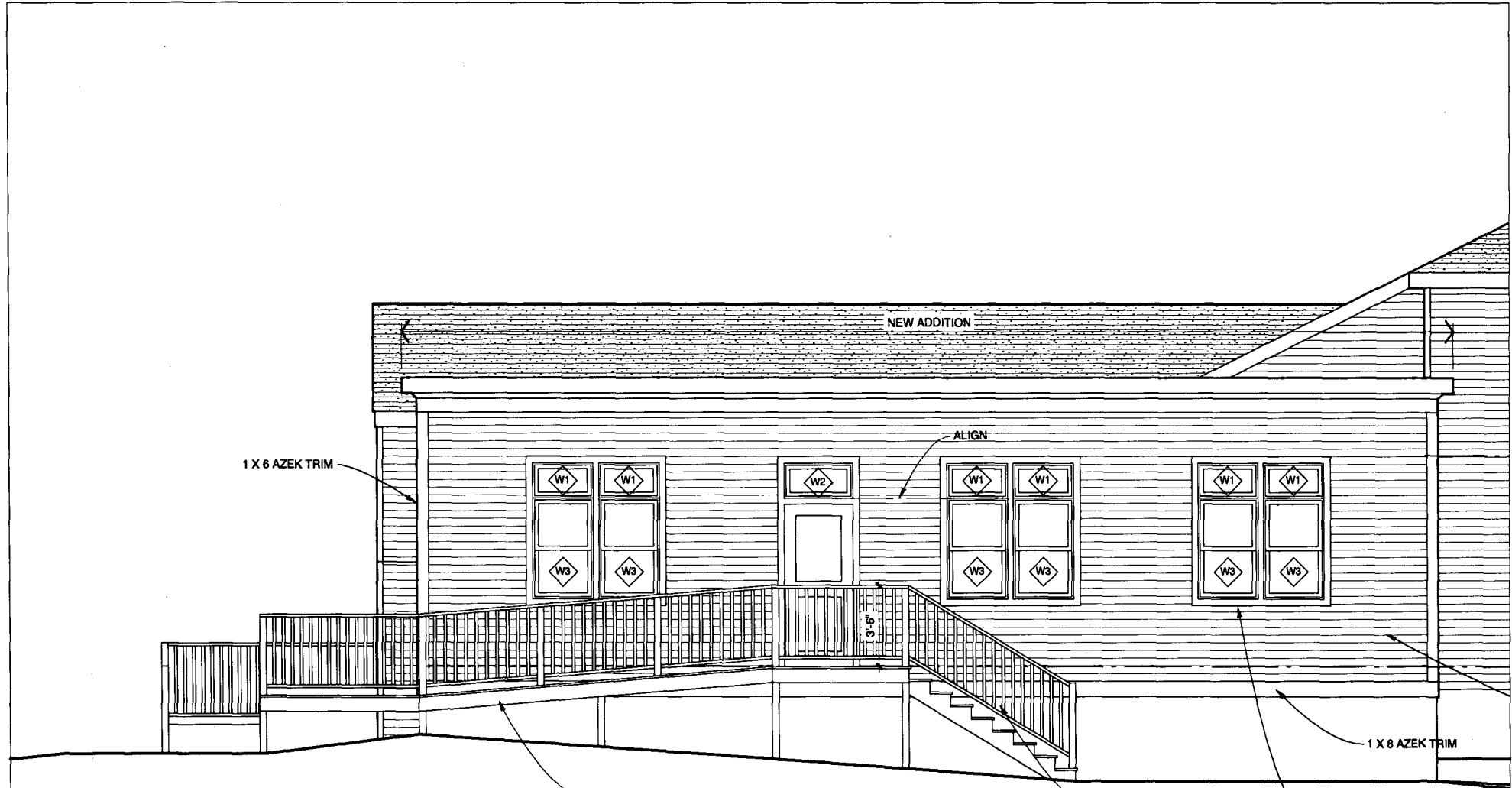
Please note our office is now located at 171 Warren Avenue, Portland, ME 04103

Marc M. Poulin, CPA
Advanced Certified QuickBooks ProAdvisor™
Marc@PoulinFinancial.com
Phone: 207-773-1040
Fax: 207-773-1583

Poulin Financial Services, LLC, PA
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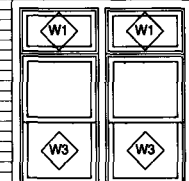
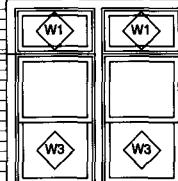
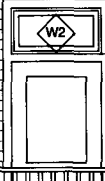
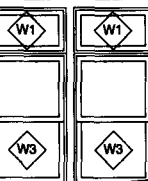
Accounting and Payroll **Income Tax Preparation**
 ACTI Consulting **Financial Business Consulting**



1 X 6 AZEK TRIM

NEW ADDITION

ALIGN



3'-6"

1 X 8 AZEK TRIM

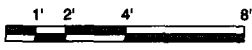
P.T. RAMP AND LANDINGS

P.T. GUARD RAIL WITH
P.T. BALUSTERS 5" O.C.

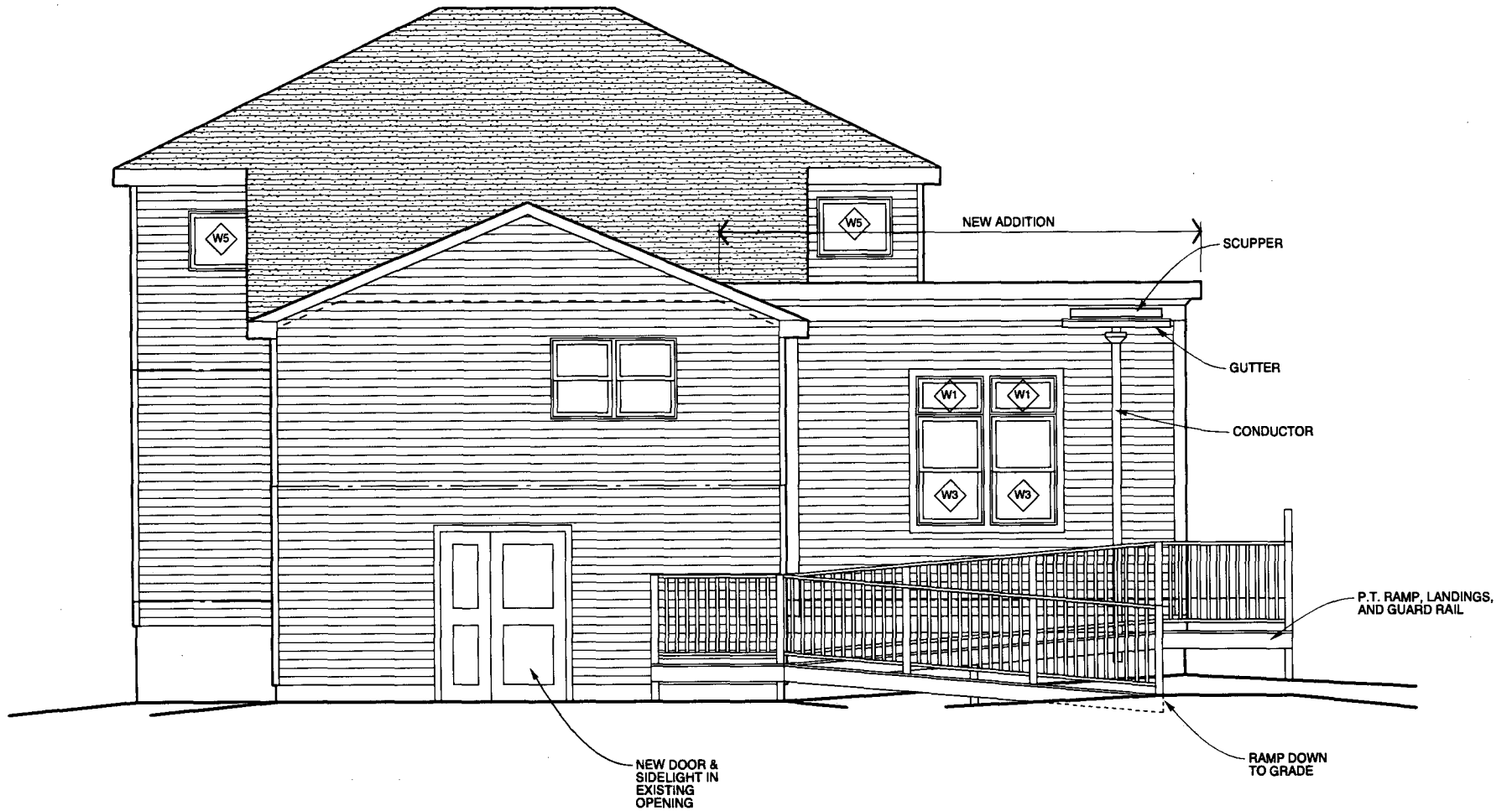
1 X 4 AZEK TRIM

SK-103

Title: South Elevation - Revised Ramp
 Scale: 1/4" = 1'-0"
 Date: 11/14/10
 Project: Poulin Financial Services

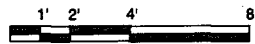


Michael Charek Architects
 25 Hartley Street
 Portland, Maine 04103
 (207) 761-0556



SK-104

Title: West Elevation - Revised Ramp
 Scale: 1/4" = 1'-0"
 Date: 11/14/10
 Project: Poulin Financial Services



Michael Charek Architects
 25 Hartley Street
 Portland, Maine 04103
 (207) 761-0556



PORTLAND MAINE

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Planning & Urban Development Department
Penny St. Louis Littell, Director

Planning Division
Alexander Jaegerman, Director

August 27, 2010

Poulin Property Holdings LLC
Poulin Financial Services, LLC, PA
c/o Marc Poulin
276 Canco Road
Portland, ME 04103

Northeast Civil Solutions Inc
c/o Lee Allen
153 US Route 1
Scarborough, ME 04074

Project Name: **Office Expansion;
Poulin Property Holdings LLC and Poulin Financial
Services LLC, PA, Joint Applicants**

Project Address: **171 Warren Avenue, Portland Maine**

Project ID: **10-79900021**

Dear Mr. Poulin and Mr. Allen:

On August 27, 2010 the Portland Planning Authority approved a minor site plan for a single story building addition of 720 sq ft to the rear of the existing office building at 171 Warren Avenue, as shown on the approved plans: Sheet 2 Site Plan and Sheet 3 Erosion & Sedimentation Control Notes and Construction Details dated 8.20.2010 prepared by Northeast Civil Solutions; and Sheet A2 Elevations dated 7.22.2010 prepared by Michael Charek Architects, with the following conditions:

- i. That the applicant shall close the Warren Avenue driveway and re-establish the driveway on Hemingway Street at the time that Hemingway Street is improved. The applicant would be responsible for all work associated with this action, both on site and off site; and
- ii. The applicant shall have a licensed surveyor install, prior to the issuance of the Certificate of Occupancy, the two rear property pins in the vacated Katahdin Street, as shown on the submitted Boundary Survey dated July 26, 2010 revised 8.20.2010; and
- iii. That the applicant shall submit a copy of the letter confirming water capacity (from Portland Water District) prior to the issuance of a building permit; and

- iv. That if in the future a dumpster or any exterior lighting (including building mounted) is proposed for installation on this site, the applicant shall submit plans and details of such items for review and approval prior to their installation; and
- v. That all pavement repairs within Warren Avenue, which is classified as a City arterial, shall meet the requirements of the City Technical Manual detail for an arterial street and not as shown in the detail on the submitted plans.

This approval is based on the submitted site plan. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.

STANDARD CONDITIONS OF APPROVAL

Please note the following standard conditions of approval and requirements for all approved site plans:


1. The site shall be developed and maintained as depicted in the site plan and the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or the planning authority pursuant to the terms of Article V, Site Plan ordinance. Any such parcel lawfully altered prior to the enactment date of these revisions shall not be further altered without approval as provided herein.
2. The above approvals do not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division.
3. Final sets of plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (*.dwg), release AutoCAD 2005 or greater.
4. A performance guarantee covering the site improvements as well as an inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning Division and Public Services Dept. prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and approval.
5. 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.
6. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
7. Prior to construction, a pre-construction meeting shall be held at the project site with the contractor, development review coordinator, Public Service'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.

8. 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 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)

The Development Review Coordinator must be notified five (5) working days prior to date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. 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 you have any questions, please contact Jean Fraser at 874 8728 or jf@portlandmaine.gov.

Sincerely,


Alexander Jaegerman
Planning Division Director (BB)

Attachment: Performance Guarantee Packet

Electronic Distribution:

Penny St. Louis Littell, Director of Planning and Urban Development
Alexander Jaegerman, Planning Division Director
Barbara Barhydt, Development Review Services Manager
Jean Fraser, Planner
Philip DiPierro, Development Review Coordinator
Marge Schmuckal, Zoning Administrator
Tammy Munson, Inspections Division Director
Gayle Guertin, Inspections Division
Lannie Dobson, Inspections Division
Michael Bobinsky, Public Services Director
Kathi Earley, Public Services
Bill Clark, Public Services
David Margolis-Pineo, Deputy City Engineer
Greg Vining, Public Services
John Low, Public Services
Jane Ward, Public Services
Keith Gautreau, Fire
Jeff Tarling, City Arborist
Tom Errico, TY Lin
Dan Goyette, Woodard & Curran
Assessor's Office
Approval Letter File

Hard Copy: Project File

Jean Fraser - 171 Warren Ave

From: Jean Fraser
To: <lee.allen@northeastcivilsolutions.com>; marc@poulinfinancial.com
Date: 9/9/2010 2:24 PM
Subject: 171 Warren Ave
CC: DiPierro, Philip; Schmuckal, Marge

Marc and Lee,

I understand that the Inspection Division has completed their review under Building Regulations, but they are not able to issue the building permit until the outstanding site plan requirements are met.

The Planning Division records indicate that the following are still outstanding:

- cost estimate (to Phil diPierro);
- Performance Guarantee (based on an approved cost estimate)(to Phil diPierro);
- site inspection fee (% of PG) (to Phil diPierro);
- preconstruction meeting (Phil DiPierro organizes);
- submission of a copy of the Water Capacity letter to meet condition of approval (to me or Phil);
- submission of 2 more sets of the final approved plans (to me).

Phil is on 874 8632 if you want to follow up with him.

Please do not hesitate to call me or Phil if any questions.

thank you
Jean

Jean Fraser, Planner
City of Portland
874 8728

9/9/10

Marc called - had forgot to
get this process going + thanked me for this.

Jean Fraser - Re: Final Comments for 171 Warren

From: David Margolis-Pineo (David Margolis-Pineo)
To: Jean Fraser
Date: 8/27/2010 10:18 AM
Subject: Re: Final Comments for 171 Warren
CC: Phil DiPierro

Jean,

I would like to put a time frame on setting of pins like, before a building permit is issued or before an OC is given. Thanks

>>> Jean Fraser 8/26/2010 4:59 PM >>>

Thanks David - I will incorporate 2 conditions as per your comments (draft approval letter is attached).

Jeff- need sign off please.

>>> David Margolis-Pineo (David Margolis-Pineo) 8/26/2010 3:47 PM >>>

Jean,

Please see attached.

>>> Jean Fraser 8/26/2010 3:33 PM >>>

Would really appreciate something in writing to confirm your verbal comments to me ('cause I will be away next week and applicant closes on Aug 31st)

thanks

(PS Dan Goyette and Tom Errico have signed off)

CS

August 11, 2010
August 26, 2010

To: Jean Fraser
Barbara Barhydt
From: David Margolis-Pineo
Re: Review Comments – Public Services
171 Warren Ave

The Department of Public Services has the following comments:

1. The applicant is required to install an asphalt sidewalk along the frontage of Warren Ave. Sidewalk detail attached.
Proposed location of sidewalk is agreeable.
2. The applicant is requested to have a licensed surveyor install the two rear property pins in the vacated Katahdin St.
Property pins shall be installed prior to issuance of a building permit.
3. The applicant is requested to supply the tie distance to the angle point easterly of the site along the side line of Warren Ave.
This information is still requested but not required.
4. The applicant is requested to close the north easterly curb cut on Warren Ave. Curbing detail attached.
Applicant has agreed to do so.
5. **Warren Ave is classified as City arterial. Pavement repairs shall reflect the requirements of the City Technical Manual detail for an arterial street. The detail shown on the plans is incorrect.**

↙
These
sent w/ App letter
to Lee Allen.

From: Jeff Tarling
To: Jean Fraser
Date: 8/27/2010 10:45 AM
Subject: Re: Final Comments for 171 Warren

Hi Jean -

I have reviewed the modifications to the proposed site plan at 171 Warren Avenue and find them acceptable.

Jeff

draft app letter
with BB 8-26-10

MINOR SITE PLAN DEVELOPMENT REVIEW

Final review and sign off

PROJECT: 171 Warren Ave Application #: HTE 10-79900021

Date of completion: Final Review 8/26/10

Review item	Status	Who signed off on this
Evidence of Right, Title & Interest	Applicant refused to be joint; Pondus Fri + Pondus Shop.	✓ JF.
MDEP/MP etc issues	none	—
Additional info provided as requested:	none small project 720 sqft addition	—
Access and parking layout (including contributions)	Tom Enrico prelim comments 8.10.10; 8.20.10	final sign off on 8.20.10 plans 8.20.10 ✓
Bicycle parking		NEEDS ONE CONDITION
Stormwater Management	DPS + Eng Rev. OK.	DPS — Dan Goyette - 8.25.10
Other engineering issues	Minor details were raised and resolved.	Dan Goyette 8.25.10.
Zoning		MS 8-19-10 ✓
Fire Department		KG 8-25-10 ✓
Building materials etc	information provided e-mail 8-16-2010	✓
Landscape	Applicant has met Jeff's requirements	need sign off.
Two trees/lot; two foundation plantings per lot	N/R	—
Lighting		put in condition re lighting in future
Letter of financial capability	Rec'd	✓ JF.
Capacity letter water		awaited condition
Capacity letter sewer		rec'd 8-25-10
Sidewalk/Curbing	Some internal discussion re explenade or not - final dec. Jeff re abording trees; plan reflects	Jeff's view
Dumpster location and enclosure/waste collection	No dumpster	cond re if dumpsters/lighting added.
Other issues		

7
need
cond

Jean Fraser - RE: REVISED PLANS FOR 171 Warren Avenue

From: Thomas Errico <Thomas.Errico@tylin.com>
To: Jean Fraser <JF@portlandmaine.gov>
Date: 8/20/2010 4:36 PM
Subject: RE: REVISED PLANS FOR 171 Warren Avenue

Jean – I have reviewed the PDF copies and find the plans to be acceptable. Thanks

Thomas A. Errico, PE
Senior Associate
Traffic Engineering Director
TYLIN INTERNATIONAL
12 Northbrook Drive
Building A, Suite One
Falmouth, ME 04105
207.347.4354 direct
207.400.0719 mobile
207.781.4753 fax
thomas.errico@tylin.com
Visit us online at www.tylin.com

From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Friday, August 20, 2010 4:32 PM
To: Thomas Errico
Subject: Fwd: REVISED PLANS FOR 171 Warren Avenue

tom

Lee sent me the scaled paper plans this afternoon so I have them = do you want to pick them up or do you care???

Thanks
Jean

>>> Jean Fraser 8/20/2010 2:38 PM >>>
To reviewers:

This is a minor site plan and the attached are the revised plans to address the review comments which were verbally given to the applicant on 8.13.2010 and confirmed in an e-mail yesterday (had to wait until I received the last review comments; was circulated to all of you). I will forward Lee's "cover letter" as soon as it arrives.

I need sign offs on these by Wed 8.25.2010 please. Paper (scaled) copies will be available on Monday if needed.

I anticipate issuing the Approval letter by the end of the week so if there are any concerns regarding these revised plans I hope we can address those with a condition.

I think I have explained at Dev Rev why this is being handled by e-mails and needs a quick turnaround....and given the minor nature of the proposal and the revisions I hope this is OK.

Thanks
Jean

PS Keith- you agreed at Dev Rev that its OK re Fire Dept but just wanted to keep you in the loop)

>>> "Lee Allen" <lee.allen@northeastcivilsolutions.com> 8/20/2010 1:52 PM >>>

Jean,
Attached please find revised plans. I will be sending a response via email to each comment before the day is out. Thanks.

Lee Allen, P.E., Vice President

Northeast Civil Solutions, Inc.
153 US Route 1
Scarborough, ME 04074

Phone: (207) 883-1000
Fax: (207) 883-1001
Toll Free: (800) 882-2227



PORTLAND MAINE

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Public Services Department
Michael J. Bobinsky, Director

25 August 2010

Mr. Lee Allen, P.E.,
Vice President,
Northeast Civil Solutions,
153 U.S. Route 1,
Scarborough, Maine 04074

RE: The Capacity to Handle the Anticipated Wastewater Flows, from the Proposed Office Expansion, at 171 Warren Avenue, Portland, Maine.

Dear Mr. Allen:

The existing twelve-inch diameter vitrified clay sanitary sewer pipe, in Warren Avenue, has adequate capacity to transport, while The Portland Water District sewage treatment facility, located off Marginal Way, has adequate capacity to treat the anticipated net increase in wastewater flows of **217 G.P.D.**, from the proposed office building expansion.

<u>Anticipated Wastewater Flows</u>	
The Proposed Apartment Office Building Expansion Project:	
Proposed Total Building Floor Area	= 3,330 sq. ft.
3,330 s. f. @ 200 s. f. / Employee	= 16.65 employees
16 Potential Employees @ 15 gpd/Employee	= 240 gpd
Less Existing Sanitary Flows, from 171 Warren Avenue	= <u>23 gpd</u>
Total Net Increase in Wastewater Flows for this Project	= 217 GPD

If The City can be of further assistance, please call 874-8832.

Sincerely,
CITY OF PORTLAND

Frank J. Brancely, B.A., M.A.
Senior Engineering Technician

FJB

CC: Penny Littell, Director, Department of Planning, and Urban Development, City of Portland
Barbara Barhydt, Development Review Services Manager, Department of Planning, and Urban Development, City of Portland
Jeanne Fraser, Planner, Planning Division, Department of Planning, and Urban Development, City of Portland
David Margolis-Pineo, Deputy City Engineer, City of Portland
Michael Farmer, P.E., Project Engineer, City of Portland
Bradley A. Roland, P.E., Environmental Projects Engineer, City of Portland
Stephen K. Harris, Assistant Engineer, City of Portland
John Emerson, Wastewater Coordinator, City of Portland
Jane Ward, Administrative Assistant, City of Portland

From: "Dan Goyette" <DGoyette@woodardcurran.com>
To: "Jean Fraser" <JF@portlandmaine.gov>
Date: 8/25/2010 4:23 PM
Subject: RE: 171 Warren - comments please

Jean,

I am all set with the project.

Dan

-----Original Message-----

From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Wednesday, August 25, 2010 4:20 PM
To: Dan Goyette
Subject: 171 Warren - comments please

Dan

These were your comments from 8.13.2010 (below).

I sent you the revised plans by pdf on Friday 8.20.2010 with a cover e-mail (copy of the plans attached) (and probably should have given you a paper set this morning but you hadn't requested them) but I think it is clear.

They have increased the pervious surface in the vicinity of the tree near the parking lot to afford more grassed area over the roots of the tree so the impervious surface calcs have changed (see WORD doc which is their response with further info).

They have provided a detail of the sidewalk.

Could you please send a sign off urgently re the revised plans- thanks

Jean

from DG 8.13.2010:

Comments

* The 720 square foot office addition, the 278 square foot paved

walkway, and the 316 square feet of planting area result in a proposed impervious area net change of 682 square feet. A proposed impervious area net change of 644 square feet was reported; this needs to be clarified.

* Sheet A1 of the Engineering Plans is not printed to the scale specified on the drawing.

* A detail has not been provided for a cross-section of the proposed bituminous sidewalk.

From: Keith Gautreau
To: Jean Fraser
Date: 8/25/2010 1:03 PM
Subject: Re: REVISED PLANS FOR 171 Warren Avenue

Thanks Jean. I am all set with this one.

>>> Jean Fraser 8/20/2010 2:38 PM >>>
To reviewers:

This is a minor site plan and the attached are the revised plans to address the review comments which were verbally given to the applicant on 8.13.2010 and confirmed in an e-mail yesterday (had to wait until I received the last review comments; was circulated to all of you). I will forward Lee's "cover letter" as soon as it arrives.

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Thanks
Jean

PS Keith- you agreed at Dev Rev that its OK re Fire Dept but just wanted to keep you in the loop)

>>> "Lee Allen" <lee.allen@northeastcivilsolutions.com> 8/20/2010 1:52 PM
>>>

Jean,
Attached please find revised plans. I will be sending a response via email to each comment before the day is out. Thanks.

Lee Allen, P.E., Vice President

Jean Fraser - RE: 171 Warren Avenue Review Comments

From: "Lee Allen" <lee.allen@northeastcivilsolutions.com>
To: "Jean Fraser" <JF@portlandmaine.gov>
Date: 8/20/2010 3:00 PM
Subject: RE: 171 Warren Avenue Review Comments
CC: "Marc Poulin" <marc@poulinfinancial.com>

Jean,

Please find responses to City comments in **BOLD** below.

- A bituminous sidewalk along the edge of the curb along the frontage from Hemingway Street to the north eastern-most oak tree and transition it to provide a sidewalk at the back of the ROW when it gets beyond the tree and continue this to the property line; please include a note on the site plan indicating that the exact location of the transition away from the curb will be field located during construction in conjunction with the City Arborist- please include the sidewalk detail previously forwarded to you regarding the sidewalk itself; **The sidewalk and notes to adjust location at transition to esplanade section has been added to the plan.**
- That the small curb cut in the middle of the frontage (not the main drive) will be closed with curbing (also sidewalk); **The curb cut has been closed and is indicated on the site plan.**
- Two (2) bicycle parking spaces (DERO Hitch preferred) near the main entrance; **The bicycle rack and associated detail has been added to the plan.**
- That dumpster will have gates and fencing all around it, plus provide detail of the gates; **The dumpster has been removed from the plan, the owner will have a cleaning service maintain the office and all garbage will be removed daily and disposed off-site.**
- Two additional trees in the grassed area along Hemingway Street; **Two oak trees have been identified on the plan and were added to the Landscape Schedule.**
- Details re the oak tree nearest the parking area showing how tree will be protected from construction of sidewalk; and maximize pervious area over the root system on parking lot side; **On the building side of the Oak Tree pavement has been removed to ensure pervious area around the tree. The proposed sidewalk has notes added to carefully work around the root system.**
- Installation of the two rear property pins in the vacated Katadin Street, with note confirming that this to be done by a licensed surveyor. **Two rear property corner pins have been identified as "to be set".**

Please provide the information as previously requested:

- The tie distance to the angle point easterly of the site along the side line of Warren Ave; **Survey plan has been updated; No information was found on distance to angle point in Warren Ave. However, monumentation was found that ties the boundary to the Hemmingway Street Right of Way.**
- Clarifying re impervious surface net change; **Based on changes to the plan the impervious and pavement numbers have been revised as follows;**

Proposed Total Paved Area = 8,560 sf
Existing Total Impervious Area = 11,570 sf
Proposed Total Impervious Area = 11,785 sf
Proposed Impervious Net Change = +215 sf

- Evidence of application for Sewer and Water Capacity letters. **See separate email with .pdf's of capacity letters.**

Please feel free to contact me with any questions or concerns.

Sincerely,

Lee Allen, P.E., Vice President

*Northeast Civil Solutions, Inc.
153 US Route 1
Scarborough, ME 04074*

*Phone: (207) 883-1000
Fax: (207) 883-1001
Toll Free: (800) 882-2227*

-----Original Message-----

From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Thursday, August 19, 2010 3:52 PM
To: lee.allen@northeastcivilsolutions.com.; marc@poulinfinancial.com
Cc: Barbara Barhydt
Subject: 171 Warren Avenue Review Comments

Marc and Lee,

As promised, I am sending this e-mail as a comprehensive "review" letter to clarify the final comments on the submitted site plan application and plans; this e-mail only mentions the outstanding issues that need to be addressed as otherwise the proposals are acceptable.

Please revise the site plan (and details as appropriate) to show:

- A bituminous sidewalk along the edge of the curb along the frontage from Hemingway Street to the north eastern-most oak tree and transition it to provide a sidewalk at the back of the ROW when it gets beyond the tree and continue this to the property line; please include a note on the site plan indicating that the exact location of the transition away from the curb will be field located during construction in conjunction with the City Arborist- please include the sidewalk detail previously forwarded to you regarding the sidewalk itself;
- That the small curb cut in the middle of the frontage (not the main drive) will be closed with curbing (also sidewalk);
- Two (2) bicycle parking spaces (DERO Hitch preferred) near the main entrance;
- That dumpster will have gates and fencing all around it, plus provide detail of the gates;
- Two additional trees in the grassed area along Hemingway Street;
- Details re the oak tree nearest the parking area showing how tree will be protected from construction of sidewalk; and maximize pervious area over the root system on parking lot side;
- Installation of the two rear property pins in the vacated Katadin Street, with note confirming that this to be done by a licensed surveyor.

Please provide the information as previously requested:

- The tie distance to the angle point easterly of the site along the side line of Warren Ave;
- Clarifying re impervious surface net change;
- Evidence of application for Sewer and Water Capacity letters.

Please note that there will be a condition of approval along the following lines because the existing driveway does not meet the separation standard for the distance between it and Hemingway Street:

"That the applicant shall close the Warren Avenue driveway and re-establish the driveway on Hemingway Street at the time that Hemingway Street is improved. The applicant would be responsible for all work associated with this action, both on site and off site."

Once I receive the revised plans and information I will endeavor to complete the review quickly; **please send the revised plans and info by pdf as well as 7 paper sets to scale so I can get these to the reviewers as quickly as possible;** I am on vacation August 30- Sept 3.

Please confirm that you have received this e-mail and please call if any questions.

Jean

Jean Fraser, Planner
City of Portland
874 8728

From: Jean Fraser
To: Errico, Thomas
Date: 8/20/2010 10:14 AM
Subject: Re: 171 Warren Avenue

>>> Thomas Errico <Thomas.Errico@tylin.com> 8/20/2010 7:41 AM >>>

Jean – The following are my final comments based upon our field meeting last week.

- A sidewalk should be constructed along the Warren Avenue property frontage. The curbing is in good condition and no changes are recommended. A sidewalk connection from the building to the requested sidewalk should also be provided.

Status: The applicant has agreed to construct the sidewalk and the details of sidewalk location have been worked out by others at DPS. Based upon site conditions and relatively low traffic volumes, I no longer request a connection to the building.

- The existing curb cut (not active) located on Warren Avenue mid-parcel should be eliminated.

Status: The applicant has agreed to do this and I have no further comment.

- The existing driveway on Warren Avenue does not meet separation standards to Hemingway Street. I would suggest that this separation standard be waived until a time when Hemingway Street is improved. At the time of improvement, the applicant would be required to close the Warren Avenue driveway and re-establish the driveway on Hemingway Street. The applicant would be responsible for all work associated with this action (both on and off-site).

Status: The applicant has agreed to this condition and I support a waiver from the Technical Standards on spacing requirements.

- Parking spaces do not meet City standards. I support a waiver from the Technical Standards.

Status: No comment.

- The driveway on Warren Avenue at its narrowest point is 22 feet wide and does not meet City standards. I support a waiver from the Technical Standards.

Status: No comment

- The circulation aisle between the front and rear parking areas does not meet City standards. I support a waiver from the Technical Standards under the premise that traffic volumes are very low and good sight distance will be provided.

Status: No comment.

If you have any questions or comments, please contact me.

Best regards,

Thomas A. Errico, PE
Senior Associate
Traffic Engineering Director

12 Northbrook Drive
Building A, Suite One
Falmouth, ME 04105
207.347.4354 direct
207.400.0719 mobile
207.781.4753 fax
thomas.errico@tylin.com
Visit us online at www.tylin.com

**ZONING ADMINISTRATOR
MARGE SCHMUCKAL**

AUGUST 19, 2010

171 Warren Avenue is located within a B-4 Business Zone which allows general, business and professional offices. The 16' x 45' (720 sq ft) addition is to enlarge the existing professional offices.

The project is meeting the B-4 Zone requirements including setbacks, impervious surface, Floor Area Ratio, and parking.

The project is not in a Shoreland or Floodplain area.

Jean Fraser - REVISED PLANS FOR 171 Warren Avenue

From: Jean Fraser
To: Errico, Thomas; Goyette, Dan; Margolis-Pineo, David; Schmuckal, Marge...
Date: 8/20/2010 2:38 PM
Subject: REVISED PLANS FOR 171 Warren Avenue
CC: Barhydt, Barbara; Gautreau, Keith
Attachments: 32209-Boundary.pdf; 32209-Erosion Notes & DETAILS.pdf; 32209-SITE.pdf

To reviewers:

This is a minor site plan and the attached are the revised plans to address the review comments which were verbally given to the applicant on 8.13.2010 and confirmed in an e-mail yesterday (had to wait until I received the last review comments; was circulated to all of you). I will forward Lee's "cover letter" as soon as it arrives.

I need sign offs on these by Wed 8.25.2010 please. Paper (scaled) copies will be available on Monday if needed.

I anticipate issuing the Approval letter by the end of the week so if there are any concerns regarding these revised plans I hope we can address those with a condition.

I think I have explained at Dev Rev why this is being handled by e-mails and needs a quick turnaround....and given the minor nature of the proposal and the revisions I hope this is OK.

Thanks
Jean

PS Keith- you agreed at Dev Rev that its OK re Fire Dept but just wanted to keep you in the loop)

>>> "Lee Allen" <lee.allen@northeastcivilsolutions.com> 8/20/2010 1:52 PM >>>

Jean,
Attached please find revised plans. I will be sending a response via email to each comment before the day is out. Thanks.

Lee Allen, P.E., Vice President

Northeast Civil Solutions, Inc.
153 US Route 1
Scarborough, ME 04074

Phone: (207) 883-1000
Fax: (207) 883-1001
Toll Free: (800) 882-2227

From: Jeff Tarling
To: David Margolis-Pineo; Jean Fraser
CC: Tom Errico
Date: 8/19/2010 2:38 PM
Subject: Re: 171 Warren Sidewalk Detail

Hi Jean -

I went out and checked, and correct, the sidewalk would stay along the curb line until past the tree and then curve up to the back side of the street line so to line up with future sidewalk expansion.

Jeff Tarling

Jean Fraser - Fwd: 171 Warren Avenue Review Comments

From: Jean Fraser
To: Errico, Thomas; Margolis-Pineo, David; Schmuckal, Marge; Tarling, Jeff
Date: 8/19/2010 3:56 PM
Subject: Fwd: 171 Warren Avenue Review Comments
CC: Gautreau, Keith; Goyette, Dan

FYI- this normally would be a letter but the applicant needs to close on this property on aug 31 and an e-mail saves time. This e-mail is based on all of your recent comments.

If I have missed anything I need to know Friday (tomorrow) AM- thanks.

(Tom- if you send final comments- revised to reflect the meeting on 8.13.2010 I will forward to them as an attachment to this so they are aware of all the waivers.)

Bear in mind that if the next submissions are still not 100% we will use conditions to address any further requirements.

bbw upon this
 >>> Jean Fraser 8/19/2010 3:51 PM >>>
 Marc and Lee,

As promised, I am sending this e-mail as a comprehensive "review" letter to clarify the final comments on the submitted site plan application and plans; this e-mail only mentions the outstanding issues that need to be addressed as otherwise the proposals are acceptable.

Please revise the site plan (and details as appropriate) to show:

- A bituminous sidewalk along the edge of the curb along the frontage from Hemingway Street to the north eastern-most oak tree and transition it to provide a sidewalk at the back of the ROW when it gets beyond the tree and continue this to the property line; please include a note on the site plan indicating that the exact location of the transition away from the curb will be field located during construction in conjunction with the City Arborist- please include the sidewalk detail previously forwarded to you regarding the sidewalk itself;
- That the small curb cut in the middle of the frontage (not the main drive) will be closed with curbing (also sidewalk);
- Two (2) bicycle parking spaces (DERO Hitch preferred) near the main entrance;
- That dumpster will have gates and fencing all around it, plus provide detail of the gates;
- Two additional trees in the grassed area along Hemingway Street;
- Details re the oak tree nearest the parking area showing how tree will be protected from construction of sidewalk; and maximize pervious area over the root system on parking lot side;
- Installation of the two rear property pins in the vacated Katadin Street, with note confirming that this to be done by a licensed surveyor.

Please provide the information as previously requested:

- The tie distance to the angle point easterly of the site along the side line of Warren Ave;
- Clarifying re impervious surface net change;
- Evidence of application for Sewer and Water Capacity letters.

Please note that there will be a condition of approval along the following lines because the existing driveway

does not meet the separation standard for the distance between it and Hemingway Street:

"That the applicant shall close the Warren Avenue driveway and re-establish the driveway on Hemingway Street at the time that Hemingway Street is improved. The applicant would be responsible for all work associated with this action, both on site and off site."

Once I receive the revised plans and information I will endeavor to complete the review quickly; **please send the revised plans and info by pdf as well as 7 paper sets to scale so I can get these to the reviewers as quickly as possible;** I am on vacation August 30- Sept 3.

Please confirm that you have received this e-mail and please call if any questions.

Jean

Jean Fraser, Planner
City of Portland
874 8728

Jean Fraser - Fwd: 171 Warren Avenue

From: Jean Fraser
To: lee.allen@northeastcivilsolutions.com.
Date: 8/18/2010 3:37 PM
Subject: Fwd: 171 Warren Avenue

Lee

The preliminary Landscape comments (mentioning 2 trees along Hemmingway) were sent to Marc on Monday, copied to you.

By the end of tomorrow I will send you a comprehensive review e-mail that sets out the final site plan review comments (mostly confirming what you already know) so its all in one place and not confused by earlier discussions.

Jean

>>> Jeff Tarling 8/16/2010 12:02 PM >>>
Hi Jean -

I have reviewed the project proposed for 171 Warren Avenue and find the plans acceptable with the condition that two additional trees be planted along Hemmingway Street. Also, I would 'recommend' placing the sidewalk along the curb line in this section to protect the root system of the large Red Oak tree near the front of the existing building. The second tree near the parking lot appears is going to be impacted by either placement of the sidewalk. It might make sense if the tree is going to be impacted to move the sidewalk back to the esplanade position past the driveway cut and add a new replacement street tree.

Jeff Tarling
City Arborist

Jean Fraser - 171 Warren Sidewalk Detail

From: Jean Fraser
To: Margolis-Pineo, David
Date: 8/18/2010 3:15 PM
Subject: 171 Warren Sidewalk Detail
CC: Tarling, Jeff

David,

I agreed with Jeff that part of the sidewalk will have an esplanade along this frontage - could you please confirm what width of esplanade you want? (the detail just says "varies"). The applicant's engineer is finalizing the plans today/tomorrow.

Thanks
Jean

Jean Fraser - Re: 171 Warren Avenue

From: David Margolis-Pineo (David.Margolis-Pineo)
To: Jean Fraser; Jeff Tarling
Date: 8/16/2010 1:29 PM
Subject: Re: 171 Warren Avenue

I'm good either way.

>>> Jean Fraser 8/16/2010 1:12 PM >>>

I am not sure that Jeff is correct regarding the tree being impacted by the sidewalk at the curb.....if you look at the plan set submitted I believe there is room for the sidewalk along the curb.....

>>> David Margolis-Pineo (David Margolis-Pineo) 8/16/2010 12:14 PM >>>

So what is it? Sidewalk on the curb or with an esplanade?

>>> Jeff Tarling 8/16/2010 12:02 PM >>>

Hi Jean -

I have reviewed the project proposed for 171 Warren Avenue and find the plans acceptable with the condition that two additional trees be planted along Hemmingway Street. Also, I would 'recommend' placing the sidewalk along the curb line in this section to protect the root system of the large Red Oak tree near the front of the existing building. The second tree near the parking lot appears is going to be impacted by either placement of the sidewalk. It might make sense if the tree is going to be impacted to move the sidewalk back to the esplanade position past the driveway cut and add a new replacement street tree.

Jeff Tarling
City Arborist

Jean Fraser - 171 Warren Avenue

From: Jeff Tarling
To: Jean Fraser
Date: 8/16/2010 12:02 PM
Subject: 171 Warren Avenue
CC: David Margolis-Pineo

Hi Jean -

I have reviewed the project proposed for 171 Warren Avenue and find the plans acceptable with the condition that two additional trees be planted along Hemmingway Street. Also, I would 'recommend' placing the sidewalk along the curb line in this section to protect the root system of the large Red Oak tree near the front of the existing building. The second tree near the parking lot appears is going to be impacted by either placement of the sidewalk. It might make sense if the tree is going to be impacted to move the sidewalk back to the esplanade position past the driveway cut and add a new replacement street tree.

Jeff Tarling
City Arborist

Jean Fraser - Re: 171 Warren Ave - Poulin Property

From: Jean Fraser
To: Poulin, Marc
Date: 8/16/2010 5:57 PM
Subject: Re: 171 Warren Ave - Poulin Property
CC: lee.allen@northeastcivilsolutions.com.

Hello Marc,

Here is update in response to your e-mail:

The letter from Biddeford Savings Bank is fine.

Thanks for confirming the exterior materials.

Below please see the comments of the City Arborist received today; I think he is mistaken regarding the impact on the Oak tree as I think there is space for a sidewalk immediately next to the curb but it needs checking (and he probably means the roots will be impacted) and I think we will probably stay with the location we discussed on Friday (but this will need to be confirmed).

I am still awaiting the final sign off from Zoning; she would be checking the status of the existing use as well as reviewing the required parking and other details.

I mentioned to Lee last week that you need to apply for Wastewater and Water capacity letters; they don't need to be received before we issue the Site Plan approval (they would be a condition) but do need to be received before a Building Permit would be issued. The letter from the City (re sewer capacity) can take time but they are aware it will be applied for... both are required because according to Plumbing code more office space equals more people and they don't differentiate between reception/conference/office.

I am copying Lee into this because of landscape comments and re capacity letters.

thank you
Jean

Jean Fraser, Planner
City of Portland
874 8728

LANDSCAPE COMMENTS FROM CITY ARBORIST 8.16.2010:

Hi Jean -

I have reviewed the project proposed for 171 Warren Avenue and find the plans acceptable with the condition that two additional trees be planted along Hemmingway Street. Also, I would 'recommend' placing the sidewalk along the curb line in this section to protect the root system of the large Red Oak tree near the front of the existing building. The second tree near the parking lot appears is going to be impacted by either placement of the sidewalk. It might make sense if the tree is going to be impacted to move the sidewalk back to the esplanade position past the driveway cut and add a new replacement street tree.

*Jeff Tarling
City Arborist*

>>> Marc Poulin <Marc@poulinfinancial.com> 8/16/2010 5:29 PM >>>
H Jean,

Attached is the redacted bank commitment letter from Biddeford Savings Bank. Will this suffice for proof of ability?

One of your questions was the exterior finish of the addition space. That will be vinyl to match the existing building.

Have you had any luck corralling the last 2 pieces for my site plan review completion? Have you and Lee Allen of Northeast Civil Solutions spoke yet about the final site plan revisions?

Thanks for your continued help.

Marc

Marc M. Poulin, CPA
Advanced Certified QuickBooks ProAdvisor™
Marc@PoulinFinancial.com
Phone: 207-773-1040
Fax: 207-773-1583

Poulin Financial Services, LLC, PA
276 Canco Road, Granite Heights
Portland, ME 04103

Member of Intuit's Advisory Council 2006-2008
Member of QuickBooks Speakers Bureau

Accounting and Payroll **Income Tax Preparation**
 ACTI Consulting **Financial Business Consulting**

Jean Fraser - 171 Warren Avenue

From: Jeff Tarling
To: Jean Fraser
Date: 8/16/2010 12:02 PM
Subject: 171 Warren Avenue
CC: David Margolis-Pineo

Hi Jean -

I have reviewed the project proposed for 171 Warren Avenue and find the plans acceptable with the condition that two additional trees be planted along Hemmingway Street. Also, I would 'recommend' placing the sidewalk along the curb line in this section to protect the root system of the large Red Oak tree near the front of the existing building. The second tree near the parking lot appears is going to be impacted by either placement of the sidewalk. It might make sense if the tree is going to be impacted to move the sidewalk back to the esplanade position past the driveway cut and add a new replacement street tree.

Jeff Tarling
City Arborist

Jean Fraser - 171 Warren Ave - Poulin Property

From: Marc Poulin <Marc@poulinfinancial.com>
To: 'Jean Fraser' <JF@portlandmaine.gov>
Date: 8/16/2010 5:30 PM
Subject: 171 Warren Ave - Poulin Property
Attachments: BSB Signed Commitment Letter (No amounts).pdf

H Jean,

Attached is the redacted bank commitment letter from Biddeford Savings Bank. Will this suffice for proof of ability?

One of your questions was the exterior finish of the addition space. That will be vinyl to match the existing building.

Have you had any luck corralling the last 2 pieces for my site plan review completion? Have you and Lee Allen of Northeast Civil Solutions spoke yet about the final site plan revisions?

Thanks for your continued help.

Marc

Marc M. Poulin, CPA
Advanced Certified QuickBooks ProAdvisor™
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Fax: 207-773-1583

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Portland, ME 04103

Member of Intuit's Advisory Council 2006-2008
Member of QuickBooks Speakers Bureau

Accounting and Payroll Income Tax Preparation
 ACT! Consulting Financial Business Consulting

Jean Fraser - Need final comments 171 Warren

From: Jean Fraser
To: Tarling, Jeff
Date: 8/18/2010 3:29 PM
Subject: Need final comments 171 Warren

Jeff

Further to this morning's Dev Rev, I have spoken to the engineer and he is finalizing the revised plans today/tomorrow (these will be final plans as all else will have to be covered by a condition)- so I need from you:

1. Specs for the 2 trees along Hemingway
2. Confirmation re sidewalk along curb up to and in front of eastern-most Oak (he OK to add note that transition design to be field-located with you)
3. Width of esplanade to be confirmed by DPS (David, with you)
4. Protection specs for tree roots on sidewalk side for the one nearest new sidewalk
5. Area on parking lot side to protect/identify etc for same tree as 4. to ensure adequate pervious surface over those roots

thanks
Jean

Notes of meeting 8:13-2010
171 Warren Ave

Present: Marc Poulin, Applicant
Lee Allen, NE Civil Solutions, Eng.
Tom Ennis, City Traffic Reviewer
Jean Fraser, Planner

Purpose of meeting: to review City traffic comments re sidewalks, and curb closures.

- 1) TE confirmed waivers for drive access ^{width of} ~~drive~~ to parking at rear + parking spaces + distance bet. drive + Hemingway.
- 2) Applicant OK re sidewalk (asphalt) along street (TE confirmed it shd. be adj. curbs)
- 3) TE explained re curbs he recommends re future access from Hemingway - into future - Marc P. OK with that
- 4) Central curb cut - Marc Poulin wants to keep open option of extending on that side and having a separate access to more parking. Tom Ennis felt that its location and acceptability would only be acceptable in relation to a 'project' involving a future site plan and did not want to approve it at this stage. Clarified that sidewalk at curb side here so do both curb and sidewalk at same time (cheaply)

5) Sidewalk from new street side sidewalk up to the building: - discussion as to how this would work, given that entrance to the offices will be towards the rear via the extension. Tom agreed that this would not be a requirement.

6) Marc Ok with both co's being joint apps + changed/initialed the paperwork. (JF has amended in HTE) + he will send copy of bank loan docs to address fin. capability.

8-18-10

Called Lee Allen + clamped:

- 1) Sidewalk needs esplanade east of ^{easternmost} tree -
- 2) will get back to him re zoning by deed
8-19-10 (Thurs) as he sending rev. plans 8.20.10
- 3) Re trees: Jeff not spec the 2 trees Hemingway
Oak by plug area - protection
w/ water fire side + expand permiss
on other side.
- 4) few other details eg cap letters

MEMORANDUM



TO: Barbara Barhydt
FROM: Dan Goyette, P.E. & Ashley Auger, E.I.T.
DATE: August 13, 2010
RE: Poulin Property Holdings, LLC – Building Addition at 171 Warren Avenue

Woodard & Curran has reviewed the Minor Site Plan Application for the proposed expansion of the office space at 171 Warren Avenue in Portland, Maine. The project includes the construction of a 720 square foot addition, a 278 square foot paved walkway from the handicap accessible parking space to the front entrance, a total of nine parking spaces, and 316 square feet planting area.

Documents Reviewed

- Development Review Application, and attachments dated August 3, 2010, submitted by Poulin Property Holdings, LLC, and Northeast Civil Solutions.
- Engineering Plans, Sheets 1, 2, 3, dated July 26 and July 27, 2010, and sheets A1, A2, A3, dated July 22, 2010, prepared by Northeast Civil Solutions on behalf of Poulin Property Holdings, LLC.

Comments

- The 720 square foot office addition, the 278 square foot paved walkway, and the 316 square feet of planting area result in a proposed impervious area net change of 682 square feet. A proposed impervious area net change of 644 square feet was reported; this needs to be clarified.
- Sheet A1 of the Engineering Plans is not printed to the scale specified on the drawing.
- A detail has not been provided for a cross-section of the proposed bituminous sidewalk.

Please contact our office if you have any questions or need clarification on any of the items discussed in this memo.

AEA
222804.31

Jean Fraser - 171 Warren Ave

From: Jean Fraser
To: lee.allen@northeastcivilsolutions.com.
Date: 8/13/2010 1:38 PM
Subject: 171 Warren Ave
Attachments: 171 Warren Avenue MEMO.pdf; CAPACITY REQUEST APPLICATION.doc

Lee,

Please find attached the comments from our peer engineering reviewers regarding drainage and other site engineering issues. Re the last item (re sidewalk) you have the detail I sent out yesterday (and I hope to have a revised one to give you without the esplanade). I have not sent to Marc Poulin as it appears they are drafting errors....

Tom Errico is going to try and get to the site as near to 3:30pm today as he can and so I hope we all are there at the same time.

I have also investigated re the Wastewater Capacity letter that most projects need to obtain; I understand that any office expansion does require that (because more people) and attach the application that needs to be submitted. I am not sure about water but I think you need to get something from Portland Water District that approves of the expansion in terms of water supply. We can issue an approval letter with a condition requiring that these be obtained prior to the issuance of a building permit.

See you later.

Jean

Jean Fraser, Planner
City of Portland
874 8728

Jean Fraser - 171 Warren Ave

From: Jean Fraser
To: marc@poulinfinancial.com
Date: 8/12/2010 10:56 AM
Subject: 171 Warren Ave
CC: Barhydt, Barbara; lee.allen@northeastcivilsolutions.com.

Hello Marc,

I am responding to your request to know if there were any "big" issues that have come up as part of the Site Plan Review; I am out of the office this afternoon so thought I would outline the main review comments so far; (I will write a comprehensive review letter in the next couple of days once I receive all reviewer comments in writing):

- Right, Title and Interest: the City's Associate Corporation Counsel (based on a review of the submitted ME Sec of State papers etc) requests that Poulin Financial Services LLC be co-applicant and that the application form be amended accordingly;
- In accordance with the ordinance, staff require a bituminous sidewalk to be constructed along the edge of the curb along the frontage (it will not conflict with the trees) - a detail is below;
- A sidewalk from the building to the new street-side sidewalk should also be provided;
- The small curb cut in the middle of the frontage (not the main drive) should be closed with curbing (a detail will be provided);
- A licensed surveyor should install the two rear property pins in the vacated Katadin Street and supply the tie distance to the angle point easterly of the site along the side line of Warren Ave;
- Two (2) bicycle parking hitches should be provided;
- Need information on the exterior materials of the addition;
- Need letter of financial capability (checked on the checklist but not enclosed);
- Need detail of dumpster gates.

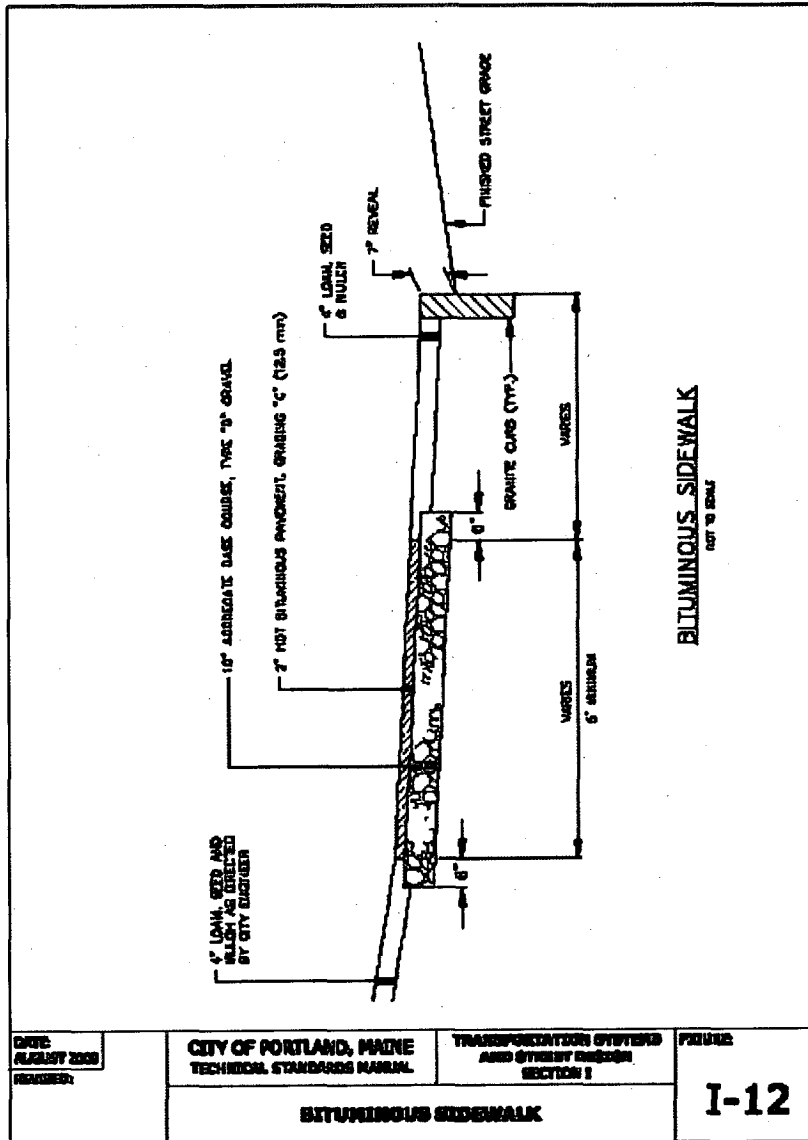
Please note that these are preliminary comments and are not comprehensive - they do not include the Zoning Administrator or City Arborist comments; also the project does not meet some of the City's traffic and parking standards eg re driveway widths etc but we will waive these in this case.

I will be in the office all day tomorrow and please do not hesitate to call if any questions.

Jean

Jean Fraser, Planner
City of Portland
874 8728

SIDEWALK DETAIL:



Jean Fraser - 171 Warren Avenue

From: Thomas Errico <Thomas.Errico@tylin.com>
To: Jean Fraser <JF@portlandmaine.gov>
Date: 8/10/2010 4:48 PM
Subject: 171 Warren Avenue
CC: Katherine Earley <KAS@portlandmaine.gov>, David Margolis-Pineo <DMP@port...>

Jean – I have reviewed the July 26, 2010 submittal prepared by Northeast Civil Solutions and offer the following comments:

- A sidewalk should be constructed along the Warren Avenue property frontage. The curbing is in good condition and no changes are recommended. A sidewalk connection from the building to the requested sidewalk should also be provided.
- The existing curb cut (not active) located on Warren Avenue mid-parcel should be eliminated.
- The existing driveway on Warren Avenue does not meet separation standards to Hemingway Street. I would suggest that this separation standard be waived until a time when Hemingway Street is improved. At the time of improvement, the applicant would be required to close the Warren Avenue driveway and re-establish the driveway on Hemingway Street. The applicant would be responsible for all work associated with this action (both on and off-site).
- Parking spaces do not meet City standards. I support a waiver from the Technical Standards.
- The driveway on Warren Avenue at its narrowest point is 22 feet wide and does not meet City standards. I support a waiver from the Technical Standards.
- The circulation aisle between the front and rear parking areas does not meet City standards. I support a waiver from the Technical Standards under the premise that traffic volumes are very low and good sight distance will be provided.

If you have any questions or comments, please contact me.

Best regards,

Thomas A. Errico, P.E.
TYLIN INTERNATIONAL

12 Northbrook Drive
Building A, Suite One
Falmouth, ME 04105

207.347.4354 (Direct)
207.781.4721 (Main)
207.781.4753 (Fax)
207.400.0719 (Mobile)

August 11, 2010

To: Jean Fraser
Barbara Barhydt
From: David Margolis-Pineo
Re: Review Comments – Public Services
171 Warren Ave

The Department of Public Services has the following comments:

1. The applicant is required to install an asphalt sidewalk along the frontage of Warren Ave. Detail attached.
2. The applicant is requested to have a licensed surveyor install the two rear property pins in the vacated Katahdin St.
3. The applicant is requested to supply the tie distance to the angle point easterly of the site along the side line of Warren Ave.
4. The applicant is requested to close the north easterly curb cut on Warren Ave. Detail attached.

MINOR SITE PLAN DEVELOPMENT REVIEW

Final review and sign off

B4

(720 sq ft addition)

PROJECT: 171 Warren Application #: HTE 10-799 00021

Date of completion: Interim Review notes 8/10/2010

Review item	Status	Who signed off on this
Evidence of Right, Title & Interest	P+S agreement + looking docs - Appl. + P+S diff. parties	ch OW-C
MDEP/MP etc issues	no.	DW-C requests that the 2 companies be joint applicants
Additional info provided as requested:		
Access and parking layout (including contributions)	9 spaces indicated as needed	Tom has commented
Bicycle parking	needs to show 2 spaces	
Stormwater Management	No change in drainage 644 sq ft inc. in impervious surface	
Other engineering issues		
Zoning		MS not rev. as of 8/11/10.
Fire Department	hydrant a long way away	not a requirement
Building materials etc	need materials confirmed.	
Landscape	Planting details shown on Erosion Control etc sheet	
Two trees/lot; two foundation plantings per lot	N/A.	
Lighting	No lighting proposed	
Letter of financial capability	Says incl on ch. wet	Submitted.
Capacity letter water	not applied	} (*)
Capacity letter sewer	not applied - Stated N/A	
Sidewalk/Curbing	Sidewalk would result in loss of old oak trees (asked JT) - curbing exists already	Sidewalk waiver req. Tom recs they do sidewalks (*)
Dumpster location and enclosure/waste collection	Proposed dumpster at rear. existing gate + fence to be removed.	
Other issues		

Appl. wants to close end alley - wants to know re issues with cost crops.

Jean Fraser - 171 Warren Avenue

From: Thomas Errico <Thomas.Errico@tylin.com>
To: Jean Fraser <JF@portlandmaine.gov>
Date: 8/10/2010 4:48 PM
Subject: 171 Warren Avenue
CC: Katherine Earley <KAS@portlandmaine.gov>, David Margolis-Pineo <DMP@port...>

Jean – I have reviewed the July 26, 2010 submittal prepared by Northeast Civil Solutions and offer the following comments:

- A sidewalk should be constructed along the Warren Avenue property frontage. The curbing is in good condition and no changes are recommended. A sidewalk connection from the building to the requested sidewalk should also be provided.
- The existing curb cut (not active) located on Warren Avenue mid-parcel should be eliminated.
- The existing driveway on Warren Avenue does not meet separation standards to Hemingway Street. I would suggest that this separation standard be waived until a time when Hemingway Street is improved. At the time of improvement, the applicant would be required to close the Warren Avenue driveway and re-establish the driveway on Hemingway Street. The applicant would be responsible for all work associated with this action (both on and off-site).
- Parking spaces do not meet City standards. I support a waiver from the Technical Standards.
- The driveway on Warren Avenue at its narrowest point is 22 feet wide and does not meet City standards. I support a waiver from the Technical Standards.
- The circulation aisle between the front and rear parking areas does not meet City standards. I support a waiver from the Technical Standards under the premise that traffic volumes are very low and good sight distance will be provided.

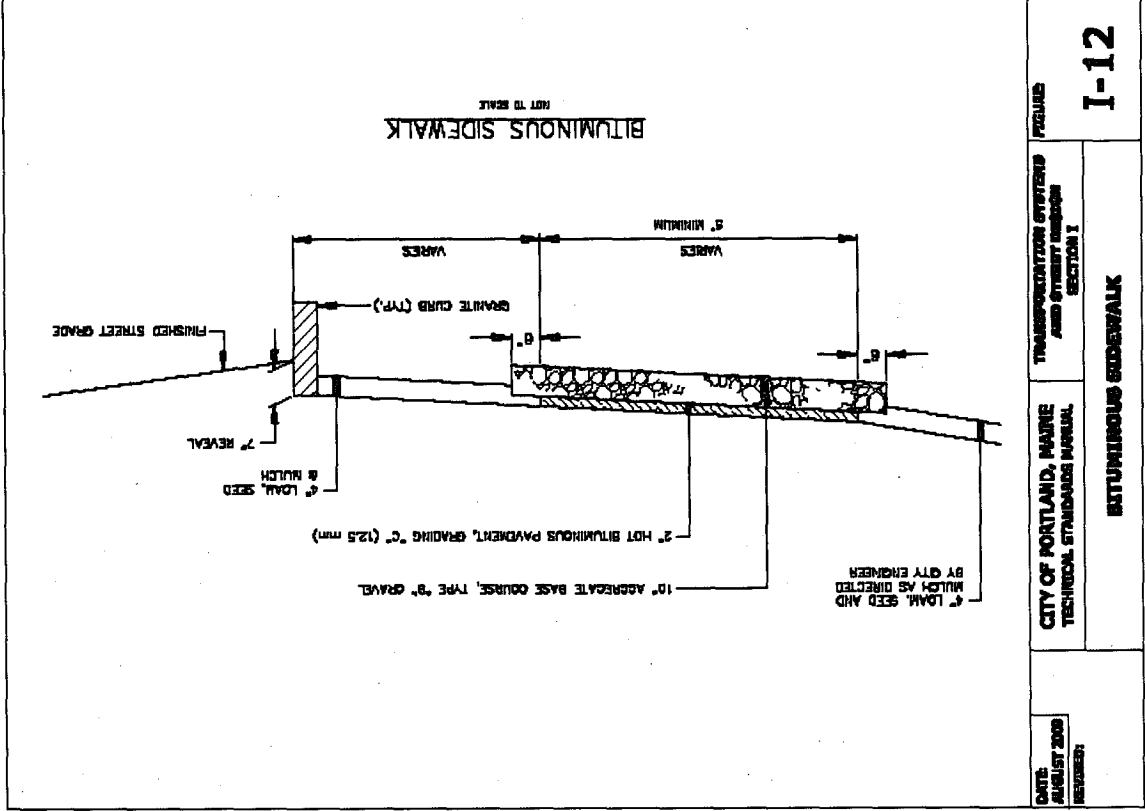
If you have any questions or comments, please contact me.

Best regards,

Thomas A. Errico, P.E.
TYLIN INTERNATIONAL

12 Northbrook Drive
Building A, Suite One
Falmouth, ME 04105

207.347.4354 (Direct)
207.781.4721 (Main)
207.781.4753 (Fax)
207.400.0719 (Mobile)



CITY OF PORTLAND, MAINE
MAY 1987
REVISIONS

CITY OF PORTLAND, MAINE
TECHNICAL STANDARDS MANUAL

TRANSPORTATION SYSTEMS
AND STREET DESIGN
SECTION 1

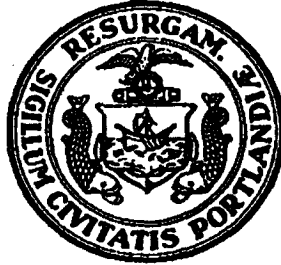
BITUMINOUS SIDEWALK

I-12

FIGURE

CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

Department of Public Services,
55 Portland Street,
Portland, Maine 04101-2991



Mr. Frank J. Brancely,
Senior Engineering Technician,
Phone #: (207) 874-8832,
Fax #: (207) 874-8852,
E-mail: fjb@portlandmaine.gov

Date: _____

1. Please, Submit Utility, Site, and Locus Plans.

Site Address: _____

(Regarding addressing, please contact Leslie Kaynor, either at 756-8346, or at LMK@portlandmaine.gov)

Chart Block Lot Number: _____

Proposed Use: _____

Previous Use: _____

Existing Sanitary Flows: _____ GPD

Existing Process Flows: _____ GPD

Description and location of City sewer, at
proposed building sewer lateral connection:

Site Category

Commercial	_____
Industrial (complete part 4 below)	_____
Governmental	_____
Residential	_____
Other (specify)	_____

Clearly, indicate the proposed connection, on the submitted plans.

2. Please, Submit Domestic Wastewater Design Flow Calculations.

Estimated Domestic Wastewater Flow Generated: _____ GPD

Peaking Factor/ Peak Times: _____

Specify the source of design guidelines: (i.e. "Handbook of Subsurface Wastewater Disposal in Maine," "Plumbers and Pipe Fitters Calculation Manual," Portland Water District Records, Other (specify) _____

Note: Please submit calculations showing the derivation of your design flows, either on the following page, in the space provided, or attached, as a separate sheet.

3. Please, Submit Contact Information.

Owner/Developer Name: _____

Owner/Developer Address: _____

Phone: _____ Fax: _____ E-mail: _____

Engineering Consultant Name: _____

Engineering Consultant Address: _____

Phone: _____ Fax: _____ E-mail: _____

City Planner's Name: _____ Phone: _____

Note: Consultants and Developers should allow +/- 15 days, for capacity status, prior to Planning Board Review.

4. Please, Submit Industrial Process Wastewater Flow Calculations

Estimated Industrial Process Wastewater Flows Generated: _____ GPD

Do you currently hold Federal or State discharge permits? Yes ___ No ___

Is the process wastewater termed categorical under CFR 40? Yes ___ No ___

OSHA Standard Industrial Code (SIC): _____

(<http://www.osha.gov/oshstats/sicser.html>)

Peaking Factor/Peak Process Times: _____

Note: On the submitted plans, please show the locations, where the building's sanitary, and process water sewer laterals, exit the facility, where they enter the city's sewer, the location of any control manholes, wet wells, or other access points, and the locations of any filters, strainers, or grease traps.

Notes, Comments, or Calculations:

MEMORANDUM



TO: Barbara Barhydt
FROM: Dan Goyette, P.E. & Ashley Auger, E.I.T.
DATE: August 13, 2010
RE: Poulin Property Holdings, LLC – Building Addition at 171 Warren Avenue

Woodard & Curran has reviewed the Minor Site Plan Application for the proposed expansion of the office space at 171 Warren Avenue in Portland, Maine. The project includes the construction of a 720 square foot addition, a 278 square foot paved walkway from the handicap accessible parking space to the front entrance, a total of nine parking spaces, and 316 square feet planting area.

Documents Reviewed

- Development Review Application, and attachments dated August 3, 2010, submitted by Poulin Property Holdings, LLC, and Northeast Civil Solutions.
- Engineering Plans, Sheets 1, 2, 3, dated July 26 and July 27, 2010, and sheets A1, A2, A3, dated July 22, 2010, prepared by Northeast Civil Solutions on behalf of Poulin Property Holdings, LLC.

Comments

- The 720 square foot office addition, the 278 square foot paved walkway, and the 316 square feet of planting area result in a proposed impervious area net change of 682 square feet. A proposed impervious area net change of 644 square feet was reported; this needs to be clarified.
- Sheet A1 of the Engineering Plans is not printed to the scale specified on the drawing.
- A detail has not been provided for a cross-section of the proposed bituminous sidewalk.

Please contact our office if you have any questions or need clarification on any of the items discussed in this memo.

AEA
222804.31

MEMORANDUM



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AEA
222804.31

Jean Fraser - Mark Poulin

From: Barbara Barhydt
To: Fraser, Jean
Date: 8/6/2010 12:05 PM
Subject: Mark Poulin

Hi Jean:

Mark Poulin called and wants to know about any comments on the project. He is anxious as he wants to have the building plans drawn just once and wants to know if there are any site changes impacting his building. He is also preparing the financials.

Please call him. His number is 773-1040

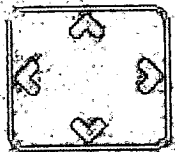
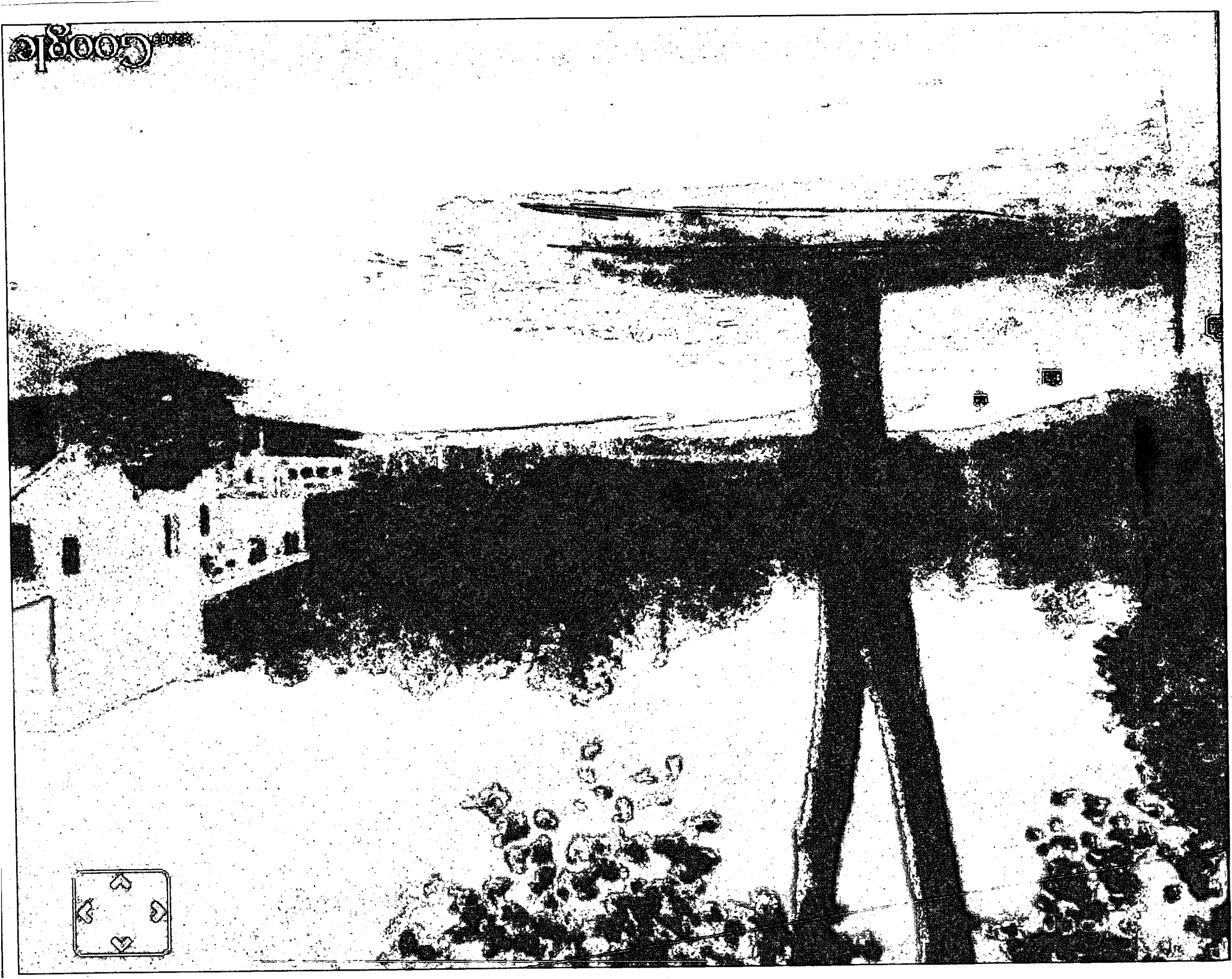
Thank you.

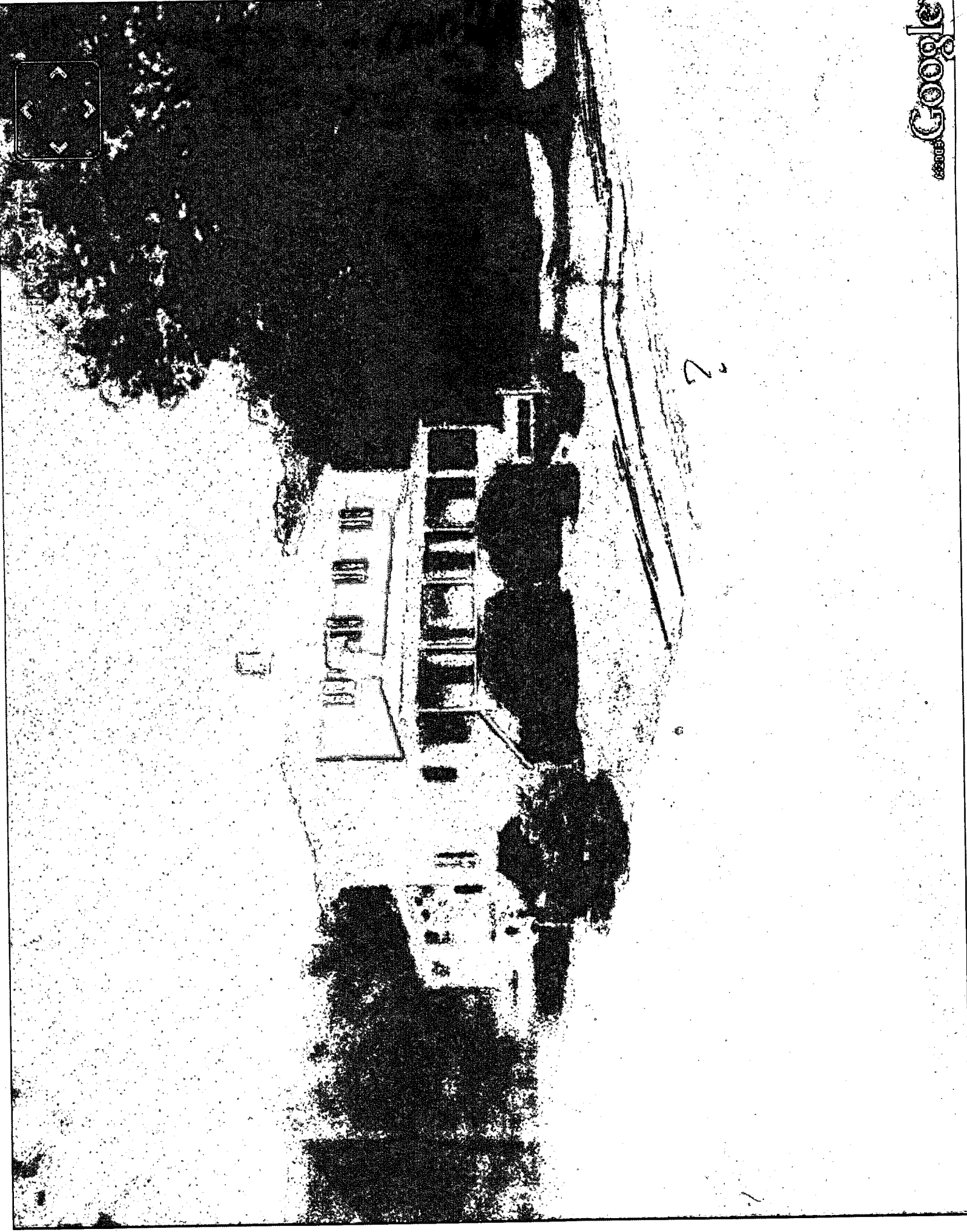
Barbara

Called 8/6/10 4pm
left message - no comments so far.

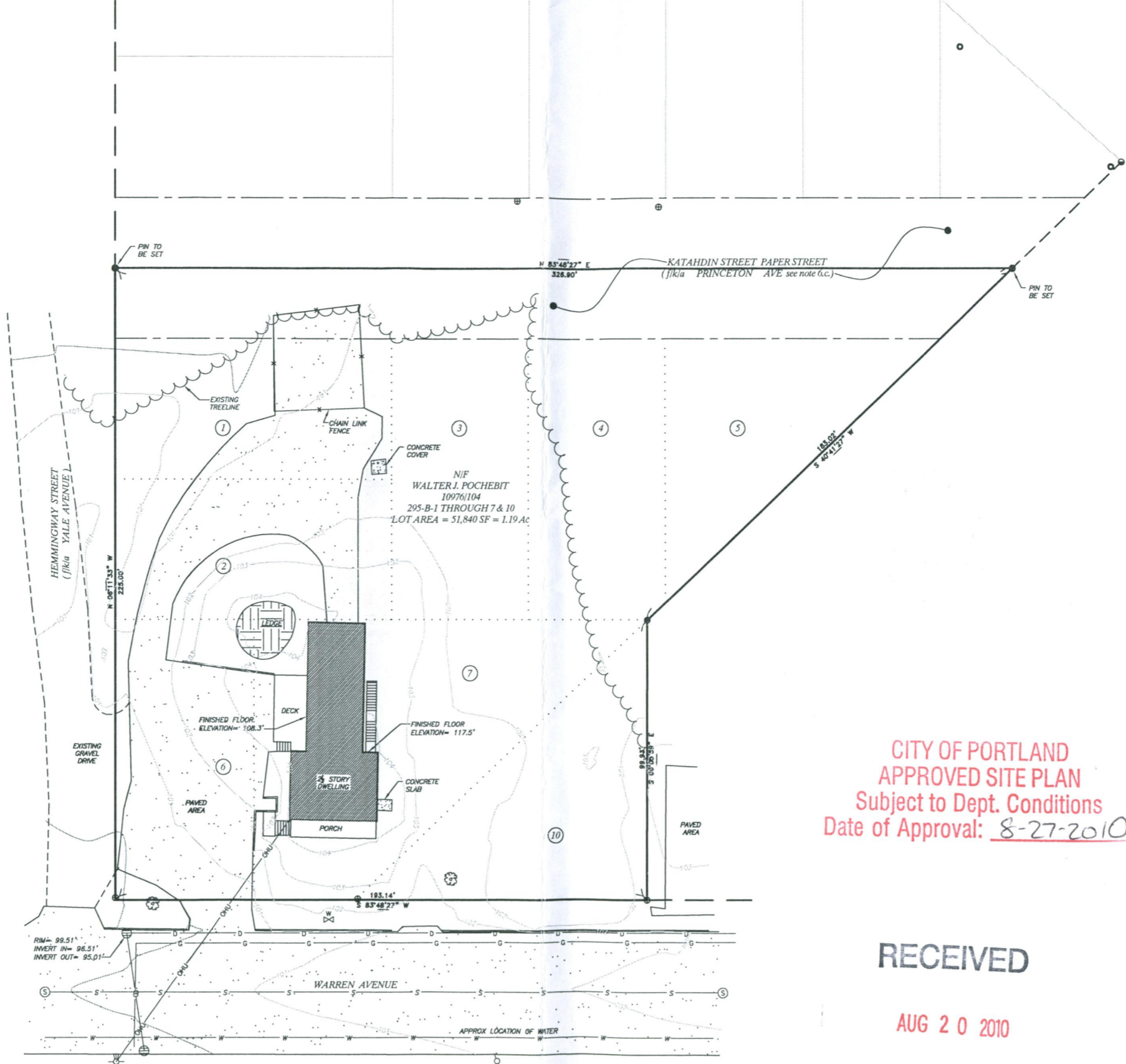
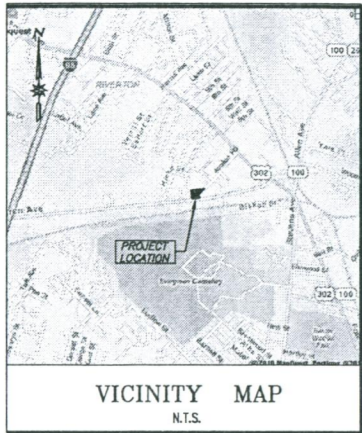
he called me back - closing at end of Aug
needs to know if any major issues
If call DM - P Monday

called 8/11/10 5pm -
he on vacation back tomorrow
left voice mail





2



**CITY OF PORTLAND
 APPROVED SITE PLAN**
 Subject to Dept. Conditions
 Date of Approval: 8-27-2010

RECEIVED

AUG 20 2010

City of Portland
Planning Division

SHEET INDEX

1. BOUNDARY SURVEY
2. SITE PLAN
3. EROSION & SEDIMENTATION CONTROL NOTES AND CONSTRUCTION DETAILS
- A1 ARCHITECTURAL FLOOR PLANS
- A2 ARCHITECTURAL ELEVATIONS
- A3 ARCHITECTURAL ELEVATIONS

LEGEND

- #5 REBAR WITH PLASTIC CAP STAMPED
- "NCS, INC. PLS 1314" SET ON /-/-
- FOUND IRON PIPE (SIZE & TYPE AS NOTED)
- FOUND MONUMENT (SIZE & TYPE AS NOTED)
- FOUND IRON ROD
- FOUND CAPPED IRON ROD (NUMBER AS NOTED)
- UTILITY POLE (NUMBER AS NOTED)
- GUY WIRE ANCHOR
- FOUND DECIDUOUS TREE (SIZE & TYPE AS NOTED)
- FOUND CONIFEROUS TREE (SIZE & TYPE AS NOTED)
- ① LOT NUMBER FROM PLAN REFERENCED IN NOTE 4.c.
- ~ TREE LINE (APPROXIMATE)
- - - BOUNDARY LINE
- - - EDGE OF GRAVEL
- - - EDGE OF PAVEMENT
- - - RIGHT-OF-WAY LINE
- - - ABUTTER LINE
- - - OVERHEAD UTILITY
- - - NOW OR FORMERLY OWNED BY DEED BOOK AND PAGE (CCRD)
- - - TAX MAP-BLOCK-LOT
- - - PARENTHESIS DENOTE RECORD DATA

NOTES

1. THE BASIS OF BEARING FOR THIS SURVEY IS MAINE STATE COORDINATE SYSTEM WEST ZONE 1802 (2 ZONE PROJECTION) GRID NORTH.
2. DEED AND PLAN BOOK REFERENCES ARE TO THE CUMBERLAND COUNTY REGISTRY OF DEEDS
3. RECORD OWNERSHIP OF THE PARCEL SURVEYED CAN BE FOUND IN A DEED FROM FLEET BANK OF MAINE TO WALTER J. POCHEBIT DATED SEPTEMBER 24, 1993 AND RECORDED IN DEED BOOK 10976, PAGE 104.
4. REFERENCE IS MADE TO THE FOLLOWING PLANS:
 - a. PLAN OF PINE HURST MADE FOR FIDELITY BOND AND REALTY TRUST, BY E.C. JORDAN AND CO., DATED JULY 1917 AND RECORDED IN PLAN BOOK 13, PAGE 91.
 - b. PLAN OF FOREST VILLA ESTATES, BY ERNEST W. BRANCH, DATED AUGUST 15, 1919 AND RECORDED IN PLAN BOOK 14, PAGE 25.
 - c. PLAN OF PROPERTY MADE FOR KEELEY BANQUET CENTER, BY R.P. TITCOMB ASSOCIATES, INC., DATED AUGUST 4, 1987 AND RECORDED IN PLAN BOOK 191, PAGE 2.
5. THE PARCEL SURVEYED IS IDENTIFIED ON THE CITY OF PORTLAND TAX ASSESSOR'S MAP 295, BLOCK B, PARCELS 1 THROUGH 7 AND 10
6. THE WIDTH AND LAYOUT OF STREETS IS AS FOLLOWS:
 - a. WARREN AVENUE IS 66' WIDE PER PLANS PROVIDED BY THE CITY ENGINEERING OFFICE.
 - b. HEMMINGWAY STREET IS 50' WIDE AND FROM PLAN REFERENCED IN NOTE 4.c.
 - c. KATAHDIN STREET IS 50' WIDE AND FROM PLAN REFERENCED IN NOTE 4.c. (THIS STREET HAS BEEN VACATED BY THE CITY OF PORTLAND)
7. ELEVATIONS AND CONTOURS ARE BASED ON NGVD 1929 DATUM.
8. THE UTILITIES SHOWN ON THIS PLAN AND THEIR LOCATIONS ARE TO BE CONSIDERED APPROXIMATE. THERE MAY BE OTHER UTILITIES EXISTING THAT ARE NOT SHOWN. CONTRACTOR TO CONTACT DIG-SAFE (888)DIG-SAFE PRIOR TO ANY EXCAVATION WORK.

Revisions	By	Date	Change
1	SMA	8/20/10	REVISED PER CITY COMMENTS

PROJECT: 32209 DRAWING NAME: 32209.DWG
 DATE: JULY 26, 2010 SCALE: 1"=20'
 FIELD BY: ADA, JAP, MJB DRAWN BY: ADA

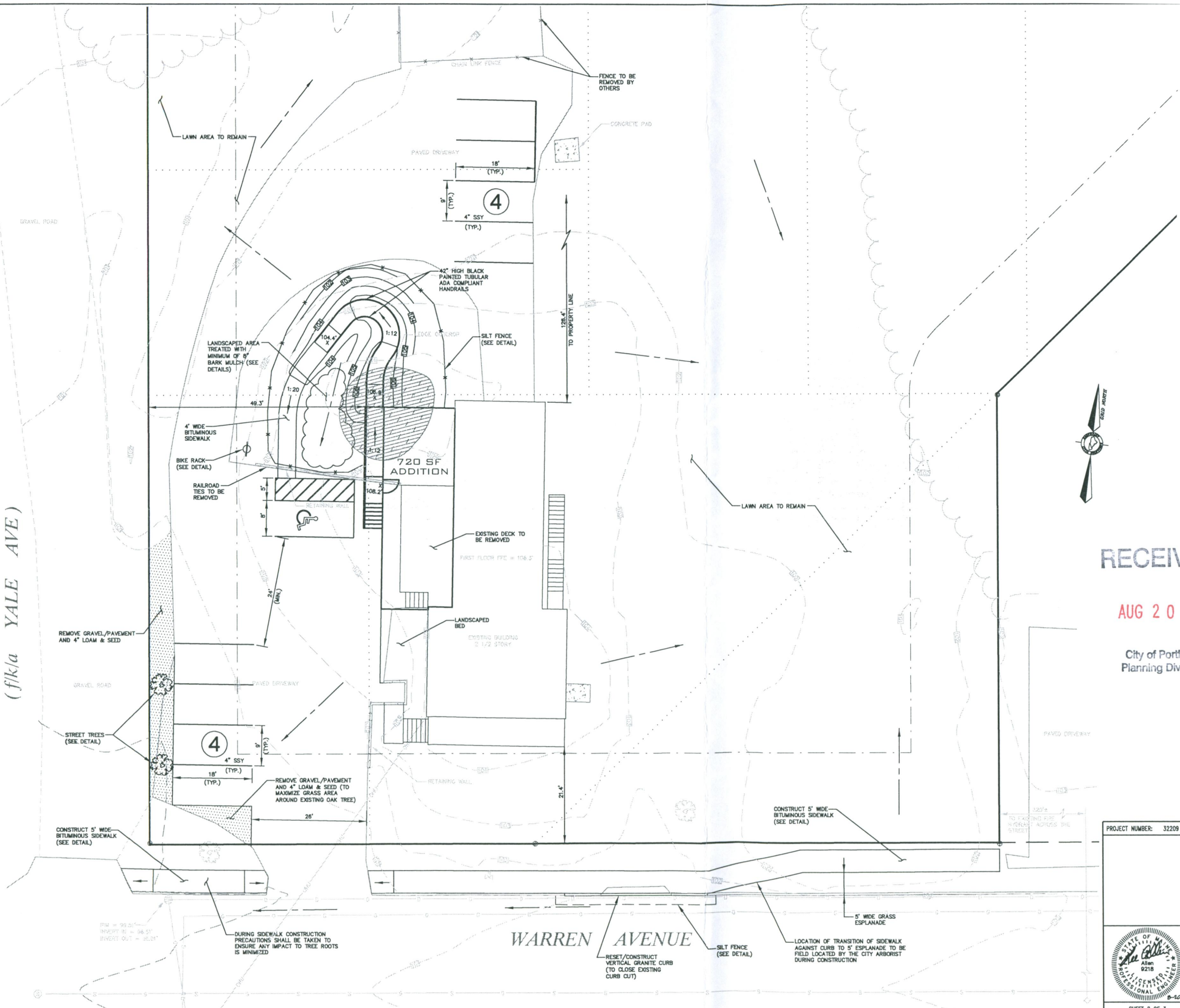
BOUNDARY SURVEY
 171 WARREN AVENUE, PORTLAND, MAINE
 Done: **WALTER J. POCHEBIT**
 7 HALE STREET, PORTLAND, MAINE 04103
 Prepared For: **POULIN PROPERTY HOLDINGS, LLC**
 276 CANCO ROAD, PORTLAND, MAINE 04103

SURVEYING ENGINEERING LAND PLANNING
Northeast Civil Solutions
 INCORPORATED
 153 US ROUTE 1, SCARBOROUGH, MAINE 04074
 Tel: 207.883.1000 Fax: 207.883.1001 e-mail: info@northeastcivilsolutions.com
 800.882.2227

STAMP AND SIGNATURE

M. JOHANN BUISMAN
 No. 1314
 DATE: 8-20-10

HEMINGWAY STREET
(f/k/a YALE AVE)



LEGEND

- BOUNDARY LINE
- EDGE OF PAVEMENT
- RIGHT-OF-WAY LINE
- - - ABUTTER
- - - EXISTING GRAVEL
- - - BUILDING SETBACK
- - - EXISTING CONTOUR
- ⊙ EXISTING UTILITY POLE
- ⊙ EXISTING SEWER MANHOLE
- EXISTING SEWER LINE
- EXISTING WATER LINE
- ⊕ EXISTING WATER GATE VALVE
- ⊕ EXISTING HYDRANT
- ⊕ EXISTING CATCH BASIN
- EXISTING DRAIN LINE
- EXISTING GAS LINE
- EXISTING TREE LINE
- DRAINAGE FLOW

NOTES

- THE PARCEL SURVEYED IS IDENTIFIED ON THE CITY OF PORTLAND TAX ASSESSOR'S MAP 13, BLOCK L, PARCEL 2.
- THE PARCEL SURVEYED IS LOCATED IN THE B-4 BUSINESS ZONE/DISTRICT.
- PORTIONS OF BULK AND SPACE REQUIREMENTS ARE AS FOLLOWS:

MINIMUM LOT AREA	REQ'D/ALLOWED	PROVIDED
10,000 SF	10,000 SF	51,840.83
MIN STREET FRONTAGE	80 FT	193.14 FT (WARREN AVE)
FRONT SETBACK	20 FT	225.00 FT (HEMINGWAY ST)
SIDE SETBACK	20 FT	21.4 FT
REAR SETBACK	20 FT	49.3 FT
MAX STRUCTURE HT	65 FT	126.4 FT
		30 FT
- PARKING - OFFICES 1 SPACE/400 SF
PROPOSED FLOOR AREA = 3,330 SF
SPACES REQ'D = 8.325 = 9 SPACES
- MAXIMUM IMPERVIOUS AREA RATIO = 80%
PROPOSED IMPERVIOUS AREA RATIO = 23%

RECEIVED

AUG 20 2010

CITY OF PORTLAND
APPROVED SITE PLAN
Subject to Dept. Conditions
Date of Approval: 8-27-2010

City of Portland
Planning Division

SOILS LEGEND

SYMBOL	SOIL TYPE	HSG
HrB	HOLLIS FINE SANDY LOAM, 3% TO 8% SLOPES	C/D

THE SOURCE OF THE SOIL TYPES AND BOUNDARIES IS THE NATIONAL COOPERATIVE SOIL SURVEY (NCSS).

THIS PLAN IS FOR REVIEW PURPOSES ONLY AND IS NOT INTENDED FOR CONSTRUCTION OR RECORDING

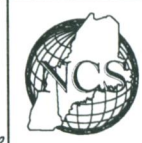
Revised	By	Date	Change
1	SMA	8/20/10	REVISED PER CITY COMMENTS

PROJECT NUMBER: 32209 ACAD FILE: 32209-SITE.DWG SCALE: 1" = 10' DATE: JULY 27, 2010

SITE PLAN

Project Name:
BUILDING ADDITION
171 WARREN AVE, PORTLAND, MAINE 04103

Owner/Developer:
POULIN, PROPERTY HOLDINGS, LLC
276 CANCO ROAD, PORTLAND, MAINE 04103



Northeast Civil Solutions
INCORPORATED

153 US ROUTE 1, SCARBOROUGH, MAINE 04074

tel 207.883.1000 fax 207.883.1001 e-mail info@northeastcivilsolutions.com
800.882.2227

LEGEND

	BOUNDARY LINE
	EDGE OF PAVEMENT
	RIGHT-OF-WAY LINE
	ABUTTER
	EXISTING GRAVEL
	BUILDING SETBACK
	EXISTING CONTOUR
	EXISTING UTILITY POLE
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	EXISTING GAS LINE
	EXISTING TREE LINE
	DRAINAGE FLOW

NOTES

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- MAXIMUM IMPERVIOUS AREA RATIO = 80%
PROPOSED IMPERVIOUS AREA RATIO = 23% **HT-10-79900021**

CITY OF PORTLAND
APPROVED SITE PLAN
 Subject to Dept. Conditions
 Date of Approval: 8-27-2010

SOILS LEGEND *amould/demin*

SYMBOL	SOIL TYPE	HSG
H/B	HOLLIS FINE SANDY LOAM, 3% TO 8% SLOPES	1-4-2011

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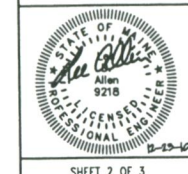
Revised	By	Date	Change
4	SMA	12/23/10	REVISED PER CITY COMMENTS
3	LDA	11/10/10	REVISED HC RAMP
2	SMA	10/29/10	REVISED PER CLIENT COMMENTS
1	SMA	8/20/10	REVISED PER CITY COMMENTS

PROJECT NUMBER: 32209 ACAD FILE: 32209-SITE.DWG SCALE: 1" = 10' DATE: JULY 27, 2010

Drawing Name: **SITE PLAN** *final as built + approved*

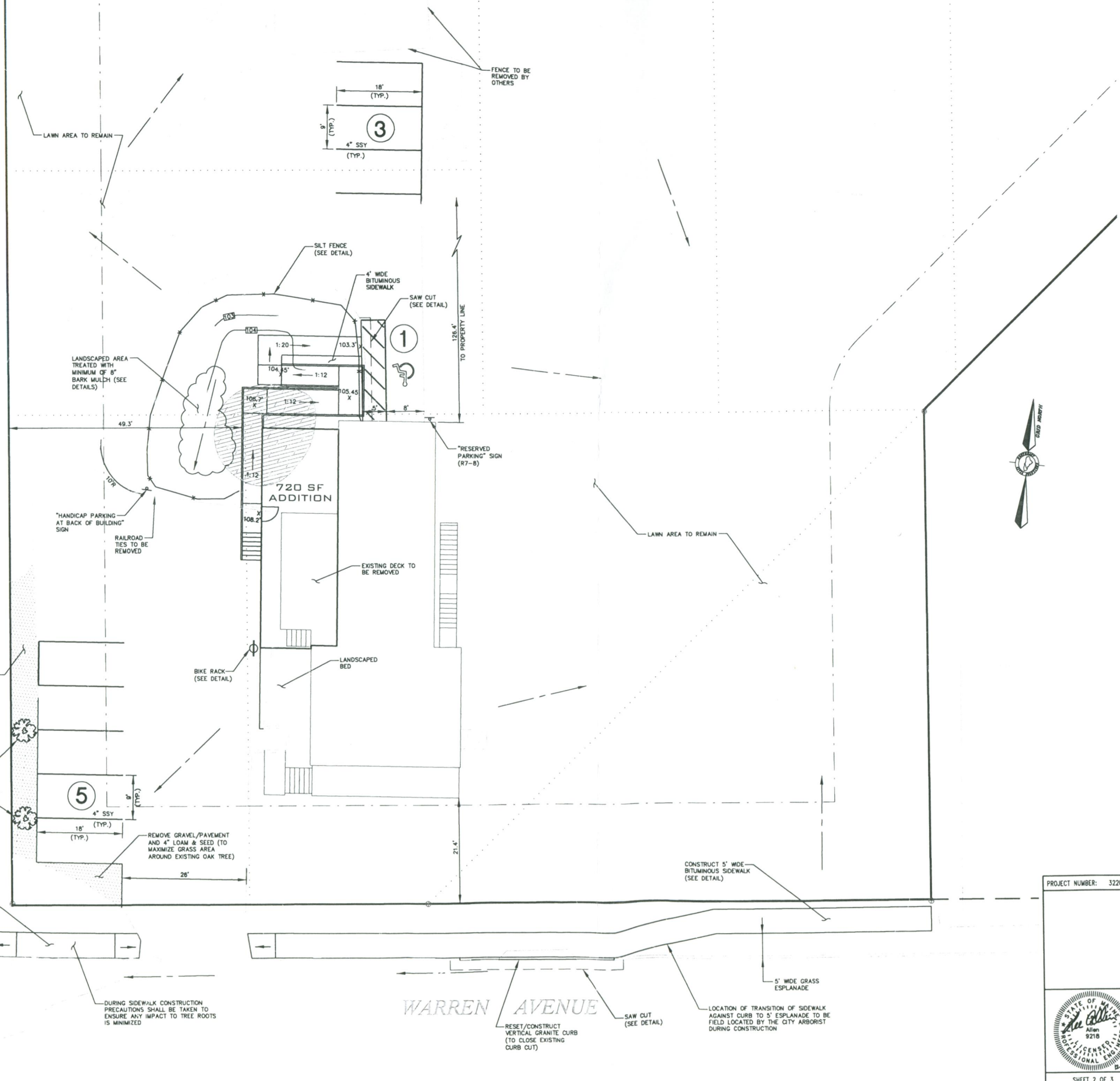
Project Name: **BUILDING ADDITION**
 171 WARREN AVE, PORTLAND, MAINE 04103

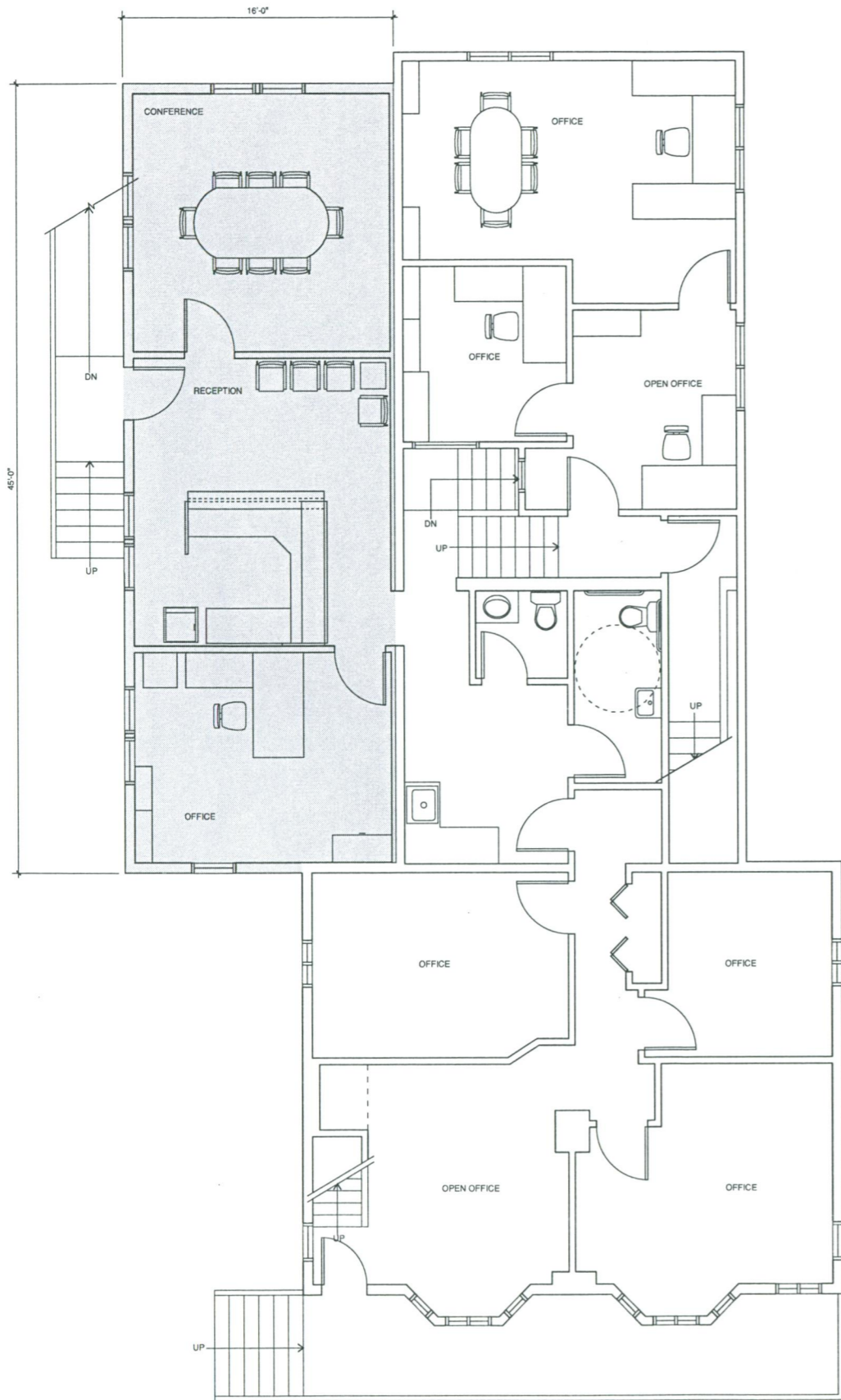
Owner/Applicant: **POULIN, PROPERTY HOLDINGS, LLC**
 276 CANCO ROAD, PORTLAND, MAINE 04103



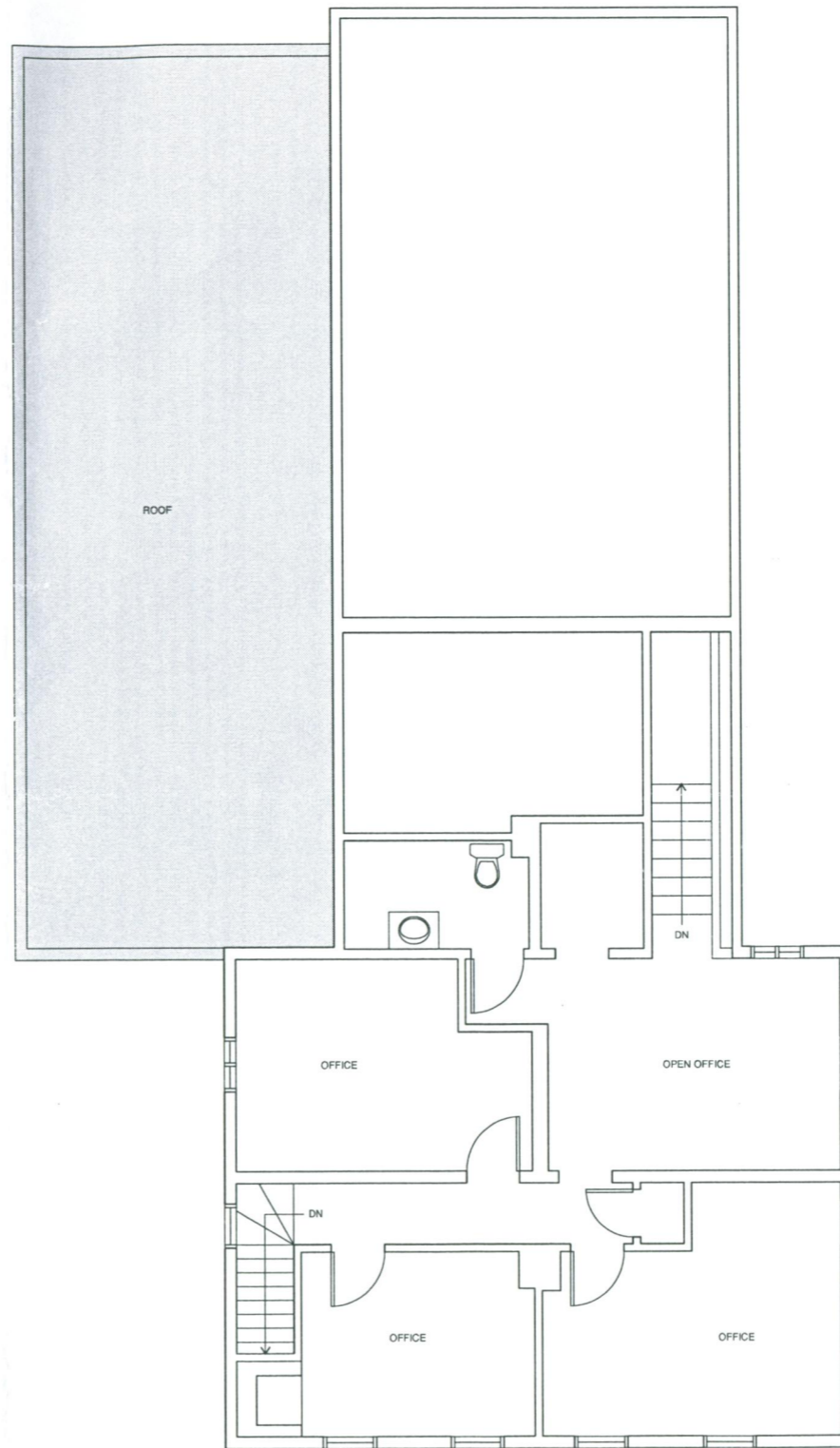
Northeast Civil Solutions
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 Tel: 207.883.1090 Fax: 207.883.1001 e-mail: info@northeastcivilsolutions.com
 800.882.2227

HEMINGWAY STREET
 (filed YALE AVE)





1 FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"
1' 2' 4' 8'



2 SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"
1' 2' 4' 8'



**Michael Charek
Architects**

25 Hartley Street
Portland, Maine 04103
(207) 761-0556

**Offices for
Poulin Financial Services**

171 Warren Avenue
Portland, ME 04103

Title
FIRST AND
SECOND
FLOOR PLANS

Scale: 1/4" = 1'-0"

Date: 7/22/10

Revisions

Sheet

A1



1 SOUTH ELEVATION
 SCALE: 1/4" = 1'-0"
 1' 2' 4' 8'



2 WEST ELEVATION
 SCALE: 1/4" = 1'-0"
 1' 2' 4' 8'

Michael Charek
 Architects

25 Hartley Street
 Portland, Maine 04103
 (207) 761-0556

Offices for
 Poulin Financial Services

171 Warren Avenue
 Portland, ME 04103

Title

ELEVATIONS
 S-W

Scale: 1/4" = 1'-0"

Date: 7/22/10

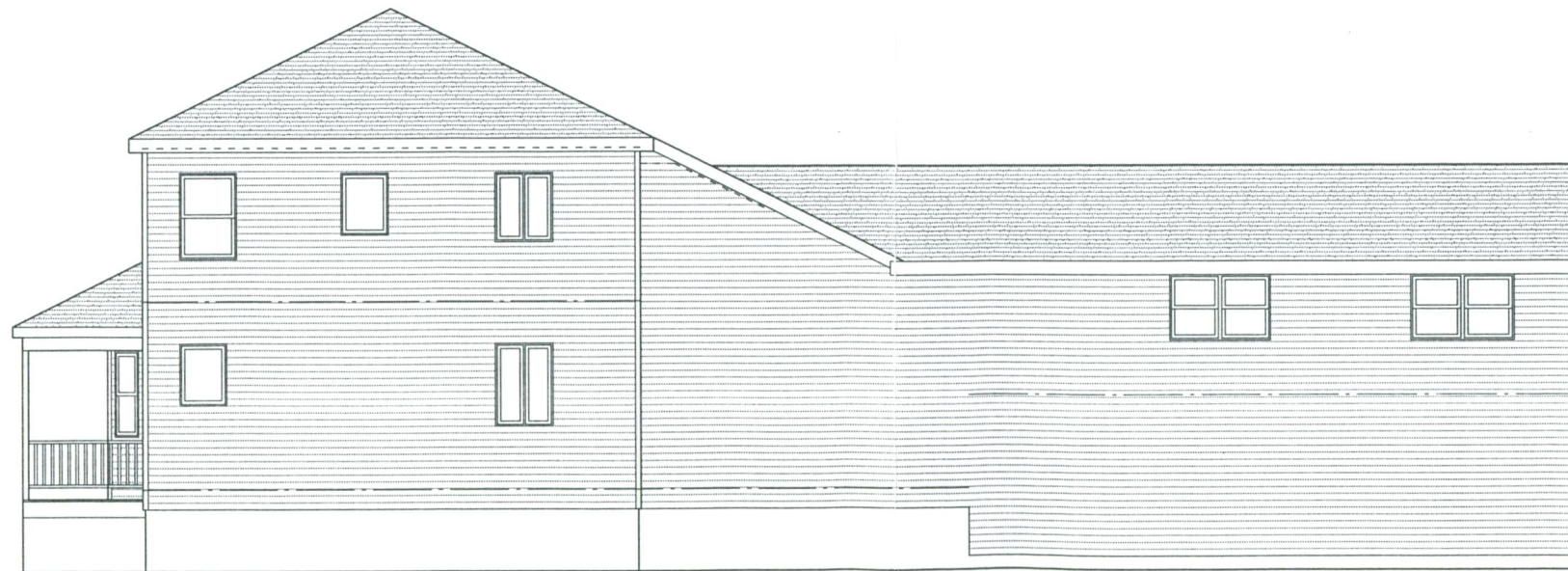
Revisions

Sheet

A2



1 NORTH ELEVATION
 SCALE: 1/4" = 1'-0"
 1' 2' 4' 8'



2 EAST ELEVATION
 SCALE: 1/4" = 1'-0"
 1' 2' 4' 8'

Michael Charek
 Architects

25 Hartley Street
 Portland, Maine 04103
 (207) 761-0556

Offices for
 Poulin Financial Services

171 Warren Avenue
 Portland, ME 04103

Title

ELEVATIONS
 N-E

Scale: 1/4" = 1'-0"

Date: 7/22/10

Revisions

Sheet

A3



171

Warren Ave.