



Jeff Levine, AICP
Director, Planning & Urban Development Department

January 7, 2016

Marc Poulin
Poulin Property Holdings, LLC
171 Warren Avenue
Portland, ME 04103

Project Name: **Parking Lot Expansion- 5 additional spaces**
Project ID: #2015-221
Address: 171 Warren Avenue CBL: 295 B001001
Applicant: Marc Poulin
Planner: Jean Fraser

Dear Mr. Poulin:

On January 7, 2016, the Planning Authority approved with conditions a Level I Site Alteration proposal for 5 additional parking spaces (bringing the total to 26 parking spaces) with associated raingarden and landscaping at 171 Warren Avenue. The decision is based upon the submitted application, documents and plans, including the Site Plan Rev 1.5.16; Erosion & Sedimentation Control Notes & Stormwater Design Memo dated 12.7.2015, and Stormwater Agreement dated 1.6.2016. The proposal was reviewed for conformance with the standards of Portland's site plan ordinance.

SITE PLAN REVIEW

The Planning Authority found the plan is in conformance with the Site Plan Standards of the Land Use Code subject to the following conditions of approval and the standard conditions of approval:

- i. That if in the future a dumpster or similar feature 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
- ii. That the applicant shall comply with conditions of the submitted Stormwater Design Memo dated December 7, 2015 and MDEP guidance regarding raingarden maintenance. The applicant and all assigns, must comply with the conditions of Chapter 32 Storm Water including Article III. Post-Construction Storm Water Management, which specifies the annual inspections and reporting requirements; and
- iii. 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.

The 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

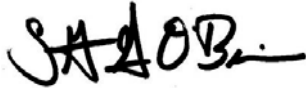
Please note the following standard conditions of approval and requirements for all approved site plans:

1. **Develop Site According to Plan** The site shall be developed and maintained as depicted on the site plan and in 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 Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.
2. **Separate Building Permits Are Required** A "Site Work Only" Building Permit is required prior to the commencement of site work; please coordinate with the Inspections Division to arrange for this permit.
3. **Site Plan Expiration** The site plan approval will be deemed to have expired unless work has commenced within one (1) year of the approval or within a time period up to three (3) years from the approval date as agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the one (1) year expiration date.
4. **Performance Guarantee and Inspection Fees** A performance guarantee covering the site improvements (the trees, raingarden and paved areas; amount to be agreed with the Development Review Coordinator (DRC)) and an inspection fee payment of \$300 must be submitted to the Planning Division along with three sets of scaled plan sets prior to start of work on site. 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. **Defect Guarantee** A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
6. **Preconstruction Meeting** Prior to the commencement of the raingarden, landscaping and final paving, a pre-construction meeting shall be held at the project site. This meeting will be held 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 Development Review Coordinator will confirm that the contractor is working from the approved site plan. It shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting.
7. **Department of Public Services Permits** 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.)
8. **As-Built Final Plans** Final sets of as-built plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (*.dwg), release AutoCAD 2005 or greater.

The Development Review Coordinator must be notified five (5) working days prior to the date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. All site plan requirements must be completed and approved by the Development Review Coordinator prior to release of the Performance Guarantee. Please schedule any property closing with these requirements in mind.

If there are any questions, please contact Jean Fraser at (207) 874- 8728.

Sincerely,



Stuart G. O'Brien
City Planning Director

Attachments:

1. Chapter 32 – Storm Water
2. Performance Guarantee Packet

Electronic Distribution:

cc: Jeff Levine, AICP, Director of Planning and Urban Development
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David Senus, P.E., Woodard and Curran
Rick Blackburn, Assessor's Department
Approval Letter File

cc. Lee Allen, Northeast Civil Solutions