

From: Jean Fraser
To: Marc Poulin
CC: Lee Allen
Date: 12/21/2015 11:38 AM
Subject: RE: checking in - 171 Warren Ave - parking lot expansion

Marc

I am waiting for my colleagues to get back to me but there are three areas that the application has not addressed and it would speed up the review if these could be addressed asap:

1. **Parking:** The site plan states that there is 3330 sq ft of offices in the building, and therefore the zoning requirement (per the ordinances) for this project would be 9 parking spaces (eg 1/400 sq ft)- which is what we originally approved. The Site Plan ordinance has this requirement (see underlined sections as most applicable):

4. Parking:

a. Location and Required Number of Vehicle Parking Spaces:

(i) Off-street parking shall meet the applicable zoning requirements, except the Planning Board shall determine the parking requirement, based upon the applicant's parking study and a recommendation from the City Transportation Engineer, for new structures, building additions and changes of use with a total floor area of 50,000 sf or more and for projects, regardless of size, in the B-6, B-7 and USM Overlay zone.

(ii) Where a parking study is required, the City encourages Transportation Demand Management (TDM) strategies to be employed.

(iii) Developments proposing to exceed minimum parking requirements by 10% or more must demonstrate through a parking analysis that the amount of parking is appropriate for the proposed use of the site.

(iv) Parking spaces and aisles shall meet applicable dimensional standards as detailed in Section 1 of the Technical Manual.

(v) Parking lots, except for temporary lots to be used for less than one year, shall be constructed of a permanent and durable hard surface that is not subject to ponding or erosion.

So there are two questions: what is the correct office floorspace for your building (our assessors entries suggest its a lot more than 3330 sq ft); and if its less than 9200sq ft then there needs to be a narrative explaining why this much parking is needed.

2. **Landscape:** In a recent telephone conversation with you I advised that landscape screening of the new parking area should be included (screened from Warren). I don't see any landscaping screening on the site plan. The relevant ordinance is (see underlined section as most applicable- I have quoted the entire section for context):

2. Landscaping and Landscape Preservation: a. Landscape Preservation. (i) Site development shall be designed to incorporate, and limit disturbance to or removal of existing trees, as specified below. Preserved trees may be counted towards site landscaping requirements. (ii) All development subject to zoning setbacks shall preserve a minimum of 30% of existing trees ten (10) inches DBH or greater within the required setback area unless trees

are non-native invasive species, as identified in Section 4 of the Technical Manual, or are deemed unsalvageable by the Portland City Arborist or their designee. (iii) Protection during Construction: The site plan shall include adequate measures to protect vegetation to be preserved from construction impacts, in accordance with the tree preservation standards listed in Section 4 of the Technical Manual.

(iv) Waiver: Where the applicant can demonstrate that preservation of existing vegetation would compromise development of the site, the Reviewing Authority may permit the substitution of replacement landscaping in other areas of the site, and/or a financial contribution to the City of Portland Tree Fund for an amount proportionate to the cost of trees removed, as described below:

(a) For each tree required to be preserved that is removed and is greater than 16" in caliper DBH, two (2) replacement trees of a species identified on the City of Portland Recommended Tree List shall be planted on the site as detailed in Section 4 of the Technical Manual).

(b) For each tree required to be preserved that is removed and is between ten (10) and sixteen (16) inch DBH, one (1) replacement tree of a species identified on the City of Portland Recommended Tree List shall be planted on the site as detailed in Section 4 of the Technical Manual).

(c) Where the planting of replacement trees on the site is not feasible, the applicant shall contribute an amount proportionate to the cost of required replacement trees to the City of Portland Tree Fund, as detailed in Section 4 of the Technical Manual.

(v) In addition to the provisions of this section, all development within the Shoreland Zone shall meet the requirements of Division 26, Shoreland Regulations.

b. Site Landscaping.(i) Landscaped Buffers:

(a) Screening. Loading and servicing areas, dumpsters, storage areas and utility structures, except for renewable energy systems, shall be screened from view from public sidewalks, streets and adjacent properties by dense evergreen landscaping, fencing, masonry wall building walls, or a combination thereof.

(b) Understory Plantings. All development subject to required zoning setbacks shall include a minimum of six (6) shrubs per forty five (45) linear feet of all frontages as measured along the property line. A shrub shall be defined as one shrub, one ornamental grass, and/or 3 perennials. Required shrubs may be installed anywhere on the site, including a green roof, if proposed, and may be planted in any arrangement. Existing vegetation to be preserved on the site may be counted towards this requirement as detailed in Section 4 of the Technical Manual.

(c) Industrial and Commercial Zones. For non-residential development proposed in an industrial or commercial zone subject to required zoning setbacks and abutting a residential zone, an evergreen, densely landscaped buffer of not less than ten (10) ft wide and six (6) ft tall is required along the side abutting the residential zone. Where site constraints prevent such a buffer from being established, the width of the landscaped buffer may be reduced but shall include architectural quality fencing of not less than six (6) ft tall and a mix of evergreen and deciduous trees spaced no further than twenty (20) ft apart along the abutting the residential zone.

(d) Buffer from Surrounding Development. All residential development shall provide and/or preserve evergreen vegetated buffers where necessary to buffer the development from detrimental impacts of existing surrounding development.

(ii) Parking Lot Landscaping:

(a) Developments with five (5) or more parking spaces shall include at least two (2) trees (or one (1) tree and three (3) shrubs) per five (5) parking spaces planted in landscaped islands to screen shade and break up parking. Trees and shrubs in parking lots may be in informal groups, straight rows, or concentrated in clusters as detailed in Section 4 of the Technical Manual.

(b) Landscaped islands shall be distributed so that uninterrupted pavement does not exceed

forty (40) parking spaces.

(c) Landscaped islands shall be curbed and a minimum of eight (8) feet in width, not including curbing. The incorporation of bioretention into landscaped islands is strongly encouraged. (d) Vehicle display lots shall be subject to the parking lot landscaping standards of this section. (e) Waiver: Where site constraints prevent implementation of all or a portion of required parking lot landscaping, as determined by the Reviewing Authority, the requirements may be all or partially waived and the applicant shall contribute an amount proportionate to the cost of required parking lot trees to the City of Portland Tree Fund.

3. **Bicycle parking**: The requirement for bicycle parking is 2 spaces for every 10 parking spaces, or 4 for this project. These need to serve both the employees and the visiting public. Could you confirm how many bike parking spaces you have now- and if this is less than 4 than some would need to be added.

Please note that the review is "in progress" so these are not final comments- but reviewers will need this information in order to continue the review.

Please do not hesitate to contact me if any questions.

Thank you
Jean

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