



# PORTLAND MAINE

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Planning and Urban Development Department  
Penny St. Louis, Director

Planning Division  
Alexander Jaegerman, Director

July 15, 2011

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

RE: 171 Warren Avenue  
Project ID: #10-79900021

Dear Mr. Poulin:

Thank you for your information regarding proposed changes to your approved site plan at 171 Warren Avenue that was submitted to Jean Fraser on July 12, 2011 (Attachment 1). The proposed revisions include the following:

1. Removing a berm that was installed, but not proposed as part of the original site plan. The proposed revisions show returning this to a grassed area consistent with the original approval;
2. Installing boulders along Hemingway Street to limit cross through traffic;
3. Adding a bituminous curb along the parking lot edge, parallel to Hemingway;
4. Adding pavement to the parking area at the rear to square it off;
5. Installing rip rap as erosion control in the grass knoll to eliminate erosion.

As you are aware, changes to your site plan do require review by the Planning Division. The first standard condition of site plan approval (based upon the site plan ordinance and court decisions) contained in the approval letter for 171 Warren Avenue (Attachment 2) states:

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 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 the enactment date of these revisions shall not be further altered without approval as provide herein.


The third standard condition of approval (Attachment 2) requires:

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.

On July 15, 2011, the proposed revisions are approved as minor revisions to the approved site plan with a condition of approval that the final set of plans be revised to accurately reflect the revisions. All other conditions and standard conditions of approval from the August 27, 2010 approval shall apply and the performance guarantee or defect guarantee shall not be released until the updated final plans are submitted. **Please be advised that if you are considering any other revisions to the site, you will need to submit an application for a new or amended site plan.**

If you have any questions, please contact Jean Fraser at 874-8728 or [jf@portlandmaine.gov](mailto:jf@portlandmaine.gov)

Sincerely,



Alexander Jaegerman  
Planning Division Director

**Electronic Distribution:**

Penny St. Louis, 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  
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David Senus, Woodard & Curran  
Assessor's Office  
Approval Letter File

**Hard Copy:** Project File

Attachment 1

**Jean Fraser - 171 Warren Ave**

**From:** Marc Poulin <Marc@poulinfinancial.com>  
**To:** "JF@portlandmaine.gov" <JF@portlandmaine.gov>  
**Date:** 7/12/2011 6:02 PM  
**Subject:** 171 Warren Ave  
**Attachments:** 171 Warren Ave - Drawing.pdf

*Speak BRS.*

Hi Jean,

Thanks for taking a moment to discuss this with me.

Attached is the contractor's hand-drawn plan for cleaning up my driveway and parking area. To give you perspective, look at the plan so that the writing is readable, Warren Ave is along the bottom [as noted], driveway entrance to the property is to the left of the Office building. Here are my comments for you to consider:

1. To the left of the driveway, along Hemingway Street - I was having problems with local traffic cutting through my driveway (as the snow banks melted) and over the "divider" that was there through the winter. This flattened any divider that was created during construction and paving of the driveway last fall.
2. Water draining from the roof of the property, into the down spout to the area under the wheelchair ramp was creating some erosion of the "grassy knoll" that was present near the wheel chair ramp.
3. It was important for me to "clean up" the bush area toward the back of the property and to replace the existing paving as that was torn up quite a bit during construction. By squaring off the rear parking area, I can create more parking without much change to the overall footprint of the paved area and create a better turn-a-round for the handicap space.

As a result of these concerns/goals, this is the plan:

1. To the left of the driveway, along Hemingway Street, we will remove the exiting berm (dirt and bark mulch), lay in a bituminous curb (on the driveway side of the divider) with sod and bolders. This will be more pleasant a presentation then the mound I had created and will prevent local traffic from cutting through the property. The contractor is grading properly so drainage occur. The boulders will compliment the rip rap rocks near the wheel chair ramp for a better looking presentation.
2. In the back of the property, where old pavement exists, we are squaring off the property, removing the old pavement and laying proper gravel and pavement graded appropriately for drainage so exiting areas that puddled are eliminated.
3. By the existing Handicap Parking space, we will extend the pavement so that the vehicle can have easy back up and turn space without affecting other parked vehicles
4. Now, how to explain the "grassy knoll". I was able to remove that dirt. This will allow us to move the driveway access to the back parking area by placing it closer to the building/wheelchair ramp. This will make for better access, in case of emergency, since traffic will not have to go around parked cars as much. To cover the exposed dirt and ledge (near and under the wheel chair ramp), we will install "rip rap" with appropriate

drainage ability. Along the bottom of the rip rap, the contractor suggest installing a bituminous curb to hold the rip rap in and give a clean & finish appearance. This will compliment the bituminous curb on the other side of the driveway.

Since the attached plan is not to scale, I am hoping my explanations make sense. Essentially, I have tried to stay within the paved footprint/parameter in the original plan (give or take), make for better access to the rear of the property for handicap drivers and emergency vehicles, organize the parking better - this will increase the # of parking spaces - plan only showed the minimum # of spaces required, clean up the site once and for all and limit access to the property from Hemingway Street

I am trying to avoid having the surveyors draw this up and revise the previous plan submitted as I expect that will be a costly exercise.

I appreciate you help on this.

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**  
**171 Warren Ave**  
**Portland, ME 04103**

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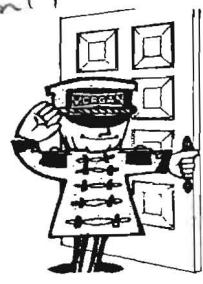
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■ *Financial Business Consulting Services* ■



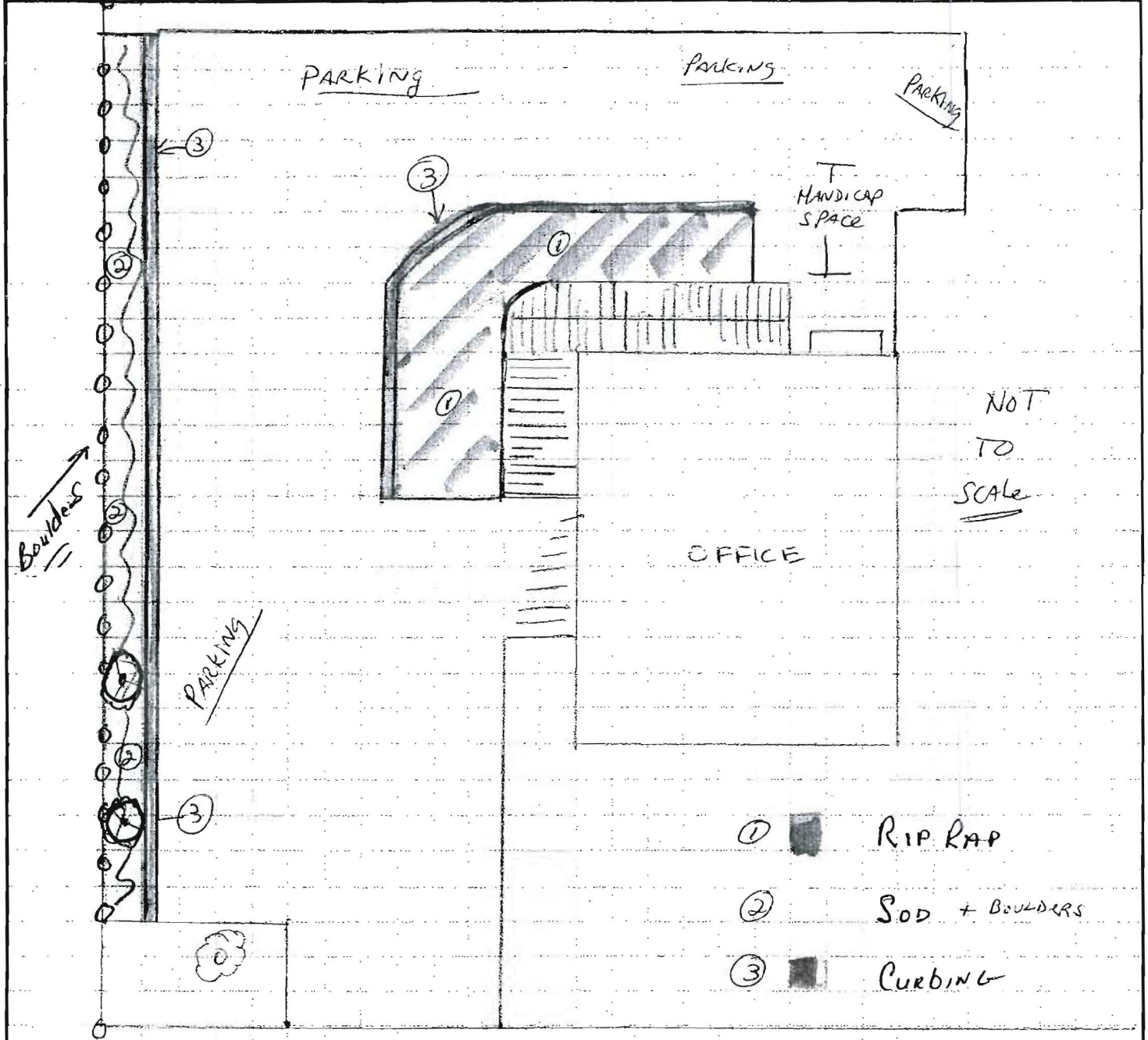
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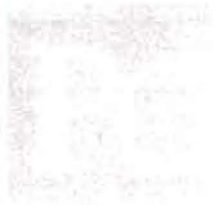


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Attachment 2

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](mailto:jf@portlandmaine.gov).

Sincerely,

Alexander Jaegerman  
(BB)

Alexander Jaegerman  
Planning Division Director

Attachment: Performance Guarantee Packet

**Electronic Distribution:**

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