

City of Portland  
Development Review Application  
Planning Division Transmittal Form

**Application Number:** 2015-221                      **Application Date:** 12/09/2015  
**CBL:** 295 B001001                      **Application Type:** Level I Site Alteration  
**Applicant:** Poulin Property Holdings /Mark Poulin  
**Project Name:** Parking Expansion  
**Address:** 171 WARREN AVE  
**Project Description:** 5 paved parking spaces and stormwater treatment.  
**Zoning:** B4

**Other Required Reviews:**

<input type="checkbox"/> Traffic Movement	<input type="checkbox"/> 14-403 Streets	<input type="checkbox"/> Housing Replacement
<input type="checkbox"/> Storm Water	# Units _____	<input type="checkbox"/> Historic Preservation
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Flood Plain	<input type="checkbox"/> Other:
# Lots _____	<input type="checkbox"/> Shoreland	
<input type="checkbox"/> Site Location	<input type="checkbox"/> Design Review	
# Unit _____		

**Distribution List:**

<b>Planner</b>	Barbara Barhydt	<b>Parking</b>	John Peverada
<b>Zoning</b>	Ann Machado	<b>Design Review</b>	Caitlin Cameron
<b>Traffic Engineer</b>	Tom Errico	<b>Corporation Counsel</b>	Jennifer Thompson
<b>Civil Engineer</b>	David Senus	<b>Sanitary Sewer</b>	John Emerson
<b>Fire Department</b>	Keith Gautreau	<b>Inspections</b>	Tammy Munson
<b>City Arborist</b>	Jeff Tarling	<b>Historic Preservation</b>	Deb Andrews
<b>Engineering</b>	David Margolis-Pineo	<b>DRC Coordinator</b>	Phil DiPierro
		<b>Outside Agency</b>	

*sent f/u to reviewers 12/21*

Comments needed by 12/16/2015



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  
Barbara Barhydt, Development Review Services Manager  
Jean Fraser, Planner  
Philip DiPierro, Development Review Coordinator, Planning  
Ann Machado, Zoning Administrator, Inspections Division  
Tammy Munson, Inspections Division Director  
Jonathan Rioux, Inspections Division Deputy Director  
Jeanie Bourke, Plan Reviewer/CEO, Inspections Division  
Brad Saucier, Administration, Inspections Division  
Katherine Earley, Engineering Services Manager, Public Services  
Bill Clark, Project Engineer, Public Services  
David Margolis-Pineo, Deputy City Engineer, Public Services  
Doug Roncarati, Stormwater Coordinator, Public Services  
Greg Vining, Associate Engineer, Public Services  
Michelle Sweeney, Associate Engineer  
John Low, Associate Engineer, Public Services  
Rhonda Zazzara, Field Inspection Coordinator, Public Services  
Mike Farmer, Project Engineer, Public Services  
Jane Ward, Administration, Public Services  
Jeff Tarling, City Arborist, Public Services  
Jeremiah Bartlett, Public Services  
Keith Gautreau, Fire Department  
Jennifer Thompson, Corporation Counsel  
Thomas Errico, P.E., TY Lin Associates  
David Senus, P.E., Woodard and Curran  
Rick Blackburn, Assessor's Department  
Approval Letter File

cc. Lee Allen, Northeast Civil Solutions



SURVEYING ENGINEERING LAND PLANNING

# Northeast Civil Solutions

INCORPORATED

[www.northeastcivilsolutions.com](http://www.northeastcivilsolutions.com)

381 Payne Road  
Scarborough  
Maine 04074

tel

207.883.1000  
800.882.2227

fax

207.883.1001

December 7, 2015

Ms. Jean Fraser, Planner  
City of Portland  
City Hall, 4<sup>th</sup> Floor Planning  
389 Congress Street  
Portland, ME 04101

**RE: 171 Warren Avenue – Parking Expansion**

Dear Jean,

Please find materials required for a Level 1 Site Plan Application – Site Alteration. This project involves the creation of 5 new parking spaces based on increased demand at 171 Warren Avenue. The existing site currently contains parking for 21 vehicles, the expansion will bring the total parking to 26 spaces. The new parking will increase the impervious surface on site by 1,663 sf. Runoff from this new impervious area will be directed to a “pocket raingarden for treatment and infiltration. Flows exceeding the capacity of the raingarden will overflow to the down gradient rear of the site. The raingarden was designed to capture runoff from the 1-year storm (first flush) without discharging through the overflow.

Please do not hesitate to contact me, if you have any questions or concerns.

Sincerely,  
Northeast Civil Solutions, Inc.

Lee Allen, P.E.  
Vice President

Cc: Mark Poulin, Poulin Property Holdings, LLC



## Level I – Site Alteration Development Review Application Portland, Maine

Planning and Urban Development Department  
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level I: Site Alterations. Please note that Portland has delegated review from the State of Maine for reviews under the Site Location of Development Act, Chapter 500 Stormwater Permits, and Traffic Movement Permits.

### Level I: Site Alteration Development includes:

- Alteration of a watercourse or wetland as defined in Section 14-47 of the City Code.
- Alteration of a site. The disturbance of land areas of less than one (1) acre that are stripped, graded, grubbed, filled or excavated. The Planning Authority shall exempt from review the loam and seeding of lawns and the cumulative placement of less than fifteen (15) cubic yards of fill on any lot provided such loaming or placement does not alter a drainage course, swale, wetland or redirect water onto adjoining property and does not violate any other provision of the Portland City Code or state or federal law. "Disturbed area" does not include routine maintenance, but does include re-development and new impervious areas.
- The construction of any temporary or permanent parking area, paving of existing unpaved surface parking areas between 1,000 and 7,500 sq. ft., or creation of other impervious surface areas between 1,000 and 7,500 sq. ft.
- The rehabilitation or reconstruction, but not new construction, of piers, docks, wharves, bridges, retaining walls, and other structures located within the shoreland zone.
- A site alteration in which vehicle access is proposed from more than one (1) street.

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14) which is available on our website:

Land Use Code: <http://me-portland.civicplus.com/DocumentCenter/Home/View/1080>

Design Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2355>

Technical Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2356>

#### Planning Division

Fourth Floor, City Hall  
389 Congress Street  
(207) 874-8719

#### Office Hours

Monday thru Friday  
8:00 a.m. – 4:30 p.m.



Jeff Levine, AICP, Director  
Planning & Urban Development Department

**Electronic Signature and Fee Payment Confirmation**

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no Site Plan or Historic Preservation Applications can be reviewed until payment of appropriate application fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- I intend to deliver a payment method through the ~~U.S. Postal Service~~ mail once my application paperwork has been electronically delivered. *Hand delivered*

Marc M Paul  
Applicant Signature:

12/7/15  
Date:

I have provided digital copies and sent them on: 12/7/15

Date:

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means i.e. a thumb drive or CD to the Inspections Office, City Hall, 3<sup>rd</sup> Floor, Room 315.

PROJECT NAME: POULIN PROPERTY HOLDINGS, LLC - PARKING EXPANSION

PROPOSED DEVELOPMENT ADDRESS:

171 WARREN AVE

PROJECT DESCRIPTION:

ADDITION OF 5 PAVED PARKING SPACES AND

STORMWATER TREATMENT THROUGH RAIN GARDEN

CHART/BLOCK/LOT: MAP 295, BLOCK B, PARCELS 1-7 & 10

**CONTACT INFORMATION:**

<b>Applicant – must be owner, Lessee or Buyer</b> Name: MARC POULIN Business Name, if applicable: POULIN PROPERTY HOLDINGS, LLC Address: 171 WARREN AVE City/State: PORTLAND, ME Zip Code: 04103	<b>Applicant Contact Information</b> Work # (207) 773-1040 Home# Cell # (207) 650-1949 Fax# (207) 773-1583 e-mail: MARC@poulinfinancial.com
<b>Owner – (if different from Applicant)</b> Name: SAME Address: City/State: Zip Code:	<b>Owner Contact Information</b> Work # Home# Cell # Fax# e-mail:
<b>Agent/ Representative</b> Name: SAME Address: City/State: Zip Code:	<b>Agent/Representative Contact information</b> Work # Cell # e-mail:
<b>Billing Information</b> Name: SAME Address: City/State: Zip Code:	<b>Billing Information</b> Work # Cell # Fax# e-mail:





## PROJECT DATA

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

Total Area of Site	5,840	sq. ft.
Proposed Total Disturbed Area of the Site	4,400	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		
<b>Impervious Surface Area</b>		
Impervious Area (Total Existing)	14,177	sq. ft.
Impervious Area (Total Proposed)	15,590	sq. ft.
<b>Parking Spaces</b>		
# of Parking Spaces (Total Existing)	21	sq. ft.
# of Parking Spaces (Total Proposed)	26 (Add 5)	sq. ft.
# of Handicapped Spaces (Total Proposed)	2	sq. ft.

Level 1 Site Alteration			
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST
✓		1	Completed Application form
✓		1	Application fees
✓		1	Written description of project
✓		1	Evidence of right, title and interest
N/A		1	Evidence of state and/or federal approvals, if applicable
✓		1	Written assessment of proposed project's compliance with applicable zoning requirements
N/A		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site
N/A		1	Written requests for waivers from site plan or technical standards, if applicable.
✓		1	Evidence of financial and technical capacity
Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST
✓		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
✓		1	Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)
✓			Proposed grading and contours;
✓			Existing structures with distances from property line;
✓			Proposed site layout and dimensions for all proposed structures (including piers, docks or wharves in Shoreland Zone), paved areas, and pedestrian and vehicle access ways;
✓			Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);
✓			Preliminary infrastructure improvements;
✓			Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;

**APPLICATION SUBMISSION:**

1. All site plans and written application materials must be submitted electronically on a CD or thumb drive with each plan and each document submitted as separate files. Naming conventions for the individual files can be found on the Electronic Plan and Document Submittal page of the City's website at <http://me-portland.civicplus.com/764/Electronic-Plan-and-Documents-Submittal>
2. In addition, one (1) paper set of the plans (full size), one (1) paper set of plans (11 x 17), paper copy of written materials, and the application fee must be submitted to the Building Inspections Office to start the review process.

The application must be complete, including but not limited to the contact information, project data, application checklists, wastewater capacity, plan for fire department review, and applicant signature. The submissions shall include one (1) paper packet with folded plans containing the following materials:


1. One (1) full size site plans that must be folded.
2. One (1) copy of all written materials or as follows, unless otherwise noted:
  - a. Application form that is completed and signed.
  - b. Cover letter stating the nature of the project.
  - c. All Written Submittals (Sec. 14-527 (c), including evidence of right, title and interest.
3. A stamped standard boundary survey prepared by a registered land surveyor at a scale not less than one inch to 50 feet.
4. Plans and maps based upon the boundary survey and containing the information found in the attached sample plan checklist.
5. One (1) set of plans reduced to 11 x 17.

Please refer to the application checklist (attached) for a detailed list of submission requirements.

**APPLICANT SIGNATURE:**

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 a Level II Site Plan review. It is not a permit to begin construction. An approved site plan, a Performance Guarantee, Inspection Fee, Building Permit, and associated fees will be required prior to construction. Other Federal, State or local permits may be required prior to construction, which are the responsibility of the applicant to obtain.

Signature of Applicant: 	Date: 12/7/15
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Financial Capacity Statement: This project is expected to cost approx \$20,000. I have the financial capacity with cash resources and available funds from a \$60,000 line of credit. If you require a statement of this, please contact me  
Max McLean 12/7/15



**Northeast  
Civil  
Solutions, Inc.**

381 Payne Road  
Scarborough, Maine 04074  
(800) 882-2227 / (207) 883-1000  
FAX: (207) 883-1001

**Memorandum**

TO: Jean Fraser  
FROM: Lee Allen, P.E.  
DATE: December 7, 2015  
RE: 171 Warren Avenue – Stormwater Design (Pocket Raingarden)



.....

Following please find calculations and data that support the design of a pocket raingarden for the proposed expansion of 5 parking spaces at 171 Warren Avenue. The parking expansion introduces 1,663 sf of new impervious area to the site. A 200 sf “pocket raingarden” has been proposed to treat runoff from the new impervious surface. Stormwater runoff is proposed to be collected in a swale and directed to the raingarden. The raingarden was sized to contain and treat runoff from the 1-year storm event (first flush). The soil in this area was found to be Hollis Fine Sandy Loam (HrB) with saturated infiltration rate of 28.23 micrometer/sec. This infiltration rate was converted to an exfiltration rate over the bottom of the raingarden for the purposes of the HydroCAD analysis to size the raingarden. As can be seen from the HydroCAD data the raingarden will hold approximately 7” of water during the 1-year rain event without discharging over the spillway.

**NORTHEAST CIVIL SOLUTIONS, INC.**

Surveying Engineering Land Planning

381 Payne Road, Scarborough, Maine 04074

Tel: 207-883-1000 • Fax: 207-883-1001

PROJECT Reclaim - 32209

SHEET NO. 1 OF \_\_\_\_\_

CALCULATED BY LDA DATE 12/7/15

CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_

SCALE Rain Garden Calculation

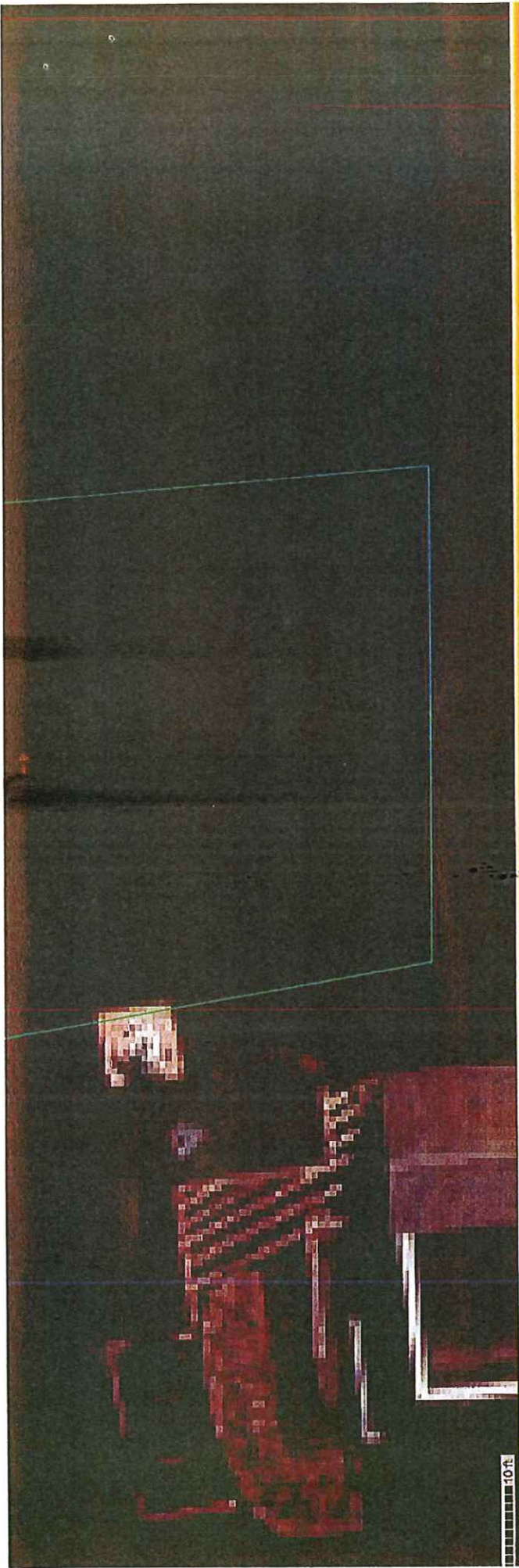
Soil = HFB: Hollis Fine Sandy Loam

$$\begin{aligned}
 K_{SAT} = \text{SATURATED HYDRAULIC CONDUCTIVITY} &= \text{micro m/sec} = 28.23 \text{ micro m/sec} \\
 &= 2.823 \times 10^{-5} \text{ m/sec} \\
 &= .0002823 \text{ m/sec} \\
 &= 9.26 \times 10^{-5} \text{ ft/sec}
 \end{aligned}$$

NEW IMPERVIOUS AREA = 1,665 SF

$$\text{TRIAL \#1 RAIN GARDEN AREA} = 200 \text{ SF} = Q_{INFIL} = .0185 \text{ cfs} = VA (9.26 \times 10^{-5} \text{ ft/sec})(200 \text{ SF})$$

SEE HYDROGEOLOGY DATA  $Q_1$  (FIRST FLUSH) CONTAINED WITHIN RAIN GARDEN



**Warning: Soil Map may not be valid at this scale.**

You have zoomed in beyond the scale at which the soil map for this area is intended to be used. Mapping of soils is done at a particular scale. The soil surveys that comprise your AOI were mapped at 1:24,000. The design of map units and the level of detail shown in the resulting soil map are dependent on that map scale. Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that can have been shown at a more detailed scale.

— Physical Soil Properties

— Oxford County and Part of Oxford County, Maine

soil symbol and name	Depth In	Sand Pct	Silt Pct	Clay Pct	Moist bulk density g/cc	Saturated hydraulic conductivity micro m/sec	Available water capacity In/in	Linear extensibility Pct	Organic matter Pct	Erosion factors		Wind erodibility group	Wind erodil index	
										Kw	Kf T			
ollis fine sandy 3 to 8 percent	0-6	45-60- 85	0-34- 50	2- 6- 10	0.75-0.98- 1.20	14.11-28.23-42.34	0.08-0.17-0.25	0.0- 1.5- 2.9	4.0- 5.0- 6.0	.32	.32	1	3	86
	6-18	45-48- 85	0-46- 50	2- 6- 10	0.90-1.15- 1.40	<u>14.11-28.23-42.34</u>	0.08-0.18-0.28	0.0- 1.5- 2.9	2.0- 3.0- 5.0	.49	.49			
	18-22	—	—	—	—	0.00-0.01-1.40	—	—	—	—	—			



(new Subcat)



Raingarden



# Raingarden

Prepared by Microsoft

HydroCAD® 10.00-13 s/n 02173 © 2014 HydroCAD Software Solutions LLC

Printed 12/7/2015

Page 2

## Area Listing (all nodes)

Area (acres)	CN	Description (subcatchment-numbers)
0.038	98	Paved parking, HSG A (1S)
<b>0.038</b>	<b>98</b>	<b>TOTAL AREA</b>



**Raingarden**

Prepared by Microsoft

HydroCAD® 10.00-13 s/n 02173 © 2014 HydroCAD Software Solutions LLC

Printed 12/7/2015

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**Soil Listing (all nodes)**

Area (acres)	Soil Group	Subcatchment Numbers
0.038	HSG A	1S
0.000	HSG B	
0.000	HSG C	
0.000	HSG D	
0.000	Other	
<b>0.038</b>		<b>TOTAL AREA</b>

# Raingarden

Prepared by Microsoft

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Printed 12/7/2015

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## Ground Covers (all nodes)

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.038	0.000	0.000	0.000	0.000	0.038	Paved parking	1S
<b>0.038</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.038</b>	<b>TOTAL AREA</b>	

**Raingarden**

Prepared by Microsoft

HydroCAD® 10.00-13 s/n 02173 © 2014 HydroCAD Software Solutions LLC

Type III 24-hr 1-Year Rainfall=2.60"

Printed 12/7/2015

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Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points  
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN  
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

**Subcatchment 1S: (new Subcat)**

Runoff Area=1,663 sf 100.00% Impervious Runoff Depth>2.22"  
Flow Length=20' Slope=0.0200 '/' Tc=0.3 min CN=98 Runoff=0.11 cfs 0.007 af

**Pond 2P: Raingarden**

Peak Elev=101.06' Storage=74 cf Inflow=0.11 cfs 0.007 af  
Discarded=0.02 cfs 0.007 af Primary=0.00 cfs 0.000 af Outflow=0.02 cfs 0.007 af

**Total Runoff Area = 0.038 ac Runoff Volume = 0.007 af Average Runoff Depth = 2.22"**  
**0.00% Pervious = 0.000 ac 100.00% Impervious = 0.038 ac**

# Raingarden

Prepared by Microsoft

HydroCAD® 10.00-13 s/n 02173 © 2014 HydroCAD Software Solutions LLC

Type III 24-hr 1-Year Rainfall=2.60"

Printed 12/7/2015

Page 6

## Summary for Subcatchment 1S: (new Subcat)

Runoff = 0.11 cfs @ 12.00 hrs, Volume= 0.007 af, Depth> 2.22"

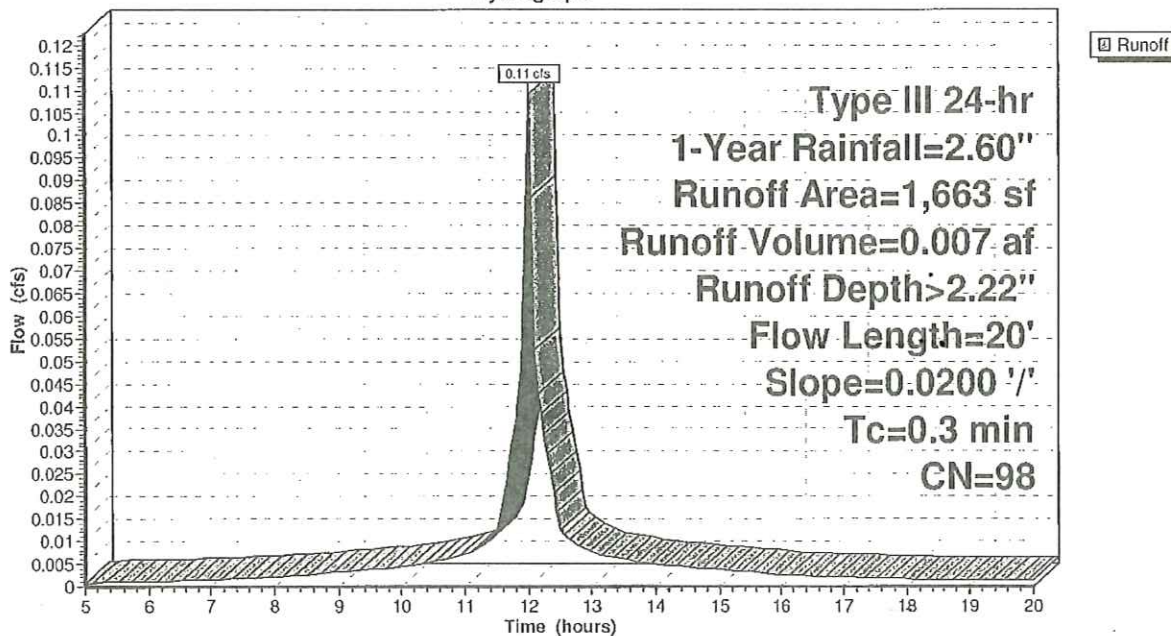
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs  
Type III 24-hr 1-Year Rainfall=2.60"

Area (sf)	CN	Description
1,663	98	Paved parking, HSG A
1,663		100.00% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
0.3	20	0.0200	0.98		Sheet Flow, SHheet Smooth surfaces n= 0.011 P2= 3.10"

## Subcatchment 1S: (new Subcat)

Hydrograph



**Raingarden**

Prepared by Microsoft

HydroCAD® 10.00-13 s/n 02173 © 2014 HydroCAD Software Solutions LLC

Type III 24-hr 1-Year Rainfall=2.60"

Printed 12/7/2015

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**Summary for Pond 2P: Raingarden**

Inflow Area = 0.038 ac, 100.00% Impervious, Inflow Depth > 2.22" for 1-Year event  
 Inflow = 0.11 cfs @ 12.00 hrs, Volume= 0.007 af  
 Outflow = 0.02 cfs @ 11.65 hrs, Volume= 0.007 af, Atten= 82%, Lag= 0.0 min  
 Discarded = 0.02 cfs @ 11.65 hrs, Volume= 0.007 af  
 Primary = 0.00 cfs @ 5.00 hrs, Volume= 0.000 af

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs  
 Peak Elev= 101.06' @ 12.41 hrs Surf.Area= 206 sf Storage= 74 cf

Plug-Flow detention time= (not calculated: outflow precedes inflow)  
 Center-of-Mass det. time= 19.2 min ( 755.8 - 736.5 )

Volume	Invert	Avail.Storage	Storage Description
#1	100.50'	175 cf	<b>Custom Stage Data (Prismatic)</b> Listed below (Recalc)
Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)
100.50	50	0	0
101.00	200	63	63
101.50	250	113	175

Device	Routing	Invert	Outlet Devices
#1	Primary	101.10'	<b>5.0' long x 3.0' breadth Broad-Crested Rectangular Weir</b> Head (feet) 0.20 0.40 0.60 0.80 1.00 1.20 1.40 1.60 1.80 2.00 2.50 3.00 3.50 4.00 4.50 Coef. (English) 2.44 2.58 2.68 2.67 2.65 2.64 2.64 2.68 2.68 2.72 2.81 2.92 2.97 3.07 3.32
#2	Discarded	100.50'	<b>0.02 cfs Exfiltration at all elevations</b>

**Discarded OutFlow** Max=0.02 cfs @ 11.65 hrs HW=100.52' (Free Discharge)  
 ↳2=Exfiltration (Exfiltration Controls 0.02 cfs)

**Primary OutFlow** Max=0.00 cfs @ 5.00 hrs HW=100.50' (Free Discharge)  
 ↳1=Broad-Crested Rectangular Weir ( Controls 0.00 cfs)

# Raingarden

Prepared by Microsoft

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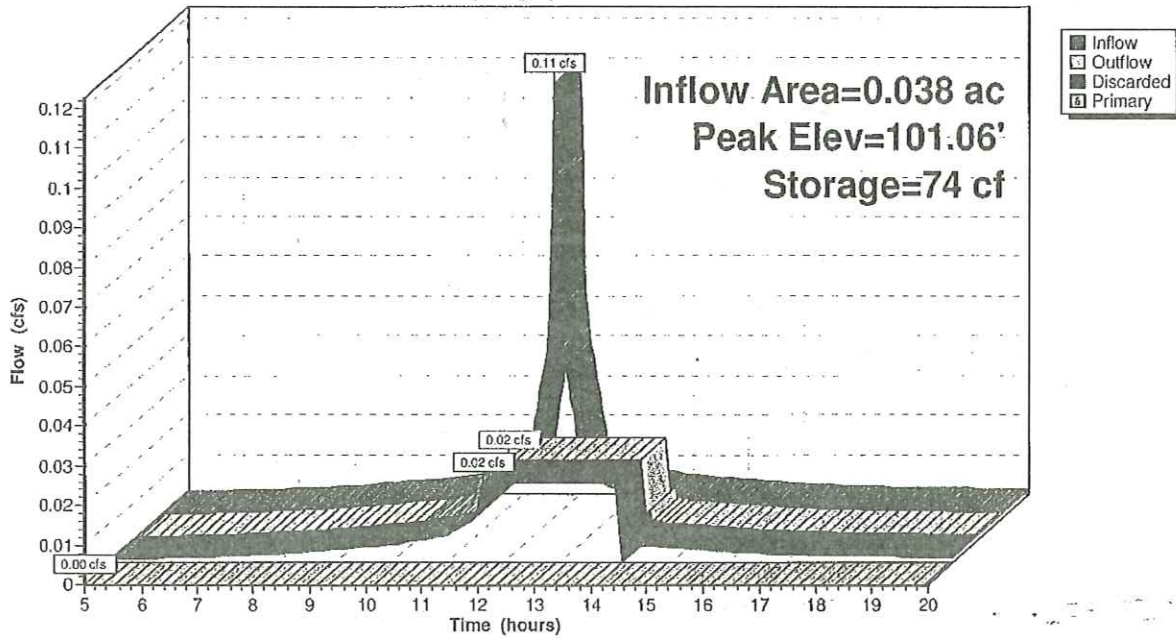
Type III 24-hr 1-Year Rainfall=2.60"

Printed 12/7/2015

Page 8

## Pond 2P: Raingarden

Hydrograph



**Jean Fraser - RE: checking in - 171 Warren Ave - parking lot expansion**

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

---

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

*Jean Fraser, Planner*  
City of Portland  
874 8728

**STORMWATER DRAINAGE SYSTEM  
MAINTENANCE AGREEMENT**

**For SITE PLANS (THAT ARE NOT SUBDIVISIONS)**

**IN CONSIDERATION OF** the site plan approval granted by the Planning Board/Planning Authority of the City of Portland to the proposed **171 Warren Ave – Parking Lot Expansion (Application #2015-221)** and the associated **Site Plan** (Exhibit A) submitted by **Poulin Property Holdings LLC** prepared by **Northeast Civil Solutions** (*engineer/agent*) of **Payne Road, Scarborough, ME** address) dated **January 05, 2016 (revised)** and pursuant to a condition thereof, **Poulin Property Holdings LLC** (*name of owner*) a Maine limited liability company with a principal place of business in Portland, Maine, and having a mailing address of **171 Warren Ave** the owner of the subject premises, does hereby agree, for itself, its successors and assigns (the “Owner”), as follows:

Maintenance Agreement

That it, its successors and assigns, will, at its own cost and expense and at all times in perpetuity, maintain in good repair and in proper working order the **Rain Garden** (*details of the system such as underdrained subsurface sand filter BMP system, rain gardens, storm drain pipes, underdrain pipes, catch basins*), (hereinafter collectively referred to as the “stormwater system”), as shown on the **Site Plan** in Exhibit A and in strict compliance with the approved **Stormwater Design Memo dated December 07, 2015** prepared for the Owner by **Northeast Civil Solutions** (copy attached at Exhibit B) and Chapter 32 of the Portland City Code.

Owner of the subject premises further agrees, at its own cost, to keep a Stormwater Maintenance Log. Such log shall be made available for inspection by the City of Portland upon reasonable notice and request.

Said agreement is for the benefit of the said City of Portland and all persons in lawful possession of said premises and abutters thereto; further, that the said City of Portland and said persons in lawful possession may enforce this Agreement by an action at law or in equity in any court of competent jurisdiction; further, that after giving the Owner written notice and a stated time to perform, the said City of Portland, by its authorized agents or representatives, may, but is not obligated to, enter upon said premises to maintain, repair, or replace said stormwater system in the event of any failure or neglect thereof, the cost and expense thereof to be reimbursed in full to the said City of Portland by the Owner upon written demand. Any funds owed to the City under this paragraph shall be secured by a lien on the property.

This Agreement shall also not be construed to allow any change or deviation from the requirements of the site plan most recently and formally approved by the Planning Board/Planning Authority of the City of Portland.

This agreement shall bind the undersigned only so long as it retains any interest in said premises, and shall run with the land and be binding upon the Owner's successors and assigns as their interests may from time to time appear.

The Owner agrees to record a copy of this Agreement in the Cumberland County Registry of Deeds within thirty (30) days of final execution of this Agreement. The Owner further agrees to provide a copy of this Agreement to any Condominium Association or management company, and to any successor or assign and to forward to the City an Addendum signed by any successor or assign in which the successor or assign states that the successor or assign has read the Agreement, agrees to all its terms and conditions and the successor or assign will obtain and forward to the City's Department of Public Services and Department of Planning and Urban Development a similar Addendum from any other successor or assign.

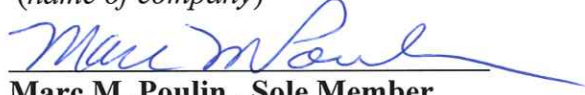
For the purpose of this agreement and release "Owner" is any person or entity who is a successor or assign and has a legal interest in part, or all, of the real estate and any building. The real estate shown by chart, block and lot number in the records on file in the City Assessor's office shall constitute "the property" that may be entered by the City and liened if the City is not paid all of its costs and charges following the mailing of a written demand for payment to the owner pursuant to the process and with the same force and effect as that established by 36 M.R.S.A. §§ 942 and 943 for real estate tax liens.

Any written notices or demands required by the agreement shall be complete on the date the notice is attached to one or more doors providing entry to any buildings and mailed by certified mail, return receipt requested or ordinary mail or both to the owner of record as shown on the tax roles on file in the City Assessor's Office.

If the property has more than one owner on the tax rolls, service shall be complete by mailing it to only the first listed owner. The failure to receive any written notice required by this agreement shall not prevent the City from entering the property and performing maintenance or repairs on the stormwater system, or any component thereof, or liening it or create a cause of action against the City.

Dated at Portland, Maine this **06 day of January, 2016.**

**Poulin Property Holdings LLC**  
(name of company)



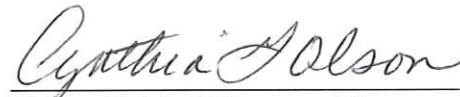
**Marc M. Poulin , Sole Member**  
(representative of owner, name and title)

STATE OF MAINE  
CUMBERLAND, ss.

Date: Jan 6, 2016

Personally appeared the above-named Marc M. Poulin <sup>sole member</sup> (name and title), and acknowledged the foregoing instrument to be his free act and deed in his said capacity.

Before me,



~~Notary Public/Attorney at Law~~

Print name: Cynthia G. OLSON

My commission expires 12/31/2022

Exhibit A: **Site Plan**

Exhibit B: **Stormwater Design Memo dated December 07, 2015**



**Northeast  
Civil  
Solutions, Inc.**

381 Payne Road  
Scarborough, Maine 04074  
(800) 882-2227 / (207) 883-1000  
FAX: (207) 883-1001

**Memorandum**

TO: Jean Fraser  
FROM: Lee Allen, P.E.  
DATE: December 7, 2015  
RE: 171 Warren Avenue – Stormwater Design (Pocket Raingarden)



Following please find calculations and data that support the design of a pocket raingarden for the proposed expansion of 5 parking spaces at 171 Warren Avenue. The parking expansion introduces 1,663 sf of new impervious area to the site. A 200 sf “pocket raingarden” has been proposed to treat runoff from the new impervious surface. Stormwater runoff is proposed to be collected in a swale and directed to the raingarden. The raingarden was sized to contain and treat runoff from the 1-year storm event (first flush). The soil in this area was found to be Hollis Fine Sandy Loam (HrB) with saturated infiltration rate of 28.23 micrometer/sec. This infiltration rate was converted to an exfiltration rate over the bottom of the raingarden for the purposes of the HydroCAD analysis to size the raingarden. As can be seen from the HydroCAD data the raingarden will hold approximately 7” of water during the 1-year rain event without discharging over the spillway.

**NORTHEAST CIVIL SOLUTIONS, INC.**

Surveying    Engineering    Land Planning

381 Payne Road, Scarborough, Maine 04074

Tel: 207-883-1000 • Fax: 207-883-1001

PROJECT Revised - 32209

SHEET NO. 1 OF \_\_\_\_\_

CALCULATED BY LDA DATE 12/7/15

CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_

SCALE RAIN GARDEN CALCULATION

SOIL = HFB: HOLLIS FINE SANDY LOAM

$$\begin{aligned}
K_{SAT} &= \text{SATURATED HYDRAULIC CONDUCTIVITY} = \text{MICRO M/SEC} = 28.23 \text{ MICRO M/SEC} \\
&= 2.823 \times 10^{-5} \text{ M/SEC} \\
&= .0002823 \text{ M/SEC} \\
&= 9.26 \times 10^{-5} \text{ FT/SEC}
\end{aligned}$$

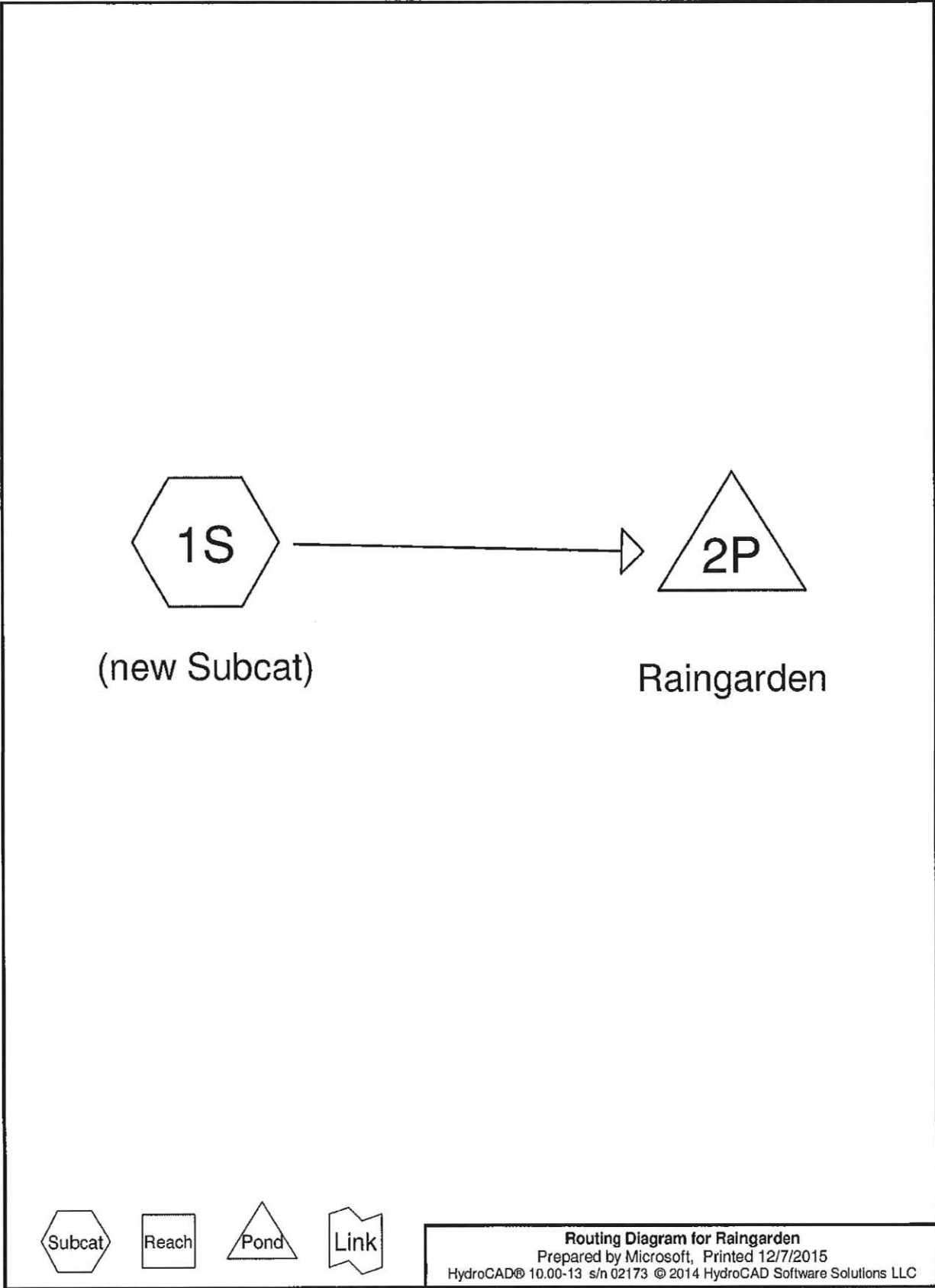
NEW IMPERVIOUS AREA = 1,663 SF

$$\text{TRIAL \#1 RAIN GARDEN AREA} = 200 \text{ SF} = Q_{INFIL} = .0185 \text{ CFS} = \sqrt{A} (9.26 \times 10^{-5} \text{ FT/SEC})(200 \text{ SF})$$

SEE HYDROCAT DATA  $Q_1$  (FIRST FLUSH) CONTAINED WITHIN RAIN GARDEN







# Raingarden

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Page 2

## Area Listing (all nodes)

Area (acres)	CN	Description (subcatchment-numbers)
0.038	98	Paved parking, HSG A (1S)
<b>0.038</b>	<b>98</b>	<b>TOTAL AREA</b>

# Raingarden

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Page 3

## Soil Listing (all nodes)

Area (acres)	Soil Group	Subcatchment Numbers
0.038	HSG A	1S
0.000	HSG B	
0.000	HSG C	
0.000	HSG D	
0.000	Other	
<b>0.038</b>		<b>TOTAL AREA</b>

# Raingarden

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## Ground Covers (all nodes)

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.038	0.000	0.000	0.000	0.000	0.038	Paved parking	1S
<b>0.038</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.038</b>	<b>TOTAL AREA</b>	

**Raingarden**

Type III 24-hr 1-Year Rainfall=2.60"

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Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points  
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN  
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

**Subcatchment 1S: (new Subcat)**

Runoff Area=1,663 sf 100.00% Impervious Runoff Depth>2.22"  
Flow Length=20' Slope=0.0200 '/' Tc=0.3 min CN=98 Runoff=0.11 cfs 0.007 af

**Pond 2P: Raingarden**

Peak Elev=101.06' Storage=74 cf Inflow=0.11 cfs 0.007 af  
Discarded=0.02 cfs 0.007 af Primary=0.00 cfs 0.000 af Outflow=0.02 cfs 0.007 af

**Total Runoff Area = 0.038 ac Runoff Volume = 0.007 af Average Runoff Depth = 2.22"**  
**0.00% Pervious = 0.000 ac 100.00% Impervious = 0.038 ac**

# Raingarden

Prepared by Microsoft

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Type III 24-hr 1-Year Rainfall=2.60"

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Page 6

## Summary for Subcatchment 1S: (new Subcat)

Runoff = 0.11 cfs @ 12.00 hrs, Volume= 0.007 af, Depth> 2.22"

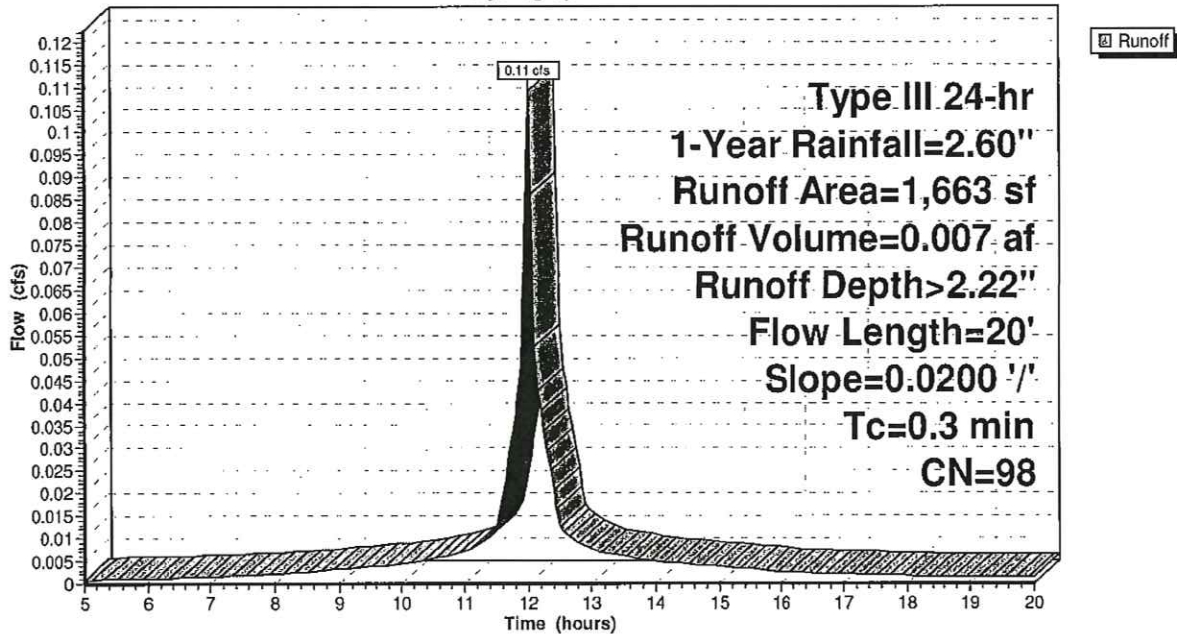
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs  
Type III 24-hr 1-Year Rainfall=2.60"

Area (sf)	CN	Description
1,663	98	Paved parking, HSG A
1,663		100.00% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
0.3	20	0.0200	0.98		Sheet Flow, Sheet Smooth surfaces n= 0.011 P2= 3.10"

## Subcatchment 1S: (new Subcat)

Hydrograph



**Raingarden**

Type III 24-hr 1-Year Rainfall=2.60"

Prepared by Microsoft

Printed 12/7/2015

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**Summary for Pond 2P: Raingarden**

Inflow Area = 0.038 ac, 100.00% Impervious, Inflow Depth > 2.22" for 1-Year event  
 Inflow = 0.11 cfs @ 12.00 hrs, Volume= 0.007 af  
 Outflow = 0.02 cfs @ 11.65 hrs, Volume= 0.007 af, Atten= 82%, Lag= 0.0 min  
 Discarded = 0.02 cfs @ 11.65 hrs, Volume= 0.007 af  
 Primary = 0.00 cfs @ 5.00 hrs, Volume= 0.000 af

Routing by Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs  
 Peak Elev= 101.06' @ 12.41 hrs Surf.Area= 206 sf Storage= 74 cf

Plug-Flow detention time= (not calculated: outflow precedes inflow)  
 Center-of-Mass det. time= 19.2 min ( 755.8 - 736.5 )

Volume	Invert	Avail.Storage	Storage Description
#1	100.50'	175 cf	<b>Custom Stage Data (Prismatic)</b> Listed below (Recalc)
Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)
100.50	50	0	0
101.00	200	63	63
101.50	250	113	175

Device	Routing	Invert	Outlet Devices
#1	Primary	101.10'	<b>5.0' long x 3.0' breadth Broad-Crested Rectangular Weir</b> Head (feet) 0.20 0.40 0.60 0.80 1.00 1.20 1.40 1.60 1.80 2.00 2.50 3.00 3.50 4.00 4.50 Coef. (English) 2.44 2.58 2.68 2.67 2.65 2.64 2.64 2.68 2.68 2.72 2.81 2.92 2.97 3.07 3.32
#2	Discarded	100.50'	<b>0.02 cfs Exfiltration at all elevations</b>

**Discarded OutFlow** Max=0.02 cfs @ 11.65 hrs HW=100.52' (Free Discharge)  
 ↳ **2=Exfiltration** (Exfiltration Controls 0.02 cfs)

**Primary OutFlow** Max=0.00 cfs @ 5.00 hrs HW=100.50' (Free Discharge)  
 ↳ **1=Broad-Crested Rectangular Weir** ( Controls 0.00 cfs)



**Raingarden**

Prepared by Microsoft

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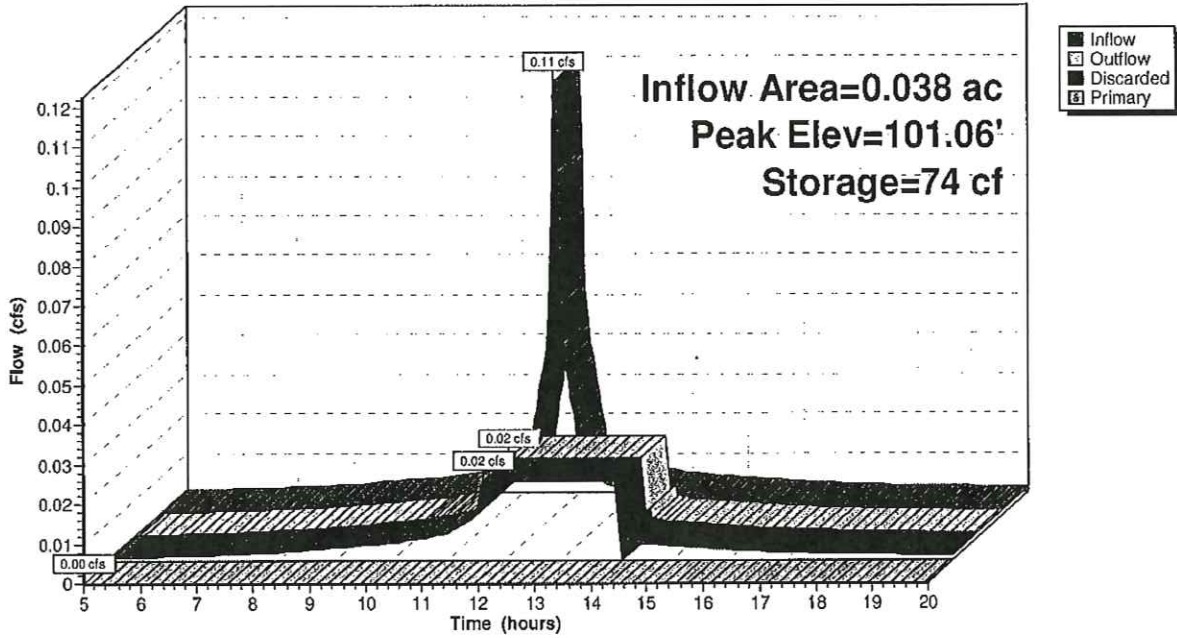
Type III 24-hr 1-Year Rainfall=2.60"

Printed 12/7/2015

Page 8

**Pond 2P: Raingarden**

Hydrograph



**Jean Fraser - RE: 171 Warren Ave - parking lot expansion**

---

**From:** Jean Fraser  
**To:** Marc Poulin  
**Date:** 12/30/2015 11:45 AM  
**Subject:** RE: 171 Warren Ave - parking lot expansion  
**CC:** Lee Allen  
**Attachments:** City Arborist Planting rec 12.30.15.pdf; Sample Storm Main. Agree.- for non sub-divs updated 12.15 (1).pdf

---

Marc

I attach what the City Arborist has suggested- I got him to mark it on your plan so that I could understand his recommendation - it is attached as a pdf "extract". He is waiving some of what the ordinance specifies, based on your concerns.

I am out of the office as from now until Monday 1.4.16- so I suggest you submit a revised plan asap and then I will issue the approval letter early next week.

Please note that in any case there would be a "standard" condition requiring that you give us a maintenance agreement re the raingarden so that the City is not liable if it goes wrong- I attach the template and can explain in more detail next week.

Thank you  
Jean

*Jean Fraser, Planner  
City of Portland  
874 8728*

>>> Marc Poulin <Marc@poulinfinancial.com> 12/22/2015 1:11 PM >>>

Hey Jean,

Please let me know what the City Arborist would recommend accomplishing the task and keeping it to a minimum. By copy of this to Lee, I he and I can discuss his thoughts – give me a call when you have a moment.

Thanks to both of you!!

Marc

**Marc M. Poulin, CPA**  
**Certified QuickBooks ProAdvisor™**  
[Marc@PoulinFinancial.com](mailto:Marc@PoulinFinancial.com)  
**Phone: 207-773-1040 Fax: 207-773-1583**

**Poulin Financial Services, LLC, PA**

**171 Warren Ave  
Portland, ME 04103**

\*\*\*\*\*

*In accordance with IRS Circular 230, any tax advice included in this written communication (and attachments) was not intended or written to be used and cannot be used for the purpose of avoiding any penalties that may be imposed on the taxpayer by any governmental taxing authority or agency.*

---

**From:** Jean Fraser [mailto:JF@portlandmaine.gov]  
**Sent:** Tuesday, December 22, 2015 1:09 PM  
**To:** Marc Poulin  
**Cc:** Lee Allen  
**Subject:** Re: 171 Warren Ave - parking lot expansion

Marc

Thank you for the additional information, which I have passed on to the reviewers. I think a waiver re the bike parking and overall parking may be possible, but re the landscaping, you need to do something- so you might want to consider what is best from your viewpoint. It doesn't need to be in the parking lot- as I suggested before, some planting in the field (even some ways from the paved area) between the parking lot and the sidewalk would possibly work. I have asked the City Arborist to make suggestions too.

Thank you  
Jean

*Jean Fraser, Planner  
City of Portland  
874 8728*

>>> Marc Poulin <[Marc@poulinfinancial.com](mailto:Marc@poulinfinancial.com)> 12/21/2015 7:01 PM >>>  
Hi Jean (and Lee),

Thanks for the good news and for letting me know this process is well underway.

The total building SF is 3,342 per the attached floor plan. This counts all the office space and common areas (hallways, stairs, conference room and bathrooms). If you add to that a rear entry & employee eating area and storage area, you would add another 500 SF and then there is the basement (not occupied in any way) of maybe another 500 SF. So, all space is maybe a total of 4,300 SF. None of this has changed since final occupancy was given for the entire building.

The occupants are all service providers that see clients in their offices regularly. They are:

- Poulin Financial Services – tax and accounting services – 7 employees/occupants (first floor)
- Donelson Accounting and Tax Services – sole owner (mezzanine level)
- JMH Financial, Inc. – Insurance Sales – sole owner (mezzanine level)
- New Interpretation and Translation Services – Immigrant services (2<sup>nd</sup> floor) – 1 employee
- Pine Tree Community Services – Immigrant / case management services (2<sup>nd</sup> floor) – 4 employees

That's 14 people occupying the property – full capacity. Each has a car to get themselves to/from the office. With a total of 21 spaces, that leaves 7 spaces for visitors. Since all the occupants are service providers, they will often meet with clients in their offices. If you eliminate support staff that don't see clients (4 at the most), that leaves 10 professionals that

will see visitors. During this past summer, we have had almost full parking and none of my staff was seeing tax clients like we will see during tax season. So assuming the 10 workers see clients, that is 10 visitors plus the 14 occupants/workers for a total of 24 spaces. That assumes meetings are attended by only one visitor. Many meetings are attended by 2 people that arrive in separate cars (ie: a couple arriving from their respective jobs in separate vehicles to have their tax return prepared). Asking for 26 total spaces does not seem excessive given the utilization of the property. Keep in mind that there is no parking outside of my property.... No parking is allowed on Warren Avenue and the gravel road – Hemingway Street - is not conducive to over-flow parking.

You ask about the bike rack....we have a bike rack at the entry to the property that will accommodate 2 bicycles – there is also some parking for motorcycles in that same area that will accommodate more than 2 motorcycles and can act as overflow for parking bicycles should the need arise. Clearly more than 4 bicycles can park in that area without interfering with vehicle traffic, parking and entry to the building. In the five years I have been in this property, I have only one client that has utilized the rack or ridden his bike to come here (twice – I remember because I thank him for using the bike rack since no one else does ☺). I believe I have only seen 3 motorcycles utilize that space in all 5 years – one of them was mine). There is no logical reason to have more than what is there for both motorcycles and bicycles.

Regarding buffering from the Warren Avenue (by KL Jack) perspective, I have no problem adding some bushes to hide the air conditioning units along the “back side” of the building. You and I discussed this and, you are correct, that was not included in the plan (Lee and I may not have discussed that specifically in relation to designing the parking area). I am reluctant to add and request that no bushes or trees be required along the paved areas since plowing every winter requires that we put our snow somewhere and that would mean the snow would be piled along and over any plantings that are done along the parking area likely killing any growth or plantings. Last winter, along the 9 existing parking spaces at the back of the property, that entire grass area all the way to the woods was filled with snow at least 15'+ tall. It might be easier to walk the property with you to see what you would request/require. Of course, this would be additional plantings beyond what is proposed in the planned “Rain Garden”. Also, be aware, the added parking requires no trees or plantings to be removed. The area to be used for parking is merely grass and crappy grass since that area is quite sandy.

Also, I remind you that of the 4 trees that were planted along Hemingway Street (among the rock border to the property and visitor parking area, one tree has died and been removed. The other trees seem to survive....that area, the whole length of Hemingway Street is full of ledge a very short distance making planting anything on that side of the lot prone to death since no roots can find good soil to survive. This is the reason, in the back corner of the parking area (at the end of the parallel spaces) no trees could be planted 5 years ago.

Ok, this is my non-professional answer to your comments. Lee can chime in as he thinks appropriate. Let me know your thoughts. If a meeting is necessary to speed this process along, I am happy to do that.

My best,

Marc

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**From:** Jean Fraser [<mailto:JF@portlandmaine.gov>]  
**Sent:** Monday, December 21, 2015 12:15 PM  
**To:** Marc Poulin  
**Cc:** Lee Allen  
**Subject:** More RE: checking in - 171 Warren Ave - parking lot expansion

Marc

,,...and the good news is that our Peer Engineer reviewer for stormwater is OK with the raingarden etc so if our DPW folks sign off (re impacts on the ROW) that piece of it is good- will get back to you but that was the aspect I was unsure about and I am sure the points I raised below can be easily addressed.

Thanks  
Jean

*Jean Fraser, Planner*  
*City of Portland*  
*874 8728*

>>> Jean Fraser 12/21/2015 11:38 AM >>>

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

*Jean Fraser, Planner*  
*City of Portland*  
*874 8728*

## Jean Fraser - Fwd: RE: 171 Warren Avenue - Increase parking spaces and lighting

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**From:** Jean Fraser  
**To:** Laurie Leader  
**Date:** 11/12/2015 11:30 AM  
**Subject:** Fwd: RE: 171 Warren Avenue - Increase parking spaces and lighting  
**Attachments:** Section 12 - Site Lighting\_8.4.11.pdf; As APPROVED 171 Warren- final revisions 32209-SITE11x17-1-3-11.pdf

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Laurie

Marc originally constructed way more parking (9 were approved; 21 were constructed) than was approved under the site plan and we agreed to this "after the fact" subject to changes as outlined in the attached letter. Not all of these changes were implemented and we gave him a "pass" re stormwater management measures.

So at this point I think we need to review it closely as this additional parking (even just the 5 spaces) now triggers ordinance requirements for landscape/screening (of parking), stormwater management and parking aisle design. The proposal is OK re % of impervious surface re zoning. I think the proposal will be OK in principle, but there are some basic standards that need to be met and be confirmed as being met.

Also the lighting needs to meet the Site Lighting standards (copy attached) and Marc is aware of this as we requested he change the lights he put up before that were not part of the original approval. (Re lights, we need to see the location, the spec (showing they are cut off fixtures) and a photometric plan of the entire parking lot). If Barbara is OK with this, depending on the location of the poles and getting the info, we probably could approve the lighting separately so they could be installed sooner.

Its possible that the parking may exceed the zoning requirement (they would need to show the calculation of spaces to office floor space- 1 space per 400 sq ft is the requirement) and they may (during the review) be requested to explain why so much parking is needed. The aim is to reduce impervious surfaces. The parking lot as sketched does not include a way for the cars at the very far end to turn around so they can exit the site going forward.

Other info needed: dimensions of the parking spaces; dimensions of the parking drive aisles for entire site; landscape plan (can be on site plan); and area of impervious surface in existence and area being added. They really need to look at the stormwater management, as the work they did without approval should have had more drainage improvements and maybe treatment under Chapter 500.

Please also check that they are aware of the DPS stormwater fees that are now being levied based on the amount of impervious surfaces- owners get credits for stormwater treatment and management systems - link is:

<http://www.portlandmaine.gov/documentcenter/view/6992>

<http://portlandmaine.gov/1563/Stormwater-Fee-Lookup>

I would recommend he get a professional to draw this up with correct dimensions etc- something like the original approved plan (attached). He may need an engineer to advise re stormwater. Since approving the original plan we have received a variety of rough sketches and even the one you sent does not represent the existing situation correctly. They also need an accurate existing conditions plan or boundary survey (see note on application form at end about required plans). Often the reason the application process takes time is because

the information and plans submitted do not have info, or do not have accurate info, so it saves time to have an accurate set of plans that relate to the entire site and with basic info (re zoning and impervious surfaces) included as notes.

Hope this is helpful- happy to discuss.

Thanks  
Jean  
Ext 8728

>>> Laurie Leader 11/12/2015 7:52 AM >>>  
Jean and Barbara,

Attached is the proposal. Marc was hoping to get the lights in this fall at least. Not sure if that is do-able. If not, I just need to advise him. Of course, he would like to get this all done this fall but he knows the application process takes some time. And he has been slacking on this. I can meet with you any time to talk further about this.

Thanks,

Laurie

Laurie Leader  
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To view building permit status go to <http://www.portlandmaine.gov/792/Permit-Status>

>>> Marc Poulin <Marc@poulinfinancial.com> 11/10/2015 9:04 AM >>>

Good morning Laurie,

Attached is what I have put together so far:

- Existing site plan with the added parking spaces – page 1
- Description of the paving work to be done (5 parking spaces) – page 2
- Description of the 3 light poles to be added – pages 3-5
- City application partially completed by me – pages 6-12
- City of Portland property tax bill to identify the property

If you have time review and have a call today, I am open all day except for a meeting I have 9:30 – 11:30.

If you have time for lunch today, I would treat and I can pick your brain about this. We could also discuss your rental apartment idea for your house.

Let me know what works for you today or later in the week, if not today.

Thanks

Marc

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**From:** Laurie Leader [mailto:LRL@portlandmaine.gov]  
**Sent:** Tuesday, November 10, 2015 8:00 AM  
**To:** Marc Poulin  
**Subject:** RE: 171 Warren Avenue - Increase parking spaces and lighting

Marc,

Of course I can help. How about you give me a call and we can talk this through. Then I can do some research and get back to you. Sound good? My hours here are 7:30 to 3:30 so lets set up a time to chat this week.

Cheers,

Laurie

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To view building permit status go to <http://www.portlandmaine.gov/792/Permit-Status>

>>> Marc Poulin <[Marc@poulinfinancial.com](mailto:Marc@poulinfinancial.com)> 11/9/2015 5:39 PM >>>

Hey Laurie,

To answer your last question in your last email...I am doing fine. I don't feel at all motivated for the start of tax planning season (year-end) and don't like this cooler weather. But, that is par for the course for most of us. ☺

I have procrastinated enough on the little project of mine and likely have created a time-line issue. Are you able to meet with me to provide a little guidance on the Level 1 Site Alteration Application. This is not a complicated matter. I want to add 1,528 SF of pavement – 5 parking spaces to what is already existing and adding 3 light poles. BUT, as I look through the application, I would like some guidance about the extent of the plans I need to submit and the information that is necessary.

Any chance you can help? When are you available? If you can, do I come to your office or would you like to come here?

At most, this is a \$15,000 project...I don't want to add surveying and other professional costs if I can avoid it.

Let me know how you can help and limits that you have in your position.

Thanks

Marc

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**From:** Laurie Leader [<mailto:LRL@portlandmaine.gov>]  
**Sent:** Thursday, October 08, 2015 1:24 PM  
**To:** Marc Poulin <Marc@poulinfinancial.com>  
**Subject:** 171 Warren Avenue - Increase parking spaces and lighting

Hi Marc,

Thanks for the voice message. I have done some research and here is what I have so far:

- You will need to apply for a Level 1 Site Alteration **if** you are over 1,000 SF (total increased impervious space improvement)
- You will need to apply for an Administrative Authorization only if you are under 1,000 SF (total increased impervious space improvement).

So determine the total square footage first and get back to me with that.

The application process is approximately 1 month **if** the application is complete with all the required materials. If there are back and forth revisions, expect a 6 week time period. Our "clock" if you want to call it that begins once you get in our queue. If there is a payment due, the clock does not start until the payment due is made.

Keep in mind beginning January 1st, The City of Portland will be charging a "storm water utility fee" based upon impervious square footage. You can get credit if you apply for mitigation of storm water runoff. If that is of interest, I can email you the contact information. You should be receiving a sample bill soon.

Hope that helps start the process. And of course hope you are well!

Laurie

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