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February 5, 2016

Ms. Jean Fraser, Planner
Planning and Development Department
City of Portland
389 Congress Street
Portland, Maine 04101-3509

**Subject: 421 Warren Avenue
Amended Plan Submission – Safelight AutoGlass™**

Dear Jean:

On behalf of PH Warren Avenue LLC and Safelight AutoGlass™, we are providing the accompanying information related to the proposed use of the new building at 421 Warren Avenue. As you may recall, the Planning Board granted Site Plan approval on May 27, 2014 for the 25,040 SF building. The original plans included a single story structure to include 6 commercial units with 36 parking spaces. The building construction commenced in the summer of 2015 and now Safelight AutoGlass™ has reached an agreement with the owner to occupy the entire building space. Safelight currently has leased space at 144 Rand Road in Portland. In order to meet Safelight's needs at this new location it will be necessary that a 20' x 90' building expansion be constructed on the north side of the building. This expansion will be used as a semi-trailer loading dock for the building. In order to allow for the typical 4 ft. grade difference at the dock, the dock will be elevated above the building's finish floor grade and there will be an internal ramp system in the space. This will avoid the need for an exterior below grade dock area, which would be challenging due to the site's relatively flat topography and nearby stormwater management measures. The following information outlines the proposed use and impacts to the site:

- The building floor plan will allow for nearly two-thirds of the building space to be occupied by rack storage related to windshields and glass product. There will be no changes to the building elevations, door locations or related building features that are part of the originally approved plans.
- The south end of the building nearest Warren Avenue will include a two-bay in-shop area for glass repairs, a customer waiting area, office and related support space.
- The business includes up to ten (10) onsite employees. Safelight also has 7-8 mobile installers who visit the site each morning to re-supply for each day's off site installs. These employees are on site for only a short duration each morning. The installers may also be responsible for wholesale delivery of product to other repair servicers and retailers in New Hampshire and Maine.
- The onsite install activity is limited to 1-2 vehicles per hour, thus there is little traffic generation associated with the onsite services.
- The site will receive 2-3 semi-trailers per week.



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- There are no special needs for water supply and sanitary sewer beyond typical domestic needs.
- Safelight conducts a recycling operation for all glass and the collected glass may be removed on a weekly basis from an onsite storage container.
- The Amended Site Plan includes the installation of an emergency back-up generator to be positioned at the rear of the building, nearer Warren Avenue.
- The site plan will include 35 parking spaces which are considered more than sufficient based on the employee count and typical customer load.
- Trip generation will be less than 30 vehicles in the AM and PM peak hours based on the number of employees and expected customer traffic.
- There are no changes proposed for the drainage and stormwater management systems.
- A new fire hydrant will be installed at the front of the site in accordance with the Fire Department's original review and recommendations.

We trust this information satisfactorily addresses any informational needs you may have and that this Amended Site Plan request can be promptly considered.

If you have any questions regarding these materials please contact this office.

Regards,

STANTEC CONSULTING SERVICES INC.

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Attachment: Revised Floor Plan

c: John Kraft, Safelight
Jim Biskukp, Biskup Construction
Peter Holmes

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