

City of Portland
Development Review Application
Planning Division Transmittal Form

not at 3.6.13 Dev Rev.

Application Number: 2013-056 **Application Date:** 02/26/2013
CBL: 316 A00500B **Application Type:** Level II Site Plan
Project Name: Parking Lot Expansion
Address: 741 Warren Avenue
Project Description: Parking lot that will create approx. 13,207 sq. ft. of impervious area and 17,078 sq. ft. of landscaped area.
Zoning: IM

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:

Planner	Jean Fraser	Parking	John Peverada
Zoning	Marge Schmuckal	Design Review	Alex Jaegerman
Traffic Engineer	Tom Errico	Corporation Counsel	Danielle West-Chuhta
Civil Engineer	David Sensus	Sanitary Sewer	John Emerson
Fire Department	Chris Pirone	Inspections	Tammy Munson
City Arborist	Jeff Tarling	Historic Preservation	Deb Andrews
Engineering	David Margolis-Pineo	DRC Coordinator	Phil DiPierro
		Outside Agency	

Comments needed by 3-13-2013

*13 appears to
be a submittal -
email's CB to reg.
pdfs to pent.
JA.*

as sent for signing
(poor print)



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Planning & Urban Development Department
Jeff Levine, AICP, Director

Planning Division
Alexander Jaegerman, FAICP, Director

September 18th, 2013

Burleigh H Loveitt DVM
Downeast Veterinary Emergency Clinic
739 Warren Avenue
Portland, ME 04103

Craig Burgess, P.E.
Sebago Technics
75 John Roberts Road
South Portland, ME 04106

Project Name: **Parking Lot Expansion**
Project ID: 2013-056
Address: 741 Warren Avenue CBL: 316-A-500B
Applicant: Downeast Veterinary Emergency Clinic
Planner: Jean Fraser

Dear Mr Loveitt and Mr Burgess:

On September 18th, 2013, the Planning Authority approved with conditions a Level II site plan for Parking Lot Expansion comprising 35 parking spaces and associated drainage and landscaping at the rear of 741 Warren Avenue. The decision is based upon the application, documents and plans as submitted by Downeast Veterinary Emergency Clinic and prepared by Sebago Technics.

The approved Plans comprise: Sheet 1(Overall Site Plan) Rev D (9.3.2013); Sheet 2 (Site Plan) Rev D (9.12.2013); Sheet 3 (Grading and Utility Plan) Rev E (9.6.2013); Sheet 4 (Erosion Control Notes & Details) Rev B (6.13.2013); Sheet 5 (Site Details) Rev B (6.13.2013); and Sheet 6 (Drainage Plan) Rev B (6.13.2013).

The proposal was reviewed for conformance with the standards of Portland's site plan ordinance and is subject to the following waivers and conditions:

WAIVERS

The Planning Authority waives the Technical Standard, Section 1.14 to allow the compact spaces to be 8 feet by 16 feet in dimension.

STORM WATER MANAGEMENT PERMIT

Based upon the City of Portland's Delegated Review Authority, the Planning Authority approves the Storm Water Management Permit application for the parking lot expansion at 741 Warren Avenue subject to the following conditions:

(continued)

1. Storm Water Management Condition of Approval

The developer/contractor/subcontractor must comply with conditions of the submitted construction stormwater management plan and sediment and erosion control plan as based on City standards and state guidelines.

The owner/operator of the approved stormwater management system and all assigns shall comply with the conditions of Chapter 32 Stormwater including Article III, Post Construction Stormwater Management, which specifies the annual inspections and reporting requirements.

A maintenance agreement for the stormwater drainage system, as attached, or in substantially the same form with any changes to be track changed and approved by Corporation Counsel, shall be submitted and signed prior to the issuance of a building permit, with a copy to the Department of Public Services.

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:

1. That the re-graded slope area should be planted with five White Pine 5' in height along with the seeding of the area with a field mix; and that the applicant contact the City Arborist prior to planting of the five White Pine so that the City Arborist can review and approve (on site) the final planting locations for the five White Pine within the regraded slope area; and
2. That the restriped compact spaces should be painted as per the dimension details noted on the approved plan.

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** This approval does not constitute approval of parking lot construction plans, which must be reviewed and approved by the City of Portland's Inspection Division (Site Work Only).
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, 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 Department 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. **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 release of a building permit or site construction, 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. 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.
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 issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.

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

Sincerely,

Alexander Jaegerman, FAICP
 Planning Division Director

Attachments:

1. Chapter 32 – Storm Water
2. Sample Stormwater Maintenance Agreement
3. Performance Guarantee Packet

cc:

Jeff Levine, AICP, Director of Planning and Urban Development
 Alexander Jaegerman, FAICP, Planning Division Director
 Barbara Barhydt, Development Review Services Manager
 Jean Fraser, Planner
 Philip DiPierro, Development Review Coordinator, Planning
 Marge Schmuckal, Zoning Administrator, Inspections Division
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 Lannie Dobson, Administration, Inspections Division
 Gayle Guertin, Administration, Inspections Division
 Michael Bobinsky, Public Services Director
 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
 Captain Chris Pirone, Fire Department
 Danielle West-Chuhta, Corporation Counsel
 Thomas Errico, P.E., TY Lin Associates
 David Senus, P.E., Woodard and Curran
 Rick Blackburn, Assessor's Department
 Approval Letter File



PORTLAND MAINE

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Planning & Urban Development Department

Jeff Levine, AICP, Director

Planning Division

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

Sincerely,

Alexander Jaegerman, FAICP
 Planning Division Director

Attachments:

1. Chapter 32 – Storm Water
2. Sample Stormwater Maintenance Agreement
3. Performance Guarantee Packet

cc:

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 Alexander Jaegerman, FAICP, Planning Division Director
 Barbara Barhydt, Development Review Services Manager
 Jean Fraser, Planner
 Philip DiPierro, Development Review Coordinator, Planning
 Marge Schmuckal, Zoning Administrator, Inspections Division
 Tammy Munson, Inspection Division Director
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 Mike Farmer, Project Engineer, Public Services
 Jane Ward, Administration, Public Services
 Jeff Tarling, City Arborist, Public Services
 Jeremiah Bartlett, Public Services
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 Danielle West-Chuhta, Corporation Counsel
 Thomas Errico, P.E., TY Lin Associates
 David Senus, P.E., Woodard and Curran
 Rick Blackburn, Assessor's Department
 Approval Letter File

UNDERDRAINED SOIL FILTER INSPECTION, MAINTENANCE, AND HOUSEKEEPING PLAN
DOWNEAST VETERINARY EMERGENCY CLINIC

739 Warren Avenue
Portland, Maine 04103

1. Introduction

The following plan outlines the anticipated inspection and maintenance procedures for the underdrained soil filter located north of the parking expansion for Animal Emergency Clinic and Casa. These procedures shall be followed in order to ensure the intended function of the designed measures and to prevent unreasonably adverse impacts to the surrounding environment.

2. During Construction:

Inspection: During the construction process, it is the Contractor's responsibility to comply with the latest edition of MDEP's Erosion and Sedimentation Control BMPs manual and inspection and maintenance procedures outlined below. These responsibilities include, but are not limited to, inspection of disturbed and impervious areas, erosion control measures and sediment buildup. These areas shall be inspected at least once a week as well as before and after a storm event, and prior to completing permanent stabilization measures. A person with knowledge of erosion and stormwater control, including the standards and conditions in any applicable permits, shall conduct the inspections.

Maintenance: The underdrained soil filter shall be maintained in an effective operating condition until areas are permanently stabilized. If Best Management Practices (BMPs) need to be maintained or modified, additional BMPs are necessary, or other corrective action is needed, implementation must be completed within 7 calendar days and prior to any storm event (rainfall).

3. Post-Construction

Specific Inspection and Maintenance Tasks: The following is a list of specific inspection and maintenance tasks to be performed for the underdrained soil filter.

- During the first year, the basin shall be inspected semi-annually and following major storm events.
- Debris and sediment buildup shall be removed from the forebay and basin as needed. Mowing of a grassed basin can occur semiannually to a height no less than 6 inches. Any bare area or erosion rills shall be repaired with new filter media or sandy loam then seeded and mulched. Maintaining good grass cover will minimize clogging with fine sediments and if ponding exceeds 48 hours, the top of the filter bed must be rototilled to reestablish the soil's filtration capacity.
- The soil filter should be inspected after every major storm in the first year to be sure it is

functioning properly. Thereafter, the filter should be inspected at least once every six months to ensure that it is draining within 48 hours following a one inch storm or greater.

Following storms that fill the system and overflow is observed, the soil filter should drain in no less than 36 to 60 hours. If the system drains too fast, an orifice may need to be added on the underdrain outlet or, if already present, may need to be modified.

- Soil Filter Replacement: The top several inches of the filter shall be replaced with fresh material when water ponds on the surface of the bed for more than 72 hours. Removed sediments should be disposed of in an acceptable manner.
- Sediment Removal: Sediment and plant debris should be removed from the pretreatment structure at least annually.
- Mowing: If mowing is desired, only handheld string trimmers or push-mowers are allowed on the filter (no tractor) and the grass bed should be mowed no more than 2 times per growing season to maintain grass heights of no less than 6 inches.
- Fertilization: Fertilization of the underdrained filter area should be avoided unless absolutely necessary to establish vegetation.
- Harvesting and Weeding: Harvesting and pruning of excessive growth will need to be done occasionally. Weeding to control unwanted or invasive plants may also be necessary.

4. Documentation:

A log summarizing the inspections and any corrective action taken must be maintained on-site. The log must include the name(s) and qualifications of the person making the inspections, the date(s) of the inspections, and major observations about the operation and maintenance of erosion and sedimentation controls, material storage areas, and vehicle access points to the site. Major observations must include BMPs that need maintenance, BMPs that failed to operate as designed or proved inadequate for a particular location, and locations where additional BMPs are needed. For each BMP requiring maintenance, BMP needing replacement, and location needing additional BMPs, note in the log the corrective action taken and when it was taken. The log must be made accessible to the appropriate regulatory agency upon request. The permittee shall retain a copy of the log for a period of at least three years from the completion of permanent stabilization.

Jean Fraser - RE: second reply RE: 741 Warren Ave- update

From: Jean Fraser
To: Burgess, Craig
Date: 9/12/2013 2:36 PM
Subject: RE: second reply RE: 741 Warren Ave- update
CC: McCullough, Owens
Attachments: 2013.08.16 741 Warren Ave Peer Review Memo.pdf; 9.12.13 City Arborist 741 Warren Avenue.rtf

Craig

I was just completing the approval letter and realized that you have not sent me a set of Sheets 1, 2 and 3 that are consistent- I assume all these will all be revision E (but maybe not) and Sheets 4, 5 and 6 will be Rev B. Could you please send all 6 final plans by pdf (the approval letter will ask for 7 sets paper at scale but these can be later) so I can reference them correctly.

Re conditions: please see the review comments below. I can add those comments as conditions of approval, or you can address them on the plans before sending me the final set and avoid having the conditions.

In any case there will be a condition requiring a stormwater agreement (sort of standard condition and I believe you are familiar with this) and a condition requiring the compact spaces to be painted per the dimension details noted on the plan (for which we are giving a waiver since standard compact parking spaces are 8'X15').

thank you
Jean

Jean Fraser, Planner
City of Portland
874 8728

Jean Fraser - Re: 741 Warren Ave sign off

From: David Margolis-Pineo
To: Jean Fraser
Date: 9/12/2013 1:01 PM
Subject: Re: 741 Warren Ave sign off

I'm good with 741 Warren Ave

>>> Jean Fraser 9/12/2013 12:24 PM >>>
David and Jeff

Could you send me your "sign off " e-mails re the latest plans, as I am trying to get the approval letter out the door. I understand you discussed this at Dev Rev but call me if any questions.

thanks
Jean

Jean Fraser - 741 Warren Avenue

From: Jeff Tarling
To: Jean Fraser
Date: 9/12/2013 12:55 PM
Subject: 741 Warren Avenue

Hi Jean -

I have reviewed the revised landscape plan for the 741 Warren Avenue project and find the plan acceptable with the following condition:

The re-graded slope area should be planted with five White Pine 5' in height along with the seeding of the area with a field mix.

Jeff Tarling
City Arborist

MEMORANDUM

To: FILE

From: Jean Fraser

Subject: Application ID: 2013-056

Date: 9/10/2013

Comments Submitted by: Marge Schmuckal/Zoning on 8/12/2013

The revised plans downloaded 8/9/2013 are still meeting the 10 foot required pavement setback. About 15' scaled. All other above comments are still in force on the approval.

Marge Schmuckal
Zoning Administrator

MEMORANDUM

To: FILE
From: Jean Fraser
Subject: Application ID: 2013-056
Date: 9/10/2013

Comments Submitted by: Marge Schmuckal/Zoning on 6/19/2013

The revised plans showing the most current reiteration of the proposal. The 10' minimum setback for pavement is still being met on this plan. I scaled about a 12' setback. This project is meeting the I-M zone requirements.

Marge Schmuckal
Zoning Administrator

Jean Fraser - 741 Warren Avenue

From: Tom Errico <thomas.errico@tylin.com>
To: Jean Fraser <JF@portlandmaine.gov>
Date: 9/5/2013 9:49 AM
Subject: 741 Warren Avenue
CC: David Margolis-Pineo <DMP@portlandmaine.gov>, Katherine Earley <KAS@port...>

Jean – I have reviewed the revised plan and find conditions to be acceptable. I would note that I support a waiver for the size of the compact parking spaces (they are proposing longer spaces). I would also note that the restriped compact spaces on the plan are not depicted correctly and should be painted per the dimension details noted on the plan.

If you have any questions, please contact me.

Best regards,

Thomas A. Errico, PE
Senior Associate
Traffic Engineering Director
TYLIN INTERNATIONAL
12 Northbrook Drive
Falmouth, ME 04105
207.781.4721 main
207.347.4354 direct
207.400.0719 mobile
207.781.4753 fax
thomas.errico@tylin.com
Visit us online at www.tylin.com
Twitter | Facebook | LinkedIn | YouTube

"One Vision, One Company"

Please consider the environment before printing.

Jean Fraser - 741 Warren Ave- update

From: Jean Fraser
To: McCullough, Owens
Date: 8/22/2013 11:06 AM
Subject: 741 Warren Ave- update
CC: Errico, Thomas

Owens

Thank you for organizing the meeting yesterday and apologies again that I was not able to attend. Tom Errico has briefed me on the meeting and I understand that next week there will be a "peak" event and that you will get photographs of the parking lot during that event and send them to Tom (as he is on vacation next week).

Regarding the overall review, there are 2 pieces of information that I would request that you send (send to both me and Barbara Barhydt as I will be on vacation):

- Could you please clarify how the 3:1 graded cut into the hill will be treated, both from a stabilization and from an aesthetic viewpoint?
- Please address: (from Peer Reviewer): The Underdrained Soil Filter Inspection, Maintenance and Housekeeping Plan does not identify the annual reporting requirements listed in Chapter 32 of the City of Portland Code of Ordinances. In addition, the plan should include an inspection and maintenance checklist for an underdrained soil filter system to catalogue completed tasks.

I am awaiting final comments from several reviewers but anticipate being able to tie this up on September 4th when Tom Errico will be able to confirm his final comments based on the info you send to him next week.

I appreciate the applicant wants to proceed quickly on this project so hope to tie this up in the first week of September.

Please call me today if any questions as I will not be in the office tomorrow and next week.

thank you
Jean

MEMORANDUM



TO: Jean Fraser, Planner
FROM: David Senus, P.E.
DATE: August 16, 2013
RE: 741 Warren Avenue Parking Lot Expansion, Level II Site Plan Application

Woodard & Curran has reviewed the response to comments letter and attachments for the Final Level II Site Plan Application for the proposed parking lot expansion at 741 Warren Avenue in Portland, Maine.

Documents Provided By Applicant

- Response to Comments letter and attachments dated June 13, 2013, prepared by Sebago Technics on behalf of the Downeast Veterinary Emergency Clinic.
- Engineering Plans, Sheets 1-6, REV dated August 7, 2013, prepared by Sebago Technics on behalf of the Downeast Veterinary Emergency Clinic.
- Underdrained Soil Filter Inspection, Maintenance and Housekeeping Plan prepared for Downeast Veterinary Emergency Clinic.

Comments

- 1) The Underdrained Soil Filter Inspection, Maintenance and Housekeeping Plan does not identify the annual reporting requirements listed in Chapter 32 of the City of Portland Code of Ordinances. In addition, the plan should include an inspection and maintenance checklist for an underdrained soil filter system to catalogue completed tasks.
- 2) All other comments have been adequately addressed.

Jean Fraser - Follow up Fwd: 741 Warren Ave - Parking Lot Expansion

From: Jean Fraser
To: McCullough, Owens
Date: 6/24/2013 2:38 PM
Subject: Follow up Fwd: 741 Warren Ave - Parking Lot Expansion
CC: Barhydt, Barbara
Attachments: 2013.03.18 741 Warren Ave Peer Review Memo.pdf; 6.21.2013 from Tom Errico 741 Warren Avenue.rtf; 3.29.13 City Arborist Veterinary Emergency Clinic.rtf; Sidewalk and Curbing Waiver criteria.docx

Owens

I am following up the recent conference call with Barbara Barhydt.

Below and attached please find the comments from Dave Senus (Stormwater) and Tom Errico (Traffic)- both relate to your latest submission.

Re Landscape, I attach (3rd attachment) Jeff Tarling's previous comments which still apply; I calculate that something on the order of 14 trees around the new parking lot would be needed to meet the Ordinance. It may be possible to reconsider this 'absolute' number if we had a better idea of the existing trees (not shown on any of the submissions; thats why a Landscape Plan would be helpful) and what is proposed regarding a street tree near Warren and proposed reinstatement plantings where there is significant regrading.

I also attach (4th attachment) the waiver criteria for sidewalks and curbing (you just need to address the curbing criteria as Barbara mentioned).

Please also address the question of RTI re the location of part of the proposed parking lot on the CASA part of the site.

I understand that you will "repackage" the submission and we will "hold" on the review until that is received.

Thank you
Jean

>>> David Senus <dsenus@woodardcurran.com> 6/21/2013 3:14 PM >>>
Hi Jean.

I have downloaded and reviewed the response to comments letter from Sebago Technics and the updated site plans for 741 Warren Ave. Although Sebago Technics did acknowledge two of our comments in their letter, I don't see how these or any of our comments from our March memo were addressed on the plans & attachments.

Our March 18th memo (attached) can be broken down / summarized by three comments:

- > Identify specific means of preventing runoff from the new "fill area" from contributing sediment to the proposed underdrained soil filter or sediment forebay (during construction)
- > Include a post-development stormwater inspection and maintenance plan developed in accordance with and in reference to MaineDEP Chapter 500 guidelines and Chapter 32 of the City of Portland Code of Ordinances
- > Include a Riprap Outlet Protection detail for the proposed soil filter / underdrain outfall

The latest plans do not include new notes for the "fill area" to prevent sediment from entering the soil filter; I did not see a copy of the post development stormwater inspection and maintenance plan that they reference in their letter; and I could not find the riprap outlet protection detail that they note in their letter.

I'm wondering if they meant to include additional info with this submittal?

I will be on vacation next week & into the following week. Lauren Swett will attend the weekly development review meeting in my absence. If the applicant provides additional info, please feel free to forward to Lauren & Ashley.

Thanks!
Dave

David Senus, PE (Maine), Project Manager
Woodard & Curran, Inc.
41 Hutchins Drive
Portland, ME 04102
Phone: (800) 426-4262 x3241
Fax: (207) 774-6635

Woodard & Curran
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Commitment & Integrity Drive Results

Basis of Conf. Call
OM/BB/JF

741 Warren.

6.24.13

Revised submission 6.14.13

Stated to address April Review letter

Information not included for review:

- ① Tom Ennio seeking more precise parking analysis, given excess parking provision (106) over parking zone requirement (46) - esp CASA training "peaks"
- ② Dave Jenus March comments not addressed + info re 2 of the 3 comments stated to be submitted but weren't; 3rd not addressed.
- ③ Parking lot Landscaping ord. req + JT comments not addressed + no landscape plan (4 new trees shown on site plan around new pkg lot - no street trees + no islands - 10 trees for ^{new} pkg lot alone req'd)
- ④ waiver req. addressing criteria needed
- ⑤ ? RTE re dev. over LCE of CASA bldg?

MEMORANDUM



TO: Jean Fraser, Planner
FROM: David Senus, P.E. & Ashley Auger, E.I.T.
DATE: March 18, 2013
RE: 741 Warren Avenue Parking Lot Expansion, Level II Site Plan Application

Woodard & Curran has reviewed the Final Level II Site Plan Application for the proposed parking lot expansion at 741 Warren Avenue in Portland, Maine. The project consists of constructing forty new parking spaces, associated ditching, light poles, a force main relocation and an underdrained soil filter for stormwater quality treatment. The project will result in 13,207 SF of new impervious area, and 17,078 SF of landscaped area.

Documents Provided By Applicant

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- Engineering Plans, Sheets 1-6, dated February 21, 2013, prepared by Sebago Technics, on behalf of the Downeast Veterinary Emergency Clinic.

Comments

- 1) In accordance with Section 5 of the City of Portland Technical Manual, a Level II development project is required to submit a stormwater management plan pursuant to the regulations of Maine DEP Chapter 500 Stormwater Management Rules, including conformance with the Basic, General, and Flooding Standards. We have reviewed these standards relative to the proposed project and offer the following comments:
 - a) Basic Standards: Plans, notes and details have been provided to address erosion and sediment control requirements and good housekeeping practices in general accordance with Appendix A, B, & C of the MaineDEP Chapter 500 standards. In addition to the notes and details included on the plan, the Applicant should provide a note identifying the specific means of preventing runoff from the new "fill area" from contributing sediment to the proposed underdrained soil filter or sediment forebay.
 - b) General Standards: The Applicant is proposing an underdrained soil filter sized to treat 100% of the new impervious area and 80.7% of the new developed area for stormwater quality control in accordance with the General Standard. The design and information presented in the application provides an adequate means of complying with this standard.
 - c) Flooding Standard: The Applicant has stated that the Flooding Standard does not apply to this project; however, they have provided supplemental information showing that the project can meet the Flooding Standard. Level II Site Plan Applications are required to comply with the Flooding Standard; the information presented in the application is sufficient to show that the project is in compliance with this standard.
- 2) The Stormwater Management Plan should include a post-development stormwater inspection and maintenance plan developed in accordance with and in reference to MaineDEP Chapter 500 guidelines and Chapter 32 of the City of Portland Code of Ordinances.
- 3) The plans should include a Riprap Outlet Protection detail for the proposed soil filter / underdrain outfall.

Jean Fraser - 741 Warren Avenue

From: Tom Errico <thomas.errico@tylin.com>
To: Jean Fraser <JF@portlandmaine.gov>
Date: 6/21/2013 1:23 PM
Subject: 741 Warren Avenue
CC: David Margolis-Pineo <DMP@portlandmaine.gov>, Katherine Earley <KAS@port...

Jean – I have reviewed the current application materials and the following presents a status update on my April 1, 2013 comments.

- I have reviewed the parking supply analysis and concur that the site generates between 83 and 93 parking spaces during a typical day. I would note that the parking supply will not accommodate conditions for the CASA special events. It is my suggestion that the parking lot not be sized for these special events and that other management measures be employed for those peak parking demand situations. Accordingly, I find the proposed 92 parking space supply to be acceptable.

Status: The current plan proposes 106 parking spaces. The applicant has provided information supporting the need for the proposed parking supply. The applicant should provide additional specific information on CASA training impacts on parking, including how often it occurs and the typical number of attendees at each training event. I would also ask that the applicant provide some near-term dates of training events, so that field verification can take place (multiple dates should be provided).

- I support a waiver from the City's Technical standards for exceeding the percent of allowable compact parking spaces.

Status: No comment

- I support waivers for parking aisle widths (both exceeding and falling short of the City standard) at the existing parking lot given that it is an existing condition.

Status: No comment

- The plan illustrates construction of a new sidewalk on Warren Avenue without curbing. This is consistent with the recently approved abutting project and therefore seems acceptable. I need to conduct a site visit to review field conditions to render a final decision on the provision of a sidewalk. I would note that a detectable warning panel is not required at driveways and therefore should be deleted from the plan.

Status: The above comment is still valid. The applicant should conduct a curb waiver analysis per City Ordinance. If the waiver criteria is not met, it's likely the City will waive the standard given the precedent on the abutting property.

If you have any questions, please contact me.

Best regards,

Thomas A. Errico, PE
Senior Associate
Traffic Engineering Director
TYLIN INTERNATIONAL
12 Northbrook Drive
Falmouth, ME 04105
207.781.4721 main
207.347.4354 direct
207.400.0719 mobile
207.781.4753 fax
thomas.errico@tylin.com
Visit us online at www.tylin.com
Twitter | Facebook | LinkedIn | YouTube

"One Vision, One Company"

Please consider the environment before printing.

From: David Senus <dsenus@woodardcurran.com>
To: Jean Fraser <JF@portlandmaine.gov>
CC: "Barbara Barhydt (bab@portlandmaine.gov)" <bab@portlandmaine.gov>, "Laur...
Date: 6/21/2013 3:15 PM
Subject: 741 Warren Ave - Parking Lot Expansion, Response to Comments
Attachments: 2013.03.18 741 Warren Ave Peer Review Memo.pdf

Hi Jean.

I have downloaded and reviewed the response to comments letter from Sebago Technics and the updated site plans for 741 Warren Ave. Although Sebago Technics did acknowledge two of our comments in their letter, I don't see how these or any of our comments from our March memo were addressed on the plans & attachments.

Our March 18th memo (attached) can be broken down / summarized by three comments:

- > Identify specific means of preventing runoff from the new "fill area" from contributing sediment to the proposed underdrained soil filter or sediment forebay (during construction)
- > Include a post-development stormwater inspection and maintenance plan developed in accordance with and in reference to MaineDEP Chapter 500 guidelines and Chapter 32 of the City of Portland Code of Ordinances
- > Include a Riprap Outlet Protection detail for the proposed soil filter / underdrain outfall

The latest plans do not include new notes for the "fill area" to prevent sediment from entering the soil filter; I did not see a copy of the post development stormwater inspection and maintenance plan that they reference in their letter; and I could not find the riprap outlet protection detail that they note in their letter.

I'm wondering if they meant to include additional info with this submittal?

I will be on vacation next week & into the following week. Lauren Swett will attend the weekly development review meeting in my absence. If the applicant provides additional info, please feel free to forward to Lauren & Ashley.

Thanks!
Dave

David Senus, PE (Maine), Project Manager
Woodard & Curran, Inc.
41 Hutchins Drive
Portland, ME 04102
Phone: (800) 426-4262 x3241
Fax: (207) 774-6635

Woodard & Curran
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MEMORANDUM



TO: Jean Fraser, Planner
FROM: David Senus, P.E. & Ashley Auger, E.I.T.
DATE: March 18, 2013
RE: 741 Warren Avenue Parking Lot Expansion, Level II Site Plan Application

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Comments

- In accordance with Section 5 of the City of Portland Technical Manual, a Level II development project is required to submit a stormwater management plan pursuant to the regulations of Maine DEP Chapter 500 Stormwater Management Rules, including conformance with the Basic, General, and Flooding Standards. We have reviewed these standards relative to the proposed project and offer the following comments:
 - Basic Standards: Plans, notes and details have been provided to address erosion and sediment control requirements and good housekeeping practices in general accordance with Appendix A, B, & C of the MaineDEP Chapter 500 standards. In addition to the notes and details included on the plan, the Applicant should provide a note identifying the specific means of preventing runoff from the new "fill area" from contributing sediment to the proposed underdrained soil filter or sediment forebay.
 - General Standards: The Applicant is proposing an underdrained soil filter sized to treat 100% of the new impervious area and 80.7% of the new developed area for stormwater quality control in accordance with the General Standard. The design and information presented in the application provides an adequate means of complying with this standard.
 - Flooding Standard: The Applicant has stated that the Flooding Standard does not apply to this project; however, they have provided supplemental information showing that the project can meet the Flooding Standard. Level II Site Plan Applications are required to comply with the Flooding Standard; the information presented in the application is sufficient to show that the project is in compliance with this standard.
- The Stormwater Management Plan should include a post-development stormwater inspection and maintenance plan developed in accordance with and in reference to MaineDEP Chapter 500 guidelines and Chapter 32 of the City of Portland Code of Ordinances.
- The plans should include a Riprap Outlet Protection detail for the proposed soil filter / underdrain outfall.



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Planning & Urban Development Department

Jeff Levine, AICP, Director

Planning Division

Alexander Jaegerman, FAICP, Director

April 3rd, 2013

areas as [redacted] not addressed

Craig Burgess, PE
Sebago Technics
75 John Roberts Road, Suite 1A
South Portland ME 04106

**RE: 741 Warren Avenue – Expansion of Parking Lot
Downeast Veterinary Emergency Clinic
Level II Site Plan Review
Application ID Number: 2013-056**

Dear Mr. Burgess:

Thank you for your cover letter and application for a Level II site plan review of the proposed expansion of the parking lot associated with the existing buildings. The proposals are being reviewed at an administrative level under the provisions of the Site Plan ordinance, particularly 14-526 and 14-527.

This letter follows on from the meeting with you, your colleagues and the applicant on March 20th, 2013 which was arranged to help us understand the need for this scale of parking (more than twice the zoning requirement) and to discuss our concerns regarding the extent of impervious surface and impact on the surrounding vegetation/buffers.

We received a sketch plan from Owens McCullough on March 21st, 2013 showing a possible layout with fewer parking spaces and less impervious surface, circulated as a basis for discussion. Attached to that e-mail was a parking analysis which staff members have also reviewed. In a subsequent e-mail (March 26th, 2013) we were advised that: *“Burleigh and his partners are still concerned the plan I sent you wouldn't meet their overall needs. Do you think we could build and pave what I sent you last week with the additional areas (as on our original plan) built as reinforced turf (grass) for the periodic times that they may need to use the additional parking.”* We have interpreted the area of potential reinforced turf to roughly equate to 20 parking spaces.

The following comments relate to the original submission; the sketch plan; the 3.21.2012 parking analysis; and the suggestion for the revised original proposal as suggested by Owens. In summary staff favor the overall reduction in total parking spaces (as in the sketch) and consider that the existing parking area could be better organized to provide additional parking. Any new parking area needs to be better integrated into the site with reduced impervious surfaces, less severe grading, and new/reinstatement planting. Staff appreciate the unique requirements of the clinic and therefore support the increase in parking to two times the zoning requirement, but documentation of the need and scale for overflow parking beyond 93 spaces has not been received.

Zoning:

- Please confirm the number of employees for both the Veterinary Clinic/Sheridans and the CASA building to the rear.
- Based on both buildings being considered offices, 46 parking spaces would be required to meet zoning requirements. We count 74 existing parking spaces (per submitted Sheet 1). The parking analysis circulated on 3.21.2013 would support a proposal of up to 19 additional spaces (giving a total of 93 spaces) based on the unique characteristics of the veterinary clinic use, subject to the site plan requirements being met.
- The I-M zone requires a minimum of 10ft pavement setback from property lines, and the original proposals showed a 6 ft setback and would need to be revised.

Traffic Engineering:

- The Traffic Engineer attended the 3.20.2013 meeting and indicated that he would need to see additional information that supported the need for the original proposed number of parking spaces (108-114 spaces). The Site Plan Ordinance Section 14-526 (a) (4) a. 3. Requires a parking analysis where the proposed final amount of parking exceeds zoning requirements by 10% or more. The parking analysis received on 3.21.2013 has been reviewed and the Traffic Engineer concurs that the site uses generate between 83 and 93 parking spaces during a typical day, noting that the parking supply will not accommodate conditions for the CASA special events. see email
TE
6.21.13
- The Traffic Engineer considers that the parking lot should not be sized for these special events and that other management measures be employed for those peak parking demand situations. The number of "overflow" spaces for special events appears to be about 15 (108 less 93); information to document the need for these spaces would allow staff to consider this issue further.
- At the meeting we suggested that better use could be made of the existing pavement area to provide more parking, by introducing compact spaces and re-configuring the parking aisles. Relocating the bulk of the expansion towards Hammond Lumber (maybe by expanding in two directions) may offer benefits. The Traffic Engineer would support waivers from the City's Technical standards for exceeding the percent of allowable compact parking spaces, and for parking aisle widths (both exceeding and falling short of the City standard) at the existing parking lot given that it is an existing condition.
- Please provide bicycle parking as per the site plan ordinance section 14-526 (a) (4) b.; the number of bicycle parking spaces required would depend on the final total of vehicle parking spaces and would be for employees and visitors.

Storm water management:

- Please address the comments of the Peer Engineering Reviewer, attached. see email
DS 6-21-13
- While reinforced turf grass for part of the parking area does reduce the scale of the impervious surface created by the original proposals, such an approach may not succeed in this location. The applicant would need to provide assurances that the design includes the factors associated with potential success, such as: being in a stand alone, low use lot; good growing medium; nearby trees and shade; limitations to plowing and use in winter and other special maintenance.

Landscape:

- The proposals should limit the disturbance to existing trees as far as possible. Could you consider exporting the removed earth rather than disturbing and filling a further 3000 sq ft; we understand there are nearby sites accepting fill at a competitive price.
- Please address the comments of the City Arborist, attached (see also the Site Plan Ordinance requirements for *Landscaping and Landscape Preservation: Parking Lot Landscaping and Street Trees*);
- Please submit a Landscape Plan to show the extent of new and reinstatement planting and the size/species of proposed planting.

Public Services Department (re ROW):

- Please submit a stamped boundary survey showing existing conditions as required by the site plan ordinance (the submitted Subdivision Plat is not a boundary survey and does not show existing conditions in detail).
- Sidewalks and curbing are required under the City's site plan ordinance. The sketch plan (submitted 3.21.13) illustrates construction of a new sidewalk on Warren Avenue without curbing. Please submit a waiver request in respect of the curbing if you are not proposing to fill in the gap in the curbing at this location. Please note that a detectable warning panel is not required at driveways and therefore should be deleted from the plan.
- The applicant should be aware that the City of Portland will have a Stormwater Utility within the next year or so. Fees generated by that utility are based on impervious area. Applicant is encouraged to minimize the amount of impervious area required. At this time it is not known whether reinforced turf or porous paving would count as pervious in the context of the Stormwater Utility, as it is still being finalized.

Please contact me if there are any questions; I can be reached on 874 8728 or jf@portlandmaine.gov.

Sincerely,



Jean Fraser,
Planner

Attachments:

1. Peer Engineer Review comments 3.18.2013
2. City Arborist comments 3.29.2013

Cc Barbara Barhydt, Development Review Services Manager
Marge Schmuckal, Zoning Administrator
David Senus, Woodard & Curran (City consultant reviewer)
David Margolis-Pineo, Department of Public Services
Tom Errico, T Y Lin (City consultant reviewer)
Jeff Tarling, City Arborist

cc. Applicant: Burleigh Loveitt
Downeast Veterinary Emergency Clinic
739 Warren Avenue
Portland ME 04103

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41 Hutchins Drive
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 www.woodardcurran.com

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 T 207.774.2112
 F 207.774.6635

MEMORANDUM

TO: Jean Fraser, Planner
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DATE: March 18, 2013
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From: Jeff Tarling
To: Jean Fraser
CC: David Margolis-Pineo
Date: 3/29/2013 3:39 PM
Subject: Veterinary Emergency Clinic
Attachments: GB1.JPG; Grassblock2.JPG; GB3.JPG

Hi Jean -

Recommendations in review of the landscape portion of the Emergency Veterinary Clinic on Warren Avenue:

a) Street-trees - due to the uniqueness of the site location and the proposed impact the planting of 'one' street tree along Warren Avenue would be recommended. The tree would need to tolerate wet conditions so we are recommending one of the following: Tupelo, Red Maple, or Larch. The tree would be planted set-back from the road as to not obscure the way finding to the site and the nearby sign for Hammond Lumber of the businesses nearby.

b) Parking Lot trees - Additional shade trees are recommended for the new parking lot area. Trees would be planted along the South / Southwest edges. I would be willing to work with the applicant to determine the location, species and number of trees. Snow storage and circulation would be factored into the design.

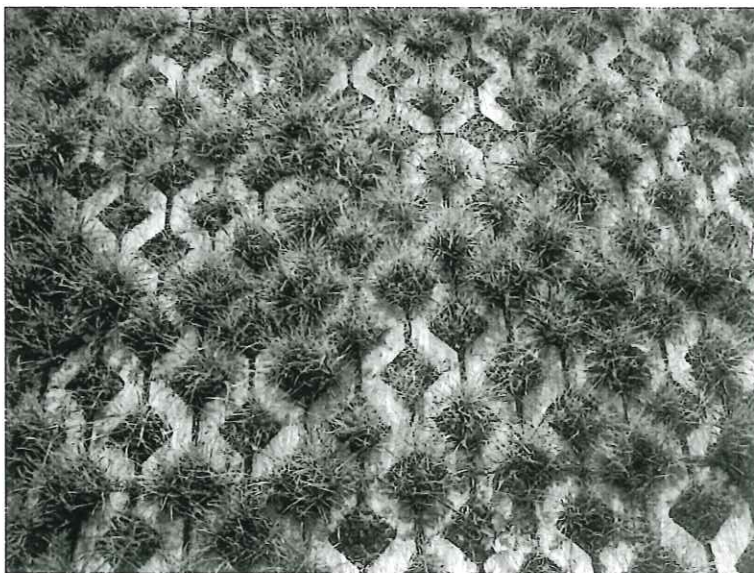
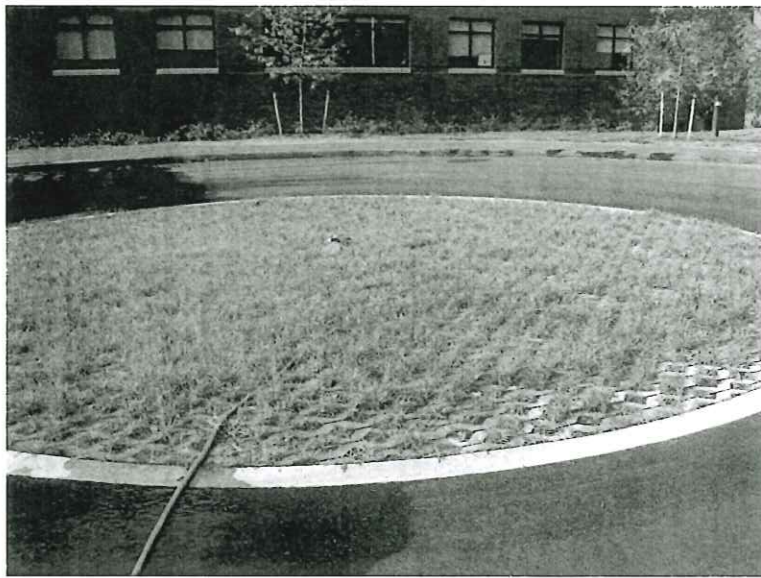
c) Disturbed area re-vegetation / tree replacement - It would be recommended to contour the disturbed areas in a natural land form shape vs sharp or straight lines, as possible. Reseeding the disturbed areas with field / conservation mix would be preferred vs turf grass. Replanting trees / shrubs to mimic the existing tree cover is also recommended. The trees could be a mix of native hardwoods and conifers 3-4' / 4-5' with similar spacing as the existing trees. The planting would not need to be extensive but could help reestablish native plants before invasive plants take hold.

d) Turf block paving - Concept wise the idea of creating impervious paving for the parking lot is desirable, having 'turf blocks' or other paving, other than real porous pavement, continue to function effectively in northern climes is a real challenge. Plowing and use of these paved & seeded areas off season when the turf is dormant really degrades the turf growth in the long run. I listed some possible options below and examples of grass block trail nearby.

www.reeis.usda.gov/web/crisprojectpages/0220121-green-parking-lots

<http://www.boddingtonsonline.com/products/grass-ground-reinforcement/grass-reinforcement-protection/bodpave-85-porous-grass-pavers.php>

SEE PHOTOS BELOW





June 13, 2013
12376

Ms. Jean Fraser, Planner
City of Portland Planning Division
389 Congress Street, Room 308
Portland, Maine 04101

Level 2 – Site Plan Development Review Application

Dear Jean:

Thank you for taking the time to meet and review the Downeast Veterinary Emergency Clinic in late March. The meeting provided an opportunity for the applicant and staff to review the project history and need for an expanded parking area at 739 Warren Avenue. Since our meeting, the applicant has considered the project and need including discussions with the facility staff and tenants. After further consideration including tenant involvement, the applicant has determined the proposed parking lot addition is critical and requires the number of parking spaces as proposed to meet the Veterinary and tenant parking demand. The following narrative, supporting information and revised plans have been prepared to address comments from the April 3, 2013 review and letter.

Parking:

The need for expanding the parking capacity stems from operational growth and corresponding demand at the project site. The Emergency Animal Clinic has a staff of 36 employees with 20 onsite at the busiest times. As an emergency animal clinic, patrons tend to stay for prolonged periods including visitations during extended stays. As a result, it is not uncommon to have a wide range of visitors/customers at the Animal Emergency Clinic. In addition, the clinic is open 24 hours.

Casa Inc. is the primary tenant and includes an office staff of 20 with additional parking needed for customers and regular training programs. The enclosed letter and supporting photos from Anne Walp, Executive Director of Casa, Inc., provides an overview of their operation and parking needs. Casa, Inc routinely provides training, counseling and outreach to a number of groups and individuals. As shown in the attached photographs and described in the letter from Anne Walp, the lack of facility parking impacts their ability to provide outpatient counseling at the site.

Historically, the Animal Emergency Clinic (AEC) has in part met their parking needs through a lease arrangement with the Boulos Company. The AEC leased parking from the abutting property (Former Fed-Ex site) but this option is no longer available. The enclosed e-mail correspondence from Michelle Donovan, Assistant Property Management for The Boulos Company confirms the space is no longer an option due to The Boulos Company has undertaken a significant renovation and is re-purposing the property including the parking.

The following provides a tabulated summary of the parking needs based upon zoning and the project needs:

Parking Demand Summary

<i>Description</i>	<i>Existing Parking</i>	<i>Proposed</i>
Current Site Development	68 spaces	
New Development		106 spaces (25 compact & 81 full-size)

Parking Demand Calculations

<i>Facility Description</i>	<i>Parking Demand</i>	<i>Total Spaces</i>
Veterinary Facility 10,000 s.f.	5/6 space/1,000 s.f. for medical- hospital use.	50/60 spaces
Sheridan Corporation 2,300 s.f.	4 space/1,000 s.f. for office	9 spaces
CASA 6,080 s.f.	4 space/1,000 s.f. for office Plus 25 spaces for local training and outpatient services.	49 spaces
Total Needed		108 - 118 Spaces (106 Proposed)

Compact Parking:

As part of the parking lot expansion, we are also proposing to re-stripe the existing parking lot to change over 20% of the parking spaces to compact configuration. In addition, 20% of the new parking lot will also be striped as compact parking spaces. The end result is a right-sized parking lot to meet the current needs of not only the VEC but the tenants including CASA, Inc.

Bicycle Parking:

The site plan has been revised to provide dedicated bicycle parking at a rate of 2 bicycle spaces for every 10 vehicle spaces.

I-M Zone side property Line Setback:

The original parking plan depicted a 6 feet side yard setback. We have eliminated the parking space that infringed on the side yard setback to provide a minimum of 10 feet from the property line.

Landscaping:

Due to the project location, we had not proposed any site landscaping since the new parking lot expansion will be located behind the existing buildings and site is located in a commercial/industrial setting. The abutters include a Hammond Lumber, the Former L.L. Bean distribution center and the McAllister Farm Commercial subdivision to the rear. A wooded buffer will remain in place along the rear of the property. Based upon conversations at our meeting and the review letter comments, we have added street trees at the perimeter of the new parking lot.

Public Services Comments:

1. An at-grade sidewalk with esplanade has been added to the site development plan along the property frontage. The sidewalk will be located similar to the recently approved Boulos project abutting this site. We are requesting a waiver to require granite curb since this area of Warren Avenue contains no formal street drainage and utilizes the adjacent right of way for sheeting surface drainage from the roadway. As a result, we would propose not to install granite curb to maintain existing street and surface drainage conditions.
2. We have added additional survey information to the site plan. Sebago Technics, Inc. completed the boundary surveys and site plans for both abutting properties. Also enclosed is a boundary survey of the lot by Owen Haskell, Inc.

Stormwater Plan:

1. We have prepared a post development stormwater inspection and maintenance plan which is attached.
2. A riprap protection detail at the soil filter/underdrain outfall has been added to the plans.

see OS email

6.21.13

We appreciated meeting with the staff and look forward to completing the permitting process. Should you have any questions, please contact me.

Sincerely,

SEBAGO TECHNICS, INC.



Owens A. McCullough, P.E., LEED AP
V.P. of Engineering & Project Development

OAM:oam/jag/jsf
Enc.

cc: Burleigh Loveitt

Owens McCullough

From: Lynn Leary [lleary@maine.rr.com]
Sent: Friday, May 10, 2013 9:17 AM
To: Owens McCullough
Subject: Boulos email reply

Here is the second email I mentioned from Michelle-

Thank you,
L

Lynn Leary
Animal Emergency Clinic
Hospital Administrator
Telephone: 207-878-3121
Fax: 207-878-0829
E-mail:lleary@maine.rr.com

From: Donovan, Michelle [mailto:Mdonovan@Boulos.com]
Sent: Monday, April 08, 2013 10:09 AM
To: Lynn Leary
Subject: RE: Message from KMBT_423

Lynn,

I have shown your boss's letter to Amy and unfortunately we are unable to commit to a long term parking deal as we are currently marketing the vacant space at the property.

Thank you.

Michelle Donovan | Assistant Property Manager
CBRE | The Boulos Company | Boulos Property Management
One Canal Plaza | Portland, ME 04101
Direct T +1 207 553 1767 | Direct F +1 207 553 1737 | T +1 207 871 1290 | F +1 207 772 2647
mdonovan@boulos.com | www.boulos.com

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Assuring that people with disabilities have safe, healthy and secure homes that promote growth and independence.

April 22, 2013

Owens McCullough
c/o Sebago Technics
75 John Roberts Road, Suite 1A
South Portland, ME 04106

Dear Owens:

We are writing to support the need for increased parking at 739-741 Warren Avenue in Portland. Casa, Inc. is a non-profit organization that jointly owns the parking space at this location. Since moving in ten years ago, our company has expanded considerably, both in employee count and service provision. At present, we find an urgent need for additional parking due to the following factors:

- The office has a staff of 20, with a need to increase to meet program expansion.
- As well as serving in an administrative capacity for the organization at large, our Warren Avenue location provides training to more than 250 employees annually as mandated through Maine's Department of Health & Human Services with a minimum of 40 hours of training per employee.
- In addition, Casa provides training to employees of other providers who are unable to provide the training internally.
- Casa provides federally mandated 211 service for Portland which results in local individuals coming to the office on a regular basis for outpatient services.
- Casa provides outpatient mental health counseling for individuals on site.

With our expansion and that of the Animal Clinic, we have found extreme parking difficulties. The Animal Clinic is currently renting, at a cost of \$1,000 per month, parking spaces next door; they have no guarantee that these spaces will remain available as that property is scheduled to be rented out shortly. The clinic has been extremely generous in allowing us to use their parking spots on a regular, day-to-day basis. Nonetheless, this arrangement cannot last, at which point we will have no parking options, which would preclude much of our state- and federally-mandated service provision.

Attached, please find images of last week's parking at our location.

Please feel free to contact me with any questions at 207-879-6165 x11 or via email to awalp@casamaine.org.

Sincerely,

Anne Walp, Executive Director
Casa, Inc.

RECEIVED

APR 24 2013

SEBAGO TECHNICS

741 Warren Avenue, Portland, Maine 04103-1007
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www.casamaine.org info@casamaine.org

Mailing Address: P.O. Box 150, Westbrook, ME 04098











Barbara Barhydt - 741 Warren Ave (Emergency Animal Clinic)

From: Jean Fraser
To: Barhydt, Barbara
Date: Monday, June 24, 2013 11:16 AM
Subject: 741 Warren Ave (Emergency Animal Clinic)
Attachments: 4.3.2012 Review letter re 741 Warren Ave (Downeast Vet Emer Clinic).pdf

Barbara

I have a "paper" summary note etc ready if you want to call Owens at Sebago about what is going on here. I attach the review letter sent in April (I have a paper one highlighted where the comments were not addressed).

- Stormwater comments not addressed- its possible some info re 2 stormwater comments was accidentally not included but a third comment was not addressed at all;
- Tom Errico requests more precise info (frequency and vehicle numbers per occasion) re the CASA training activity in view of the fact the proposed parking is over twice the zoning requirement;
- They have proposed 4 trees around the new parking lot of 35 spaces - the standard is 2 trees per 5 parking spaces or 14; no other planting and no Landscape Plan despite extensive loss of existing vegetation and severe grading
- Requested curbing waiver not included (with criteria addressed)
- Parking lot is within the Limited Common Area of CASA- I think CASA need to be joint applicants.

We can send a similar review letter as before re the above; but maybe they would like this to go to the Planning Board?

(the ordinance states that "If at any time before approval or disapproval of a site plan for Level II development by the Planning Authority, the applicant may request a referral to the Planning Board for review and a decision")

I am in the office today until 2:45pm as I have a doctor's appointment at 3:15 (removing skin cancer so not a fun one).

Thanks

Jean



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Planning & Urban Development Department
Jeff Levine, AICP, Director

Planning Division
Alexander Jaegerman, FAICP, Director

April 3rd, 2013

Craig Burgess, PE
Sebago Technics
75 John Roberts Road, Suite 1A
South Portland ME 04106

**RE: 741 Warren Avenue – Expansion of Parking Lot
Downeast Veterinary Emergency Clinic
Level II Site Plan Review
Application ID Number: 2013-056**

Dear Mr. Burgess:

Thank you for your cover letter and application for a Level II site plan review of the proposed expansion of the parking lot associated with the existing buildings. The proposals are being reviewed at an administrative level under the provisions of the Site Plan ordinance, particularly 14-526 and 14-527.

This letter follows on from the meeting with you, your colleagues and the applicant on March 20th, 2013 which was arranged to help us understand the need for this scale of parking (more than twice the zoning requirement) and to discuss our concerns regarding the extent of impervious surface and impact on the surrounding vegetation/buffers.

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Zoning:

- Please confirm the number of employees for both the Veterinary Clinic/Sheridans and the CASA building to the rear.
- Based on both buildings being considered offices, 46 parking spaces would be required to meet zoning requirements. We count 74 existing parking spaces (per submitted Sheet 1). The parking analysis circulated on 3.21.2013 would support a proposal of up to 19 additional spaces (giving a total of 93 spaces) based on the unique characteristics of the veterinary clinic use, subject to the site plan requirements being met.
- The I-M zone requires a minimum of 10ft pavement setback from property lines, and the original proposals showed a 6 ft setback and would need to be revised.

Traffic Engineering:

- The Traffic Engineer attended the 3.20.2013 meeting and indicated that he would need to see additional information that supported the need for the original proposed number of parking spaces (108-114 spaces). The Site Plan Ordinance Section 14-526 (a) (4) a. 3. Requires a parking analysis where the proposed final amount of parking exceeds zoning requirements by 10% or more. The parking analysis received on 3.21.2013 has been reviewed and the Traffic Engineer concurs that the site uses generate between 83 and 93 parking spaces during a typical day, noting that the parking supply will not accommodate conditions for the CASA special events.
- The Traffic Engineer considers that the parking lot should not be sized for these special events and that other management measures be employed for those peak parking demand situations. The number of "overflow" spaces for special events appears to be about 15 (108 less 93); information to document the need for these spaces would allow staff to consider this issue further.
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- Please provide bicycle parking as per the site plan ordinance section 14-526 (a) (4) b.; the number of bicycle parking spaces required would depend on the final total of vehicle parking spaces and would be for employees and visitors.

Storm water management:

- Please address the comments of the Peer Engineering Reviewer, attached.
- While reinforced turf grass for part of the parking area does reduce the scale of the impervious surface created by the original proposals, such an approach may not succeed in this location. The applicant would need to provide assurances that the design includes the factors associated with potential success, such as: being in a stand alone, low use lot; good growing medium; nearby trees and shade; limitations to plowing and use in winter and other special maintenance.

Landscape:

- The proposals should limit the disturbance to existing trees as far as possible. Could you consider exporting the removed earth rather than disturbing and filling a further 3000 sq ft; we understand there are nearby sites accepting fill at a competitive price.
- Please address the comments of the City Arborist, attached (see also the Site Plan Ordinance requirements for *Landscaping and Landscape Preservation: Parking Lot Landscaping and Street Trees*);
- Please submit a Landscape Plan to show the extent of new and reinstatement planting and the size/species of proposed planting.

Public Services Department (re ROW):

- Please submit a stamped boundary survey showing existing conditions as required by the site plan ordinance (the submitted Subdivision Plat is not a boundary survey and does not show existing conditions in detail).
- Sidewalks and curbing are required under the City's site plan ordinance. The sketch plan (submitted 3.21.13) illustrates construction of a new sidewalk on Warren Avenue without curbing. Please submit a waiver request in respect of the curbing if you are not proposing to fill in the gap in the curbing at this location. Please note that a detectable warning panel is not required at driveways and therefore should be deleted from the plan.
- The applicant should be aware that the City of Portland will have a Stormwater Utility within the next year or so. Fees generated by that utility are based on impervious area. Applicant is encouraged to minimize the amount of impervious area required. At this time it is not known whether reinforced turf or porous paving would count as pervious in the context of the Stormwater Utility, as it is still being finalized.

Please contact me if there are any questions; I can be reached on 874 8728 or jf@portlandmaine.gov.

Sincerely,



Jean Fraser,
Planner

Attachments:

1. Peer Engineer Review comments 3.18.2013
2. City Arborist comments 3.29.2013

Cc Barbara Barhydt, Development Review Services Manager
Marge Schmuckal, Zoning Administrator
David Senus, Woodard & Curran (City consultant reviewer)
David Margolis-Pineo, Department of Public Services
Tom Errico, T Y Lin (City consultant reviewer)
Jeff Tarling, City Arborist

cc. Applicant: Burleigh Loveitt
Downeast Veterinary Emergency Clinic
739 Warren Avenue
Portland ME 04103

**COMMITMENT & INTEGRITY
DRIVE RESULTS**41 Hutchins Drive
Portland, Maine 04102
www.woodardcurran.comT 800.426.4262
T 207.774.2112
F 207.774.6635**MEMORANDUM**

TO: Jean Fraser, Planner
FROM: David Senus, P.E. & Ashley Auger, E.I.T.
DATE: March 18, 2013
RE: 741 Warren Avenue Parking Lot Expansion, Level II Site Plan Application

Woodard & Curran has reviewed the Final Level II Site Plan Application for the proposed parking lot expansion at 741 Warren Avenue in Portland, Maine. The project consists of constructing forty new parking spaces, associated ditching, light poles, a force main relocation and an underdrained soil filter for stormwater quality treatment. The project will result in 13,207 SF of new impervious area, and 17,078 SF of landscaped area.

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- Final Level II Site Plan Application with cover letter and attachments dated February 21, 2013, prepared by Sebago Technics, on behalf of the Downeast Veterinary Emergency Clinic.
- Engineering Plans, Sheets 1-6, dated February 21, 2013, prepared by Sebago Technics, on behalf of the Downeast Veterinary Emergency Clinic.

Comments

- 1) In accordance with Section 5 of the City of Portland Technical Manual, a Level II development project is required to submit a stormwater management plan pursuant to the regulations of Maine DEP Chapter 500 Stormwater Management Rules, including conformance with the Basic, General, and Flooding Standards. We have reviewed these standards relative to the proposed project and offer the following comments:
 - a) Basic Standards: Plans, notes and details have been provided to address erosion and sediment control requirements and good housekeeping practices in general accordance with Appendix A, B, & C of the MaineDEP Chapter 500 standards. In addition to the notes and details included on the plan, the Applicant should provide a note identifying the specific means of preventing runoff from the new "fill area" from contributing sediment to the proposed underdrained soil filter or sediment forebay.
 - b) General Standards: The Applicant is proposing an underdrained soil filter sized to treat 100% of the new impervious area and 80.7% of the new developed area for stormwater quality control in accordance with the General Standard. The design and information presented in the application provides an adequate means of complying with this standard.
 - c) Flooding Standard: The Applicant has stated that the Flooding Standard does not apply to this project; however, they have provided supplemental information showing that the project can meet the Flooding Standard. Level II Site Plan Applications are required to comply with the Flooding Standard; the information presented in the application is sufficient to show that the project is in compliance with this standard.
- 2) The Stormwater Management Plan should include a post-development stormwater inspection and maintenance plan developed in accordance with and in reference to MaineDEP Chapter 500 guidelines and Chapter 32 of the City of Portland Code of Ordinances.
- 3) The plans should include a Riprap Outlet Protection detail for the proposed soil filter / underdrain outfall.

From: Jeff Tarling
To: Jean Fraser
CC: David Margolis-Pineo
Date: 3/29/2013 3:39 PM
Subject: Veterinary Emergency Clinic
Attachments: GB1.JPG; Grassblock2.JPG; GB3.JPG

Hi Jean -

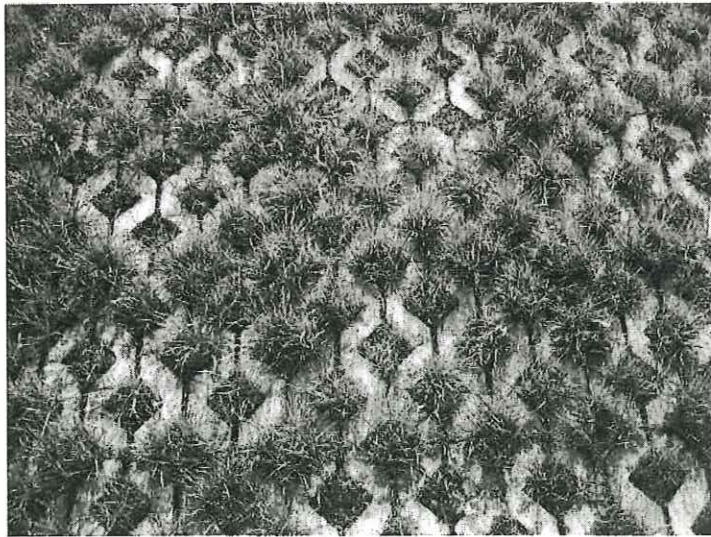
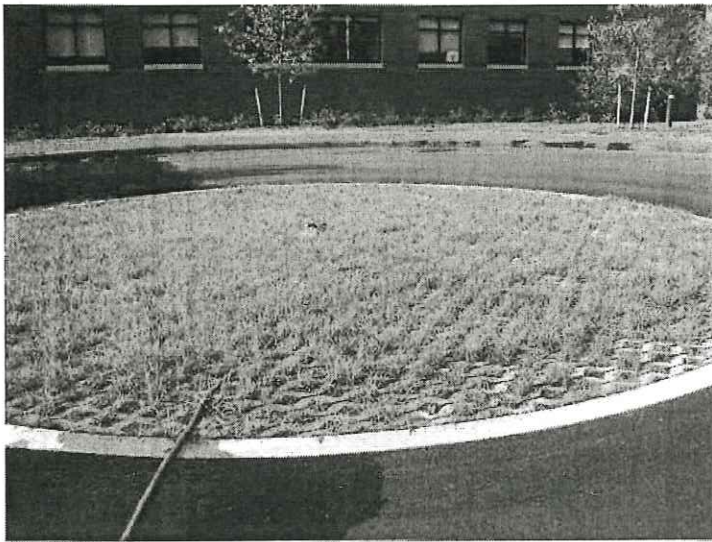
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SEE PHOTOS BELOW





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Jeff Levine, AICP, Director

Planning Division
Alexander Jaegerman, FAICP, Director

April 3rd, 2013

Craig Burgess, PE
Sebago Technics
75 John Roberts Road, Suite 1A
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Planner

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cc. Applicant: Burleigh Loveitt
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F 207.774.6635**MEMORANDUM**

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To: Jean Fraser
CC: David Margolis-Pineo
Date: 3/29/2013 3:39 PM
Subject: Veterinary Emergency Clinic
Attachments: GB1.JPG; Grassblock2.JPG; GB3.JPG

Hi Jean -

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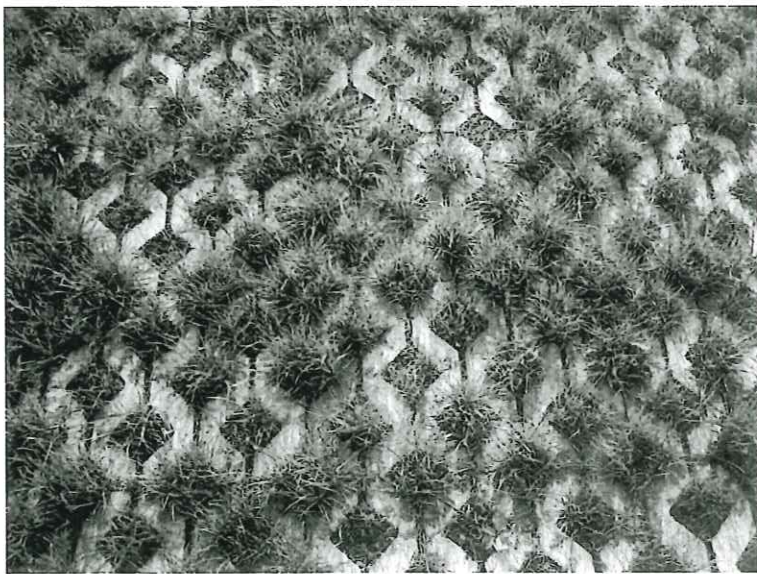
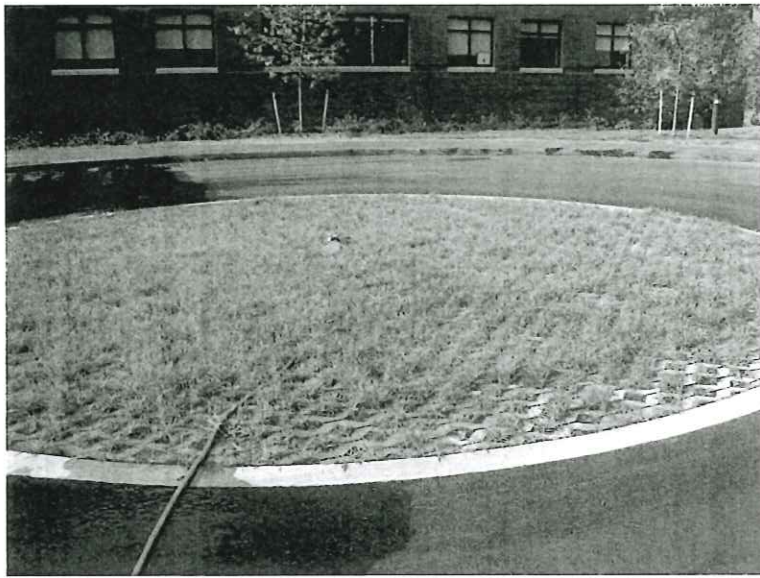
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SEE PHOTOS BELOW



Jean Fraser - RE: Site Plan Review letter RE: Veterinary Emergency Clinic

From: Owens McCullough <omccullough@sebagotechnics.com>
To: Jean Fraser <JF@portlandmaine.gov>
Date: 4/4/2013 12:49 PM
Subject: RE: Site Plan Review letter RE: Veterinary Emergency Clinic

Hi Jean,

Thank you. I will get with our client and see how they want to proceed. Thank you again for meeting and the follow-up.

Owens

From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Wednesday, April 03, 2013 5:18 PM
To: Owens McCullough
Cc: bhl@maine.rr.com; Craig Burgess
Subject: Site Plan Review letter RE: Veterinary Emergency Clinic

Owens,

I attach a review letter regarding the submissions for this project. Paper copies will go out in the mail tomorrow but I am sending it by pdf so you are aware of the review comments asap.

I suggest you and the applicant decide how you want to proceed and then submit the (final) revised plans and associated supporting information.

Please note that the original submission was made as a final site plan which technically means that only one set of revised plans may be submitted.

Please contact me if some other approach is under consideration or for clarification regarding the letter.

Thank you.

Jean

*Jean Fraser, Planner
City of Portland
874 8728*

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.

Jean Fraser - RE: Veterinary Emergency Clinic

From: Jean Fraser
To: McCullough, Owens
Date: 3/27/2013 4:00 PM
Subject: RE: Veterinary Emergency Clinic

Owens

We are going to formally review the original submission to move this forward; reviewers will also comment on the sketch and the option for pervious pavements but it will be in the context of the original submission.

So I am now awaiting formal comments from reviewers (most were at the meeting, and David Margolis-Pineo was briefed re the meeting today) and I hope to get a review letter to you early next week.

If Mr Loviett can get more info re CASA parking needs (hard data) please pass that along as Tom Errico is on vacation and will not be able to confirm his comments until Monday (so could take that into account if it arrives by the end of Friday).

thank you
 Jean

(PS I am out of the office tomorrow but back on Friday if you want to discuss any of this further)..

>>> Owens McCullough <omccullough@sebagotechnics.com> 3/26/2013 4:30 PM >>>
 Hi Jean,

Thank you for the quick response. Please go ahead and run it by the Dev. Rev. group and I understand the request from CASA.

Thanks again, Owens

From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Tuesday, March 26, 2013 4:27 PM
To: Owens McCullough
Subject: RE: Veterinary Emergency Clinic

Owens

As I think was outlined at the meeting, the issue of the overall area of disturbance/impact on trees is also a concern and we were hoping there might be a way to reduce that too (hence the question I asked about how this would change if the parking area was reduced).

I will update the Dev Rev meeting tomorrow with your comments below but if that approach was taken (ie reinforce turf for part of it) our formal comments will probably still include a request for some evidence from CASA etc of the times and levels of use.

I will get back to you tomorrow.

thanks
Jean

>>> Owens McCullough <omccullough@sebagotechnics.com> 3/26/2013 3:58 PM >>>
Hi Jean,

I did speak with the Burleigh and his partners are still concerned the plan I sent you wouldn't meet their overall needs. Do you think we could build and pave what I sent you last week with the additional areas (as on our original plan) built as reinforced turf(grass) for the periodic times that they may need to use the additional parking. This approach might offer a good solution that creates permanent paved parking with a "stabilized green area" that could serve as periodic overflow parking. Let me know if this would be something the staff could consider. I think it might offer a workable solution.

Thank you again for taking the time to meet last week and working with us on the project.

Owens

From: Jean Fraser [<mailto:JF@portlandmaine.gov>]
Sent: Tuesday, March 26, 2013 2:22 PM
To: Owens McCullough
Subject: RE: Veterinary Emergency Clinic

Owens

Just to confirm that we are discussing this tomorrow at the morning Dev Rev meeting and I will get back to you after that.

Any update as to whether there is support for this approach by the parties involved/affected?

Do you have any idea of what the total disturbed area would be under the sketch option?

thanks
Jean

*Jean Fraser, Planner
City of Portland
874 8728*

>>> Owens McCullough <omccullough@sebagotechnics.com> 3/22/2013 9:04 AM >>>
Hi Jean,

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Thank you, Owens

From: Owens McCullough
Sent: Thursday, March 21, 2013 12:19 PM
To: Jean Fraser
Cc: Burleigh Loveitt; Craig Burgess
Subject: Veterinary Emergency Clinic

Hi Jean,

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2,300 s.f.		
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Total Needed		83 - 93 Spaces (92 Proposed)

Thanks again for meeting and please let us know if this modification to the parking is agreeable.

Owens A. McCullough, P.E., LEED A.P.
Vice President Engineering & Business Development



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3-20-13

re 741 Warren

Agenda is emailed list of
issues

Vet
Burleigh Raquet.
Owens McCulloch.
Craig Burgess.

Jordan Falmouth
Brown H.S.
Shadow.

City

BB, JF, MS, DS, TE, JT, JF

Vet Emera

BR - CT Scanner + Surgical services
a

Shendan Corp - rent corner of bldg
white Building owned CASA - med. administrators
Condo arrangement. offices

741 / 765 / 739 Condo

share resp. for roadway

CASA + 739 divide parking

well landscaped / gardens in bloom.

Parking -

administer to gravelly ill so owners
stay for quite a while 4 hrs or so.

plug by door is for clients so employees
pushed elsewhere.

Boulos leased 20 spaces but has served notice on them

finding that short on parking
initial plot plan showed addl parking

prob. don't need 40 but given scale of construction might as well anticipate future need.

CASA have conferences now + then and at that time Vet uses Boulos to make space.
CASA needs to consent + share burden.

Board certified + various specialists
Vet has 36 employees, + 24 hrs day
started further up on Warren as
after-hours

started 13 yrs ago just for intensive
care; put proceeds into facility
\$500,000 CT machine on site
so can control.

Vet moved in 6 yrs ago.

Shendan 28 yrs

MS - Shendan built back building

- Shendan has 2000 sq ft. in vet bldg.

MS 12 317 part of which 2000 sq.
6080 Casa bldg Shendan

BL - Shendans - quiet - ? lead office

JF - reconfiguration of ex. plg lot wd.
require removal of central planter.

MS - how many employees at one time?
20 at busiest

BB - new tech eqs - smaller spaces +
more compact spaces.

DS - utility fees mentioned & explained

BL - on sewer now.

om - could look at long (east) aisle of
parking for compact only gain
a foot so not much more

TE - Med. office 5/6 spaces / 1000 ft
= 60 spaces
4 182000 sq ft. 32 spaces
TE expects as demand 92 spaces.

Boulos - said "no" to using spaces at front.

Discussion about reducing 40 down to 20
Concerned CASA

no more 1/month - own bus employees
for conferences.

BB/JF confirmed wanted info to slow
info

CB - what about reinforced (~~map~~ pernois)
OIC - good idea to explore.

BL - will explore further w/ @ASA
likes control over area
people looking for drugs - prepared
security so how plq area
only for daytime.

Jean Fraser - 741 Warren Ave- discussion items for Wed meeting 11:00 am room 209 City Hall

From: Jean Fraser
To: DSenus@woodardcurran.com; Errico, Thomas; Margolis-Pineo, David; Schm...
Date: 3/18/2013 5:16 PM
Subject: 741 Warren Ave- discussion items for Wed meeting 11:00 am room 209 City Hall
CC: Barhydt, Barbara; Pirone, Chris
Attachments: APP LTR 765 Warren Ave Project #2012-578.pdf; 11270-sht 05.PDF

Hi

Thanks for your prompt response on this and I have compiled the e-mail below which has been sent to the applicant's agent, Craig Burgess.

Craig has confirmed that the applicant (someone from Downeast Veterinary Emergency Clinic) and Owens McCullough of Sebago Technics will also be attending the meeting (11 am Wed March 20th in room 209).

Tom- since they share an access with the abutting parcel who have a monitoring condition re their traffic generation (increase in units/parking- approval letter and site plan attached), would you combine the traffic generation of the two lots for the purposes of determining whether a TMP is required???

thanks
Jean

>>> Jean Fraser 3/18/2013 4:29 PM >>>
Craig

Reviewers (City Arborist Jeff Tarling; City Traffic Reviewer Tom Errico; Zoning Administrator, Marge Schmuckal; Deputy City Engineer David Margolis-Pineo; Dave Senus, Stormwater Reviewer, Woodard & Curran) have sent me some preliminary questions and concerns that they would like to discuss on Wednesday- this is an indicative list (there will probably be a few others on the day) and not a formal review letter:

Questions:

- Zoning: What is the rear building used for? It was originally approved for Sheridan's offices- what does CASA do? [Our records indicate that the front building has been approved for Sheridan's offices and an emergency animal clinic]
- Parking: From zoning viewpoint these uses (assuming offices) require 46 parking spaces; there are 68-74-spaces on site at present and with the proposed addition of 40 spaces there would be 108 to 114 ie approximately double the zoning requirement. This leads to other questions as well as an ordinance requirement (below):

Jean Fraser - RE: Issues re 741 Warren (parking lot expansion)

From: Tom Errico <thomas.errico@tylin.com>
To: Jean Fraser <JF@portlandmaine.gov>
Date: 3/18/2013 11:40 AM
Subject: RE: Issues re 741 Warren (parking lot expansion)

Jean – Some general comments are noted below:

- Understanding parking demand and how it has changed from permitted conditions should be documented.
- Providing details on the need for the 40 new parking spaces. Accordingly, a parking demand analysis should be conducted.
- Can the existing parking lot be reconfigured to attain a larger parking supply and reduce the need for some of the new spaces?
- An explanation on traffic generation from the site as it relates to current and permitted conditions should be provided.
- A sidewalk will be required on Warren Avenue along the property frontage.

Thanks

Thomas A. Errico, PE
Senior Associate
Traffic Engineering Director
TYLIN INTERNATIONAL
12 Northbrook Drive
Falmouth, ME 04105
207.347.4354 direct
207.400.0719 mobile
207.781.4753 fax
thomas.errico@tylin.com
Visit us online at www.tylin.com

"One Vision, One Company"
Please consider the environment before printing.

From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Monday, March 18, 2013 11:26 AM
To: Tom Errico; DSenus@woodardcurran.com
Subject: Issues re 741 Warren (parking lot expansion)

Tom and Dave,

Could you send me (today) any key concerns/questions on this project as we are meeting them at 11am on

March 15, 2013

TO: Jean Fraser
Barbara Barhydt
FROM: David Margolis-Pineo
Dept. of Public Services
RE: Review Comments: 741 Warren Ave – Parking Lot Expansion by 40 Spaces

The Department has the following review comments.

1. Application requires a stamped site plan survey.
2. Applicant is required to install sidewalk and curbing along the property frontage.
3. The area of clearing appears in excess to what is required for the parking and stormwater treatment system. Please explain.

Jean Fraser - (urgentish) RE: Veterinary Emergency Clinic

From: Jean Fraser
To: DSenus@woodardcurran.com; Errico, Thomas; Margolis-Pineo, David; Tarl...
Date: 3/29/2013 10:59 AM
Subject: (urgentish) RE: Veterinary Emergency Clinic
CC: Barhydt, Barbara; Machado, Ann; Pirone, Chris; Schmuckal, Marge
Attachments: 12376 PARKING SKETCH CAB 032113.pdf

To all reviewers

Could you all please send me final comments on this project on Monday* based on the notes below (as discussed at Dev Rev this week):

1. We need to provide a review letter incorporating reviewer's final comments on the original proposal, and request that the part of the parking lot nearest Hammond Lumber (ie not shown on the revised sketch plan) would be porous turf (Dave S and Jeff - please include a technical comment on that) on the assumption (based on discussions with applicant) that it would be an "overflow" area;
2. So the number of proposed paved spaces look like approx 20 (giving a total of approx 90 for the lot if some compact spaces are added in via restriping) with a further approx 20 spaces constructed of porous pavers with grass (nearest Hammond Lumber; I am assuming we will request new trees around that area particularly).
3. I have already informally advised Owens that I thought we would still want parking need data re both CASA and the Vet Clinic- so Tom, could you spell that out in your comments please (kind of reiterating what you said at the meeting)?.
4. Re sidewalk, could either Tom or David M-P confirm what seemed to be agreed at Dev Rev- ie that we would not require curbing but would request they build the sidewalk and include the section over to the Hammond Lumber driveway (presumably in ROW);
5. The other suggestion at Dev Rev was that the fill they remove should be taken elsewhere (Pike?) and not placed on the vegetated area near the stormwater filter.
6. I include the entire e-mail exchange since the meeting for information (this is all we have in addition to the original submission) and the sketch plan (also in e-plan) that shows the approx location of the paved parking (the review letter will ask for a revised plan that clarifies this and also adds in landscaping etc).

Many thanks

Jean

*As the review has already been delayed by the meeting and the investigation of the smaller parking lot idea.

>>> Owens McCullough <omccullough@sebagotechnics.com> 3/26/2013 3:58 PM >>>

Hi Jean,

I did speak with the Burleigh and his partners are still concerned the plan I sent you wouldn't meet their overall

needs. Do you think we could build and pave what I sent you last week with the additional areas (as on our original plan) built as reinforced turf(grass) for the periodic times that they may need to use the additional parking. This approach might offer a good solution that creates permanent paved parking with a "stabilized green area" that could serve as periodic overflow parking. Let me know if this would be something the staff could consider. I think it might offer a workable solution.

Thank you again for taking the time to meet last week and working with us on the project.

Owens

From: Jean Fraser [mailto:JF@portlandmaine.gov]
Sent: Tuesday, March 26, 2013 2:22 PM
To: Owens McCullough
Subject: RE: Veterinary Emergency Clinic

Owens

Just to confirm that we are discussing this tomorrow at the morning Dev Rev meeting and I will get back to you after that.

Any update as to whether there is support for this approach by the parties involved/affected?

Do you have any idea of what the total disturbed area would be under the sketch option?

thanks
Jean

*Jean Fraser, Planner
City of Portland
874 8728*

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MEMORANDUM

To: FILE
From: Jean Fraser
Subject: Application ID: 2013-056
Date: 3/13/2013

Comments Submitted by: Marge Schmuckal/Zoning on 3/13/2013

This project is requesting to add 40 new parking spaces to an existing 74 parking lot accessory to two buildings. It is located in an I-M Moderate Industrial Zone. I would like to know what the rear building is used for. It was originally approved for Sheridan's offices. I do not know what CASA does in their building. The front building has been reviewed and approved for Sheridan's offices and an emergency animal clinic.

Using the Assessor's information on floor area I have determined that the two buildings (assuming office use) require 46 parking spaces. Currently there are 74 parking spaces. And now they want to add 40 new parking spaces. I would like information relating to why 114 parking spaces are required for the minimal office space that is on-site (parking demand study?)

Section 14-250(h) of the I-M zone requires a minimum 10' pavement setback from property lines. The plans are showing a 6' pavement setback which is in violation of the I-M zone requirements.

I will await further information and plans for a further review.

Marge Schmuckal
Zoning Administrator

Jean Fraser - 741 Warren Avenue Project

From: Jeff Tarling
To: Jean Fraser
Date: 3/15/2013 8:52 AM
Subject: 741 Warren Avenue Project
CC: David Margolis-Pineo; Doug Roncarati

Hi Jean -

From a first look at the proposed project at 741 Warren Avenue, it would be recommended to save as much existing vegetation cover as possible or plan to re-vegetate the area if disturbed.

In regards to the parking lot, shading the lot with trees as outlined in our standards would be recommended in regards to environmental factors including cooling pavement temps in summer along with stormwater runoff.

Jeff Tarling

Jean Fraser - Re: Hammond Lumber/ Down East Vet Parking Project

From: Jean Fraser
To: Masse, Matt
Date: 3/18/2013 9:46 AM
Subject: Re: Hammond Lumber/ Down East Vet Parking Project
Attachments: 12376 SHEET 1 022113.PDF; 12376 SHEET 2 022113.PDF; 12376 SHEET 3 022113.PDF; 12376 SHEET 6 022113.PDF

Matt

They are adding a 40 space parking area in the grass/woods/hill area to the rear, so adding 13,000 sq ft of paved impervious area. In addition, another 17,000 sq ft of tree/vegetated area will be disturbed because they need to grade into the hill and want to dispose the removed earth into an area behind the new parking.

I attach several of the plans.

We are meeting with them on Wednesday to find out why they need so much parking and because we have a number of concerns; so if you have any comments or observations please let me know tomorrow.

I was the reviewer for both Hammond Lumber and the project on the other side of the Down East Vet (also an expansion of parking) so I know some of the background. Incidentally, I anticipate they will be requested to install a sidewalk.

Thank you
Jean

*Jean Fraser, Planner
City of Portland
874 8728*

>>> Matt Masse <MMasse@hammondlumber.com> 3/18/2013 9:12 AM >>>

Good morning Jean, we are more curious than anything regarding the location of the proposed expansion. Is this new construction or simply an expansion onto already dedicated impervious area?

Matt Masse
Purchasing and Operations Manager
Hammond Lumber Company
207-495-1112-Office
866-222-8526-Fax
207-699-9481-Cell











Jean Fraser - 741 Warren Avenue- review mtg with agent

From: Jean Fraser
To: DSenus@woodardcurran.com; Errico, Thomas; Margolis-Pineo, David; Schm...
Date: 3/14/2013 11:11 AM
Subject: 741 Warren Avenue- review mtg with agent
CC: Barhydt, Barbara; Pirone, Chris

Hi

Further to the discussion at Dev Rev this week, I write to confirm that we will meet with the agent (Craig Burgess of Sebago Technics; also maybe the applicant) at:

11am
Wed March 20th
Room 209 after Dev Rev

Please send me your comments (mainly focusing on information or plans needed) so I can send them something more detailed prior to the meeting- my expectation is that the meeting will focus on:

- Need for this amount of parking and associated disturbance
- Internal traffic/ped safety
- Need for Landscape Plan addressing the 17,078 sq ft of "new landscaped area" mentioned on the first page of the cover letter- plus street trees and parking lot planting
- Need for sidewalk (?curbing)
- ?Stormwater

Please pencil this into your diaries; I think most reviewers will need to attend.
Thank you
Jean

Jean Fraser - RE: 739/741 Warren Ave- Downeast Veterinary Emergency Clinic

From: Jean Fraser
To: Burgess, Craig
Date: 3/13/2013 1:09 PM
Subject: RE: 739/741 Warren Ave- Downeast Veterinary Emergency Clinic

Craig

This project was discussed at our regular Wednesday morning Development Review meeting today where all reviewers were together and key issues were discussed.

We determined that we don't have enough information about the uses on that site and the proposals to be able to review the project and I am waiting for written comments from reviewers that clarifies the information that we are requesting (all relate to ordinance requirements).

Barbara Barhydt suggested that I set up meeting with you right after our regular Wed meeting so that all the reviewers could be there and better understand whats existing and proposed. We are suggesting **11am on Wednesday March 20th at City Hall Room 209**- would that be convenient for you? The applicant is welcome to attend as well.

Before the meeting I will send a note of the questions that we have, and related issues, so you have an idea of the main discussion items. Please note that a Boundary Survey is a required submittal item (see 14-527 (a) (10) and that should be submitted as soon as possible.

If you would like to discuss this in more detail please call me at 874 8728.

thank you
Jean

*Jean Fraser, Planner
City of Portland
874 8728*

3-11-2013

141 Warren

Planner prelim review for disc. Dec Rev.

no bicycle parking proposed.

+40 pkr. total 108 → 27.8%

ditching

light poles

force main relocation

underdrained soil filter

Req. waiver for landscape plan as presence of mature trees

? 17,078 new landscaped area.

1.413 acres

? 228,690 sq ft.

19,100 sq ft floor area

spaces pkr req. by zoning

* needs parking analysis

Preeshan's

Existing 68
Prop 40
108

• 19-20 if business, manu. +
ind bldg not catering to
retail trade

• 48 if offices, prof +
public buildings

① intersection adjoining site - traffic safety

② need pkr analysis ? > 10% > zoning req pkr

③ need 8 bike parking

not for

④ need 8-16 trees to screen, shade, breakup pkr

⑤ sec 4 tech main Street trees - 30-45' on center in ROW.
(90' frontage 3-4)

⑥ ek lighting - CPTED - 2 proposed
no photometrics

741 Warren Ave, Portland, ME

4/19/2012

43°41'15.19" N

© 2013 Google

70°19'50.94" W elev 50 ft

Warren Ave

Riverside St

McAllister Farms Rd

© 2010

741 Warren Ave, Portland, ME

012

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43° 41' 16.38" N 70° 19' 51.17" W elev 55 ft

