

Comments *Submittal* 3/13/13 City of Portland
common meeting 3/20/13
Comments 3/29/13 Development Review Application 3/16/13
Comments " 6/19/13 Planning Division Transmittal Form

Application Number: 2013-056 **Application Date:** 02/26/2013
CBL: 316 A00500B *316-A-11* **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 *- yes*

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 Senus	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

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Comments needed by 3-13-2013

MEMORANDUM

To: FILE

From: Jean Fraser

Subject: Application ID: 2013-056

Date: 3/29/2013

Comments Submitted by: Marge Schmuckal/Zoning on 3/29/2013

The revised plans after our group meeting on 3/20/2013 show a reduction of parking spaces. The new plans show that there is approximately 65' from the edge of pavement and the property line. The Zoning Ordinance only requires a minimum of a 10 foot setback of pavement. This project is more than meeting the minimum pavement setback.

Our group meeting on 3/20/2013 also confirmed the use of the buildings that I previously questioned.

This proposal is meeting all the I-M Zone dimensional requirements. A separate permit will be required through Inspection Services for the installation of the parking lot.

Marge Schmuckal
Zoning Administrator

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

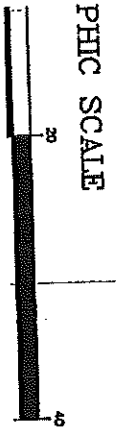
This project is requesting to add 40 new parking spaces to an existing 74 parking lot accessory to two buildings. It is located in an I-M Moderate Industrial Zone. I would like to know what the rear building is used for. It was originally approved for Sheridan's offices. I do not know what CASA does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



SNOW STORAGE AREA

SNOW STORAGE AREA

3 SPACES

24'-0" DRIVE AISLE

9 SPACES

N 311445.28223951
E 2809487.9860910793

N 311526.25223719
E 2809487.98186488

Section 14-250(b) - 10'

red
Pavement
Setback

110 ft

R/L

17'-6"

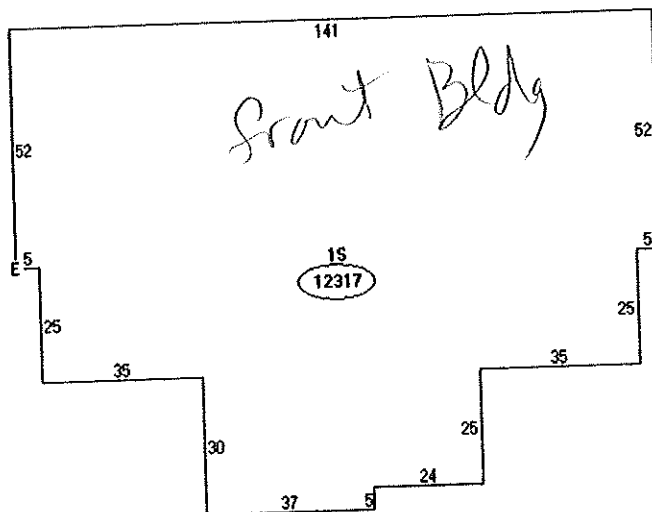
6'-0"

21'-3"

132'

5' R

5' R



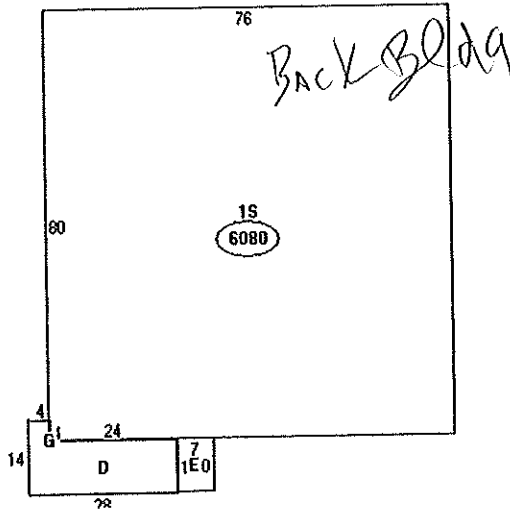
Descriptor/Area
A: 082 12317 sqft
B: PA1 28000 sqft
C: 15 12317 sqft
D: FN1 960 sqft
E: LT5 1 sqft

6080
12317

18397 - 400

45.99 on 46 pkg

74 existing & 40 New



Descriptor/Area	
A:053	6080 sqft
B:PA1	28000 sqft
C:1S	6080 sqft
D:1S PORCH	296 sqft
E:1S PORCH	70 sqft
F:FN1	960 sqft
G:LT5	1 sqft

City of Portland, Maine - Building or Use Permit

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 06-1036	Date Applied For: 07/12/2006	CBL: 316 A00500B
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Location of Construction: 739 WARREN AVE	Owner Name: Downeast Veterinary Emergency Cli	Owner Address: 973 Warren Avenue	Phone:
Business Name:	Contractor Name: Neils Bailey	Contractor Address: N 6 Bailey Dr. Gray	Phone (207) 839-6558
Lessee/Buyer's Name	Phone:	Permit Type: Alterations - Commercial	

Proposed Use: Commercial change of use to an Emergency Animal Hospital w/ fitup	Proposed Project Description: Change of use to an Emergency Animal Hospital w/ fitup
--	---

Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Ann Machado **Approval Date:** 07/24/2006
Note: An emergency animal clinic is not listed as a permitted use (sec. 14-427) in the IM zone nor is it listed as a prohibited use (sec. 14-249) but it is acceptable under the performance based uses (sec. 14-248).
 Since it is a change of use they need to provide 7 parking spaces - (sec. 14-332(l) - one space for each 1,000 square feet if floor area over 3000 square feet). The area is 6600 square feet therefore they must show 7 spaces. The plot plan shows 50 spaces for the building.
 There will be two tenants in the building - Downeast Veterinary Emergency Clinic & the Sheridan Corporation

- 1) Separate permits shall be required for any new signage.
- 2) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
- 3) This permit is being issued with the understanding that there will be two tenants in the building - Downeast Veterinary Emergency Clinic and the Sheridan Corporation. If any new tenants lease space in the future they will have to apply for a permit for a tenent fitup.

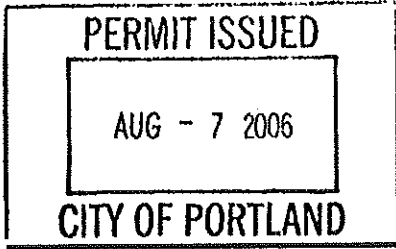
Dept: Building **Status:** Approved with Conditions **Reviewer:** Mike Nugent **Approval Date:** 08/02/2006
Note: Ok to Issue:

- 1) All partitions must be steel studs w/ 5/8 gysum board, per project architect.

Dept: Fire **Status:** Approved with Conditions **Reviewer:** Cptn Greg Cass **Approval Date:** 07/27/2006
Note: Ok to Issue:

- 1) All construction shall comply with NFPA 101

Comments:
 7/19/2006-amachado: Need deed or Purchase & Sales agreement to show right, title, & interest and need more information on who the tenants are. Called Burleigh Loveitt, but he was out of the office today. I will call him back tomorrow.



RECEIVED

MAY 1 1990

POST OFFICE BOX 1000
SHERIDAN WY 82801

officers per permit
SHERIDAN

6'12" 11"
115.

W ARRELS B.S.

Assessor's Office | 369 Congress Street | Portland, Maine 04101 | Room 115 | (207) 874-8486

[City](#) [Home](#) [Departments](#) [City Council](#) [E-Services](#) [Calendar](#) [Jobs](#)

This page contains a detailed description of the Parcel ID you selected. Press the **New Search** button at the bottom of the screen to submit a new query.

Current Owner Information:

Services	CBL	316 A00500B
	Land Use Type	COMMERCIAL CONDOS
	Property Location	741 WARREN AVE
Applications	Owner Information	AEC REATLY LLC 739 WARREN AVE PORTLAND ME 04103
Doing Business	Book and Page	30266/169
Maps	Legal Description	316-A-5 318-A-11 WARREN AVE 741-747 CASA CONDO # B
Tax Relief	Acres	0
Tax Roll		

Current Assessed Valuation:

browse city services a-z	TAX ACCT NO.	47918	OWNER OF RECORD AS OF APRIL 2012
	LAND VALUE	\$120,000.00	DOWNEAST VETERINARY EMERGENCY CLINIC 739 WARREN AVE PORTLAND ME 04103
	BUILDING VALUE	\$1,104,300.00	
	NET TAXABLE - REAL ESTATE	\$1,224,300.00	
browse facts and links a-z	TAX AMOUNT	\$23,041.34	

Any information concerning tax payments should be directed to the Treasury office at 874-8490 or [e-mailed](#).



Best viewed at 800x600, with Internet Explorer

Building Information:

	Building 1
Year Built	1986
Style/Structure Type	OFFICE BUILDING - LOW-RISE
# Units	1
Building Num/Name	1 - ANIMAL EMERGENCY CLINIC
Square Feet	12317

[View Sketch](#) [View Map](#) [View Picture](#)



Exterior/Interior Information:

	Building 1
Levels	01/01
Size	12317
Use	MULTI-USE OFFICE
Height	14
Walls	BRICK/STONE
Heating	HOT AIR
A/C	CENTRAL

Outbuildings/Yard Improvements:

	Building 1
Year Built	1986
Structure	ASPHALT PARKING
Size	28000
Units	1
Grade	C
Condition	3

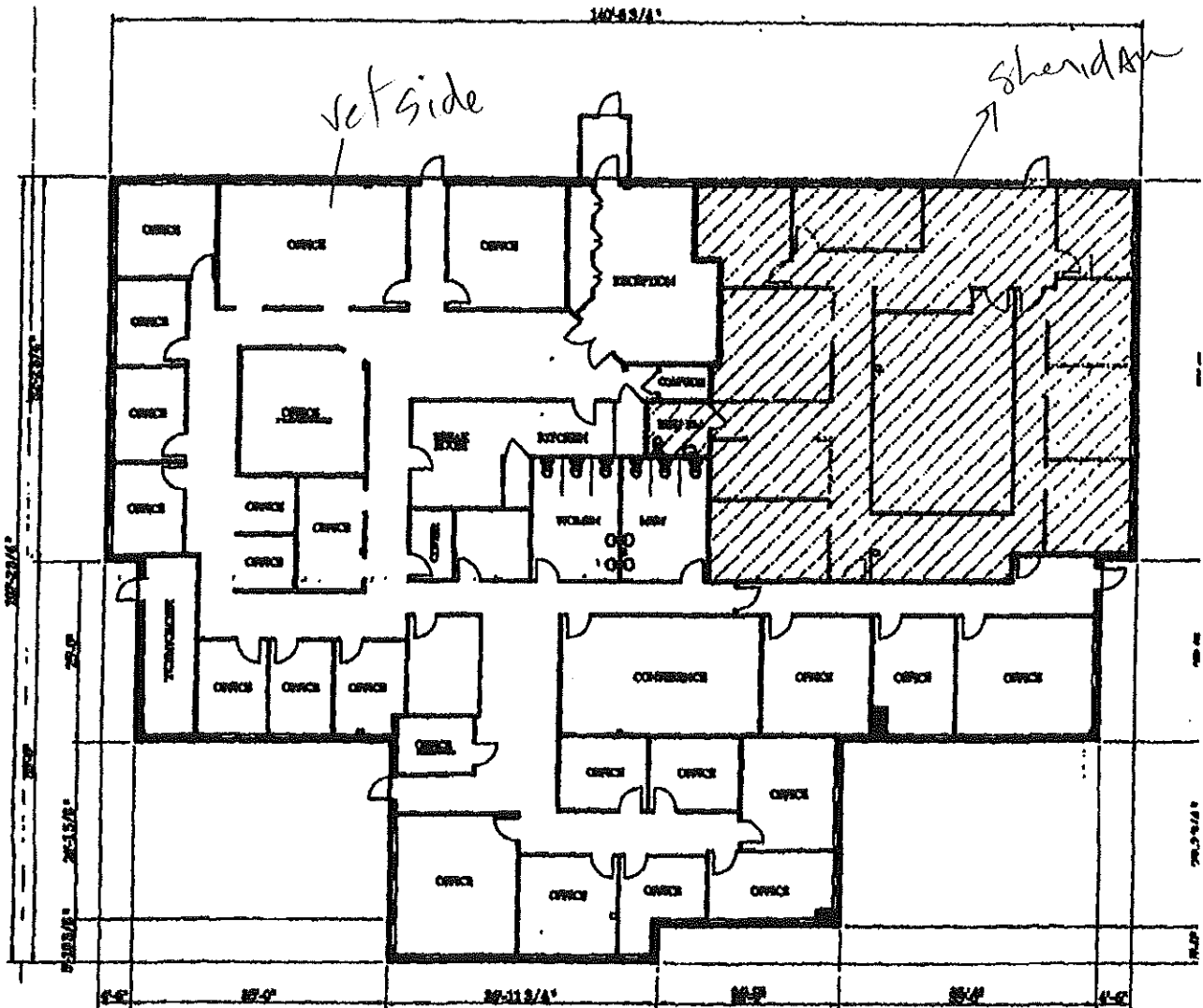
	Building 1
Year Built	1986
Structure	FENCE CHAIN
Size	8X120
Units	1
Grade	C
Condition	3

	Building 1
Year Built	1986
Structure	LIGHT - MERCURY VAPOR, POLE
Size	1
Units	1

from Previous Permits

FLOOR PLAN

front Building



FLOOR PLAN

SCALE 1/8" = 1 FOOT



Malone Commercial Brokers, Inc., is representing the Seller in the marketing, negotiation, and sale and/or lease of this property. While information furnished is from sources deemed reliable, no warranty or representation, express or implied, is made as to the accuracy of information contained herein, and same is submitted subject to errors, omissions, change of price, rental or other conditions, withdrawal without notice, and to any special listing conditions imposed by our principals. [2008:1]

Marge Schmuckal - 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

3/20/13

Burling Lovitt
owen Mc
Chris
Job shadow pass
Jean F
Jeff T
Barbara -
Tom Errico
DAVID Senus

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

CT Scanner
Surgery -

24 hrs
7 days a week
36
with vet employees

739 Sheridan Corp - still there

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

Thank you
Jean

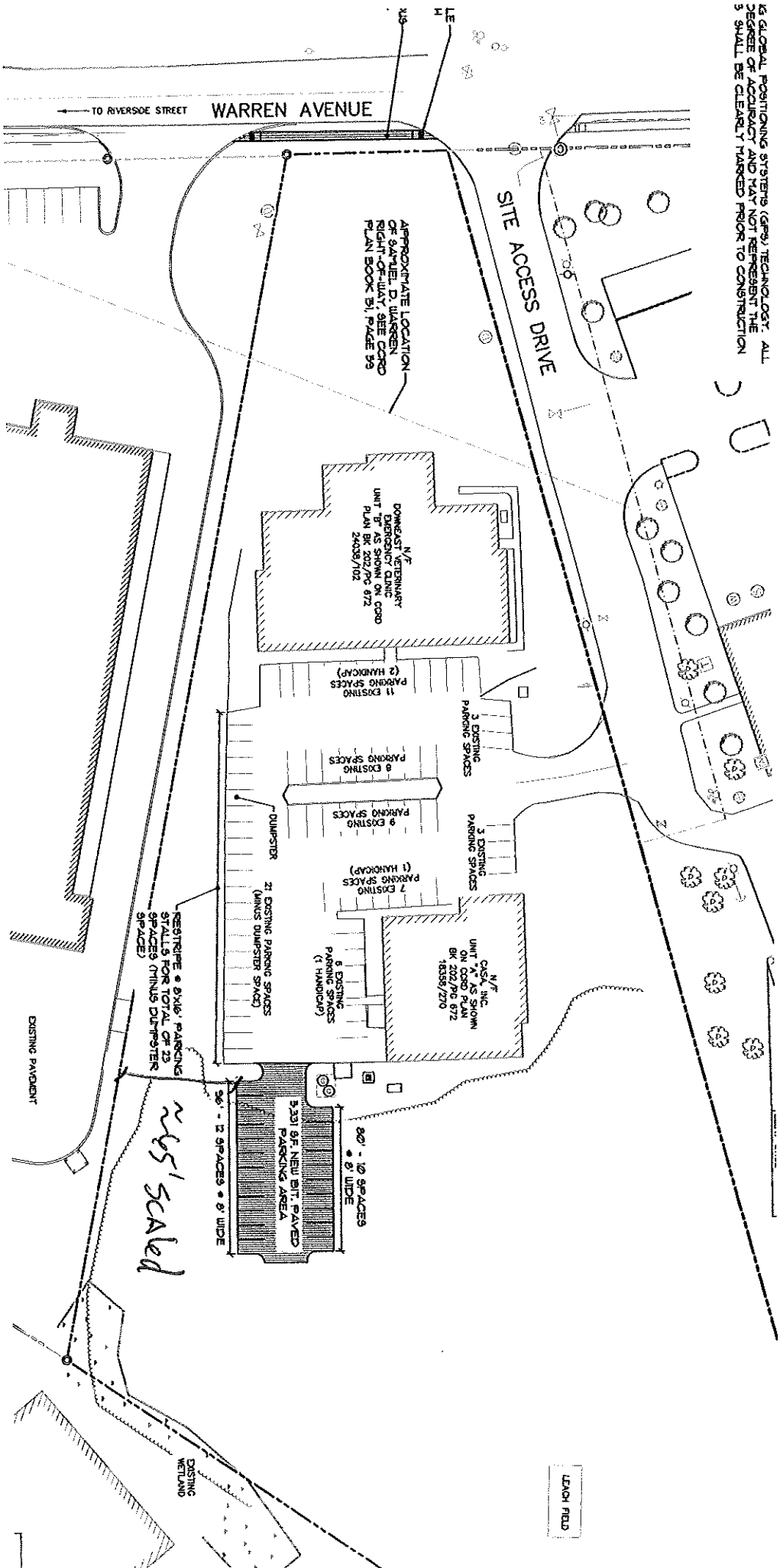
741 CASA Corp - medical

clients staying 3-4 hours waiting to severely injured animals
Administrative office
has conferences every now & then once a month

based previously from Boulos in front @ 765 Warren Ave
storm water utility fees discussed

Tom E x 92 need green forced grass -> over flow parking

IS GLOBAL POSITIONING SYSTEMS (GPS) TECHNOLOGY. ALL DEGREE OF ACCURACY AND MAY NOT REPRESENT THE 3 SHALL BE CLEARLY MARKED PRIOR TO CONSTRUCTION



3/28/13

E-mail from OM 3.21.2013 as covering the sketch plan uploaded on 3.26.2013

Hi Jean,

We appreciated the opportunity to meet yesterday and review the parking expansion plan for the Emergency Animal Hospital located off Warren Avenue. As explained by Mr. Lovett, the need for the additional parking is due to the continued growth of the Veterinary Emergency Clinic (VEC) and to accommodate other existing tenants, who also share the parking. To complicate matters, the VEC had been leasing about 20 parking spaces from the adjacent Boulus parcel but these spaces will no longer be available due to re-use of the Boulus parcel.

In an effort to accommodate both immediate and long-term needs, VEC was proposing to develop 40 space parking area to the rear of the parcel. During our recent meeting, discussions included reducing the size of the parking lot by incorporating compact vehicle spaces and looking at the actual needs excluding the peak CASA parking need during their monthly administration meetings. The attached plan is a proposed alternative that significantly reduces the parking area (reduced from 40 to 22 spaces) but assumes the City would grant a waiver for more than 20% of the parking being compact spaces. The compact spaces would be utilized mainly by staff and tenants with the full size spaces provided for customers along the front of the buildings.

We have included an updated concept plan showing the revised parking and would ask for the input from the City before we prepare the updated engineered drawings. The proposed modification will result in approximately 6,000 square feet of new parking/sidewalk which would suggest the project will now fall under a Level 1 review assuming the changes are agreeable with the City.

The following provides a tabulated summary of the current parking and proposed needs.

<i>Description</i>	<i>Existing Parking</i>	<i>Proposed</i>
Current Site Development	68 spaces	
New Development		92 spaces (45 compact & 47 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	24 spaces
Total Needed		83 - 93 Spaces (92 Proposed)

MEMORANDUM

To: FILE

From: Jean Fraser

Subject: Application ID: 2013-056

Date: 6/19/2013

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

MEMORANDUM

To: FILE

From: Jean Fraser

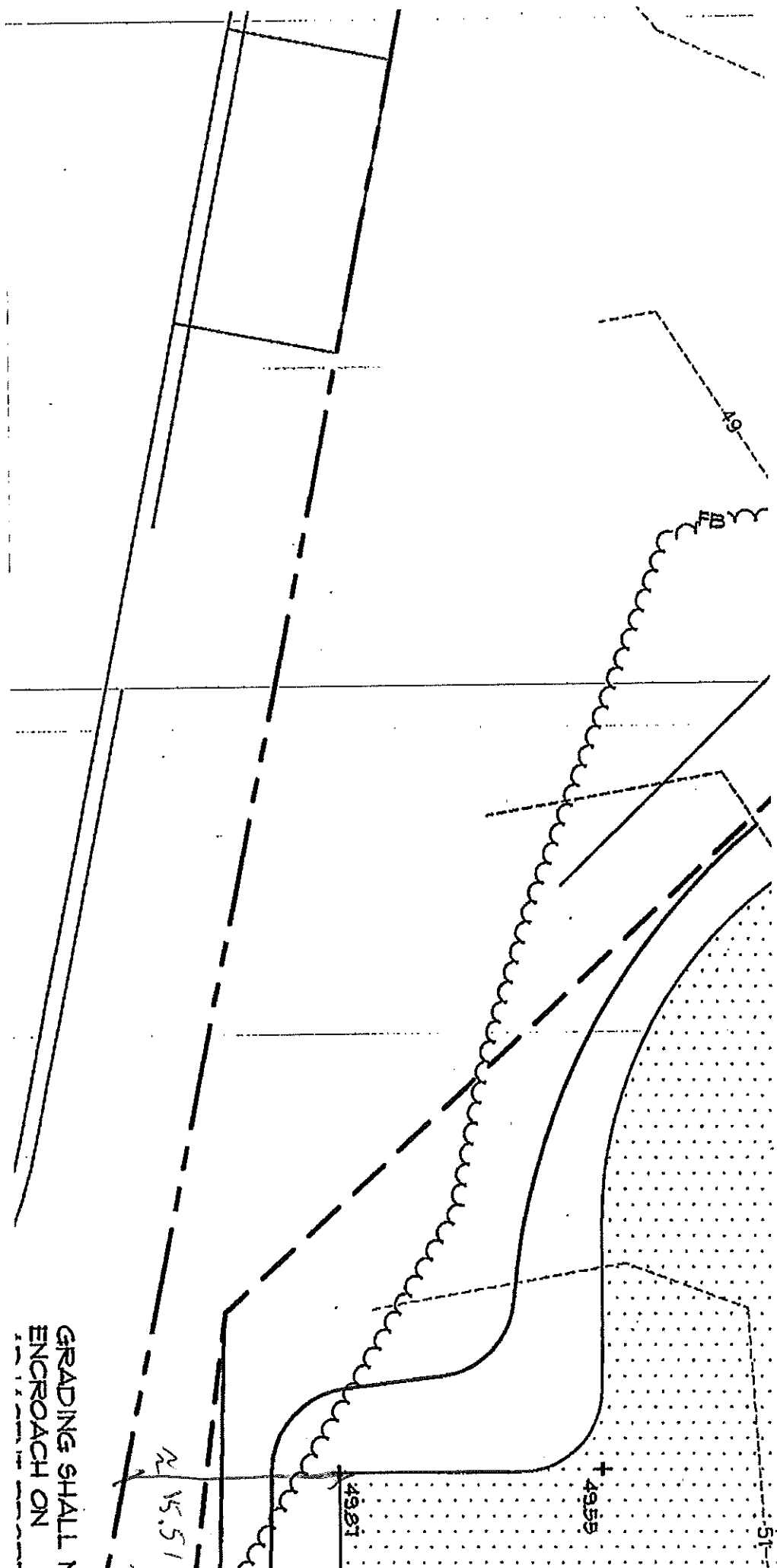
Subject: Application ID: 2013-056

Date: 8/12/2013

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

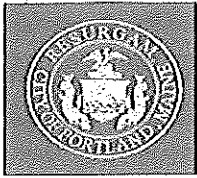
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Marge Schmuckal
Zoning Administrator



GRADING SHALL NOT
ENCROACH ON

*from 8/9/13
down road*



PORTLAND MAINE

Strengthening a Remarkable City. Building a Community for Life • www.portlandmaine.gov

Planning & Urban Development Department
Jeff Levine, AICP, Director

Planning Division
Alexander Jaegerman, FAICP, Director

September 18th, 2013

Burleigh H Lovcott 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 (38)

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
Phillip DiPierro, Development Review Coordinator, Planning
Marge Schmuckal, Zoning Administrator, Inspections Division
Tammy Munson, Inspection Division Director
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-Pinco, 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
Miko 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
Dantelle West-Chuhuta, Corporation Counsel
Thomas Errico, P.E., TY Lin Associates
David Senus, P.E., Woodard and Curran
Rick Blackburn, Assessor's Department
Approval Letter File