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September 10, 2018  
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City of Portland Planning Board  
Mr. Sean Dundon, Chair  
389 Congress Street, 4<sup>th</sup> Floor  
Portland, Maine 04101

**Level III Site Plan Application Submittal – Pine State Family Mart**  
**1884 Forest Avenue, Tax Reference: 327-B-3**

Dear Planning Board Members:

On behalf of Mr. John Chau, we have assembled the following Level III Site Plan Submittal for a new development consisting of two buildings providing mixed use retail space and convenience store/gas station located at 1884 Forest Avenue. The project is to be known as Pine State Family Mart. We have appreciated the opportunity to correspond with the City on multiple occasions during the initial phases of the project and permitting process. Over the past few months, the applicant has continued the planning and design of the facility and would like to move forward with the City Planning Board review process. In parallel with the City Site Plan Review, the City is also reviewing a MDOT Traffic Movement Permit under the provisions of delegated review.

The following narrative provides an overview of the project team and design/facility components.

**Project Team:**

Applicant:	John Chau
Record owners:	John Chau and Phuong Neang (JT)
Architect:	Ryan Senatore Architecture
Civil, Traffic Engineers, Survey:	Sebago Technics, Inc.

**Project Site:**

The project site is located in the City of Portland's Riverton section and is bounded by Forest Avenue to the north, Riverton Drive to the west and residential developments to the south and east. The project frontage is on Forest Avenue (Route 302) and will be accessed by drives on Forest Avenue and Riverton Drive. This location is opportune for the project given its size and B-2 Community Business Zoning. The project site is approximately 1.61 acres in size and has access to Forest Avenue and Riverton Drive. The site is partially wooded, flat and does not contain wetland or other waterbodies.

***Development Program:***

The development program includes construction of two new drives from Forest Avenue and access via Riverton Drive. The site design provides off-street parking for employees and patrons. The one-story retail building is 7,800 square-foot +/- and the convenience store will be 5,000 square feet +/- with four fueling islands. Additionally, the site will include a dedicated snow storage area and a subsurface under-drained soil filter for stormwater management. In total the disturbed area for development area is approximately 1.6 acres. Other site improvements associated with the site development include a new bus stop shelter, bicycle parking and trash receptacle at the existing bus stop located along the lot frontage at Forest Avenue. STI has been coordinating the bus shelter with traffic engineers, Gorrill-Palmer functioning as the liaison with Greater Portland Metro. The entries are curbed and designed in conformance with City standards. Two sidewalk easements are proposed as part of the site development and the descriptions and sketches are enclosed in this site plan review application.

***State and Federal Permits:***

The project will require a Maine Department of Transportation (MDOT) Traffic Movement Permit (TMP). The application will be submitted to the City for delegated review concurrently this application. No other State or Federal permits are required as part of the site development.

***Utilities:***

The project will be served by public water and sewer available from mains located in Forest Avenue. We have been in contact with Portland Water District and the City Sewer Department regarding the proposed site development. Electrical and communication services are available and will be coordinated with respective companies.

***Lighting:***

The project has been designed with patron safety and consideration of abutting residential uses. Swaney Lighting provided the enclosed Photometrics Plan and LED light cut sheets for proposed wall packs, sconces, pole-mounted and ceiling mount fixtures.

***Landscaping:***

The project development will require removal of all of the vegetation on the site. The site will be revegetated in accordance with the City regulations. Neighboring residential uses are buffered and all landscaping plant locations, types and sizes are shown on the enclosed Landscape Plan.

***Stormwater Management and Erosion Control:***

A stormwater management plan has been prepared to include treatment of runoff to meet Maine DEP and City of Portland requirements. Stormwater from the developed area will be treated through a subsurface under-drained soil filter.

***Traffic:***

Sebago Technics, Inc. has completed and will be submitting a MDOT Traffic Movement Permit Application to the City of Portland for delegated review.

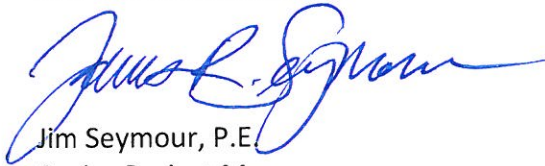
**Schedule:**

The applicant is hopeful to complete the permitting process through the City and MDOT by the autumn of 2018 for winter/spring project commencement and completion within one year.

**Closure:**

We look forward to working with the City and Planning/Engineering staff through the permitting process for the proposed Pine State Family Mart. As always, please contact me if you have any questions or require further information.

Sincerely,  
SEBAGO TECHNICS, INC.

A handwritten signature in blue ink, appearing to read "Jim Seymour".

Jim Seymour, P.E.  
Senior Project Manager

JRS/skn

enc.

cc: J. Chau