



# PORTLAND MAINE

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## Planning & Urban Development Department

Jeff Levine, AICP, Director

## Planning Division

Alexander Jaegerman, Director

Gabriel Zappia  
18 Cottage Lane  
Cape Elizabeth, ME 04107

Casco Bay Engineering, Inc  
Attention: Eric Dube, PE  
424 Fore Street  
Portland, ME 04101

RE: Staff Review Comments for Level II Final Site Plan

Project Name:	1844 Forest Avenue Renovation	Project ID:	2012-534
Project Address:	1844 Forest Avenue	CBL:	327 B 004
Applicant:	Gabriel Zappia		
Planner:	Shukria Wiar		

Dear Mr. Zappai:

Thank you for submitting a Level II Final Plan application is to renovate the existing building and construct a 42 space paved parking lot at 1844 Forest Avenue. The property currently consists of an existing building and a gravel parking area. This proposal is being reviewed as a final plan review subject to the Site Plan Ordinance, Article V of the Land Use Code.

### Staff Review Comments for Final Plan Review:

#### 1. Zoning- Marge Schmuckal

The last approved use for this property was approved under permit application #2011-06-1396 when the applicant changed the use of the property from a grange hall to a karate center for the basement and 1st floor. The other floor(s) remain vacant without an approved use. Apparently the applicant now wants to change the use from the karate center to an entertainment center. I am uncertain as to what is meant by an entertainment center. I will need more information concerning this proposed use before I can determine that it meets the B-2 uses. Is the use implying amusement devices, such as pinball, or a venue with a stage and seating? I will need scalable floor plans showing the floor layouts for each floor. The floor plans should show what uses are on what floor. Are there associated offices? I cannot determine parking requirements until I am confident on how to classify the proposed use. I see no bicycle spaces shown. Is any light for the parking lot proposed?

This is only a preliminary zoning review at this time. I await more information.

#### 2. Transportation Standards

- The applicant should provide details on expected traffic generation to and from the site. This information will be used to determine the need for a traffic impact study and a Traffic Movement Permit.
- The applicant should provide information that supports the proposed parking lot supply.
- The applicant should provide an evaluation of the need for a left-turn lane on Forest Avenue.
- A sidewalk connection between the building and the sidewalk along Forest Avenue should be provided.

- e. The applicant should provide analysis that supports the proposed location of the driveway given existing driveways and lane configurations on Forest Avenue.
- f. I would prefer greater separation between the driveway throat and the two handicapped parking spaces.
- g. It should be noted that a monetary contribution (for the Forest Avenue/Riverside Street intersection) was required for the abutting development and a determination on a similar requirement will be made following a review of traffic generation information.

### 3. Environmental Quality Standards

#### a. Landscape Plan

The applicant will need to submit a landscape plan for the proposal. The landscape plan shall address the landscaping standards of the Portland Technical Manual, Section 4 (available the City's website). The standards that apply to this parking lot are preservation of existing vegetation, screening and buffering, street trees, and interior site landscaping (landscaped islands). Buffering the nearby residential area that would include solid 6' fencing along the rear property line and buffering the parking lot from the street.

#### b. Water Quality, Storm Water Management and Erosion Control

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 the applicability of these standards relative to the proposed project and offer the following comments:

- a. Basic Standards: Notes and details have been provided to address erosion and sediment control requirements, inspection and maintenance requirements, and good housekeeping practices in accordance with Appendix A, B, & C of MaineDEP Chapter 500. The plan should note a catch basin inlet protection device for the existing catch basin in Forest Avenue, east of the entrance to the project site and a stabilized construction exit at the location where construction vehicles will exit the site.
- b. General Standards: The Applicant is proposing a net reduction in impervious area. As such, treatment in accordance with the General Standard is not required for this project. The applicant proposes a small retention swale at the southeast corner of the property. At this time, minimal detail has been provided on the swale construction, specifically relative to the outlet pipe and overflow spillway. We request additional information relative to the design of the swale, specifically how it will detain water and the inlet/outlet design of the pipe and spillway. In addition, because the swale will discharge concentrated flow to the adjacent property, we request the applicant clarify the location and size of the offsite infrastructure intended to receive this flow (the size/location of the existing culvert that crosses the Wellesley Estate driveway, and any stabilization that may be necessary between the outlet and the culvert).
- c. Flooding Standard: The Applicant is proposing a net reduction in impervious area. As such, peak flow attenuation in accordance with the Flooding Standard is not required for this project.

### 4. Public Infrastructure and Community Safety Standards

#### a. Public Infrastructure

- 1. Applicant is request to show and install required number of bicycle parking racks.
- 2. Wellesley Estates has a four inch sewer force main crossing the property. An easement will need to established and shown on the plat plan.
- 3. The Existing plan shows underground electric entering the building from two locations but one does not show the origin. Please complete.
- 4. Since the proposed site plan does not show the existing overhead electric it is assumed that the overhead power is being removed. Please confirm.
- 5. Clarification is needed on the "small retention swale." With an 8" pipe proposed with an invert elevation on 78.5', it does not appear any detention will occur. Also as proposed the flow has or will become channelized. Please explain.
- 6. New sign is shown partly within the road right of way. If allowed, believe a license with the City would be required to place a sign in this proposed location.
- 7. An easement will be required for the emergency vehicle access across the applicant's property. It also appears that since the alignment will change that the access easement with Wellesley Estates will change. Please submit new and modified easement agreements.
- 8. As a result of changing the emergency vehicle access through the parking lot, there is now a 42' (end of tipdown to end of tipdown) curb cut on Forest Ave that will not be used. Since Forest Ave is under a five

year moratorium, the applicant is request to fill the curb cut with bituminous curbing and re-grade, pave the bituminous sidewalk and esplanade as required.

b. Public Safety and Fire Prevention

Fire Department review is pending; comments will be forwarded at a later date.

c. Availability and Adequate Capacity of Public Utilities

Please provide capacity letter of public utilities

5. Site Design Standards

a. Snow and Ice Loading

Show the snow loading area on the site plans

b. Exterior Lighting

Will the parking lot have exterior lighting? We will need a lighting plan that shows the location of the fixtures and photometry. We will also need the catalogue cuts of the proposed fixtures. The proposed lighting and lighting plan will need to meet the site lighting standards of the Technical Manual, Section 12.

c. Noise and Vibration

d. Signage and Wayfinding

The site plan needs to show the proposed traffic signage and wayfinding. The commercial sign that is in the ROW will need to removed and placed on private land. The applicant will also need a license from the City for the overhang of the sign onto the ROW.

e. Zoning Related Design Standards

The site is located in the B-2 zone. This zone has design standards, please see City's website for the standards. The applicant will need to address as to how the proposed project is meeting the design standards. It is acknowledged that the building is existing but there are standards that will still apply, for example buffering of the parking lot, development relationship to the street, crosswalks within the parking lot and across entrances, and street trees.

f. Right, Title and Interest and Boundary Survey

The Deed mentions utility easement granted to Central Maine power Company but the survey does not show this. This easement needs to be shown on the boundary survey plan.

There is a note on the recorded subdivision plat that states:

16. THE ENTIRE SITE SHALL BE DEVELOPED AND/OR MAINTAINED AS DEPICTED ON THE SITE PLAN. APPROVAL OF THE PLANNING AUTHORITY OR PLANNING BOARD SHALL BE REQUIRED FOR ANY ALTERATIONS TO OR DEVIATIONS FROM THE APPROVED SITE PLAN, INCLUDING, WITHOUT LIMITATION, TOPOGRAPHY, DRAINAGE, LANDSCAPING, RETENTION OF WOODED OR LAWN AREAS, ACCESS SIZE, LOCATION AND SURFACING OF PARKING AREAS, AND LOCATION AND SIZE OF BUILDINGS.

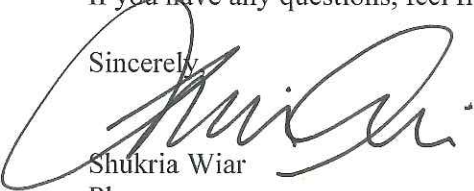
Relocating the emergency access lane will mean that the applicant will need to comply with this requirement and will need to get Planning Authority approval for the change. The applicant will need to get the subdivision/your neighbor to be a co-applicant on the change with you or at least get their sign off through some letter/authorization.

The Planning Authority may request additional information during the continued review of the proposal according to applicable laws, ordinances and regulations.

Please submit one (1) complete paper set of revised final plans and upload the digital plans and documents to address staff comments. Upon receipt of the revised material, the City of Portland will review the additional plans and information for conformance with applicable ordinances. Please be aware that an application expires within 120 days of the date upon which this written request for additional information was made and only one set of revised plans may be submitted and uploaded for review. After receipt of the final application, the item will be reviewed and the Planning Authority will approve, approve with conditions, or deny the final site plan.

If you have any questions, feel free to contact me at 756-8083 or by email at [shukriaw@portlandmaine.gov](mailto:shukriaw@portlandmaine.gov)

Sincerely,



Shukria Wiar  
Planner

**Electronic Distribution:**

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