



Tuck O'Brien  
City Planning Director, Planning Division

May 5, 2017

Bob Gaudreau, 1039 Riverside LLC  
c/o Hardy Pond Construction  
7 Tee Drive  
Portland, ME 04103

Stephen R. Bushey, PE  
Stantec Consulting Services  
482 Payne Road – Scarborough Court  
Scarborough, ME 04074

Project Name: **Lot #1 Second Tee Business Park (1039 Riverside Street) – new building**  
Project ID: #2017-034  
Address: Unit #1 (also known as 1077 Riverside Street)  
CBL: 331 A001 001  
Applicant: 1039 Riverside LLC  
Planner: Jean Fraser

Dear Sirs:

On May 5, 2017, the Planning Authority approved with conditions a Level II site plan for the construction of a 7,500 sq ft building with 15 parking spaces (shared with Unit #2), for Lot #1 in the Second Tee Business Park. The decision is based upon the application, documents and plans as submitted by the applicant and prepared by Stantec Consulting Services (C-1 to C-3 and C6 to C10 dated 2.16.2017; C-4 dated 4.24.2017; and C5 dated 4.19.2017) and Elevations Sheet 1 dated 2.17.2017. by Michael Charek Architects. The proposal was reviewed for conformance with the standards of Portland's site plan ordinance.

#### **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 and the standard conditions of approval:

- i. That that applicant shall revise the Site C-4 Site Layout Plan dated 4.24.2017 to include a paved pedestrian facility connection from the building to the sidewalk on Riverside Street, for review and approval by the Planning Authority prior to the issuance of a building permit; and
- ii. That the applicant shall provide information regarding the type of tenant, associated trip generation, and associated parking demand for review by the Planning Authority and Traffic Engineering Reviewer prior to occupation by the tenant; and
- iii. Applications for any further buildings within the Business Park (including Unit 15) shall provide (as part of the site plan application) a trip generation estimate for confirmation of total new trips, for review by the Planning Authority and Traffic Engineering Reviewer in order to determine if a Traffic Movement Permit for the Business park is required; and
- iv. That if any of the existing vegetation along Riverside Street or between the site and the property to the north needs to be removed during the construction of the project, that it shall be replaced to the satisfaction of the City Arborist prior to the issuance of a Certificate of Occupancy; and

- v. That the developer/contractor/subcontractor shall comply with conditions of the construction “*Inspection and Maintenance Manual for Stormwater Management and Related Stormwater Facilities Unit 1*” prepared by Stantec Consulting Services dated April 2017 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.
- vi. The stormwater maintenance agreement for the stormwater drainage system, as submitted on April 20, 2017 (with all attachments), shall be signed and recorded prior to the issuance of a building permit with a copy to the Department of Public Works and to the Planning Division; and
- vii. That the applicant shall submit the City of Portland and Portland Water District confirmation of ability to serve re wastewater and water respectively, prior to the issuance of a building permit; and
- viii. That separate permits from the Permitting and Inspections Department shall be required for any new or revised signage.

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 building plans, which must be reviewed and approved by the City of Portland’s Inspection Division.
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 five (5) final sets of plans must be submitted to and approved by the Planning Division and Public Works 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 Work'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 Works 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, or at [jf@portlandmaine.gov](mailto:jf@portlandmaine.gov) .

Sincerely,

Stuart O'Brien  
 Planning Division Director

**Attachments:**

1. Chapter 32 – Storm Water
2. Performance Guarantee Packet

**Electronic Distribution:**

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 Approval Letter File