

Memorandum
Department of Planning and Urban Development
Planning Division



TO: Steve Bushey, P.E., DeLuca Hoffman Associates

FROM: Barbara Barhydt, Development Review Services Manager *Barbara*

DATE: June 23, 2011

RE: **Second Tee Business Park – Level II Site Plan Amendment**

Thank you for your recent application for review of a Level II: Site Plan Amendment application under the City of Portland's Site Plan Ordinance. Marge Schmuckal, Zoning Administrator, and I reviewed your submission for completeness. The application is incomplete and additional material is required to meet submission requirements. In addition, I have questions regarding the applicable classification and review process.

1. The plan set does not include a copy of the approved subdivision plan and any amendments to that approved plat that are being considered. As stated in the cover letter, "the applicant will be submitting a Fourth Amended Condominium Plat and Plan and Amended Declaration Agreement for Planning Authority and Corporation Counsel review and approval." Generally, amendments to subdivision plans are reviewed by the Planning Board; however there are exceptions. I cannot determine whether this application can be reviewed administratively or requires Planning Board review until the material for the fourth amendment is submitted for consideration.
2. Amendments to plans are reserved for projects that are approved pending construction or under construction. In this case, a new application for site plan review is required along with the appropriate application fee. The question of the Level of Review is contingent upon a determination of whether the changes to the subdivision plat require Planning Board review.
3. The site plan ordinance requires a boundary survey stamped by a professional surveyor licensed to practice in the State of Maine, drawn to scale and tied into the State Plane Coordinates, NAD 1983, Maine West Zone, as specified in Section 13 of the Technical Manual.
4. As noted in the cover letter dated June 14, 2011, the application does not include evidence of Right, Title and Interest nor evidence of Technical and Financial Capacity. This is basic information that must be submitted with each application ((Section 14-527 of Site Plan Ordinance) and we cannot rely upon past submissions.
5. The project description does not identify the proposed use of the building which is needed to determine zoning compliance.
6. Floor plans of the proposed building are required.
7. The zoning assessment should be updated with the proposed dimensional standards for the building and site.

8. Landscape material and proposed locations are shown on the Site Layout Plan. Please be aware of the recently updated landscape standards for commercial buildings and parking lots contained in the technical manual (Section 4.5 Site Landscaping and Section 4.6 Street Trees).
9. Waivers of a traffic study and the stormwater management plan have been requested. Those requests will be considered as part of the review and no decisions on the waivers have been made at this time.

Please note that the Planning Authority may request additional information to review the proposal according to the Site Plan standards <http://www.portlandmaine.gov/citycode/chapter014.pdf> and Portland's Technical Manual <http://www.portlandmaine.gov/planning/technicalanddesignstandards.asp>. The application for 1039 Riverside Street is for a final plan review, so please be aware that there is only revision of plans allowed under Portland's site plan ordinance once the application is complete for distribution. We will distribute your application for review once the additional information is submitted. If you have any questions, please contact me at 874-8699.

Electronic Cc:

Penny St. Louis, Director, Department of Planning and Urban Development
Alexander Jaegerman, Division Director, Planning Division
Marge Schmuckal, Zoning Administrator