

CITY OF PORTLAND, MAINE
PLANNING BOARD

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November 5, 2003

Mr. Robert Adam
662 East Bridge Street
Westbrook, ME 04092

RE: 300 Allen Avenue, Professional Offices/Residential
ID #2003-0124, CBL #344-E-006

Dear Mr. Adam:

On October 28, 2003, the Portland Planning Board voted unanimously (7-0) to approve your application for an addition for professional offices and a 6-unit residential building located at 300 Allen Avenue and that the application met the standards of the Subdivision and Site Plan ordinance of the Land Use Code.

The Board also found (6-1, Caron opposed) that the standards contained in the City of Portland Technical Standards and Design Guidelines, Lighting Section regarding cut-off fixtures are waived as the Board find that this site requires specific decorative lighting fixtures as means to achieve compatibility within an existing architectural context providing that photometrics fall within IESNA guidelines.

The approval was granted for the project with the following conditions:

Subdivision

- i. That the applicant submit a sewer capacity letter from the Portland Sewer Division prior to issuance of a building permit.
- ii. That the applicant submit sewer easement language to staff to be reviewed and approved by Corporation Counsel.
- iii. That the applicant revise the plans to address the Development Review Coordinator's comments dated October 17, 2003.

Site Plan

- i. That the City Arborist review and approve the landscaping plan as to the restoration of the area of the water line after the utility line is in place.
- ii. That the applicant reduce the poles heights of the parking lot poles to 14 – 16 ft. high and submit a photometric plan that shows the foot candles to the property line to determine that there is no spillover onto abutting properties.
- iii. That applicant shall submit a stockade fence detail regarding materials and style of fencing for review and approval by staff.

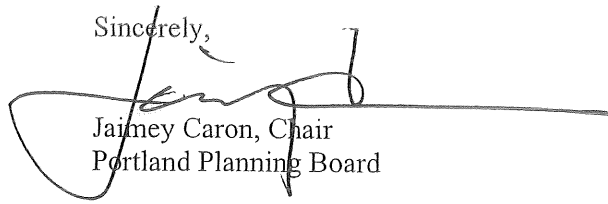
The approval is based on the submitted site plan and the findings related to subdivision and site plan review standards as contained in Planning Report #18-02 and Public Works memo dated March 6, 2002, which is attached.

Please note the following provisions and requirements for all site plan approvals:

1. A performance guarantee covering the site improvements as well as an inspection fee payment of 2.0% of the guarantee amount and 7 final sets of plans must be submitted to and approved by the Planning Division and Public Works prior to the release of the building permit. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval.
2. The site plan approval will be deemed to have expired unless work in the development has commenced within one (1) year of the approval or within a time period agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the expiration date.
3. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
4. Prior to construction, a preconstruction meeting shall be held at the project site 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 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 preconstruction meeting.
5. 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.)
6. The Development Review Coordinator must be notified five (5) working days prior to date required for final site inspection. Please make allowances for completion of site plan requirements determined to be incomplete or defective during the inspection. This is essential as 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 the Planning Staff.

Sincerely,



Jaimey Caron, Chair
Portland Planning Board

cc: Lee D. Urban, Planning and Development Department Director
Alexander Jaegerman, Planning Division Director
Sarah Hopkins, Development Review Services Manager
Kandice Talbot, Planner
Jay Reynolds, Development Review Coordinator
Marge Schmuckal, Zoning Administrator
Karen Dunfey, Inspections
Michael Bobinsky, Public Works Director
Traffic Division
Tony Lombardo, Project Engineer
Eric Labelle, City Engineer
Jeff Tarling, City Arborist
Penny Littell, Associate Corporation Counsel
Lt. Gaylen McDougall, Fire Prevention
Don Hall, Appraiser, Assessor's Office
Approval Letter File
Mr. Doug Reynolds, Gorrill-Palmer Consulting Engineers, Inc., P.O. Box 1237,
15 Shaker Road, Gray, ME 04039