



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life* • [www.portlandmaine.gov](http://www.portlandmaine.gov)

Planning and Development Department  
Lee D. Urban, Director

Planning Division  
Alexander Jaegerman, Director

April 29, 2005

John Wise  
Alpine Realty Group  
120 Exchange Street  
Portland, ME 04101

RE: Driveway and Pavement Expansion at 12 Rice Street  
Application # 2004-0263 CBL# 354 A003001

Dear Mr. Wise:

On April 27, 2005 the Portland Planning Authority conditionally approved the above referenced minor site plan application based on site plans prepared by DeLuca-Hoffman Associates, Inc., dated December 2004 and last revised on March 25, 2005.

The approval includes the installation of a new curb cut on the Riverside Industrial Parkway and the installation of new parking areas, a delivery apron, and a '50 x '60 paved storage area. The approval is contingent on successful satisfaction of conditions contained in this letter.

### Conditions of Approval:

1. All dumpsters and transformers, existing and proposed, shall be screened with a 5 foot opaque fence in accordance with the Site Plan ordinance and screened with evergreen vegetation in accordance with the City's arboricultural standards. This screening plan shall be subject to final review and approval by the Planning Authority and the City Arborist.
2. The existing dumpster to the West of the building's North loading bay shall be relocated to the East side of the proposed delivery apron.
3. The proposed landscape plan shall be revised and enhanced so as to add additional trees and shrubs in the following locations:

- A. The open, pervious area to the South of the `50 x `60 paved storage area.
- B. Curbed bulb-outs and islands in and around parking areas.
- C. Open, pervious areas along the site's Riverside Industrial Parkway frontage.

These landscape revisions, including species placement and selection, shall be planned in consultation with the City Arborist and shall be subject to final review and approval by the City Arborist and the Planning Authority.

- 4. The applicant shall submit a lighting plan and photometric study in conformance with the City's exterior lighting standards for final review and approval by the Planning Authority.
- 5. The applicant shall submit a narrative to the Planning Division describing in detail all materials proposed to be stored in the proposed `50 x `60 storage area so as to demonstrate conformance with the site plan and IM zoning ordinances.
- 6. The applicant shall submit 7 sets of final plans to the Planning Authority reflecting satisfaction of conditions 1-5 above.

### **Standard Provisions and Requirements:**

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

- 1. Where submission drawings are available in electronic form, the applicant shall submit any available electronic Autocad files (\*.dwg), release 14 or greater, with seven (7) sets of the final plans.
- 2. 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.
- 3. 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.
- 4. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
- 5. Prior to construction, a pre-construction meeting shall be held at the project site with the contractor, development review coordinator, Public Work's representative and owner to

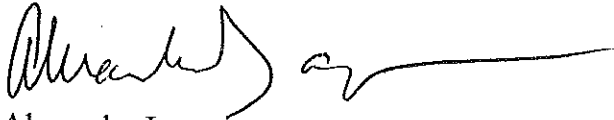
review the construction schedule and critical aspects of the site work. At that time, the site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting.

6. 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.)

The Development Review Coordinator must be notified five (5) working days prior to date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. 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 you have any questions, please contact Ethan Boxer-Macomber, Planner at 756-8083 or [ebm@portlandmaine.gov](mailto:ebm@portlandmaine.gov).

Sincerely,



Alexander Jaegerman  
Planning Division Director

- cc: Lee D. Urban, Planning and Development Department Director  
Alexander Jaegerman, Planning Division Director  
Sarah Hopkins, Development Review Services Manager  
Ethan Boxer-Macomber, Planner  
Jay Reynolds, Development Review Coordinator  
Marge Schmuckal, Zoning Administrator  
Inspections  
Michael Bobinsky, Public Works Director  
Traffic Division  
Eric Labelle, City Engineer  
Jeff Tarling, City Arborist  
Penny Littell, Associate Corporation Counsel  
Fire Prevention  
Assessor's Office  
Approval Letter File

