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Planning & Urban Development Department

Jeff Levine, AICP, Director

Planning Division

Alexander Jaegerman, FAICP, Director

April 23rd, 2013

Kathy Alves, Director of Operations, Trades
City of Portland, Recreation and Facilities Management
389 Congress Street
Portland, ME 04101

Project Name: **Riverside Golf Course Pro Shop, amendment to approved site plan #2012-432**
Project ID: #2013-090
Address: 1158 Riverside Street (in UI and e-plan as 910 Riverside Street)
CBL: 357-A-1
Applicant: Portland Department of Recreation and Facilities Management
Planner: Jean Fraser

Dear Ms Alves:

On April 23, 2013 the Portland Planning authority approved the amended Level II Site Plan for the construction of a new Golf Course Pro Shop with a footprint of 1702 sq ft, along with demolition of the existing building and reconfiguration of the parking lot and pedestrian access at the Riverside Golf Course at 1158 Riverside Street. The original approval was for a new Pro Shop with a footprint of 777 sq ft (Project ID #2012-432) and retention of the existing building. The conditions included in the original approval have been revised and restated in this approval as some were partially addressed by the amended proposal.

The amended plan as shown on the application and plans submitted April 5, 2013 [Sheets C001 dated 3.28.13; C002-C004 dated 3.15.13; and building plans 001,001A, 002, 003] is approved in respect of the site plan standards with the following conditions:

WAIVERS

1. BICYCLE PARKING

The Planning Authority, in accordance with Ordinance Section 14-526 (a) (4b) 1&2, has reduced the required number of bicycle parking spaces to 8, based on evidence submitted by the applicant that the proposed development is expected to generate reduced demand for bicycle parking.

2. PARKING AISLE WIDTH

The Planning Authority waives the Technical Standard, Section 1.14 to allow the parking aisle to be 42 feet wide to accommodate golf cart access to vehicles.

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:

1. That the applicant shall submit a detailed Landscape Plan for review and approval by the City Arborist and Planning Authority prior to the issuance of a Certificate of Occupancy. The Landscape Plan shall incorporate: additional planting to meet the Site Plan standards for parking lot landscaping and street trees; details of all new planting (showing location, size and species); details of screening of all utility or other equipment that will be visible from Riverside Street; location and screening of any exterior waste receptacles; and measures (eg. rip rap and tree planting) to reduce erosion currently taking place where stormwater drains along the west side of the parking lot; and
2. That the applicant shall, prior to construction, schedule an on-site meeting with the City Arborist Jeff Tarling and the Development Review Coordinator Phil DiPierro, to confirm that measures are in place to protect existing trees and other retained vegetation; and
3. That the two 10' x 20' parking spaces near the crosswalk shall be revised to meet City standards and the extra width be allocated to the painted end island at the driveway entrance (it will expand from 7 feet to 9 feet); and
4. That the applicant shall submit copies of the sewer and water capacity letters prior to the issuance of a Certificate of Occupancy; and
5. That the applicant shall install 8 bicycle parking spaces as shown on approved Plan C001; and
6. That the number and location of exterior wall mounted site lighting and parking lot/walkway lighting shall meet the City's photometric standards as currently set out in Section 12 *Site Lighting Standards* in the City's Technical Manual (the submitted light specifications appear acceptable but final locations were not confirmed); and
7. That the applicant is advised (but not required) to install pavement markings to discourage parking where the cart path enters the parking lot (for end of parking lot) to ensure that the path is not blocked by parked vehicles; and
8. That any new or relocated sign requires a separate permit through the Inspections Division; and
9. That the sidewalk, as shown on the "Proposed Sidewalk Construction and Pavement Marking Plan" dated 3.28.2013, shall be constructed and open/safe for public use on or before June 30, 2013.

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, constructed and maintained as depicted on the site plan (including the Landscape Plan required in condition #1), as described in the written submission of the applicant, and to meet all conditions of approval. All conditions of approval (except #2) shall be met prior to the issuance of a Certificate of Occupancy. 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. **Department of Public Services 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.)
5. **As-Built Final Plans** Final sets of as-built plans, including all plans approved and constructed to comply with the conditions of this approval letter, 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.

Sincerely,



Alexander Jaegerman, FAICP
 Planning Division Director

CCs:

Jeff Levine, AICP, Director of Planning and Urban Development
 Alexander Jaegerman, FAICP, Planning Division Director
 Barbara Barhydt, Development Review Services Manager
 Jean Fraser, Planner
 Philip DiPierro, Development Review Coordinator, Planning
 Marge Schmuckal, Zoning Administrator, Inspections Division
 Tammy Munson, Inspection Division Director
 Lannie Dobson, Administration, Inspections Division
 Gayle Guertin, Administration, Inspections Division
 Michael Bobinsky, Public Services Director
 Katherine Earley, Engineering Services Manager, Public Services
 Bill Clark, Project Engineer, Public Services
 David Margolis-Pineo, Deputy City Engineer, Public Services

Doug Roncarati, Stormwater Coordinator, Public Services
 Greg Vining, Associate Engineer, Public Services
 Michelle Sweeney, Associate Engineer
 John Low, Associate Engineer, Public Services
 Rhonda Zazzara, Field Inspection Coordinator, Public Services
 Mike Farmer, Project Engineer, Public Services
 Jane Ward, Administration, Public Services
 Jeff Tarling, City Arborist, Public Services
 Jeremiah Bartlett, Public Services
 Captain Chris Pirone, Fire Department
 Thomas Errico, P.E., TY Lin Associates
 David Senus, P.E., Woodard and Curran
 Rick Blackburn, Assessor's Department

Approval Letter File