



Tuck O'Brien  
City Planning Director, Planning Division

June 7, 2017

Michael Tomkowicz  
Pizzagalli Properties, LLC  
462 Shelburn Road, Suite 101  
Burlington, VT 05401

Kylie Mason  
Sebago Technics  
75 John Roberts Road  
South Portland, ME 04106

Project Name: Parking Expansion                      Project ID:     2017-085  
Address:     5 Davis Farm Road                      CBL:             368 B004  
Applicant:     Michael Tomkowicz  
Planner:         Matthew Grooms and Barbara Barhydt

Dear Mr. Tomkowicz and Ms. Mason:

On June 7, 2017, the Planning Authority approved a Level II Site Plan application for the parking lot expansion for 5 Davis Farm Road. The decision is based upon the application, documents and plans as submitted by Sebago Technics and prepared by Kylie Mason. The proposal was reviewed for conformance with the standards of Portland's site plan ordinance.

#### **SITE PLAN REVIEW**

The Planning Authority found that the plan is in conformance with the site plan standards of the Land Use Code, subject to the following conditions of approval:

1. The revised plan is much improved in regards to protecting the nearby old growth White Pine stand. Tree protection shall be installed along the woods line, the limit of work should be established by the pre-construction meeting and any necessary tree protection fencing in place before the site work begins. Tree protection fencing would help safeguard the root zone near the trees from construction damage or compaction from storing materials, equipment outside the limit of work area.
2. The project should meet the parking lot landscape standards if the nearby trees are preserved, as proposed. In the event this vegetation is lost, additional landscape planting may be needed to meet this standard.
3. The developer/contractor/subcontractor must comply with conditions of the construction stormwater management plan and sediment and erosion control plan 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.

A maintenance agreement for the stormwater drainage system, as included in the application, shall be signed prior to the issuance of a building permit with a copy to the Department of Public Services.

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:

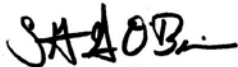
1. **Develop Site According to Plan** The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require 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 seven (7) final sets of plans must be submitted to and approved by the Planning Division and Public Services 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 Service'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 Matthew Grooms at (207) 874- 8725.

Sincerely,



Stuart G. O'Brien  
City Planning Director

**Attachments:**

1. Jeff Tarling Memo, June 7, 2017
2. Lauren Swett Memo, June 7, 2017
3. Performance Guarantee Packet

**Electronic Distribution:**

cc: Jeff Levine, AICP, Director of Planning and Urban Development  
Barbara Barhydt, Development Review Services Manager  
Matthew Grooms , Planner/Senior Planner  
Philip DiPierro, Development Review Coordinator, Planning  
Mike Russell, Director of Permitting and Inspections  
Ann Machado, Zoning Administrator, Inspections Division  
Jonathan Rioux, Inspections Division Deputy Director  
Jeanie Bourke, Plan Reviewer/CEO, Inspections Division  
Chris Branch, Director of Public Works  
Katherine Earley, Engineering Services Manager, Public Works  
Bill Clark, Project Engineer, Public Works

Doug Roncarati, Stormwater Coordinator, Public Works  
Greg Vining, Associate Engineer, Public Works  
Michelle Sweeney, Associate Engineer, Public Works  
John Low, Associate Engineer, Public Works  
Jane Ward, Administration, Public Services  
Rhonda Zazzara, Field Inspection Coordinator, Public Works  
Jeff Tarling, City Arborist, Public Works  
Jeremiah Bartlett, Public Works  
Keith Gautreau, Fire Department  
Victoria Morales, Corporation Counsel  
Thomas Errico, P.E., TY Lin Associates  
Lauren Swett, P.E., Woodard and Curran  
Christopher Huff, Assessor  
Approval Letter File

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## MEMORANDUM

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**To:** FILE

**From:** Matthew Grooms

**Subject:** Application ID: 2017-085

**Date:** 6/7/2017

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**Comments Submitted by: Jeff Tarling/City Arborist on 6/1/2017**

The revised plan is much improved in regards to protecting the nearby old growth White Pine stand. Tree protection shall be installed along the woods line, the limit of work should be established by the pre-construction meeting and any necessary tree protection fencing in place before the site work begins. Tree protection fencing would help safeguard the root zone near the trees from construction damage or compaction from storing materials, equipment outside the limit of work area.

**Comments Submitted by: Jeff Tarling/City Arborist on 6/7/2017**

Parking Lot Landscape Standards - the project should meet the parking lot landscape standards if the nearby trees are preserved. In the event this vegetation is lost additional landscape planting may be needed to meet this standard.

## MEMORANDUM



**TO:** Barbara Barhydt, Planner  
**FROM:** Lauren Swett, P.E.  
**DATE:** June 7, 2017  
**RE:** 5 Davis Farm Road: Parking Expansion, Level II Site Plan

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Woodard & Curran has reviewed the Level II Site Plan Response to Comments for the proposed Parking Expansion Project located at 5 Davis Farm Road in Portland, Maine. The project involves the addition of 59 parking spaces to an existing parking lot, as well as the installation of stormwater management measures.

### Documents Reviewed by Woodard & Curran

- Engineering Plans, dated June 6, 2017, prepared by Sebago Technics, on behalf of Pizzagalli Properties, LLC.
- Stormwater Management Report, revised June 2017, prepared by Sebago Technics, on behalf of Pizzagalli Properties, LLC.

### Comments

- 1) The City of Portland requires that all Level II site plan applications submit a stormwater management plan pursuant to the regulations of MaineDEP Chapter 500 Stormwater Management Rules, including conformance with the Basic, General, and Flooding Standards (Technical Manual, Section 5. II. Applicability in Portland. C. a. and City of Portland Code of Ordinances Sec. 14-526 site plan standards (b). 3. b.). We offer the following comments:
  - a) Basic Standard: The Applicant has provided plans, notes, and details to address erosion and sediment control requirements, inspection and maintenance requirements, and good housekeeping practices in accordance with Appendix A, B, & C of MaineDEP Chapter 500.
  - b) General Standard: The Applicant has indicated that the project will result in a net increase in impervious area of approximately 9,020 square feet. As such, the project is required to include stormwater management features for stormwater quality control. Applicant is proposing two underdrain soil filters and an underdrain filter trench to provide stormwater treatment. We agree that these systems will provide for adequate treatment of the new impervious surface.
  - c) Flooding Standard: The project will result in an increase in impervious area of approximately 9,020 square feet. As such, the project is required to include stormwater management features to control the rate or quantity of stormwater runoff from the site. The Applicant has provided an analysis of pre- and post-development runoff rates, and the stormwater flows will be maintained at or below the pre-development conditions.
- 2) All comments have been addressed at this time.