



April 10th, 2014

Tom Saucier, PE President
Site Design Associates
23 Whitney Way
Topsham, ME 04086

Kevin Moore
C. N. Brown Co.
P.O. Box 200
South Paris, ME 04281

Project Name: C. N. Brown Company Gas Station Site Improvements
Project ID: # 2014-021
Address: 194 Auburn Street
CBL: 374 A030 001
Applicant: C. N. Brown Company
Planner: Jean Fraser

Dear Mr Saucier:

On April 10th, 2014, the Planning Authority approved with conditions a Level I: Site Alteration site plan for the implementation of improvements associated with the conditional rezoning of the gas station at 194 Auburn Street. The proposals include narrowing of the curbcuts, crosswalk markings and planting, as shown in the submitted plans dated March 4, 2014 prepared by Site Design Associates.

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. The applicant shall revise the plans C-101; C-102 and C103, for review and approval prior to the issuance of a building permit, to: a) show or note catch basin inlet protection (silt sacks) to be installed at the first down-gradient catch basin in Auburn Street during construction; b) add a note that states that the Auburn Street Right-of-Way shall be kept clean from dust and construction debris and swept daily or as requested by the City of Portland to minimize dust and sediment originating from the site; c) show monument corners to be set and indicate ownership of the rectangle parcel of land indicated along the back property line; and
2. That the crosswalk pavement markings shall be of a durable paint for longevity purposes. The paint specification shall be obtained from DPS (please liaise with Tom Errico) and shall meet the City's standard as illustrated in Attachment A to this letter; and

continued

3. That the wall and pole mounted lights shall be "cut-off" design in accordance with the City's Technical Standard 12 "Site Lighting"; and
4. That all proposed regulatory signs shall meet requirements in the Manual on Uniform Traffic Control Devices.

It should be noted that the site is also subject to a number of conditions set out in the Conditional Rezoning Agreement approved by the City Council in December 2013 and signed on January 17th, 2014 (copy attached). These include limitations on the use of the site; number of fuel pumps; hours of operation; and removal of vegetation (among others).

The site plan 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 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.)
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 Jean Fraser at (207) 874- 8728.

Sincerely,



Alexander Jaegerman, FAICP
Planning Division Director

Attachments:

1. **Attachment A** re cross walk markings
2. **Conditional Use Agreement**
3. **Performance Guarantee Packet**

cc: Jeff Lovino, AICP, Director of Planning and Urban Development
Alexander Jaegerman, FAICP, Planning Division Director
Barbara Barhydt, Development Review Services Manager
Jean Fraser, Planner
Phillip DiPietro, Development Review Coordinator, Planning
Marge Schmuckul, Zoning Administrator, Inspections Division
Tammy Munson, Inspections Division Director
Jonathan Rioux, Inspections Division Deputy Director
Jennie Bourke, Plan Reviewer/CEO, Inspections Division
Lannie Dobson, Administration, Inspections Division
Brad Saucier, Administration, Inspections Division
Michael Robinsky, Public Services Director
Katherine Barley, Engineering Services Manager, Public Services
Bill Clark, Project Engineer, Public Services
David Margolis-Pinco, 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 Farling, City Arborist, Public Services
Jeremiah Bartlett, Public Services
Captain Chris Pirone, Fire Department
Danielle West-Chuhla, Corporation Counsel
Thomas Errico, P.E., TY Lin Associates
David Senus, P.E., Woodard and Curran
Rick Blackburn, Assessor's Department
Approval Letter File