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Planning and Development Department
Lee D. Urban, Director

Planning Division
Alexander Jaegerman, Director

Jeffery and Ellen Lowery
123 East Kidder Street
Portland, ME 04103

June 1, 2005

Dear Mr. and Mrs. Lowery:

RE: Application for Minor Site Plan, 117-119 East Kidder Street
(CBL #425I028) (ID#2005-0093)

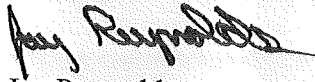
Thank you for your application for the 117-119 East Kidder Street Duplex. Upon review, the City has the following comments:

1. The application was errantly accepted as a single-family development. The duplex proposal must be applied for as a 'minor site plan'. Please re-apply through the planning office. Enclosed is a packet, which specifies the submission requirements for minor site plan.
2. After further review, the proposal does not appear to be a subdivision.
3. Pertaining to the lot configuration, it appears that the 1-foot strip of land along East Kidder Street is not required for street frontage, as per section 14-403 of the land use code. Please remove this lot line.
**It is important to note that this application has prompted the City to amend the ordinance to address this design/lot configuration in the future.
4. Please provide a 20-scale site plan to provide better definition of the site.
5. Along with the parking requirements stated in Marge Schmuckal's letter, you will have to show the required parking for the existing 2 unit (4 spaces at 9'x19') on the site plan. Please shade in the parking/paved areas so that it is clear on the site plan.
6. Curbing and Sidewalk installation is a requirement for minor site plan. Please add to the plan, or if you wish to request a waiver of the standard, you must request a waiver and meet the criteria set forth in the enclosed standards.
7. Engineering review/Public Works comments will be forthcoming.
8. Two street trees per unit are required along your street frontage. Please revise. Also, the landscaping legend is unclear as to what designates a spruce and what designates ground cover (asterisk *). Please clarify.
9. A narrative addressing the following design standards will need to be submitted.
 - i. Orientation: The City's design standards require that new two-family buildings be oriented toward the street (Sec. 14-526,15, a, 2).

- ii. Roof Pitch: A minimum of 7:12 roof pitch is required for two-family buildings.

Please feel free to call me at 874-8632 if you have any questions or comments.

Sincerely,



Jay Reynolds
Development Review Coordinator

cc: Sarah Hopkins, Development Review Services Manager
Alexander Jaegerman, Planning Division Director
Penny Littell, Associate Corporation Counsel
Marge Schmuckal, Zoning Administrator
Michael Nugent, Inspection Services Manager
Joseph Frustaci, Star Homes, PO Box 2351, South Portland, ME 04116