

432-C-1

162 Veranda St.  
Martial Arts Bldg.  
Choi Institute

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM**

**20000172**

I. D. Number

**Choi Inst. of Martial Arts & S**

Applicant

**162 Veranda Street, Portland, ME 04103**

Applicant's Mailing Address

**William Nemmers**

Consultant/Agent

**774-3683 761-2836**

Applicant or Agent Daytime Telephone, Fax

**9/8/00**

Application Date

**Veranda Street**

Project Name/Description

**162 Veranda St, Portland Maine 04103**

Address of Proposed Site

**432-C-001**

Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply):  New Building  Building Addition  Change Of Use  Residential  
 Office  Retail  Manufacturing  Warehouse/Distribution  Parking Lot  Other (specify) **public build. inst. arts**  
**6,560** **18,349** **B1**  
Proposed Building square Feet or # of Units Acreage of Site Zoning

**Check Review Required:**

- Site Plan (major/minor)  Subdivision # of lots \_\_\_\_\_  PAD Review  14-403 Streets Review
- Flood Hazard  Shoreland  Historic Preservation  DEP Local Certification
- Zoning Conditional Use (ZBA/PB)  Zoning Variance  Other \_\_\_\_\_

Fees Paid: Site Plan **\$400.00** Subdivision \_\_\_\_\_ Engineer Review \_\_\_\_\_ Date: **9/8/00**

**Planning Approval Status:**

Reviewer \_\_\_\_\_

- Approved  Approved w/Conditions See Attached  Denied

Approval Date \_\_\_\_\_ Approval Expiration \_\_\_\_\_ Extension to \_\_\_\_\_  Additional Sheets Attached

OK to Issue Building Permit \_\_\_\_\_ signature \_\_\_\_\_ date \_\_\_\_\_

**Performance Guarantee**  Required\*  Not Required

\* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input type="checkbox"/> Performance Guarantee Accepted	_____	_____	_____
	date	amount	expiration date
<input type="checkbox"/> Inspection Fee Paid	_____	_____	
	date	amount	
<input type="checkbox"/> Building Permit Issued	_____		
	date		
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____
	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate of Occupancy	_____	<input type="checkbox"/> Conditions (See Attached)	
	date		
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____		
	date		
<input type="checkbox"/> Performance Guarantee Released	_____	_____	
	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	_____
	submitted date	amount	expiration date

**From:** "Steve Bushey" <srbushey@maine.rr.com>  
**To:** "Kandi Talbot" <KCOTE@ci.portland.me.us>  
**Date:** Wed, Oct 25, 2000 5:18 PM  
**Subject:** Martial Arts performance guarantee

I'm OK with the performance guarantee

Steve

# MAINE BANK & TRUST

SITE PLANS/SUBDIVSIONS  
PERFORMANCE GUARANTEE  
LETTER OF CREDIT #1708  
(Account #3008169)

October 27, 2000

Joseph E. Gray, Jr. Director  
Planning & Urban Development  
389 Congress Street  
City of Portland  
Portland, Maine 04101

Re: 158-162 Veranda Street  
Choi Institute of Martial Arts and Science LLC

Maine Bank & Trust Company hereby issues its Irrevocable Letter of Credit for the account of Choi Institute of Martial Arts and Science LLC as developer, hereinafter referred to as the Developer; in the name of the City of Portland in the aggregate amount of \$15,000.00.

The City, through its Director of Planning and Urban Development, may draw on this Letter of Credit by presentation of a sight draft and the original Letter of Credit and all amendments thereto, at Maine Bank & Trust Company offices located at 467 Congress Street, Portland, ME stating that:

- (1) the Developer has failed to complete by October 27, 2001 or by the expiration date of any temporary certificate of occupancy issued, whichever date comes first, at the Developer's expense, the work on the roads and other public improvements as set forth in a certain Schedule of Costs of Public Improvements dated October 4<sup>th</sup>, 2000; or
- (2) the Developer has failed to post the ten percent (10%) Defect Bond or Guarantee required by the Portland City Code sections 14-501 and 14-525; or
- (3) the Developer has failed to notify the City for inspections.

In the event of Maine Bank & Trust Company's dishonor of the City of Portland's sight draft, Maine Bank & Trust Company shall inform the City of Portland in writing of the reason or reasons therefor within three (3) working days of the dishonor.

After all underground work in the public right of way has been completed and inspected to the satisfaction of the Department of Public Works, including but not limited to sanitary sewers, storm drains, catch basins, manholes, electrical conduits, and other required improvements constructed chiefly below grade, the City of Portland Director of Planning and Urban Development or the City of Portland Director of Finance as provided in section 14-501 of the Portland City Code may authorize Maine Bank & Trust Company, by written certification, to reduce the available amount of this letter of credit by a specified amount.

# MAINE BANK & TRUST

Page 2

Performance Guarantee Letter of Credit

It is a condition of this Letter of Credit that it is deemed to be automatically extended without amendment for period(s) of one year each from the current expiration date hereof, or any future expiration date, unless at least sixty (60) days prior to any expiration date Maine Bank & Trust Company notifies the Director of Planning and Urban Development by registered mail at the above listed address that Maine Bank & Trust Company elects not to consider this Letter of Credit renewed for any such additional period.

In the event of such notice, the City may draw hereunder by presentation of a sight draft drawn on the Bank, accompanied by the original letter of Credit and all amendments thereto, and a statement purportedly signed by the Director of Planning and Urban Development reading as follows:

This drawing results from notification that Maine Bank & Trust Company has elected not to renew its Letter of Credit #1708; or

This drawing results from the Developer's failure to timely complete to the satisfaction of the City the public improvements set forth in a certain Schedule of Costs of Public Improvements dated October 4<sup>th</sup>, 2000; or

This drawing results from the Developer's failure to post a ten percent (10%) Defect Guarantee Bond as provided in S14-501 of the Portland City Code; or

This drawing results from the Developer's failure to notify the City for inspections.

The Letter of Credit will automatically expire upon the earlier of:

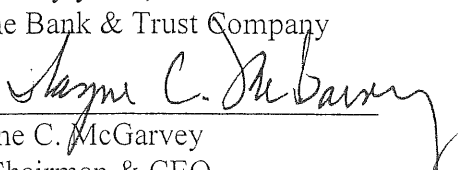
(1) Maine Bank & Trust Company's receipt of a written notification from the City of Portland that said work as outlined in a certain Schedule of costs of Public Improvements dated October 4<sup>th</sup>, 2000 between the Developer and the City of Portland has been completed in accordance with the City of Portland specifications and Maine Bank & Trust Company's Letter of Credit #1708 may be canceled; or

(2) The expiration date of October 27, 2001 or any automatically extended date as specified herein.

Partial drawings are permitted.

We engage with you that drafts drawn under and in compliance with the terms of this credit will be duly honored if presented at our offices at 467 Congress Street, Portland, ME on or before October 27, 2001 or any automatically extended date as specified herein.

Very truly yours,  
Maine Bank & Trust Company

By:   
Wayne C. McGarvey  
Its: Chairman & CEO

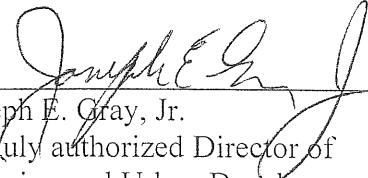
# MAINE BANK & TRUST

Page 3

Performance Guarantee Letter of Credit

The City of Portland has accepted the providing of alternative security for the Developer's obligations to be performed pursuant to Section 14-501 and/or Section 14-525 of the Portland City Code.

Date: 11/3/00

By:   
Joseph E. Gray, Jr.  
Its duly authorized Director of  
Planning and Urban Development

Seen and Agreed to: Company

By: \_\_\_\_\_  
Date: \_\_\_\_\_

Reviewed pursuant to Section 14-501 and/or Section 14-525, Portland City Code

By:  11/1/00  
Assoc Corp Counsel

Performance Guarantee Letter of Credit

Date: \_\_\_\_\_  
Director of Finance

By: \_\_\_\_\_  
Date: \_\_\_\_\_  
Corporation Counsel

**From:** "Steve Bushey" <srbushey@maine.rr.com>  
**To:** "Kandi Talbot" <KCOTE@ci.portland.me.us>  
**Date:** Wed, Oct 25, 2000 5:18 PM  
**Subject:** Martial Arts performance guarantee

I'm OK with the performance guarantee

Steve

# MAINE BANK & TRUST

October 3, 2000

Ms. Candice Talbot  
Planning and Urban Development  
City of Portland  
Portland, ME 04101

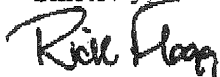
Re: Choi Institute of Martial Arts and Science LLC  
158 Veranda Street, Portland, ME

Dear Ms. Talbot;

This letter will verify for you and the City of Portland that Maine Bank & Trust Company has approved an application for financing to renovate property located at 158 Veranda Street for the above borrowers. The construction project planned by Stephen D. Farrell and Seung O. Choi of Choi's Institute of Martial Arts and Science LLC will renovate the property into a martial arts studio.

Please accept this letter as evidence that financing is in place for the proposed renovations to the above referenced property. Don't hesitate to call me at 828-3120 with any questions.

Sincerely,



Richard R. Flagg  
Commercial Loan Officer





## CITY OF PORTLAND

October 23, 2000

Mr. Stephen Farrell  
19 Bancroft Street  
Portland, ME 04102

re: 162 Veranda Street, Choi Institute and Martial Arts

Dear Mr. Farrell:

On October 20, 2000 the Portland Planning Authority approved the site plan application for the Choi Institute and Martial Arts Change of Use located at 162 Veranda Street with the following conditions:

1. The asphalt sidewalk shall be built to city standards.
2. The applicant shall install an opaque fence, such as chain link with privacy slats, picket or sapling fence, not less than forty-eight inches in height between the parking lot and the westerly property line, where there is an existing residential building.
3. The applicant shall install curb stops or wooden guardrail between the parking spaces and the proposed asphalt walkway on the southerly side of the building.
4. All trees must be at least 2 ½" caliper.

The proposed site plan was found to be in conformance with the Site Plan Ordinance of the Land Use Code.

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

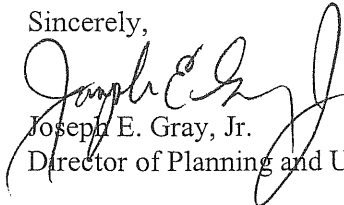
1. A performance guarantee covering the site improvements as well as an inspection fee payment of 2% of the guarantee amount and 7 final sets of plans must be submitted to and approved by the Planning Division and Public Works prior to the release of the building permit. If you need to make any modifications to the approved site plan, you must submit a revised site plan for staff review and approval. Once all review of the project has been completed, an engineering fee will be required prior to issuance of a building permit.

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2. 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.
3. A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
4. Prior to construction, a preconstruction 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 preconstruction meeting.
5. 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.)
6. The Development Review Coordinator (who is located at DeLuca Hoffman at 775-1121) must be notified five (5) working days prior to date required for final site inspection. 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 there are any questions, please contact the Planning Staff.

Sincerely,



Joseph E. Gray, Jr.  
Director of Planning and Urban Development

cc: Joseph E. Gray, Jr., Director of Planning and Urban Development  
Alexander Jaegerman, Chief Planner  
✓ Kandice Talbot, Planner  
P. Samuel Hoffses, Building Inspector  
Marge Schmuckal, Zoning Administrator  
Tony Lombardo, Project Engineer  
Development Review Coordinator  
William Bray, Director of Public Works  
Nancy Knauber, Associate Engineer  
Jeff Tarling, City Arborist  
Penny Littell, Associate Corporation Counsel  
Lt. Gaylen McDougall, Fire Prevention  
Inspection Department  
Lee Urban, Director of Economic Development  
Don Hall, Appraiser, Assessor's Office  
Susan Doughty, Assessor's Office  
Approval Letter File  
Mr. William Nemmers, 424 Fore Street, Portland, ME 04101

Dear Candy —

Thank you for all

your efforts.

Your good work is appreciated —

Forgive my mood as I  
am confronted with a constant  
disregard of financial & bureaucratic  
issues.

Thank/  

---

Steve

Department of Planning & Development  
Lee D. Urban, Director



**CITY OF PORTLAND**

**Division Directors**  
Mark B. Adelson  
Housing & Neighborhood Services

Alexander Q. Jaegerman, AICP  
Planning

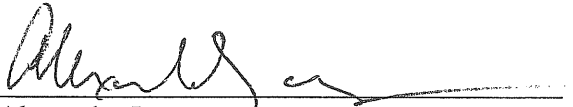
John N. Lufkin  
Economic Development

**TO:** Duane Kline, Finance Department  
**FROM:** Alexander Jaegerman, Planning Division Director  
**DATE:** May 29, 2002  
**SUBJECT:** Request for Release of Performance Guarantee  
CHOI/162 Veranda Street  
ID# 20000172 Lead CBL#432-C-001

Please release the Letter of Credit # 1708 for the CHOI institute at 162 Veranda Street.

Remaining Sum           \$ 2,500.00

**Approved:**

  
Alexander Jaegerman  
Planning Division Director

cc: Sarah Hopkins, Development Review Services Manager  
Jay Reynolds, Development Review Coordinator  
Todd Merkle, Public Works  
Code Enforcement  
File

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## CITY OF PORTLAND

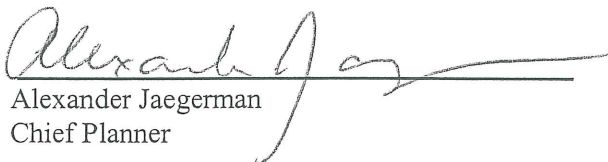
**TO:** Duane Kline, Finance Department  
**FROM:** Alexander Jaegerman, Chief Planner  
**DATE:** March 14, 2001  
**SUBJECT:** Request for Reduction in Performance Guarantee  
CHOI/162 Veranda Street  
ID# 20000172 Lead CBL#432-C-001

A request by Choi Institute of Martial Arts has been made for a reduction in the amount of Letter of Credit # 1708 for 162 Veranda Street.

Original Sum	\$15,000.00
Reduction Amount	<u>\$ 8,580.00</u>
Remaining Sum	\$ 6,420.00

This is the first reduction for the project.

Approved:

  
Alexander Jaegerman  
Chief Planner

cc: ✓ Kandice Talbot, Planner  
Development Review Coordinator  
Tony Lombardo, Public Works  
Code Enforcement

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**CITY OF PORTLAND**

September 4, 2001

Mr. Steven Farrell  
162 Veranda Street  
Portland, Maine 04103

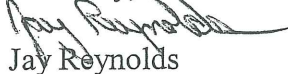
RE: CHOI Institute of Martial Arts (CBL 432C001/ ID 2000-0172)

Dear Mr. Farrell,

After a site visit, it was observed that the entrance to the parking lot at 162 Veranda Street does not have the sufficient width required. The approved site plan shows the entrance to the parking area at approximately 18 feet wide. The pavement and striping placement has changed the access way to approximately 12 feet wide, thus providing insufficient width for driveway access. The city requires that this item be corrected prior to issuance of a permanent certificate of occupancy and/or release of the remaining performance guarantee.

Please contact me if you have any questions.  
Thank You for Your Time.

Sincerely,



Jay Reynolds  
Development Review Coordinator

CC: Larry Ash, Traffic Engineer  
✓Kandi Talbot, Planner  
Penny Littell, Corporation Counsel  
Mike Nugent, Inspection Services Manager  
Sarah Hopkins, Development Review Services Manager



**CITY OF PORTLAND**

September 4, 2001

Mr. Steven Farrell  
162 Veranda Street  
Portland, Maine 04103

RE: CHOI Institute of Martial Arts (CBL 432C001/ ID 2000-0172)

Dear Mr. Farrell,

After a site visit, it was observed that the entrance to the parking lot at 162 Veranda Street does not have the sufficient width required. The approved site plan shows the entrance to the parking area at approximately 18 feet wide. The pavement and striping placement has changed the access way to approximately 12 feet wide, thus providing insufficient width for driveway access. The city requires that this item be corrected prior to issuance of a permanent certificate of occupancy and/or release of the remaining performance guarantee.

Please contact me if you have any questions.  
Thank You for Your Time.

Sincerely,

Jay Reynolds

Development Review Coordinator

CC: Larry Ash, Traffic Engineer  
Kandi Talbot, Planner  
Penny Littell, Corporation Counsel  
Mike Nugent, Inspection Services Manager  
Sarah Hopkins, Development Review Services Manager



Planning & Urban Development



Joseph E. Gray Jr.  
Director

## CITY OF PORTLAND

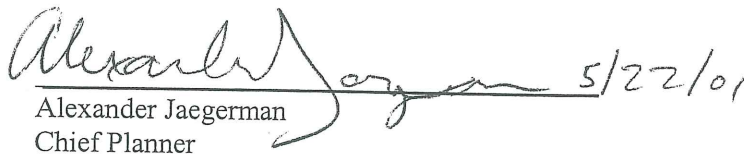
**TO:** Duane Kline, Finance Department  
**FROM:** Alexander Jaegerman, Chief Planner  
**DATE:** May 21, 2001  
**SUBJECT:** Request for Reduction in Performance Guarantee  
CHOI/162 Veranda Street  
ID# 20000172 Lead CBL#432-C-001

A request by Choi Institute of Martial Arts has been made for a reduction in the amount of Letter of Credit # 1708 for 162 Veranda Street.

Original Sum	\$15,000.00
Reduction Amount	\$ 3,920.00
Remaining Sum	\$ 2,500.00

This is the second reduction for the project.

Approved:

 5/22/01  
Alexander Jaegerman  
Chief Planner

cc:  Kandice Talbot, Planner  
 Development Review Coordinator  
Tony Lombardo, Public Works  
Code Enforcement

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**TO:** Duane Kline, Finance Department  
**FROM:** Alexander Jaegerman, Chief Planner  
**DATE:** March 14, 2001  
**SUBJECT:** Request for Reduction in Performance Guarantee  
CHOI/162 Veranda Street  
ID# 20000172 Lead CBL#432-C-001

A request by Choi Institute of Martial Arts has been made for a reduction in the amount of Letter of Credit # 1708 for 162 Veranda Street.

Original Sum	\$15,000.00
Reduction Amount	<u>\$ 8,580.00</u>
Remaining Sum	\$ 6,420.00

This is the first reduction for the project.

**Approved:**

\_\_\_\_\_  
Alexander Jaegerman  
Chief Planner

cc: Kandice Talbot, Planner  
Development Review Coordinator  
Tony Lombardo, Public Works  
Code Enforcement



Item	PUBLIC			PRIVATE		
	Quantity	Unit Cost	Subtotal	Quantity	Unit Cost	Subtotal
LANDSCAPING (Attach breakdown of plant materials, quantities, and unit costs)	<del>_____</del>	_____	_____	_____	_____	<u>2,000</u>
MISCELLANEOUS	_____	_____	_____	_____	_____	_____
TOTAL:	<u>2144</u>	_____	_____	<u>12856</u>	_____	_____
GRAND TOTAL:	<u>15000</u>	_____	_____	_____	_____	_____

SPECTION FEE (to be filled out by City)

	PUBLIC	PRIVATE	TOTAL
1.7% of totals:	<u>42.88</u>	<u>257.12</u>	<u>300.00</u>
or	_____	_____	_____
Alternative Assessment:	_____	_____	_____
Processed by:	_____	_____	_____
	(name)	(name)	

From : Done Right Fence Co.  
121 Smith mill Rd.  
Standish, me  
04084

# CONTRACTORS INVOICE

WORK PERFORMED AT:

TO: Choi Institute of martial  
Arts + Science  
160 Veranda St. Portland

Choi Institute of martial  
Arts + Science  
160 Veranda St. Portland

DATE 03-13-01	YOUR WORK ORDER NO. 03-13-2001	OUR BID NO.
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### DESCRIPTION OF WORK PERFORMED

#1 Custom Board Fence 5' (Feet) in Height x 96' Long  
Fence to made of Solid Cedar Boards  
(To Block out Car Lights)  
Completion to Done By 4-1-2001 weather Permitting

#2 To pin Concrete parking Barriers

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of \_\_\_\_\_

Two thousand nine hundred twenty and <sup>00</sup>/<sub>100</sub> \_\_\_\_\_ Dollars (\$ 2,920.<sup>00</sup> ).

This is a  Partial  Full invoice due and payable by: 4 10 2001  
Month Day Year

in accordance with our  Agreement  Proposal No. 03-13-2001 Dated 3 13 2001  
Month Day Year



WILLIAM NEMMERS ASSOCIATES ARCHITECTS  
424 FORE ST, PORTLAND, ME 04101 774-3683

February 27, 2001

Kandice Talbot, Planner  
City of Portland Planning Office  
389 Congress street  
Portland, Maine 04101

Re: Choi Institute of Martial Arts  
162 Veranda Street, Portland

Kandice:

With this letter we are requesting that the Performance Guarantee for the above project be adjusted to reflect the current amount of work outstanding.

According to the attached form for this Project a total of \$15,000.00 is being held for the project. The vast majority of this amount is in the parking lot paving on the Applicant's property.

As of today:

The existing bituminous parking lot has been demolished

Additional base gravel has been installed

The parking lot has been paved.

The base coat of paving in the public right-of-way has been installed and the top-coat will be placed in the spring.

Portions of the landscaping have been installed but much is left to spring planting.

We are asking that \$12,000 of the \$15,000 guarantee be released.

Please review this request and call me if there are any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'William Nemmers', written in a cursive style.

William Nemmers

# City of Portland Planning Department

389 Congress Street, 4th Floor  
Portland, ME 04101  
(207)874-8721 or (207)874-8719  
Fax: (207)756-8258

## FAX TRANSMISSION COVER SHEET

Date: October 25, 2000  
To: Steve Bushey  
Company: \_\_\_\_\_  
Fax #: 879-0896  
From: Kandi Talbot  
RE: Choi Martial Arts 162  
Veranda Street

review fee:

$$\text{plan} = \$65 \times 4 = \$260.00$$

$$\text{pw} = \$35 \times 4 = \$140.00$$

\$400.00

YOU SHOULD RECEIVE 3 PAGE(S),  
INCLUDING THIS COVER SHEET.  
IF YOU DO NOT RECEIVE ALL THE PAGES,  
PLEASE CALL (207)874-8721 OR (207)874-8719.

2000172  
432-C-001



**CITY OF PORTLAND**

March 2, 2001

Mr. Stephen Farrell  
Choi Institute  
160 Veranda Street  
Portland, ME 04103

RE: Choi Institute, 162 Veranda Street  
ID#20000172, CBL#432-C-001

Dear Mr. Farrell:

This letter is to confirm the revision to the approved plan of the Choi Martial Arts project located at 162 Veranda Street. The approved revision includes the removal of a walkway parallel to Veranda Street. The revised plan has been reviewed and approved by the project review staff including representatives of the Planning, Public Works, Building Inspections, Fire and Parks Departments.

If you have any questions regarding the revision please contact the planning staff at 874-8901.

Sincerely,

  
Alexander Jaegerman  
Chief Planner

cc: ✓ Kandice Talbot, Planner  
P. Samuel Hoffses, Building Inspector  
Jeff Tarling, City Arborist  
William Bray, Director of Public Works  
Tony Lombardo, Project Engineer  
Lt. Gaylen McDougall, Fire Prevention  
Penny Littell, Associate Corporation Counsel  
Inspection Department  
Development Review Coordinator  
Lee Urban, Director of Economic Development  
Susan Doughty, Assessor's Office  
Approval Letter File

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To: Kandice Talbot

From: Stephen Farrell  
Choi Institute  
160 Veranda St.  
Portland, Me. 04103  
775-3866

Regarding: Site Plan  
Amendment

As per our conversation & your verbal approval I would like to amend our site plan.

The change is simply that the sidewalk on Hawthorne Street side of our building will extend as planned to Veranda St. directly.

We will not additionally install a sidewalk parallel to Veranda St. as there is already a city sidewalk in place.

Many thanks for your time & understanding.

Stamell

TO: Inspections

FROM: Jay Reynolds, Development Review Coordinator

DATE: February 9, 2001

RE: C.O. inspection for # 162 Veranda St./CHOI (CBL 432-C-001)

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Upon inspection of the #162 Veranda Street, I have the following comments:

1. The building number is incorrect (# 160 is posted on the door).
2. The proposed walk is not designated, and the wheel stops in the 9 parking spaces are not installed.
3. The proposed new walk (connects the main entrance to the parking spaces) has not been built.

These items, in my opinion, pose public safety concerns for pedestrian traffic (items 2 and 3), and for emergency response (item 1).

Until these items are addressed, **I do not recommend issuing a Certificate of Occupancy.**

Please contact me if you have any questions or comments.  
Thank You.

Cc: Sarah Hopkins, Development Review Services Manager  
Kandice Talbot, Planner

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**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM**

**20000172**  
I. D. Number

**Choi Inst. of Martial Arts & S**  
Applicant  
**162 Veranda Street, Portland, ME 04103**  
Applicant's Mailing Address  
**William Nemmers**  
Consultant/Agent  
**774-3683** **761-2836**  
Applicant or Agent Daytime Telephone, Fax

**9/8/00**  
Application Date  
**Veranda Street**  
Project Name/Description

**162 Veranda St, Portland Maine 04103**  
Address of Proposed Site  
**432-C-001**  
Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply):  
 Office  Retail  Manufacturing  Warehouse/Distribution  Parking Lot  New Building  Building Addition  Change Of Use  Residential  Other (specify) **public build. inst. arts**  
**6,560** **18,349** **B1**  
Proposed Building square Feet or # of Units Acreage of Site Zoning

**Check Review Required:**

- |   |  |  |  |
|---|--|--|--|
| <input checked="" type="checkbox"/> Site Plan (major/minor) | <input type="checkbox"/> Subdivision # of lots _____ | <input type="checkbox"/> PAD Review            | <input type="checkbox"/> 14-03 Streets Review    |
| <input type="checkbox"/> Flood Hazard                       | <input type="checkbox"/> Shoreland                   | <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> DEP Local Certification |
| <input type="checkbox"/> Zoning Conditional Use (ZBA/PB)    | <input type="checkbox"/> Zoning Variance             | <input type="checkbox"/> Other _____           |  |

Fees Paid: Site Plan **\$400.00** Subdivision \_\_\_\_\_ Engineer Review \_\_\_\_\_ Date: **9/8/00**

**DRC Approval Status:**

Approved  Approved w/Conditions see attached  Denied  
Approval Date 9/21/00 Approval Expiration \_\_\_\_\_ Extension to \_\_\_\_\_  Additional Sheets Attached  
 Condition Compliance  
signature \_\_\_\_\_ date \_\_\_\_\_

Reviewer *Steve Bury*

Performance Guarantee  Required\*  Not Required

\* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input type="checkbox"/> Performance Guarantee Accepted	_____	_____	_____
	date	amount	expiration date
<input type="checkbox"/> Inspection Fee Paid	_____	_____	
	date	amount	
<input type="checkbox"/> Building Permit	_____		
	date		
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____
	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate Of Occupancy	_____	<input type="checkbox"/> Conditions (See Attached)	
	date		
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____		
	date		
<input type="checkbox"/> Performance Guarantee Released	_____	_____	
	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	_____
	submitted date	amount	expiration date

CITY OF PORTLAND, MAINE  
SITE PLAN REVIEW (ADDENDUM)  
CONDITIONS OF APPROVAL

APPLICANT: Choi Inst. of Martial Arts + Science  
 ADDRESS: 162 Veranda St. Portland, ME 04103  
 SITE ADDRESS/LOCATION: 162 Veranda St.  
 DATE: \_\_\_\_\_

Review by the Development Review Coordinator is for General Conformance with ordinances and standards only and does not relieve the applicant, his contractors or agents from the responsibility to provide a completely finished site, including but not limited to: increasing or concentrating of all surface runoff onto adjacent or downstream properties, issues regarding vehicle sight distance, location of public utilities and foundation elevations.

CONDITIONS CHECKED OFF BELOW WILL BE ENFORCED FOR YOUR SITE PLAN

1.  All damage to sidewalk, curb, street, or public utilities shall be repaired to City of Portland Standards prior to issuance of a Certificate of Occupancy.
2.  Two (2) City of Portland approved species and size trees must be planted on your street frontage prior to issuance of a Certificate of Occupancy.
3.  Your new street address is now 162 Veranda St, the number must be displayed on the street frontage of your house prior to issuance of Certificate of Occupancy.
4.  The Development Review Coordinator (874-8300 ext. 8722) must be notified five (5) working days prior to date required for final site inspection. 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.
5.  Show all utility connections: water, sanitary sewer, storm drain, electric, telephone, cable.
6.  A sewer permit is required for your project. Please contact Carol Merritt at 874-8300, ext. 8828. The Wastewater and Drainage section of Public Works must be notified five (5) working days prior to sewer connection to schedule an inspector for your site.
7.  A street opening permit(s) <sup>maybe</sup> 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. X As-built record information for sewer and stormwater service connections must be submitted to Parks and Public Works Engineering Section (55 Portland Street) and approved prior to issuance of a Certificate of Occupancy.
- 9. \_\_\_\_\_ The building contractor shall check the subdivision recording plat for pre-determined first floor elevation and establish the first floor elevation (FFE) and sill elevation (SE) to be set above the finish street/curb elevation to allow for positive drainage away from entire footprint of building.
- 10. X The site contractor shall establish finish grades at the building foundation, bulkhead and basement windows to be in conformance with the first floor elevation (FFE) and sill elevation (SE) set by the building contractor to provide for positive drainage away from entire footprint of building.
- 11. X A drainage plan shall be submitted to and approved by Development Review Coordinator showing first floor elevation (FEE), sill elevation (SE), finish street/curb elevation, lot grading, existing and proposed contours, drainage patterns and paths, drainage swales, grades at or near abutting property lines, erosion control devices and locations and outlets for the drainage from the property.
- 12. X The Development Review Coordinator reserves the right to require additional lot grading or other drainage improvements as necessary due to field conditions.
- 13. X Applicant shall be responsible to keep city streets clean of and debris that may be tracked from this site.

cc: Katherine Staples, P.E., City Engineer

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM**

20000172  
I. D. Number

**Choi Inst. of Martial Arts & S**  
Applicant  
**162 Veranda Street, Portland, ME 04103**  
Applicant's Mailing Address  
**William Nemmers**  
Consultant/Agent  
**774-3683 761-2836**  
Applicant or Agent Daytime Telephone, Fax

**9/8/00**  
Application Date  
**Veranda Street**  
Project Name/Description

**162 Veranda St, Portland Maine 04103**  
Address of Proposed Site  
**432-C-001**  
Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply):  New Building  Building Addition  Change Of Use  Residential  
 Office  Retail  Manufacturing  Warehouse/Distribution  Parking Lot  Other (specify) **public build. inst. arts**  
**6,560** **18,349** **B1**  
Proposed Building square Feet or # of Units Acreage of Site Zoning

**Check Review Required:**

Site Plan (major/minor)  Subdivision # of lots  PAD Review  14-403 Streets Review  
 Flood Hazard  Shoreland  Historic Preservation  DEP Local Certification  
 Zoning Conditional Use (ZBA/PB)  Zoning Variance  Other

Fees Paid: Site Plan **\$400.00** Subdivision \_\_\_\_\_ Engineer Review \_\_\_\_\_ Date: **9/8/00**

**DRC Approval Status:**

Reviewer **Chris Earle**

Approved  Approved w/Conditions see attached  Denied

Approval Date **9/21/00** Approval Expiration **9/21/01** Extension to \_\_\_\_\_  Additional Sheets Attached

Condition Compliance **Chris Earle** **9/21/00**  
signature date

**Performance Guarantee**  Required\*  Not Required

\* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input type="checkbox"/> Performance Guarantee Accepted	_____	_____	_____
	date	amount	expiration date
<input type="checkbox"/> Inspection Fee Paid	_____	_____	
	date	amount	
<input type="checkbox"/> Building Permit	_____		
	date		
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____
	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate Of Occupancy	_____	<input type="checkbox"/> Conditions (See Attached)	
	date		
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____		
	date		
<input type="checkbox"/> Performance Guarantee Released	_____	_____	
	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	_____
	submitted date	amount	expiration date
<input type="checkbox"/> Defect Guarantee Released			

CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
ADDENDUM

20000172

I. D. Number

Choi Inst. of Martial Arts & S

Applicant

162 Veranda Street, Portland, ME 04103

Applicant's Mailing Address

William Nemmers

Consultant/Agent

774-3683

761-2836

Applicant or Agent Daytime Telephone, Fax

9/8/00

Application Date

Veranda Street

Project Name/Description

162 Veranda St, Portland Maine 04103

Address of Proposed Site

432-C-001

Assessor's Reference: Chart-Block-Lot

**DRC Conditions of Approval**

Approved subject to site plan review condition of approval sheet.

All damage to sidewalk, curb, street, or public utilities shall be repaired to City of Portland standards prior to issuance of a Certificate of Occupancy.

Your new street address is now 162 Veranda Street, the number must be displayed on the street frontage of your house prior to issuance of a Certificate of Occupancy.

The Development Review Coordinator (874-8300 ext.8722) must be notified five (5) working days prior to date required for final site inspection. 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.

Show all utility connections: water, sanitary, sewer, storm drain, electric, telephone, cable.

A street opening permit(s) is required for your site. Please contact Carol Merritt ay 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)

As-built record information for sewer and stormwater service connections must be submitted to Public Works Engineering Section (55 Portland Street) and approved prior to issuance of a Certificate of Occupancy.

The site contractor shall establish finish grades at the foundation, bulkhead and basement windows to be in conformance with the first floor elevation (FFE) and sill elevation (SE) set by the building contractor to provide for positive drainage away from entire footprint of building.

A drainage plan shall be submitted to and approved by Development Review Coordinator showing first floor elevation (FFE), sill elevation (SE), finish street/curb elevation, lot grading, existing and proposed contours, drainage patterns and paths, drainage swales, grades at or near abutting property lines, erosion control devices and locations and outlets for drainage from the property.

The Development Review Coordinator reserves the right to require additional lot grading or other drainage improvements as necessary due to field conditions.

Applicant shall be responsible to keep city streets clean of any debris that may be tracked from this site.

**Planning Conditions of Approval**

**Inspections Conditions of Approval**

**Fire Conditions of Approval**



CITY OF PORTLAND

9-27-00 ✓

September 26, 2000

Mr. William Nemmers  
424 Fore Street  
Portland, ME 04101

Re: 162 Veranda Street, Choi Institute and Martial Arts

Dear Mr. Nemmers:

After review of the site plan submitted for the proposed Choi Institute and Martial Arts project located at 162 Veranda Street, the following information is being requested.

1. A letter of financial capability from a responsible financial institution must be submitted prior to approval.
2. Who will be removing the solid waste generated by this project? Will a dumpster be required and if so, where will it be located?
3. Capacity letters will need to be submitted from the Portland Water District and Portland Sewer Division.
4. Granite curb and sidewalk is required along the entire frontage of Hawthorne Street. It appears that a new sidewalk and curb is proposed on the eastern side of the proposed parking area, but none is proposed on the western side of the proposed parking lot. Sidewalk and granite curb will be required from the proposed parking area, west to the end of the property.
5. As we discussed recently, staff is recommending that the applicant look into eliminating the 9 parking spaces along Hawthorne Street and installing a sidewalk within that area. This recommendation would create a safer environment for patrons walking from the parking lot to the main entrance on Veranda Street. The applicant may wish to "bump in" the curb to allow parallel parking similar to the parking area on the Veranda Street side of the building. This would still allow approximately 5 parking spaces on the Hawthorne Street side of the building.
6. It does not appear that there is any new lighting proposed. If the applicant wishes to install new light fixtures, the light fixtures shall be no more than 250 watts. Staff will also require a lighting photometric plan if new lighting is added.



7. Sec. 14-339 of the Land Use Code states that “where such off-street parking shall abut a lot in a residence zone or a lot in residential use, a chain link, picket or sapling fence, not less than forty-eight (48) inches in height, shall be provided and maintained between such off-street parking and that part of the lot line involved.” The applicant shall address this requirement.
8. The plan shows new landscaping, however it is not clear what species and size is proposed. The applicant shall submit a legend for review by staff.
9. Will there be any changes to the façade of the building? If so, please submit elevations to staff.

If you have any questions, please do not hesitate to contact me at 874-8901.

Sincerely,

A handwritten signature in cursive script that reads "Kandice Talbot".

Kandice Talbot  
Planner

CC: Sarah Hopkins, Development Review Services Manager



WILLIAM NEMMERS ASSOCIATES ARCHITECTS  
424 FORE ST, PORTLAND, ME 04101 774-3683.

October 3, 2000

Kandice Talbot, Planner  
City of Portland Planning Office  
389 Congress street  
Portland, Maine 04101

Re: Choi Institute of Martial Arts  
162 Veranda Street, Portland

Kandice:

I received your letter of September 26 and have developed the following responses to the questions and statements included in that letter.

1. A letter from the bank which is financing the project, Maine Bank and Trust, is being sent to you.
2. No dumpster will be required for this operation. All waste generated will be removed from the building by the Owner.
3. I would like to request a waiver on the requirement for capacity letters from the Water District and the Sewer District because we are utilizing existing services at approximately the same rate as before. As stated in the Written Statement we will be adding (1) shower and deleting (1) wc and (1) lav. Because the change is so minimal it will have no impact on the capacity of the sewer lines in the area.
4. I have shown a revised Site Plan showing the granite curb and sidewalk required.
5. We have revised the parking space location along Hawthorne Street to allow a sidewalk along the building which does not require crossing the parking spaces.
6. No site lighting is being considered at this time.
7. With respect to the parking lot abutting the property line there exists, as shown on the site plan a wood stockade fence and a chain link fence across the rear of the lot separating the abutter from the parking. The plans call for added planting to further separate the parking lot from this neighbor.
8. A landscaping schedule, showing species and sizes, was added to the Site Plan
9. Other than removing the in-fill brick from the original window openings and returning these openings to windows, no changes to the exterior of the building will be

considered at this time. We have tested the existing paint and the brick finishes beneath the paint and have decided not to remove the paint, but re-paint the building.

I hope that this response answers your questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'William Nemmers', with a stylized, cursive script.

William Nemmers