



Tuck O'Brien
City Planning Director, Planning Division

January 22, 2018

Michael Lyne
Developer's Collaborative
100 Commercial Street, Suite 414
Portland, ME 04101

Tom Greer, P.E.
Pinkham and Greer, Civil Engineers
28annah Avenue
Portland ME, 04103

Project Name:	Reed School Redevelopment	Project ID:	2017-234
Address:	19 Libby Street	CBL:	338-K-004
Applicant:	Michael Lyne		
Planner:	Matthew Grooms		

Dear Mr. Lyne and Mr. Greer:

On January 22, 2018, the Planning Authority approved a Level I Site Alteration application for redevelopment of the Reed School site, including expansion of the existing parking area, installation of a playground, installation of a new stormwater system, and site landscaping. The decision is based upon the application, documents and plans as submitted. The proposal was reviewed for conformance with the standards of Portland's Site Plan Ordinance.

Waivers

The Planning Authority waives the Site Plan Standard, Section 14-526(a)(2)(c)(i), which requires that all proposed developments provide a sidewalk along all frontages, to permit no public sidewalk along the property's Libby Street frontage.

Stormwater Management Permit

Based upon the City of Portland's Delegated Review Authority, the Planning Authority approves the Stormwater Management Permit application, as submitted, subject to the following condition(s):

1. **Storm Water Management Condition of Approval**

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 attached, or in substantially the same form, shall be submitted for review by Corporation Counsel. Once approved, the document shall be signed and recorded at the Cumberland County Registry of Deeds prior to the issuance of a building permit. Please submit final copies to both the Department of Planning and Urban Development and the Department of Public Works.

Site Plan Review

The Planning Authority finds that the plan is in conformance with the site plan standards of the Land Use Code, subject to the following condition(s) of approval:

1. Applicant shall review entire site for ADA compliance and repair broken asphalt as needed to entire compliance. It is understood that the improvements along Homestead Avenue will be completed during the next phase of this project.
2. The ADA compliant entrance to this building will be the entrance by the parking lot, which serves as the main entrance generally. It is understood that subsequently mentioned conditions are to be completed during the next phase of this project. ADA compliant access to that entrance shall be provided by:
 - a. Repairing the sidewalk on Homestead in front of the building as needed; and
 - b. Providing a dedicated walkway from Homestead to the parking lot by either limiting vehicle access on the driveway to Homestead to emergency access only, or by providing a parallel walkway.
3. The applicant shall work with staff and METRO to resolve the best locations of bus stops along Forest Avenue to serve the site.
4. The applicant shall repair the fence along the property boundary as needed.
5. The City will look at the potential to complete the missing piece of sidewalk along Homestead Avenue just west of the site and asks for the applicant's support as necessary.

The approval is based on the submitted plans and the findings related to site plan review standards as contained in the Planning Report for application 2017-234 which is attached.

Standard Conditions of Approval

Please Note: The following standard conditions of approval and requirements apply to 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 Permitting and Inspections Department.
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 and Urban Development Department and Public Works 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 Works 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. **Construction Management Plans** The applicant, contractor and subcontractors are required to conform to the approved Construction Management Plan, and all conditions contained within the project's approval, for the entire duration of the project. Any amendments to the approved Construction Management Plan shall be reviewed and approved by the Department of Public Works prior to the execution. The Planning Authority and the Department of Public Works have the right to seek revisions to an approved Construction Management Plan. The applicant shall coordinate the project's construction schedule with the timing of nearby construction activities to avoid cumulative impacts on a neighborhood and prevent unsafe vehicle and pedestrian movements. Accordingly, nearby construction activities could involve a delay in the commencement of construction.

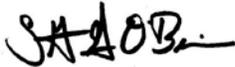
8. **Department of Public Works Permits** If work or obstructions will occur within the public right-of-way, such as utilities, curb, sidewalk, driveway construction, site deliveries and equipment siting, a Street Opening and/or Occupancy Permit (s) is required for your site. Please contact the Department of Public Works Permit Clerk at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)

9. **As-Built Final Plans** Final sets of as-built plans shall be submitted digitally to the Planning and Urban Development Department, 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 and Urban Development Department 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. Development Review Comments
2. Portland City Code: Chapter 32
3. Sample Stormwater Maintenance Agreement
4. Performance Guarantee Packet

Electronic Distribution:

cc: Jeff Levine, AICP, Director of Planning and Urban Development
Stuart G. O'Brien, City Planning Director, Planning and Urban Development
Barbara Barhydt, Development Review Services Manager, Planning and Urban Development
Matthew Grooms, Planner, Planning and Urban Development
Philip DiPierro, DRC, Planning and Urban Development
Mike Russell, Director of Permitting and Inspections
Ann Machado, Zoning Administrator, Permitting and Inspections
Jonathan Rioux, Deputy Director, Permitting and Inspections
Jeanie Bourke, Plan Reviewer/CEO, Permitting and Inspections
Chris Branch, Director of Public Works
Keith Gray, Senior Engineer, Public Works
Doug Roncarati, Stormwater Coordinator, Public Works
Jane Ward, Engineering, Public Works
Rhonda Zazzara, Construction Engineering Coordinator, Public Works

Jeff Tarling, City Arborist, Public Works
Jeremiah Bartlett, Transportation Systems Engineer, Public Works
William Scott, Chief Surveyor, Public Works
Mike Thompson, Fire
Danielle West-Chuhta, Corporation Counsel
Jennifer Thompson, Corporation Counsel
Victoria Volent, Housing Program Manager, Housing and Community Development
Thomas Errico, P.E., TY Lin Associates
Lauren Swett, P.E., Woodard and Curran
Christopher Huff, Assessor



Jean Fraser <jf@portlandmaine.gov>

Fwd: reed school

1 message

Jean Fraser <jf@portlandmaine.gov>
To: "Fraser, Jean" <jf@portlandmaine.gov>

Thu, Sep 20, 2018 at 4:43 PM

DPW COMMENTS:

----- Forwarded message -----

From: **Jennifer Ladd** <jwl@portlandmaine.gov>
Date: Thu, Sep 20, 2018 at 1:30 PM
Subject: Re: reed school
To: Jean Fraser <jf@portlandmaine.gov>
Cc: Keith Gray <kgray@portlandmaine.gov>, Bruce Hyman <bhyman@portlandmaine.gov>, Matthew Grooms <mgrooms@portlandmaine.gov>

Jean,

If the applicant is willing to help the City complete and improve the sidewalk connection between their property and Forest Ave, we'd welcome the contribution. If not, this scope of work would technically be a project we would look to fund thru our Sidewalk Rehab Program, bundle with similar work and put out to bid. Our next bituminous contract will likely be next spring, at the earliest. There may be the option to have our districting crews help with this work, but that would be subject to their schedule and availability.

I hope that is helpful. Please let me know if there are any other questions or if the applicant would like to help with this.

Thanks,
Jen

On Wed, Sep 19, 2018 at 11:39 AM Jean Fraser <jf@portlandmaine.gov> wrote:

Hi

Thank you all for addressing the sidewalk question.

Please note that the condition of site plan approval for the first phase is this (see attached approval letter):

- 1. The City will look at the potential to complete the missing piece of sidewalk along Homestead Avenue just west of the site and asks for the applicant's support as necessary.*

----- Forwarded message -----

From: **Jennifer Ladd** <jwl@portlandmaine.gov>
Date: Tue, Sep 18, 2018 at 2:06 PM
Subject: Re: reed school
To: Keith Gray <kgray@portlandmaine.gov>

Based on what I saw this morning, the sidewalk appears to be in good condition and I don't recommend reconstruction or repair. By comparison, I would not jump to reconstruct this if it were part of another City project. My only observations were that the driveway apron does not meet our current standard and I wasn't able to measure the cross slope of the sidewalk. Tom Greer met me on site and indicated that the applicant will be removing weeds and other debris from the sidewalk and repairing the retaining walls at the back of walk.

The existing concrete sidewalk is continuous and in good condition along the property's Homestead Ave. frontage. However, work is needed if an accessible (or even traversable) route is desired between this property and the crosswalk on Forest Ave at Homestead. Next to the SW corner of the property, there is a 12-ft wide bituminous driveway, then a gap of approximately 45lf with no sidewalk, then ~145lf of existing bituminous sidewalk in poor condition. Homestead looks to fall between two METRO stops on this part of Forest Ave.

--

Jennifer Ladd

Senior Transportation Engineer
Engineering Division
Department of Public Works
[55 Portland Street](#)
Portland, Maine 04101

jwl@portlandmaine.gov
(207) 874-8894 phone

**Jean Fraser** <jf@portlandmaine.gov>

Reed School project, Phase 2

1 message

Deb Andrews <dga@portlandmaine.gov>
To: Jean Fraser <jf@portlandmaine.gov>

Thu, Sep 20, 2018 at 12:35 PM

Jean,

I have reviewed the Phase 2 plans developed by Archetype for Developers Collaborative regarding the conversion of the former Reed School into housing. Phase 2 of the project involves the rehabilitation of the original historic school building. I am generally comfortable with the proposed rehabilitation, but note the following outstanding issues:

Although the submitted plans indicate that the original windows--a key character-defining feature of the building--will be repaired/refurbished, based on recent discussion with the project architect it is my understanding that the windows will likely be replaced due to their condition. As the character and quality of the replacement windows will be important to the successful rehabilitation of the historic building, I request that the applicant provide final window specifications to HP staff for review and approval.

Additionally, new wall-mounted light fixtures are proposed, but not specifications have been provided. Specifications for the proposed light fixtures to be submitted to HP staff for final review and approval.

Deb Andrews
Historic Preservation Program Manager
[City of Portland](#)
[389 Congress Street](#)
Portland, Maine 04101
(207) 874-8726