

Planning and Urban Development Department Planning Division



February 16, 2018

Jeff Kane
Monument Partners, LLC
380 Sixth Street, South
Naples, FL 34102

Anne Callendar
Whipple Callender Architects
PO Box 1276
Portland, ME 04104

RE: Staff Review Comments for 25 Monument Street – 5-unit condominium (2017-243) –
Planning Board Review

Project Name:	25 Monument Street	Project ID:	(2017-234)
Project Address:	25 Monument Street	CBL:	338-K-004
Applicant:	Monument Partners, LLC		
Planner:	Matthew Grooms		

Dear Mr. Kane and Ms. Callender,

Thank you for submitting a Level III Site Plan and Subdivision application for the demolition of an existing three-unit residential building and construction of a five unit residential condominium at 25 Monument Street predominantly within the R-6 residential zone and partially within the B-1 neighborhood business zone. This project is being reviewed as a preliminary plan subject to the following applicable Land Use Code provisions:

- Site Plan Ordinance, Article V
- Subdivision Ordinance, Article IV
- Division 7, R-6 and R-6A Residential Zones
- Division 9, B-1 and B-1b Neighborhood Business Zones
- Division 20, Off-Street Parking Standards

Final Plan for Planning Board Review: Staff Review Comments

I. Site Plan Standards

1. At present the ADA accessible entrance to the building is through the garage and across the internal driveway. Would the applicant consider making the principal entrance ADA accessible?
2. From the provided site plan, it is difficult to determine what portion of the existing sidewalk is being replaced. Please provide a limit of work line and clearly identify areas for reconstruction.

3. The construction details for the driveway are to be modified to reflect updated details by DPW in plan view and cross-section to show the provision of an ADA-compliant pedestrian access route of 5' minimum denoting a maximum 2% cross-slope. The updated details (3) are attached; the appropriate detail for the site conditions should be selected.
4. The construction detail for the brick sidewalk is to be modified to show a maximum 2% cross-slope for its entire width.
5. With the final submission, the applicant shall provide a plan showing plant numbers, sizes and locations on the property. Tree save protection measures should similarly be identified on the plan and in narrative form.
6. In speaking with the City Arborist, three of the street trees provided on site qualify as street trees. A total of two additional street trees or acceptable alternative shall be provided.
7. All applicable 'ability to serve' letters shall be provided with the final plan submission or shall be made a condition of approval if not supplied.
8. The location of site lighting and appropriate details have been provided. A photometric plan is also required which demonstrates acceptable light trespass.
9. The applicant shall provide details for fencing being proposed on-site.

II. Zoning Review

10. Building elevations shall provide height measurements so as to determine compliance with R-6 height maximums. Similarly, while the required stepback is provided, it is not clear if the stepback is provided at the required height, or if the stepback is at least 10 feet from the property line.
11. Does the proposed lot coverage of 56% take into account the covered porch? Please note, under zoning, this area of the site counts towards that requirement.
12. As required under Division 29. Housing Preservation and Replacement, upon approval of the project, the applicant will be required to post a performance guarantee or letter of credit in an amount equivalent to the amount the applicant would have been required to contribute to the City's Housing Trust Fund if that option had been pursued (subsection g of this division). This security will be held until completion of the project and issuance of a Certificate of Occupancy.

III. Subdivision Review

13. When available, a copy of the condo docs shall be provided for review by Corporation Counsel.
14. The subdivision plat should indicate the stepback line as well as setback lines.

IV. Fire Review

15. The main entrance of the building must be the address fro the property. This should be consistent with 911, tax assessor, Inspections Division and future mailing address. The address number must be on the street side of the building with numbers that are no less than six inches high.
16. This building will be required to be sprinkled.
17. Access is acceptable to the Fire Department
18. There are adequate fire hydrants in the area.

Additional Submittals Required:

Please upload the digital plans and documents to address staff comments. Upon receipt of the revised material, the City of Portland will review the additional plans and information for conformance with applicable ordinances. Please be aware that an application expires within 120 days of the date upon which this written request for additional information was made and only one set of revised plans may be submitted for review.

If you have any questions, feel free to contact me at (207) 874-8725 or by email at mgrooms@portlandmaine.gov.

Sincerely,
Matthew Grooms
Planner

Electronic Distribution:

Tuck O'Brien, Planning Division Director
Barbara Barhydt, Development Review Services
Manager
Jennifer Thompson, Associate Corporation
Counsel
Anne Machado, Zoning Administrator

Captain Keith Gautreau, Fire
Keith Gray, DPW
Jeff Tarling, City Arborist
Tom Errico, P.E., TY Lin Associates
Lauren Swett, P.E., Woodard & Curran

Planning and Urban Development Department

Planning Division



Subject: R-6 Small Infill & Multi-family Design Review – 25 Monument Street

Written by: Caitlin Cameron, Urban Designer

Date of Review: Monday, January 29, 2018

A design review for the proposed multi-family project at 25 Monument Street was conducted according to the *City of Portland Design Manual* Standards by Caitlin Cameron, Urban Designer, Matt Grooms, Planner, and Jeff Levine, Department Head, within the Planning Division of the Planning & Urban Development Department. The project was reviewed against the *R-6 Small Infill Development Design Principles & Standards* (Appendix 7 of the Design Manual).

Findings of the Design Review:

The proposed design **does not pass** all of the criteria of the *R-6 Alternate Design Review* – some comments are provided below regarding areas of concern.

Design Review Comments (*red text denotes principles or standards that are not met*):

Principle A Overall Context – Met – The mass and height of the proposal at the street is consistent and compatible with the surrounding residential context. The type is similar to other triple-decker and four-story multi-family buildings found in the neighborhood.

- *A-1 Scale and Form*: The scale of the project is compatible with the existing context – flat roof, bay window, façade plane changes with porches.
- *A-2 Composition of Principal Facades*: The composition of the front façade has a vertical proportion consistent with the residential character of the neighborhood. The flat roof, porches, and use of bay windows provide a composition referential to neighborhood architectural character. **The number and placement of materials is excessive and adds too much complexity in a context that is simple in form, roof lines, and materials. See further comments below on this.**
- *A-3 Relationship to the Street*: The building has a relationship to the street consistent with the neighborhood which is setback a few feet to accommodate the bay projection, landscape, entry porch. The street wall varies here with some buildings set further back from the street.

Principle B Massing – Met – Most aspects of the building reflect the principle and the majority of the Standards are met by the proposed design.

- *B-1 Massing*: The proposed massing is generally consistent with the neighborhood using a vertical proportion and a bay projection with porches.
- *B-2 Roof Forms*: The flat roof form at the street is consistent with the surrounding context and the multi-family building type.
- *B-3 Main Roofs and Subsidiary Roofs*: There is a clear main roof form.

- **B-4 Roof Pitch:** The roof pitch is more shallow than allowed.
- **B-5 Façade Articulation:** The project employs balconies, bay window, recessed, and covered entry.
- **B-6 Garages:** Garage is integrated into the overall building form and there is living space above garage. Garage door is less than 40% of the façade width.

Principle C Orientation to the Street –Partially Met – The project appropriately reflects the private/public relationship of residential buildings in this neighborhood. **However, the ground floor includes no windows, living space, or entrances at the street to “enhance the pedestrian friendliness and sociability of the streetscape.”** Staff suggest addressing this concern by bringing the enclosed entry closer to the street, aligned with the front façade, and activate the ground floor by using the bay as lobby space.

- **C-1 Entrances:** The main entry is far back from the street with a long porch – **Emphasis should be on the entry rather than the garage door. A metal gate across the porch is inappropriate – if the space needs to be enclosed, bring the entrance to the front façade.**
- **C-2 Visual Privacy:** Visual privacy is adequately addressed; No ground floor windows; Finished floor of residences exceeds 24” minimum above sidewalk; Porches are included in front façade design.
- **C-3 Transition Spaces:** The project shows a transition between the street and the front door with a setback, landscaping, and porch.

Principle D Proportion and Scale – Met – While the building is human-scaled, the proportions are slightly off because of the extra width created by the garage. The top floor and vertical support at the porch help draw a regulating line at the more contextual proportion.

- **D-1 Windows:** The majority of windows are rectangular with vertical proportion. **The two-over-one window proportion is not contextual.**
- **D-2 Fenestration:** The percent of fenestration on the front façades appear to meet the minimum 12% requirement.
- **D-3 Porches:** Porches extend at least 20% of front façade and meet the minimum dimensional requirements.

Principle E Balance –Met – The building façade composition creates a sense of balance with good use of overall and local symmetry.

- **E-1 Window and Door Height:** The majority of window and door head heights align along a common horizontal datum.
- **E-2 Window and Door Alignment:** The majority of windows shall stack so that centerlines of windows are in vertical alignment.
- **E-3 Symmetricality:** Primary window compositions are arranged symmetrically around discernable vertical axes.

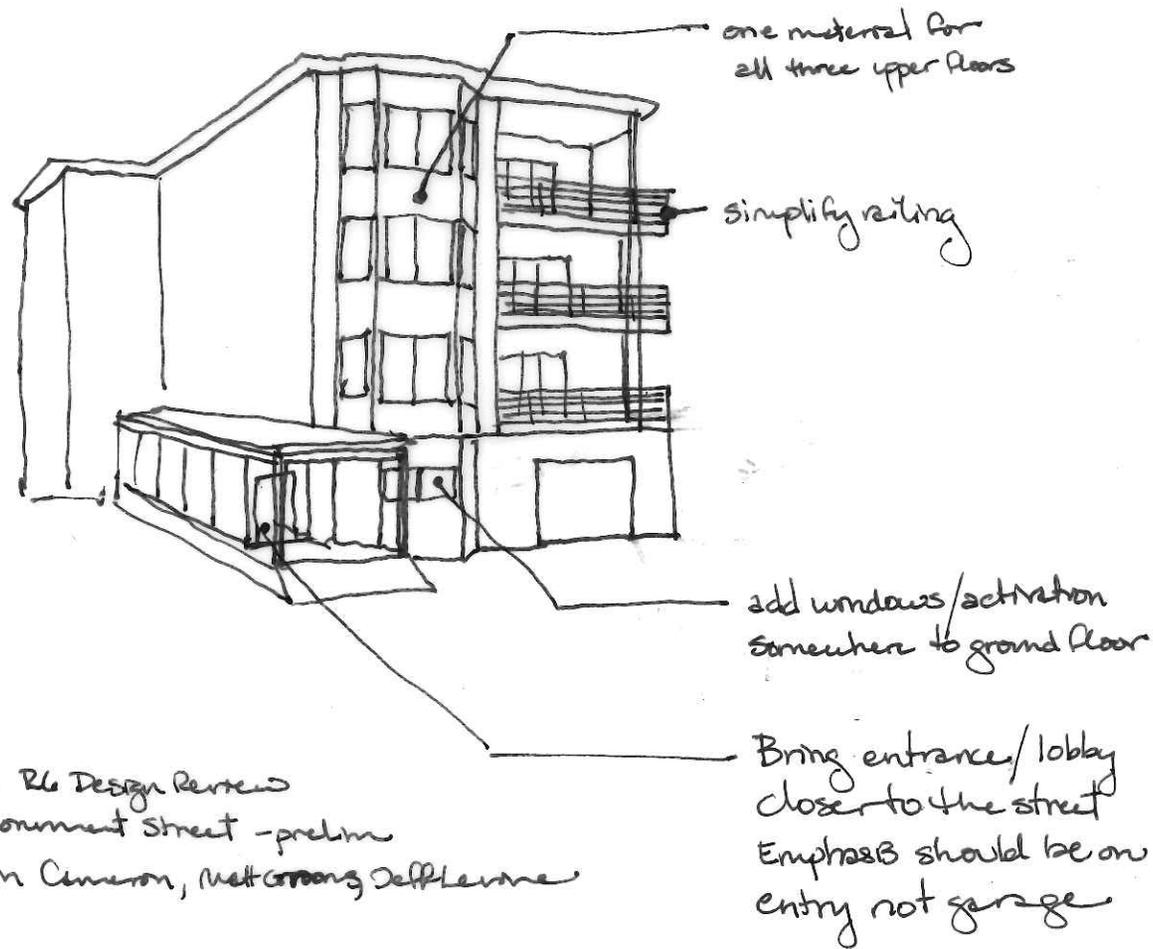
Principle F Articulation – Partially Met – The project employs several articulation methods to create visually interesting facades. **However, the number and placement of materials creates a busy façade and is inconsistent with the character of the context.**

- **F-1 Articulation:** Project employs a cornice, expression lines, materials with texture and scale, and porch details that provide shadow lines. **Is there trim or corner boards? How will the corners be detailed?**
- **F-2 Window Types:** Two window types.

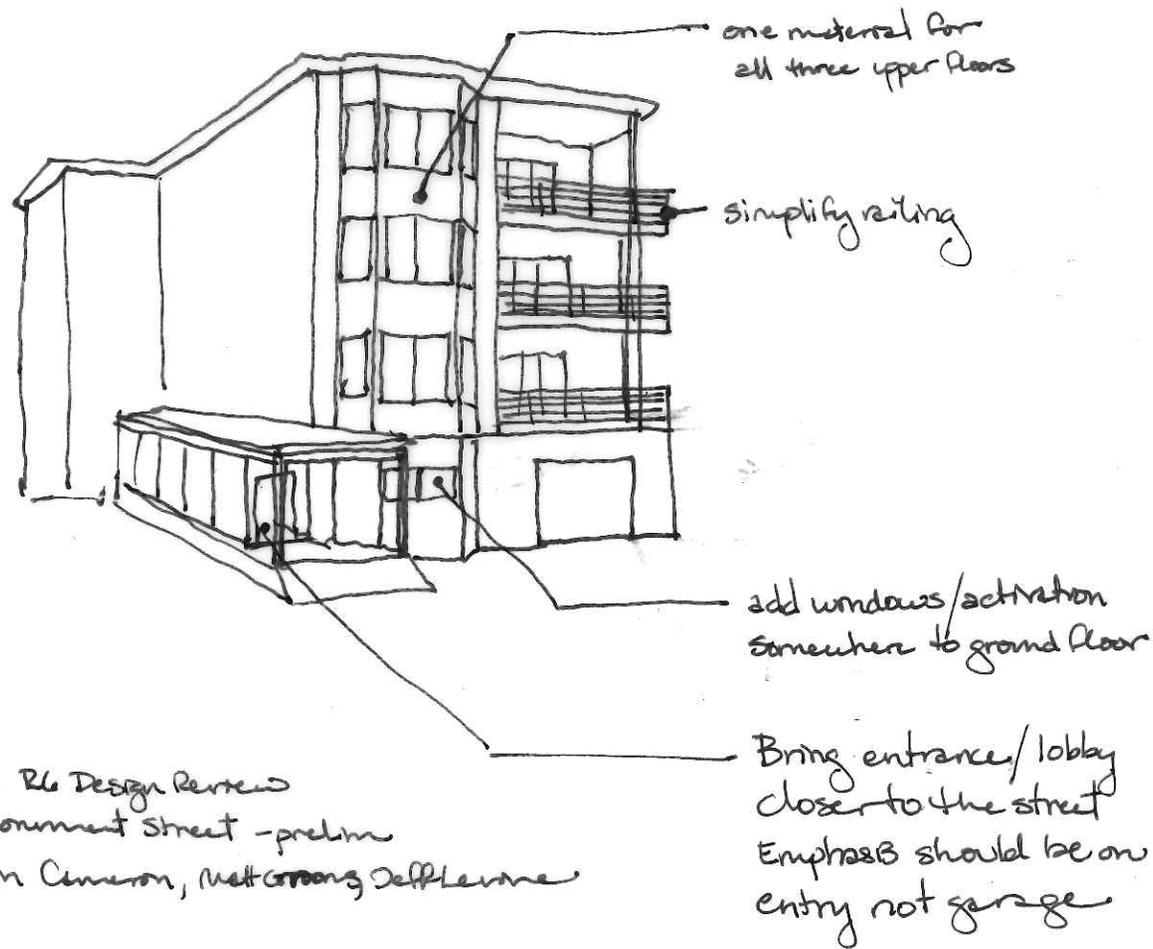
- *F-3 Visual Cohesion:* There are excessive variations in materials disrupting the visual cohesion, creating awkward proportions, creating a façade more complex and busy than found in the context. Two materials – the railing and the vertical shiplap - contribute to the busy character of the building and break the façade inappropriately for the building type and context. Staff suggest only one material orientation (vertical or horizontal) should be applied consistently through the upper floors. The railing should be simplified, taking cues from the neighboring character.
- *F-4 Delineation between Floors:* Floors are delineated with material changes and porches. The delineation between the third and fourth floors is excessive with the material change.
- *F-5 Porches, etc.:* The porches are well integrated into the massing of the building. However, the design of the railing does not meet the standard – the style is overly complex, not integrated into the overall building character or the character found in context. In addition, the design of the entry porch feels boxy and lacking detail compared with the rest of the building. The cornice profile for that porch roof is adding to the heaviness of that design.
- *F-6 Main Entries:* The main entry is set back from the street – **emphasis should be on the entry rather than the garage door.** Staff suggest bringing the enclosed entry closer to the street, aligned with the front façade and activated the ground floor by using the bay as lobby space. Porch width may need to be revised to accommodate this.
- *F-7 Articulation Elements:* Project includes a cornice projecting at least 6”; there does not appear to be trim or corner boards; offsets meet 12” minimum; pronounced cornice.

Principle G Materials – Partially Met - The dominant neighborhood materials are small-scale residential choices such as clapboard, shingle, and brick. **There is an excessive number of materials – the predominant context is that of simplicity.**

- *G-1 Materials:* Clapboard and brick are in keeping with the residential context. **Vertical orientation of siding is less common.**
- *G-2 Material and Façade Design:* The brick at the ground floor with clapboard above is an appropriate placement according to their nature. **The bay does not need a difference material orientation to be effective as an articulation/massing element.**
- *G-3 Chimneys:* Not applicable
- *G-4 Window Types:* Two window types used.
- *G-5 Patios and Plazas:* Landscape plan indicates concrete pavers.



1/29/18 R6 Design Review
25 Monument Street - prelim
Caitlin Cameron, Matt Croning, Jeff Levine



1/29/18 R6 Design Review
25 Monument Street - prelim
Caitlin Cameron, Matt Croning, Jeff Levine



Matthew Grooms <mgrooms@portlandmaine.gov>

25 Monument Street - Preliminary Traffic Comments

Tom Errico <thomas.errico@tylin.com>

Thu, Mar 22, 2018 at 1:38 PM

To: Matthew Grooms <mgrooms@portlandmaine.gov>

Cc: Keith Gray <kgray@portlandmaine.gov>, Jeremiah Bartlett <JBartlett@portlandmaine.gov>, Bruce Hyman <bhyman@portlandmaine.gov>, Lauren Swett <lszett@woodardcurran.com>, "Jeff Tarling (JST@portlandmaine.gov)" <JST@portlandmaine.gov>

Hi Matt – I have reviewed the application materials and offer the following Preliminary Traffic Comments.

- The parking layout plan notes aisle width dimensions that do not meet City standards. The applicant should provide documentation that supports a waiver request.
- The applicant has provided a vehicle turn analysis that indicates vehicle circulation is feasible. I continue to review this information, but my initial review supports their conclusion that reasonable circulation can be provided. I would note that the building columns will present vehicle turn challenges.
- I find the location and width of the driveway to be acceptable.
- The construction management plan is not acceptable and the applicant shall revise the plan to conform to the City's standard template. I would note a detailed sidewalk closure detour route that is ADA compliant shall be noted.

If you have any questions, please contact me.

Best regards,

Thomas A. Errico, PE
Senior Associate
Traffic Engineering Director

TYLIN INTERNATIONAL

12 Northbrook Drive

Falmouth, ME 04105

+1.207.781.4721 main

+1.207.347.4354 direct

+1.207.400.0719 mobile

+1.207.781.4753 fax

thomas.errico@tylin.com

Visit us online at www.tylin.com

Twitter | Facebook | LinkedIn | Google+

"One Vision, One Company"

MEMORANDUM



TO: Matt Grooms, Planner
FROM: Lauren Swett, PE & Craig Sweet, PE
DATE: February 1, 2018
RE: 25 Monument Street, Level III Site Plan Application

Woodard & Curran has reviewed the Level III Site Plan Application for the proposed development located at 25 Monument Street in Portland, Maine. The project involves the demolition of an existing two (2) family house and construction of a five (5) unit building.

Documents Reviewed by Woodard & Curran

- Level III Site Plan Application and attachments, prepared by Whipple-Callender Architects, on behalf of Monument Partners, LLC.
- Plan Sheets 1-7, dated October 17, 2017, prepared by Whipple-Callender Architects, on behalf of Monument Partners, LLC.
- Plan sheets C.2 and C.3, dated January 25, 2018, prepared by Whipple-Callender Architects, on behalf of Monument Partners, LLC.

Comments

- 1) The application is preliminary. Woodard & Curran will perform a review of the Final Application upon receipt of those documents. The following comments reflect items that should be included as part of the Final Application.
- 2) Final plans must be stamped by a professional engineer (Section 14-527, sub-section (f) of the City of Portland Land Use Ordinance).
- 3) In accordance with Section 5 of the City of Portland Technical Manual, a Level III development project is required to 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. We offer the following comments:
 - a) Basic Standard: Plans, notes, and details have been provided 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.
 - The Applicant has noted that silt fence will be installed along the Monument Street frontage. Additional silt fencing may be needed along the sides of the property to prevent sediment from running onto the abutting properties during construction. Silt fence should be provided around the construction material storage area located in close proximity to the abutter.
 - b) General Standard: The project will result in a de minimis increase in impervious area, less than 1,000 square feet. As such, the project is not required to include any specific stormwater management features for stormwater quality control.
 - Please clarify the new impervious area onsite, the Level III Site Plan application indicates an increase in impervious area of 860 square feet while the table provided on sheet C.1 indicates an increase of 777 square feet.
 - We encourage the Applicant to review the City's Stormwater Service Charge Credit Manual (available online) to evaluate whether they may want to incorporate stormwater quality treatment measures that qualify for a future Stormwater Service Charge credit.
 - c) Flooding Standard: The project will result in a de minimis increase in impervious area of less than 1,000 square feet. As such, the project is not required to include specific stormwater management features to control the rate or quantity of stormwater runoff from the site.
- 4) The utility plan identifies an oil water separator floor drain in the rear portion of the garage. The Applicant should confirm that this will connect to the sewer. We recommend showing additional spot grades in the front section of the garage to ensure that drainage is able to get to the floor drain.



- 5) Based on the proposed contours, it appears that the intent for drainage behind the building is to drain to a shallow swale that will direct water around the sides of the building. Some additional spot grades and flow arrows should be provided to ensure that water behind the building does not drain onto the adjacent properties.
- 6) Locations of foundation and roof drains should be identified.
- 7) It is unclear if the existing sewer service is being reused, or if a new service is proposed. Please clarify and provide confirmation from the City of Portland Department of Public Works of ability to serve.
- 8) Engineering details in conformance with the City of Portland Technical Manual should be provided, including granite curbing, sidewalk, pavement repair, etc.
- 9) An ability to serve letter from the Portland Water District has been provided. The Applicant should ensure that the water service information on the plans provided to the City has not been changed since the December 5, 2017 plans were approved by the Portland Water District.
- 10) Per the City of Portland's current sidewalk material policy, driveway aprons must be constructed of the same material as the adjacent sidewalks. It is unclear on the plans if this is the case. A brick sidewalk apron should be provided, and the plans should include a detail.



Matthew Grooms <mgrooms@portlandmaine.gov>

25 Monument Street Tree & Landscape Review

Jeff Tarling <jst@portlandmaine.gov>

Mon, Feb 5, 2018 at 4:42 PM

To: Matthew Grooms <mgrooms@portlandmaine.gov>

Cc: Bruce Hyman <bhyman@portlandmaine.gov>, Errico Thomas <thomas.errico@tylin.com>

Hi Matt -

In review of the proposed project at 25 Monument Street the landscape plan submitted by Anthony Muench LA. The tree and landscape plan concepts work well as they contain a mix of wood fencing, trees, shrubs and herbeaus plantings that will help as a buffer along with adding interest to the site.

A condition for the final approval should show plant numbers, sizes and location on the plot. The landscape plan as submitted is well thought out and appropriate for the project, fine tuning the plant details would be good for the final approval along with 'tree save' protection measures spelled out. This helps us with post development inspection.

Three of the trees along the sidewalk could qualify for street-trees.

Thanks,

Jeff

Jeff Tarling
City Arborist - City of Portland Maine
Parks, Recreation & Facilities Department
Forestry & Horticulture
[212 Canco Road](#)
[Portland, ME. 04103](#)
[\(207\) 808-5446](#)
jst@portlandmaine.gov