

PLANNING BOARD

Tuesday, January 13, 2026 at 4:30 PM
Room 24 (Basement of City Hall) and
Zoom



MEMBERS

Joseph Zamboni, Chair
Kelsey Robertson, Vice Chair
Michael Joseph Fox
Brandon Mazer
Nicholas Messina
David Silk
Austin Smith

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+1 564 217 2000 US

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+1 719 359 4580 US

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PUBLIC COMMENT INFORMATION:

To submit written public comment on an agenda item, email planningboard@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the Planning Board meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).

AGENDA:

PUBLIC HEARING - 4:30 PM

1. ROLL CALL AND DECLARATION OF QUORUM

2. COMMUNICATION AND REPORTS

2025 Planning Board Yearly Accomplishments

3. REPORT OF ATTENDANCE AT THE MEETING HELD ON DECEMBER 9, 2025

Public Hearing

45 Union Street: Mazer, Messina, Robertson and Silk present. Smith recused. Fox and Zamboni absent.

4. REPORTS OF DECISIONS AT THE MEETING HELD ON DECEMBER 9, 2025

- i. Major Site Plan and Traffic Movement Permit; 45 Union Street; Kowtower, LLC., Applicant. Silk motioned and Robertson seconded a motion to approve the major site plan application. Vote 4-0 (Smith recused, Fox and Zamboni absent). Silk motioned and Robertson seconded a motion to approve the traffic movement permit. Vote 4-0 (Smith recused; Fox and Zamboni absent). Silk motioned and Robertson seconded a motion to adopt the staff report and draft the approval letter as the Planning Board's decision, and to authorize the board chair to sign the approval letter as drafted. Vote 4-0 (Smith recused; Fox and Zamboni absent).

5. NEW BUSINESS

- i. Subdivision; 138 Auburn Street; DBA First Lutheran Church, Applicant. The Planning Board will hold a hybrid public hearing to consider a subdivision application to create three new lots in the Residential Neighborhood RN-1 zone. Two new lots would have frontages along Washington Avenue with the remaining land for the existing Lutheran Church would continue to have frontage on Auburn Street. A project and plan summary are available for viewing on the city's CSS Portal (<https://css.portlandmaine.gov/>) by referencing Plan Number PL-003437-2025.

To: Chair Zamboni and Members of the Planning Board
From: Andrew Graminski, Planning & Development Review Manager
Date: January 13, 2026
Re: Planning Board 2025 Accomplishments

The following is a summary of the Planning Board’s accomplishments over the course of 20 meetings held during the 2025 calendar year. Highlights of the Board’s accomplishments are listed below.

1. PLANNING BOARD MAJOR SITE PLAN APPROVALS:

A total of 14 Major Site Plan applications were approved in 2025, including 10 residential/mixed-use projects, and 4 non-residential projects resulting in:

- Total Housing Units Approved: 1,347
- Total Workforce Housing Units: 107
- Total Affordable Housing Units (IZ Exempt¹): 285
- Total Jill C. Duson Housing Trust Fund Contributions: \$4,008,000
- Total Hotel Rooms: 218
- Total EV Charging Infrastructure: 64
- Bicycle Spaces: 645
- New On-Site Street Trees: 93
- Total new trees: 244
- Tree Fund Contributions: \$204,400

In 2025, the Planning Board reviewed 10 residential Major Site Plan applications – one of the lowest volumes of applications seen in the last decade. However, of those 10 Major Site Pan applications, the Board advanced a record- **1,347** new housing units, marking the highest number of units approved in a single year over the last ten years. Of the units approved, the majority are proposed in large multi-family developments, rather than smaller-scale infill projects. Of the approved units, **392** are designated as affordable units and **\$3,380,000** will be collected into the Jill C. Duson Housing Trust fund. 2025’s approvals also furthered the city’s sustainability goals by approving the planting of **244 new trees**, installation of **64 EV charging stations**, and **645 bicycle parking spaces**. Moreover, the Planning Board approved several notable non-residential projects, including 203 Fore Street, a 130-room hotel with 5,500 square feet of ground floor retail, which would contribute **\$628,030** into the Housing Trust fund,

¹ Meeting or exceeding the standards in Section 17.2.3(C) exempts a project from the workforce housing requirements of Section 17.2.3.

331 Veranda Street, a 50,000 square foot administrative office building for Martin’s Point Healthcare, and 76 St. James Street, remediation work for Dougherty Fields. Outside of site plan applications, the Board also reviewed three zoning amendments including proposed text amendments to the City’s inclusionary zoning for hotels and the Pedestrian Activities District (PAD) Overlay, and a text and map amendment to establish the University of New England’s Institutional Overlay Zone (IOZ).

Residential approvals by zone:

Zone	Total Projects	Total Residential Units
Residential Neighborhood Zones*	4	308
Mixed-Use Zones**	6	1,039
Total	10	1,347

*Includes RN-1, RN-4, RN-5 zones, and the former R-6 zone

**Includes the B-1, B-2b, B-2, B-3, and B-5 zones

A. Notable Residential Approvals:

125 Thompson Point Road

On February 25, 2025, the Planning Board approved a Major Site Plan application for the construction of a six-story, 255-market rate unit multifamily residential building, with an attached six-story parking structure that can accommodate up to 463 vehicles and additional surface-level parking for 35 vehicles at 125 Thompson Point Road. The development of the approved residential building was originally envisioned as part of the Thompson’s Point Master Plan (approved by the Planning Board in March of 2014). The site plan had pending proceeding status through the approved Master Plan and was not subject to the City’s Inclusionary Zoning regulations as they were implemented after the Master Plan was originally approved. Programming for the building includes drop-off parking and entry zone and various amenities for residents including a pool, bocce court, multiple pergolas, and a private trail connection to the existing public trail network nearby.



Figure 1: Prospective rendering of the building from the Fore River.

165 Washington Avenue

On February 25, 2025, the Planning Board approved a Major Site Plan Application for the construction of a seven-story, 325-unit, mixed-use building, with 1,800 square feet of ground-level retail space and 11 parking spaces at 165 Washington Avenue. The proposed building would be located on a surface parking lot with a vacant building formerly the Burner Supply warehouse in the East End neighborhood within the B-2b Neighborhood Business zone. The project would be located along a priority corridor for the City that contains a variety of residential and non-residential uses including breweries, retail establishments, and restaurants. The development would result in 82 workforce housing units onsite.



Figure 2: Prospective rendering of the building along Washington Avenue.

9 Boyd Street – Phase 2 and 3

On May 27, 2025, the Planning Board approved a Major Site Plan and Subdivision application for the construction of two multifamily residential buildings with 119 units in total and associated site landscaping and public realm improvements at 9 Boyd Street in the East Bayside neighborhood. The project would demolish four existing, 10-unit multifamily buildings that were constructed in the late 1960s, that are owned by the Portland Housing Authority. The approved project is part of a phased development known as the “COMB block redevelopment” and this approval enabled phases 2 and 3. Phase 1 was approved by the Planning Board on July 9, 2024, which was for the construction of a six-story, 55-unit multifamily building at the corner of Boyd and Oxford Street. Phase 2 would consist of a seven-story, 92-unit building with 82 affordable housing units and 10 market rate units. Phase 3 would consist of a 3-story, 27 affordable housing unit townhome building. The project is exempt from the City’s Inclusionary Zoning policy as they exceed the standards outlined in Section 17.2.3(C).

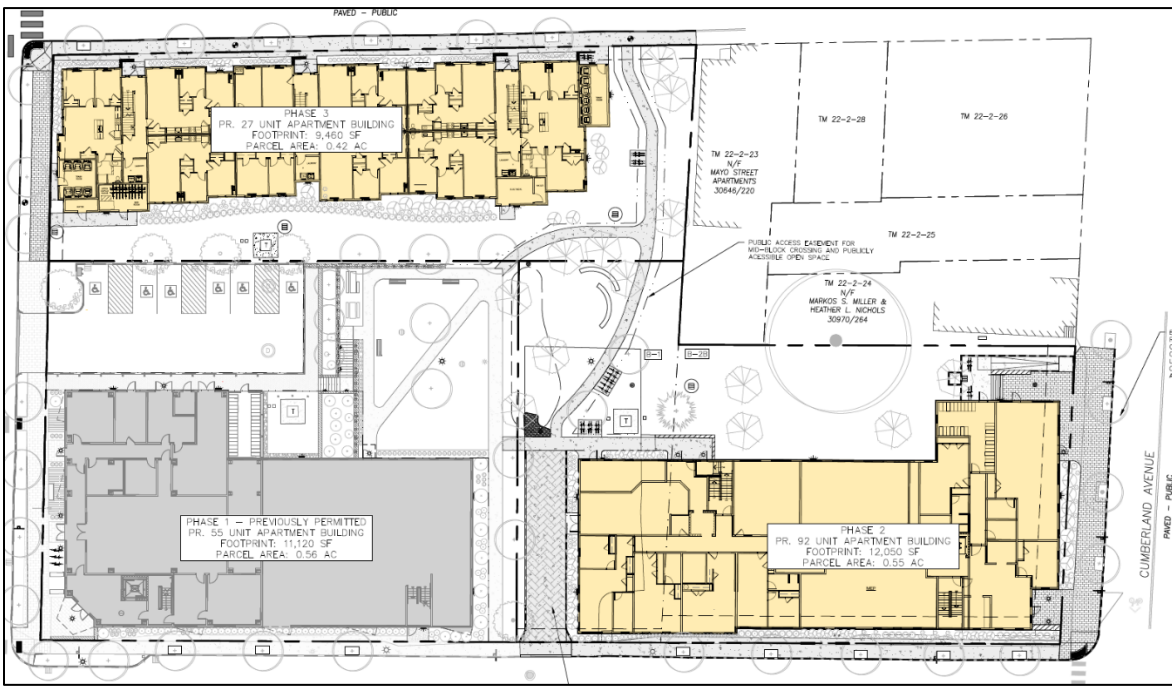


Figure 3: Approved phased site plan.

B. Small-Scale Infill Development or Redevelopment

161 York Street

On October 28, 2025, the Planning Board approved a Major Site Plan for the construction of two, three-unit residential buildings (six total units) at 161 York Street, a small-infill site in the West End, the site of an empty lot that touches both York Street and Guilford Way.

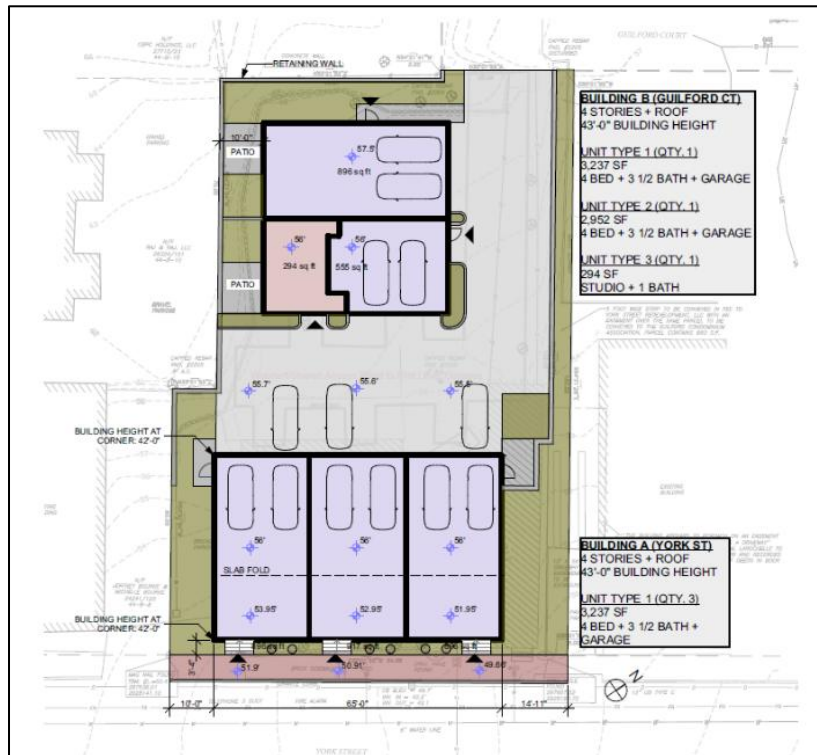


Figure 4: Illustrative site plan.

C. Mixed-Use Development

45 Union Street

On December 9, 2025, the Planning Board approved a Major Site Plan and Traffic Movement Permit for the construction of a 30-story mixed-use building with 88 hotel rooms, 73 residential units, ground floor retail space, and a restaurant and observation space at 45 Union Street in the Old Port neighborhood. The project would be located in an existing surface parking lot between Union and Exchange Streets. The proposed building features a ground-floor motor court with separate lobbies, a cafe, and 10 levels of hotel rooms topped by a residential wellness center and 15 floors of housing. The structure is crowned by a two-story architectural cap containing a restaurant, a public observation deck, and hotel reception facilities. The new tower would be surrounded by a public plaza connecting to existing sidewalks on Exchange, Union, and Fore Streets. The project would pay \$3,380,000 into the City's affordable housing trust fund in lieu of providing workforce units onsite for the residential portion of the project.



Figure 5: Rendering of the proposed building from the Portland Harbor.

D. Notable Non-residential development

331 Veranda Street

On January 14, 2025, the Planning Board approved a Major Site Plan application for a 50,000 square foot administrative office building with 92 parking spaces and associated site improvements associated with the Martin’s Point Healthcare campus at 331 Veranda Street. The approval included new publicly accessible pedestrian connections along the eastern edge of the property to connect new surface parking with the existing Martin’s Point trail.



Figure 6: Rendering of the proposed office at Martin’s Point.

203 Fore Street

On July 8, 2025, the Planning Board approved a Major Site Plan application for a five—story, 130-room extended stay hotel with three ground-floor retail units in the India Street Form-Based Code (IS-FBC) zone. As part of the approval, the project will be required to contribute \$628,030 into the Housing Trust Fund.



Figure 7: Rendering of the proposed five-story hotel.

E. Zoning Amendments

Hotel Inclusionary Zoning Text Amendment for fee-in-lieu standard

The Planning Board evaluated four proposed recommendations to update the hotel inclusionary zoning requirements within the Land Use Code (Section 17.2.4). Following a review commissioned by the Housing and Economic Development Committee, staff presented fee alternatives based on a third-party consultant's study. Over the course of two meetings, the Board analyzed these options to determine the most effective amendments for the city's ordinance. On November 4, 2025, the City Council adopted a zoning amendment to increase the fee-in-lieu to \$9,520 per hotel room.

University of New England Institutional Overlay Zone Amendment

On February 25, 2025, the Planning Board recommended approval of a text and map amendment to establish the University of New England Institutional Overlay Zone (IOZ). The Planning Board also approved the University's Institutional Development Plan, which is a requirement for development within an IOZ. The purpose of the zoning changes was to establish zoning regulations that are conducive to the University's long-term development plans and allows for on-campus housing, academic buildings, and athletic facilities. On May 21, 2025, the City Council adopted the zoning amendment.



Figure 8: Recommended and approved UNE IOZ Map Boundary.

Text Amendment to the Pedestrian Activities District (PAD) Overlay

On July 8, 2025, the Planning Board recommend approval of a text amendment to the PAD Overlay. The amendment was to include a reference to a new vacant commercial properties ordinance that would apply to all properties with ground floor commercial uses within the PAD Overlay boundary. On September 3, 2025, the City Council adopted the zoning amendment.

138 Auburn Street
 Subdivision Application
 PL-003437-2025
 First Lutheran Church of Portland, Applicant

Submitted to:	Portland Planning Board	Prepared By:	Eric Freeman
Public Hearing Date:	January 13, 2026	Date:	January 7, 2026

I. INTRODUCTION

The First Lutheran Church of Portland has submitted a Subdivision application to facilitate the creation of two new residential lots via a lot split of an existing parcel at 138 Auburn Street in the Residential Neighborhood-1 (RN-1) zone. The lot split would result in three total lots, requiring subdivision approval. Be

This application is being referred to the Planning Board for compliance with the City of Portland’s Subdivision Standards, Section 14.4 of the City’s Land Use Code.

The Planning and Urban Development Department mailed 140 notices advertising this meeting to property owners within 500 feet of the site. A legal advertisement ran in the January 1, and January 2, 2026 edition of the Portland Press Herald.

Applicant: First Lutheran Church of Portland
Applicant Representatives: St. Clair Associates

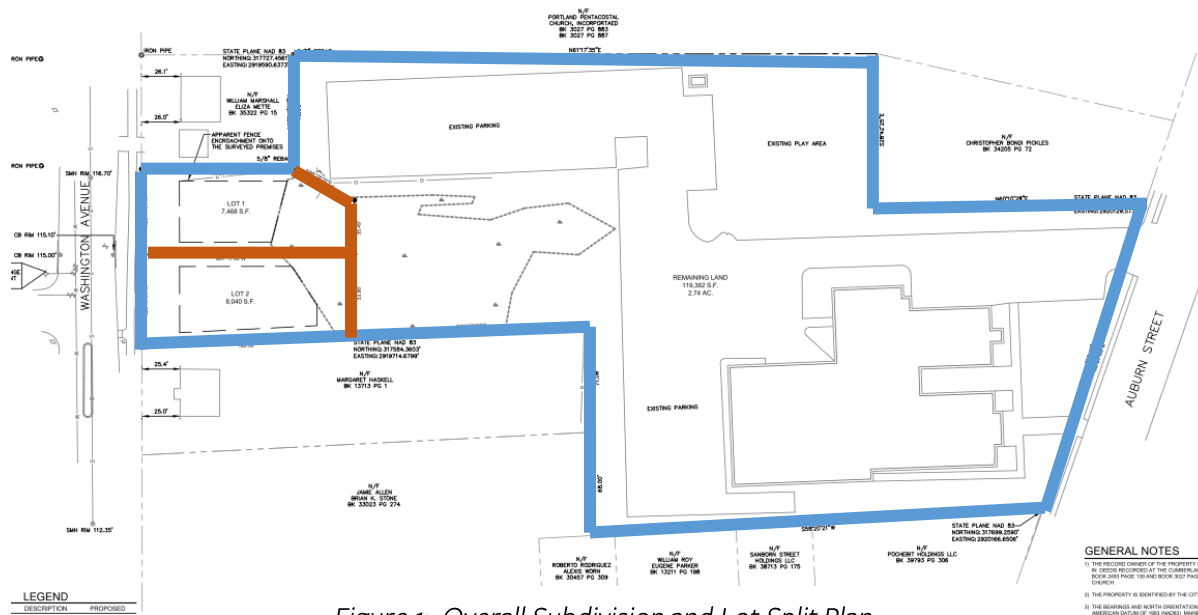


Figure 1: Overall Subdivision and Lot Split Plan.

II. REQUIRED REVIEWS

<i>Review</i>	<i>Applicable Standards</i>
Subdivision	Section 14.4.1

<i>Project Data</i>	
Existing Zoning	RN-1
Property Size	175,982 SF
Existing Use	Church, Parking
Proposed Use	Lot split at the rear of the site to create two new residential lots fronting Washington Avenue.

III. EXISTING CONDITIONS AND SURROUNDING AREA

The subject property is located on Auburn Street in the North Deering neighborhood. The property has frontages on both Auburn Street and Washington Avenue. The majority of the site is occupied by the First Lutheran Church of Portland. The church and associated surface parking areas are accessed from Auburn Street. The rear of the site fronting Washington Avenue is undeveloped and features a delineated wetland.

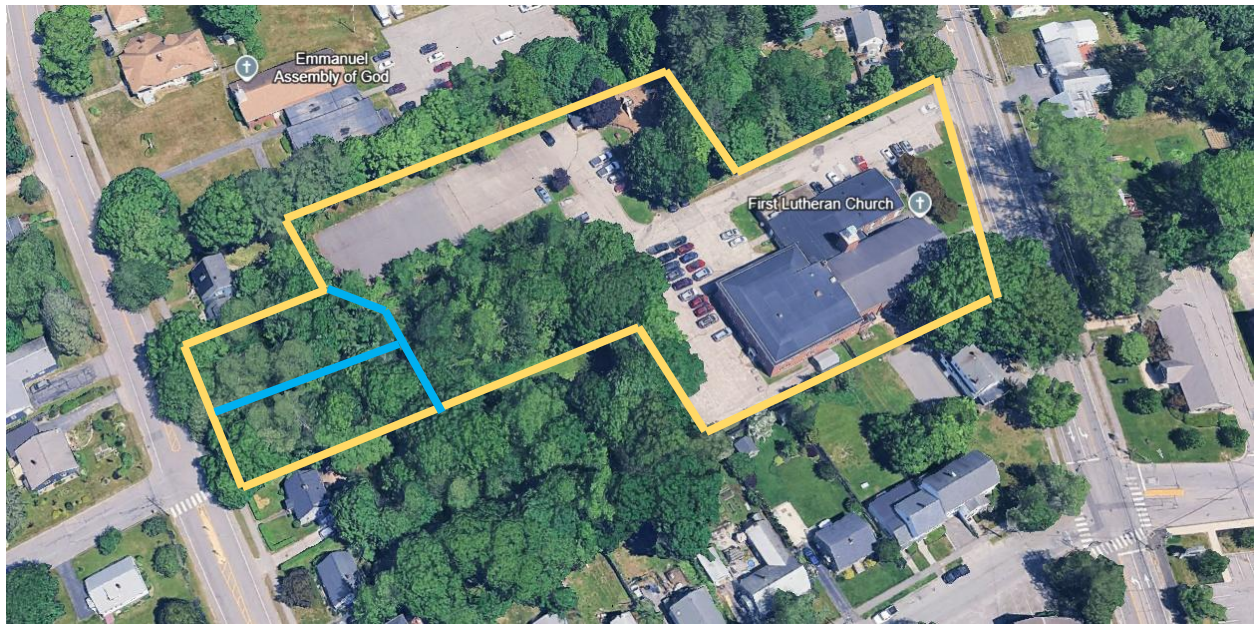


Figure 2: The existing site and surrounding neighborhood

IV. PROPOSED SUBDIVISION

This application involves a lot split of an existing parcel owned by the First Lutheran Church of Portland. This lot split would create two new residential lots fronting onto Washington Avenue. Based on existing zoning, these lots could be developed as one to four dwelling units in size.

There is a portion of delineated wetland located at the rear of the proposed parcels. Although this wetland area does not meet the Maine Department of Environmental Protections definition of significant wetland,

future development submissions will be required to meet Low-Impact Development (LID) requirements related to wetland protection. The proposed lot split is not anticipated to have any impact on the existing church or associated on-site parking.

V. RIGHT, TITLE, & INTEREST

The subject property is owned in full by the First Lutheran Church of Portland. Deeds associated with this property are recorded in the Cumberland County Registry of Deeds book 2111, page 29. Full Right, Title and Interest documentation as submitted by the applicant is included as Attachment E..

VI. TECHNICAL CAPACITY

The applicant is represented by St. Clair Associates, an established engineering firm with experience managing similarly sized subdivisions in Maine. Technical capacity documentation is included as attachment D.

VII. ZONING ANALYSIS

The site is located within the Residential Neighborhood 1 (RN-1) zone. Relevant dimensional standards for the RN-1 zone are detailed below.

	Required	Proposed
Minimum Lot Area	6,500 SF	Lot One: 7,468 SF Lot Two: 8,040 SF
Number of Allowable Units	1 - 4.	N/A
Street Frontage	40 ft.	Lot One: 56 ft. Lot Two: 60 ft.
Open Space	30%	N/A
Maximum Lot Coverage	60%	N/A

VIII. SUBDIVISION REVIEW

Section 14.4.1 of the City’s Land Use Code establishes standards under which Subdivision applications must be reviewed. Given the minor nature of this subdivision application, many of the standards listed below will be addressed in more detail when future applications for the development of these lots are submitted.

Per Section 14.4.1, Subdivisions shall adhere to the following requirements:

A. Water or Air Pollution

This subdivision application is not anticipated to result in any discharge to adjacent water bodies or in increased air pollution, given that no development is associated with this subdivision application.

Finding of Fact: Based on the submitted application materials and description presented above this standard is determined to be met

B. Sufficient Water Supply

Washington Avenue has existing public water mains which would be utilized by future development. Development of these parcels would require coordination with the Department of Public Works regarding utility connections and capacity.

The applicant has requested a waiver of this standard based upon the scope of the subdivision application.

Staff have determined that a waiver of this standard is not necessary for this application, given its minor scope limited to only creating new lots.

Finding of Fact: Based on the submitted application materials and description presented above this standard is determined to be met.

C. Impacts to Existing Water Supply

As noted in Section B, there are existing sewer and water lines within Washington Avenue that would be utilized by future development of these parcels.

Finding of Fact: Based on the submitted application materials and description presented above this standard is determined to be met.

D. Soil Erosion & Stormwater Detention

A grading plan has been provided which detail onsite erosion and sedimentation control measures to be utilized during the future buildout of these lots.

There is an existing stormdrain within Washington Avenue. It is anticipated that future development on these lots will utilize the existing stormdrain. Detailed stormwater management plans will be provided at time of future development submissions.

Finding of Fact: Based on the submitted application materials and description presented above this standard is determined to be met.

E. Impacts to Highways & Public Roads

The two new proposed lots will have frontage on Washington Avenue, a major arterial road. This road can adequately accommodate the low volume of anticipated trips that would be generated by the potential development of one-to-four family residential buildings.

Finding of Fact: Based on the submitted application materials and description presented above this standard is determined to be met.

F. Adequate Sewer & Stormwater Disposal

There is an existing municipal sewer line within Washington Avenue which would be utilized by future development of these parcels.

The applicant has requested a waiver of this standard based upon the scope of the subdivision application.

Staff have determined that a waiver of this standard is not necessary for this application, given its minor scope limited to only creating new lots.

Finding of Fact: Based on the submitted application materials and description presented above this standard is determined to be met

G. Impacts to City Solid Waste & Sewage

As noted in section F, there is an existing municipal sewer line within Washington Avenue. Future development of these parcels would likely utilize existing utilities. Final sewer and waste management details would be determined at time of a future development submission.

Finding of Fact: Based on the submitted application materials and description presented above this standard is determined to be met

H. Adverse Impacts on Visual, Historic & Natural Resources

The proposed residential lots are located on an undeveloped wooded area. Future development submissions would be required to conform to landscape preservation standards defined in Section 13.6.2.A of the City of Portland's Land Use Code.

Finding of Fact: Based on the submitted application materials and description presented above this standard is determined to be met

I. Compliance with Comprehensive Plan

The proposed subdivision would create two new residential lots which meet the standards of the RN-1 zone as outlined in the Comprehensive Plan.

Finding of Fact: Based on the submitted application materials and description presented above this standard is determined to be met

J. Financial and Technical Capacity

The applicant has provided sufficient technical and financial capacity documentation for this scale of subdivision application.

Finding of Fact: Based on the submitted application materials and description presented above this standard is determined to be met.

K. Shoreland Zone Impacts

The project is not located within the shoreland zone.

Finding of Fact: Finding of Fact: Based on the submitted application materials and description presented above this standard is determined not to be applicable.

L. Groundwater Quality & Quantity

The proposed subdivision is not anticipated to impact groundwater or water quality as the development will utilize public water and sewer infrastructure, and will be subject to the City's

stormwater management requirements. Therefore, groundwater would not be tapped to serve the development, and any water that infiltrates into existing areas of groundwater would be treated in accordance with City standards.

Finding of Fact: Based on the submitted application materials and description presented above this standard is determined to be met

M. Flood Risk

The site is not located in a flood zone.

Finding of Fact: Based on the submitted application materials and description presented above this standard is determined not to be applicable.

N. Stormwater Management

There is an existing stormdrain within Washington Avenue. Future development applications for these parcels will be required to provide complete stormwater management plans that comply with Stormwater management standards outlined in the Technical Manual.

Finding of Fact: Based on the submitted application materials and description presented above this standard is determined to be met

O. Depth-to-Shore Frontage Ratio

The existing property does not have shore frontage on a river, streak, brook, great pond, or coast wetland.

Finding of Fact: Based on the submitted application materials and description presented above this standard is determined not to be applicable.

IX. STAFF RECOMMENDATION

Subject to the proposed motions and conditions of approval listed below, Planning & Urban Development Department staff recommends that the Planning Board find that the subdivision application for 138 Auburn Street (PL-003437-2025) meets the applicable standards of Portland’s Land Use Code.

PROPOSED MOTIONS

A. SUBDIVISION REVIEW

On the basis of the application, plans, reports and other information submitted by the applicant; findings and recommendations contained in the Planning Board report for the public hearing on January 13, 2026 for application PL-003437-2205 at 138 Auburn street relevant to the subdivision regulations; and the testimony presented at the Planning Board hearing, the Planning Board finds that the plan [is/is not] in conformance with the subdivision standards of the Land Use Code and [approves/does not approve] the application, subject to the following conditions:

General Condition:

1. That the Subdivision Plat shall be finalized to the satisfaction of the Planning Authority, Department of Public Works, and Corporation Counsel prior to signature by the Planning Board. Once signed, the

applicant shall record the signed recording plat at the Cumberland County Registry of Deeds, and shall provide a mylar copy of the plat with recording information to the City of Portland Engineering Archive located at 212 Canco Road.

B. PLANNING BOARD DECISION

On the basis of the findings, conclusions and recommendations contained in the Planning Board report for the public hearing on January 13, 2026 related to application PL-003437-2025, which is attached to the draft approval letter and incorporated therein, the Planning Board [adopts/does not adopt] the findings and conclusions in the January 13, 2026 Planning Board report and the approval letter as drafted as the Planning Board’s decision for application PL-003437-2025 and authorizes the Planning Board Chair to sign the approval letter as drafted.

X. ATTACHMENTS

Staff Attachments

S1. Department of Public Works Boundary Survey Comments

Applicants Submittal

- A. Cover Letter
- B. Subdivision Checklist
- C. Subdivision Standards
- D. Financial Capacity
- E. Right, Title & Interest
- F. Wetland Delineation Report
- G. Zoning Assessment
- H. Waiver Requests

Drawings

- 1. Existing Conditions
- 2. Lot Split and Subdivision
- 3. Conceptual Buildout



24008

July 9, 2025

Matthew Grooms, AICP
 Development Review Services Manager
 Planning & Urban Development
 City of Portland
 389 Congress Street
 Portland, ME 04101

Subdivision Plan Application – Proposed 3 Lot Subdivision
132 Auburn Street
Portland, Maine
First Lutheran Church of Portland, Maine
DBA First Lutheran Church

Dear Matthew,

As you know, on August 21, 2024, our office participated in a pre-application meeting with you and other City Department Heads to discuss a proposal to further divide land of the First Lutheran Church of Portland, Maine (DBA First Lutheran Church) at 132 Auburn Street.

During this meeting, you provided important feedback regarding the layout of the proposed 2 new lots that would front Washington Avenue and the remaining land of the Church. You also provided insight to the recodification of the Land Use Regulations that would potentially improve the layout for the two new lots and the remaining land. With the new Codes now in place, we have prepared the enclosed revised Plans which reflect the new Code criteria and integrate recommendations made during our call with municipal staff last August.

The enclosed Plans and Application materials are being submitted to respectfully request review by the City Planning Staff for placement on the earliest available agenda for Planning Board review.

Design Team Members

The Applicant, First Lutheran Church, has assembled a team to prepare and assemble the information contained in this Subdivision Plan Application Package. The following team members have provided information in support of this Subdivision Plan Application package:

Owner/ Applicant:

First Lutheran Church
Attn: Ed Daggett, esq.
138 Auburn Street
Portland, ME 04103
(207) 939-0820
ed.daggett@firstlutheranportland.org

Natural Resources Consultant

Mark Hampton Associates
Attn: Mark Hampton, LSE, CCS
P.O. Box 1931
Portland, ME 04104-1931
(207) 756-2900
mhampto1@maine.rr.com

Surveyor and Site Civil Engineer:

St.Clair Associates
Attn: David St.Clair P.L.S.
Attn: Nancy St.Clair P.E.
34 Forest Lane
Cumberland, ME 04021
207-415-5553 (David)
207-615-8586 (Nancy)
david@stclairassociatesmaine.com
nancy@stclairassociatesmaine.com

Setting

The approximately 3.09 acre property is located in the City of Portland's Residential Neighborhood 1 (RN1) Zoning District. The property is identified by the Portland Assessor's Database as Lot 374 A013001. The property has approximately 216 feet of frontage on Auburn Street and 116 feet of frontage on Washington Avenue.

The parcel is currently improved with a Church building, hall, classroom space, outside play area and parking field. These improvements are all accessed by an existing driveway entrance off Auburn Street. No changes are proposed to the existing site improvements.

The frontage along Washington Avenue is primarily wooded. The portion of the site that has frontage on Washington Avenue is the location for the two proposed new residential lots.

The wooded area along Washington Avenue (located on the southwesterly side of the site) is slightly elevated above Washington Avenue and extends up to a ridge generally located in the area of the proposed new homes. This portion of the site generally drains towards Washington Avenue.

The rear of the proposed new house lots slopes in a general easterly direction away from Washington Avenue.

Natural Resources

Mark Hampton Associates has conducted a Natural Resource evaluation of the site, and has mapped the wetland areas on the property. The GPS data points provided by Mr. Hampton are shown on the enclosed Plans. Mr. Hampton's Wetland Letter is enclosed. As the Plans demonstrate, the wetlands occur primarily in the southcentral portion of the property, in the lower elevations of the site, at the rear of the proposed new house lots.

As noted above, from the existing ridge line along Washington Avenue (located about midway of the lot development envelope for each new house lot), the area generally drains toward the mapped wetland.

Proposed Subdivision Layout

As the enclosed Subdivision Plan demonstrates, the layout proposes 2 new residential home lots that will have their frontage along Washington Avenue. The remaining land reserved for the First Lutheran Church improvements will have its frontage from Auburn Street.

As such, no new roads are proposed as part of this Subdivision, and there is no proposed connection between Auburn Street and Washington Avenue. As noted above, no changes are proposed to the existing site improvements associated with the Church.

Upon approval, the Applicant proposes to offer the two residential lots for sale. The Applicant is not proposing to construct any residential improvements on the property.

This allows the future lot buyers the flexibility to construct homes that meet market demands for housing in accordance with the Ordinance options available in the RN1.

Potential Number of New Dwelling Units

As the enclosed Subdivision Plan shows, the Applicant is proposing to create two new residential lots to be offered for sale. Given the zoning for this property (Residential Neighborhood 1 (RN1)), the number of dwelling units on each lot can vary from a single-family home, up to a four-family dwelling, without the need for a Conditional Use Approval.

With the creation of two new lots for sale, the number of potential new dwelling units could vary from two single-family residences (i.e. one home on each lot) to up to 8 new dwelling units (i.e. a 4-unit residence on each lot). Any additional units beyond that amount would require an applicant to seek a Conditional Use Approval. It is important to note that the Applicant is simply seeking to create two lots to be offered for sale.

Utilities

It is anticipated that the proposed 2 new lots will tie into the existing public water main and public sewer main in Washington Avenue. Power, telephone, and cable lines are also available in Washington Avenue.

Since the Applicant will be selling the two house lots, and municipal utility lines are already present along the site frontage, it is not anticipated that there will be any need to extend the public utility network to supply these two lots.

In addition, no utility changes are proposed for the remaining land, which includes the First Lutheran Church and its associated site features, which are supplied by existing utility services from Auburn Street.

Given that the Applicant is proposing to offer the two lots for sale upon approval, and the designs for the new homes (including the number of dwelling units) will be at the discretion of the future lot buyers, all utility services will be installed by the new lot owners at the time of the construction of the new residences.

Ability to Serve Letters (Waiver Requested)

With regard to water service requirements (i.e. domestic flows and fire service/sprinkler needs) and an Ability to Serve letter from the Portland Water District, the actual flow

design information will need to be provided by the developer of each house lot as part of a residential building permit application. The utility supply needs are dependent on the number of dwelling units served on each lot.

Likewise, the sewer flows generated on these two lots will vary depending on whether two single-family homes, duplexes, triplexes or four-plex homes (or a combination thereof) will be constructed on the lots.

As part of this Subdivision Application submittal, the Applicant is formally requesting a waiver of the requirement to provide an Ability to Serve Letter from the Portland Water District and from the City of Portland Sewer Division, as the specifics to obtain anticipated water demands and sewer flow rates are dependent on the type of home constructed, including the installation of residential sprinkler systems.

Traffic

It is anticipated that each new residential lot will have a driveway curb cut off Washington Avenue. No interconnecting access is proposed to tie into the Church's existing parking area and curb cut onto Auburn Street.

This allows the new house lots to maintain the existing residential setting along Washington Avenue, and separates the Church parking and existing site features from the new house lots. The existing Church driveway off Auburn Street will not be changed.

In addition, the separation between the existing Church and the two new home sites prevents the area from being used as a "cut-through" between Auburn Street and Washington Avenue. This is particularly important, since the First Lutheran Church includes a pre-school at the rear of the Church building.

As noted previously in this narrative, with the creation of two new lots for sale in the RN1 Zone, the number of potential new dwelling units could vary from two single-family residences (i.e. one home on each lot) to up to 8 new dwelling units (i.e. a 4-unit residence on each lot). Any additional units beyond that amount would require an applicant to seek a Conditional Use Approval.

In order to estimate the anticipated new vehicle trips associated with the two proposed residential lots, a range of anticipated trips has been identified. This is because the

Zoning allows a range of dwelling units on each lot, and the type of home constructed will be at the discretion of each future lot buyer.

As such, we have compared the estimated PM Peak Hour trip generation rates associated with two new single-family residences up to two new four-unit homes.

Anticipated Site Trip Generation for two new single-family residences:

Trip generation during the PM Peak hour was determined for the construction of a single-family residence on each of the proposed 2 new residential lots based upon the trip table presented in the tenth edition of the Institute of Transportation Engineers (ITE) “Trip Generation” handbook.

Land-Use Code 210-Single Family Detached Housing

Street Peak Hour – PM Peak = 0.99 trips/dwelling unit

Accordingly, for two proposed single-family homes (one on each new house lot) it is anticipated that the proposed 2 residential building lots will generate **2** (i.e. 1.98) trips during a typical weekday PM peak hour.

Anticipated Site Trip Generation for two new four-family residences:

Given that the RN1 Zoning would allow the construction of up to a 4-unit building on each new house lot (without the need to seek a Conditional Use Approval), our office also evaluated the anticipated trip generation associated with two new 4-unit buildings. Given the setting, our office considered Low Rise Multifamily housing as the anticipated land use code for possible 4-unit buildings that might be allowed in this zone. The ITE defines low-rise multifamily housing as buildings with one- to three-floors.

The trip table presented in the tenth edition of the Institute of Transportation Engineers (ITE) “Trip Generation” handbook.

Land-Use Code 220-Multifamily Housing (Low-Rise)

Street Peak Hour – PM Peak = 0.56 trips/dwelling unit

Accordingly, for two proposed 4-unit multi-family homes (one on each new house lot) it is anticipated that the possible 8 new residential dwelling units building lots could generate **5** (i.e. 4.48) trips during a typical weekday PM peak hour.

Anticipated PM Peak Hour Trip Range

As such, given the density allowed in the RN1 Zone, the anticipated new trips associated with the two new house lots, could range from 2 to 5 in the PM peak hour.

Stormwater

Our office has prepared the enclosed schematic Site Grading & Details Plan which shows a conceptual building on each lot. The building footprints range in size from approximately 1,064 sf to 1,120 sf, and generally represent a typical residential scale home.

As the Plan shows, both of the homes would be accessed by individual driveways off Washington Avenue. Utility service connections for the new homes would tie into the available utilities in Washington Avenue.

As the schematic grading designs show, it is anticipated that each house will be located such that the first-floor elevation is slightly above street grade to allow runoff from the front portions of the homes to continue to flow towards Washington Avenue. There is an existing catch basin in Washington Avenue that is centrally located between the two proposed house lots.

Depending on the final house design and the available invert of the existing municipal stormdrain system, footing drains may be able to connect to the drainage system in the street. Otherwise, the homes will need to be designed such that the footing drains will “daylight” at the rear of the site, at the lowest point above the wetlands. Stormwater from the two new home sites will be directed to the stormwater system located in Washington Avenue.

As the schematic grading designs show, it is anticipated that the house will be the high point on each lot, with the front portion of the property generally draining toward Washington Avenue. It is anticipated that the house on Lot 1 will sit slightly higher (roughly 1') than the new home on Lot 2. This will allow the new homes to be consistent with the general slope of Washington Avenue in this area.

The side yards of each lot are anticipated to break at high points generally in the middle of each new house such that runoff is split between the front and rear of each lot, and does not flow onto abutting properties.

It is anticipated that the rear of the homes will be graded such that they generally drain toward the existing wetlands at the rear of the lots. This mimics the existing pre-development drainage patterns.

It is recommended that roof runoff from each of the new homes be collected and treated in Roof Dripline BMPs that are located along the drip edges of the new homes. A detail for a typical Roof Dripline BMP is shown on the enclosed Site Grading & Details Plan. The use of this BMP will afford an opportunity for the roof runoff to be treated (filtered and cooled) prior to either entering the municipal drainage system in Washington Avenue, or discharging at the rear of the site.

As the enclosed Plan shows, each of the lots will require installation of filter barriers around the perimeter of the disturbed areas of each lot, such that all downstream receiving areas, including the existing wetlands at the rear of each lot, will be protected from potential sediment laden runoff. A detail for a construction entrance is provided on the Plan as well, in order to provide protection of Washington Avenue and to avoid tracking of mud and/or debris onto the street.

It is important to note that the enclosed Plans are provided as schematics only, and that specific Residential Site Plans for each lot must be prepared and filed by future lot purchasers for municipal review and approval. The future Residential Site Plans will include specific home designs that reflect the actual proposed construction on each lot.

State Level Permits

Given that there are no site improvements proposed by the Applicant, it is not anticipated that the subdivision will require any State Level Permits.

Financial Capacity

The site is currently owned by the First Lutheran Church of Portland. As noted previously, the Applicant is not proposing to modify any of the existing site features associated with this property as part of the Subdivision Review process. The Applicant is simply requesting approval to divide their lot such that two new residential house lots are created for sale. The remaining land which includes all of the existing site improvements will be retained by the Church.

The proposed new house lots will use existing site frontage such that no new roadways are required or proposed. The lots are being offered for sale, in order to allow future

lot buyers the most opportunity to meet market housing demands by constructing homes that reflect the available housing options in the RN1 zoning district.

Since the Applicant is not proposing any site improvements, and the land is owned by the Church, there are no land acquisition or construction costs associated with this proposed Subdivision. The only anticipated costs associated with this proposed Subdivision are the soft costs associated with the design and permitting of the property. Since these costs are generally modest in the overall context of real estate development, it is anticipated that the Church’s available funding can support the Subdivision program for this site.

Please see the enclosed letter from the Applicant and their bank regarding funding.

Application Materials

We have included copies of the following materials in support of the applicant’s Subdivision presentation to the Portland Planning Board:

- Cover Letter, Planning Board Application Form and Checklist
- Copy of Deed
- Abutter List
- Wetland Letter by Mark Hampton Associates
- Financial Capacity

In addition to the narratives and reports described above, we have included copies of the following Plans:

- Boundary & Topographic Survey Plan
- 30-Scale Subdivision Plan
- Conceptual Site, Grading & Details Plan

The application fee has been calculated as follows:

Subdivision Application Fee:	\$600
Fee per Lot (\$175 per lot at 10 new lots)	<u>\$ 90</u>
	\$690

A check for this \$690 application fee being provided directly by the applicant under separate cover.

Closure

With the submittal of the materials listed above, we respectfully request placement on the next available Planning Board meeting for consideration of the Subdivision Plans and supporting materials described above.

We look forward to the opportunity to further discuss the creation of these two proposed new residential lots with you and the Planning Board at the upcoming meeting. In the interim, please contact me if you have any questions or need any additional information. We look forward to hearing from you.

Sincerely,

ST. CLAIR ASSOCIATES



Nancy J. St. Clair, P.E.

Vice President

Planning & Urban Development Department

**SUBDIVISION
GENERAL DOCUMENT AND DRAWING CHECKLIST**
Please submit each document as a separate PDF file.
Please confirm by electronically checking the boxes in the left-hand column.

General Application Documents

Indicate Below	Required of All Applications
<input type="checkbox"/>	Project Description <ul style="list-style-type: none"> Cover letter with detailed project description
<input type="checkbox"/>	Completed Checklist (this document)
<input type="checkbox"/>	Evidence of Right, Title, and Interest <ul style="list-style-type: none"> Deeds, leases, or purchase and sale agreements
<input type="checkbox"/>	Financial Capacity <ul style="list-style-type: none"> Letter or evidence from a financial institution or third-party verifying financial capacity to undertake the project.
<input type="checkbox"/>	Technical Capacity <ul style="list-style-type: none"> Evidence of technical capability of applicant and consultants – resume and/or examples of past projects.
<input type="checkbox"/>	Subdivision Standards <ul style="list-style-type: none"> Summary of project compliance with subdivision standards of the land use code.
<input type="checkbox"/>	Zoning Assessment (the link to the form can be found here) <ul style="list-style-type: none"> Summary of compliance with use and dimensional standards of the land use code.

Indicate Below	Only if Applicable
Yes N/A	
<input type="checkbox"/>	<input type="checkbox"/> Waiver Requests (the link to the form can be found here) <ul style="list-style-type: none"> Written request for waiver describing request and compliance with applicable waiver standards.
<input type="checkbox"/>	<input type="checkbox"/> Summary of Existing or Proposed Easements or Covenants <ul style="list-style-type: none"> Evidence of existing easements and any proposed easements, covenants, public or private rights-of-way.
<input type="checkbox"/>	<input type="checkbox"/> Evidence of State or Federal Approvals <ul style="list-style-type: none"> Permits or letters of non-jurisdiction

Additional Documents

Indicate Below	Only if Applicable
Yes N/A	
<input type="checkbox"/>	<input type="checkbox"/> Soil Test Analysis <ul style="list-style-type: none"> Where private sewage systems are used, soil test results and supporting data, as required by Article 14 in the Land Use Code shall be provided.
<input type="checkbox"/>	<input type="checkbox"/> Load Bearing Analysis <ul style="list-style-type: none"> Information demonstrating the property’s capacity to support the load of the anticipated new development. If the property’s load bearing capacity is in question, the

		applicant shall include a geotechnical report, prepared by a professional engineer, with supporting data, detailing the results of test borings.
<input type="checkbox"/>	<input type="checkbox"/>	Price Range of Residential Units Being Developed
<input type="checkbox"/>	<input type="checkbox"/>	High Intensity Soil Survey <ul style="list-style-type: none"> Detailed in Sec. 14 of the Technical Manual
<input type="checkbox"/>	<input type="checkbox"/>	City Master Plan Narrative <ul style="list-style-type: none"> Detail project's consistency with City adopted Master Plans.
<input type="checkbox"/>	<input type="checkbox"/>	Evidence of Utility Capacity <ul style="list-style-type: none"> Provide letter from all utility providers demonstrating capacity to service the project.
<input type="checkbox"/>	<input type="checkbox"/>	Solid Waste Narrative <ul style="list-style-type: none"> Detail the amount of solid waste and recyclable material anticipated to be generated by the development, and information on how waste will be collected and removed.
<input type="checkbox"/>	<input type="checkbox"/>	Life/Safety Code Analysis Narrative <ul style="list-style-type: none"> Detail how the project complies with NFPA 1 and other Fire Department technical standards.
<input type="checkbox"/>	<input type="checkbox"/>	Design Narrative <ul style="list-style-type: none"> Detail how the project complies with any applicable design standards contained within the Land Use Code or City of Portland Design Manual.
<input type="checkbox"/>	<input type="checkbox"/>	HVAC and Manufacturing Equipment Verification <ul style="list-style-type: none"> Provide verification from manufacturer that equipment meets applicable state and federal emissions requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Site Buffer Narrative <ul style="list-style-type: none"> Provide a narrative detailing all proposed buffer areas, their dimensions, and long-term maintenance plans and responsibilities.
<input type="checkbox"/>	<input type="checkbox"/>	Significant Natural Features Narrative <ul style="list-style-type: none"> Identify significant natural features, wildlife habitats, fisheries habitats, or archaeological sites, located on or near the project site, and describe protection methods during and after construction.
<input type="checkbox"/>	<input type="checkbox"/>	Construction Management Plan <ul style="list-style-type: none"> Provide construction management narrative in accordance with the City's Construction Management Template that details the sequence of construction for major site elements, construction timeline, erosion and sedimentation control measures, and pollution abatement measures.
<input type="checkbox"/>	<input type="checkbox"/>	Erosion and Sedimentation Control Plan <ul style="list-style-type: none"> Provide an ESC Narrative in accordance with Section 12 of the Technical Manual.
<input type="checkbox"/>	<input type="checkbox"/>	Low Impact Development (LID) Analysis <ul style="list-style-type: none"> Provide a narrative detailing how the subdivision complies with the low impact development requirements listed in Section 3 of the Technical Manual, along with a completed LID scorecard.

**SUBDIVISION
DRAWINGS CHECKLIST**

Please upload the following drawings with the listed details into ProjectDox as separate PDFs.
All drawings must be submitted in a 24 x 36 inch sheet size.

Subdivision Plat (at a scale not more than 1" = 60', unless lots are more than one acre in size)	
Indicate Below	All Sheets – Include a title block with project title and the following information:
<input type="checkbox"/>	Project street address
<input type="checkbox"/>	Name and address of property owner & applicant.

<input type="checkbox"/>	Licensed design professional, including firm that produced plans.
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Date of preparation and revision history block.
<input type="checkbox"/>	Tax parcel (chart, block, and lot) number
Indicate Below	Other Information
<input type="checkbox"/>	Vicinity sketch (may be shown on separate plan)
<input type="checkbox"/>	Names of adjacent property owners with parcels over 25,000 square feet or names of adjacent subdivision(s).
<input type="checkbox"/>	Location and designation of any zoning district boundaries affecting the subdivision.
<input type="checkbox"/>	Site Data - Breakdown of area within the subdivision by street area, lot area (listing out each lot), and recreation and open space area.
<input type="checkbox"/>	Based on a recent survey by the subdivider, existing contours at two-foot intervals or as otherwise required by the Public Works Authority. Existing structures which are to remain shall be delineated;
<input type="checkbox"/>	Tract boundary lines and property lines of lots, with accurate dimensions and either bearings or deflection angles. All lots shall be numbered.
<input type="checkbox"/>	Names of proposed streets, width of rights of way, typical cross section reservation, and depth of construction materials.
<input type="checkbox"/>	Locations, widths and purposes of other rights of way or easements to be recorded.
<input type="checkbox"/>	All appropriate street geometry information, including point of curvature, point of tangency, tangent distance, radii and interior angle, in standard engineering format
<input type="checkbox"/>	Location of those utilities existing on or adjacent to the tract to be subdivided, including size and elevation of buried or underground utilities (may be shown on separate plan)
<input type="checkbox"/>	Designation of flood hazard areas, as defined by the National Flood Insurance Program and shown on the city flood hazard boundary map, as well as any other areas in the subdivision subject to inundation by stormwater or storm sewer overflow
<input type="checkbox"/>	All potential wetlands within the proposed subdivision, regardless of the size of those wetlands
<input type="checkbox"/>	Any river, stream or brook within or abutting the proposed subdivision. For purposes of this section, "river, stream or brook" has the same meaning as in 38 M.R.S. § 480 B, Subsection 9
<input type="checkbox"/>	Existing historic sites and structures which either appear on the National Register or are nominated to the National Register by the state historic preservation officer
<input type="checkbox"/>	Proposed private and public utility system including water, gas, telephone, fire hydrants, and any other services which shall supply the area (may be shown on separate plan)
<input type="checkbox"/>	Sanitary sewer and storm drain plans and profiles showing size, kind and slope of pipe, proposed manhole rim and invert elevations and catch basin locations and drains (may be shown on separate plan).
<input type="checkbox"/>	Lighting plan showing the location, design, height and spacing from each other of the support poles, in accordance with standards and specifications established by the Public Works Authority (may be shown on separate plan)
<input type="checkbox"/>	Tree plan showing groups of existing, sizeable trees which the subdivider intends to preserve (may be shown on separate plan).
<input type="checkbox"/>	A detailed plan of the entire subdivision and the immediate vicinity showing all existing and proposed drainage both on- and off-site including drainage swales, ditches, etc., with directional flow arrows and approximate slope grades, and showing proposed finished "spot elevations" around the perimeter of the subdivision. Proposed drainage shall be shown as it may affect or restrict development on individual lots and with reference to improvements for which a performance guarantee is required under this article. Where deemed feasible by the Public Works Authority, proposed finished contours at intervals of two feet shall be provided on the drainage plan upon request (may be shown on separate plan)

<input type="checkbox"/>	All future phases and sections of the subdivision proposed by the subdivider (may be shown on separate plan).
<input type="checkbox"/>	Proposed parks and school sites, or other public open space that the developer proposes to convey to the city
<input type="checkbox"/>	Streets and right of way monuments and property line markers
<input type="checkbox"/>	Profiles of each street or way in the subdivision shall be shown on the subdivision plat. They shall be drawn to a longitudinal scale of 40 feet to one foot and a vertical scale of four feet to one inch. Such profiles shall include separate profiles of each side line and center line of the street or way. Any buildings abutting on the street shall be shown in standard engineering format as requested by the Public Works Authority
<input type="checkbox"/>	Where submission drawings are available in electronic form, the applicant shall submit any available electronic CAD files with final plans



24008

August 7, 2025

Narrative on
Subdivision Standards and Technical Review Standards
Proposed 3 Lot Subdivision
132 Auburn Street
Portland, Maine
First Lutheran Church of Portland, Maine
DBA First Lutheran Church

The Applicant is proposing to divide their property to create two new residential house lots using their existing frontage along Washington Avenue. The remainder of the Applicant's property would be set aside for the existing church and its associated site features along the Auburn Street frontage.

All existing site improvements associated with the church lot would remain unchanged and would continue to be accessed off their existing Auburn Street frontage.

No construction is proposed. The proposed new house lots are to be offered for sale to prospective buyers who would construct their own improvements on the lots.

The following narrative has been prepared to discuss the Applicant's proposed subdivision's compliance with each of the applicable review standards cited below:

14.4 REVIEW STANDARDS

14.4.1 Standards of review

Before granting approval, the Planning Board shall determine that the proposed subdivision:

A. Will not result in undue water or air pollution. In making this determination, the Planning Board shall at least consider the elevation of land above sea level and its relation to the floodplains; the nature of soils and subsoils and their ability to adequately support waste disposal; the slope of the land

and its effect on effluents; the availability of streams for disposal of effluents; and conformity with the applicable state and local health and water resources regulations.

This site is not located in a mapped floodplain. It is not anticipated that the division of the applicant's land to create two new residential house lots with frontage on an existing roadway (i.e. Washington Avenue) will have an adverse impact on water resources or create air pollution. There are no new roadways proposed. There are existing public utility services in Washington Avenue including, water, sewer, and storm drainage.

B. Has sufficient water available for the reasonably foreseeable needs of the subdivision.

There is an existing public water main in Washington Avenue that is expected to have sufficient capacity to supply the foreseeable water needs of these two new residential lots. Given the fact that the Applicant is proposing the creation of only two new house lots, and based on the current zoning, the total number of dwelling units allowed would vary from two up to a maximum of eight new dwelling units. Based on the limited size of this proposed subdivision, it is anticipated that there is sufficient public water available from the Portland Water District to supply the needs of this subdivision.

Please note, the Applicant has requested a waiver on providing a formal Ability to Serve letter from the Portland Water District since this process requires submittal of a fixture unit count spreadsheet with the Portland Water District. Since the Applicant is offering the lots for sale and will not be building the individual homes, completion of a specific spreadsheet to identify the water uses for each home cannot be completed at this time.

C. Will not cause unreasonable burden on an existing water supply.

As noted above, the Applicant is proposing to create two new residential house lots. Given the existing zoning, the two new house lots could support a total of up to four dwelling units on each lot, or the buyer could opt to construct a single-family residence on each lot. Thus, the number of anticipated dwelling units can vary from two to eight. Even at the densest use of the property, the addition of up to eight residential dwelling units is not anticipated to have undue burden on the Portland Water District's capacity to serve its' customers.

D. Will not cause unreasonable soil erosion or reduction in the capacity of the land to hold water so that a dangerous or unhealthy condition may result.

As part of the application materials, schematic grading plans have been prepared for each of the two house lots. These plans include provisions for onsite erosion and sediment control measures during construction.

E. Will not cause unreasonable highway or public road congestion, or unsafe conditions with respect to use of highways or public roads that are existing or proposed.

It is not anticipated that these two new residential house lots, located on an existing roadway, will not have an undue adverse impact on traffic. As noted in our Subdivision Plan Cover Letter, it is anticipated that these two new residential house lots could generate 2-5 weekday PM peak hour trips. Please see our cover letter for additional detailed information on this estimate. Given the low number of anticipated new PM peak hour trips, no undue adverse impacts to the existing highway are expected.

F. Will provide for adequate sanitary waste and storm water disposal and will not cause an unreasonable burden on municipal services if they are utilized.

There is an existing municipal sewer line in Washington Avenue that is expected to have sufficient capacity to supply the needs of these two residential lots. Please note, the Applicant has requested a waiver on providing a formal Ability to Serve letter from the City Sewer Department since the number of dwelling units can vary from one per lot up to four per lot, given the current zoning. The actual number of dwelling units will depend on the lot buyers' determination of what type of home will be built on each lot.

G. Will not cause an unreasonable burden on the ability of the City to dispose of solid waste and sewage if municipal services are to be utilized.

Even at the densest development of these two lots (i.e. up to a maximum of 8 dwelling units) it is not anticipated that these two new residential lots will cause an unreasonable burden on the existing sewer main in Washinton Avenue, nor will these two new properties create a significant burden on the City's ability to dispose of solid waste.

H. Will not have an undue adverse effect on significant natural resources and other environmentally sensitive resources, as demonstrated by compliance with the Low Impact Development standards of the City of Portland Technical Manual, historic sites, or any public rights for physical or visual access to the shoreline. For subdivisions within local historic districts, the Planning Board shall apply the standards of Subsection 16.7.3(C). The Planning Board may request that the Historic

Preservation Board prepare an evaluation of the proposed subdivision based upon the standards of Subsection 16.7.3(C).

No wetland fills are proposed as part of this application. The division of the Applicant's land to create two new residential house lots is not anticipated to have an undue adverse effect on any natural resources on the site. Likewise, given the setting, there are no anticipated adverse impacts to historic sites or visual access to the shoreline.

I. Is in conformance with the adopted Comprehensive Plan.

The proposed division of land to generate two new residential house lots is in conformance with zoning for the site.

J. The subdivider has adequate financial and technical capacity to meet the standards of this subsection.

Please see the Applicant's bank letter and the technical capacity narrative for additional information. The applicant has shown adequate financial capacity and has sufficient technical representation for this project.

K. Whenever situated, in whole or in part, within the watershed of any pond or lake or within 250 feet of any wetland, great pond, or river as defined in Title 38, Chapter 3, Subchapter I, Article 2B, will not adversely affect the quality of such body of water or unreasonably affect the shoreline of such body of water.

In June of 2024 a wetland delineation was conducted on the property. The limits of these wetlands are shown on the enclosed plans. The wetland delineation letter, prepared by Mark Hampton Associates, includes the following:

"The wetlands delineated on the parcel are Forested Wetlands which appears to be a closed depression located on the parcel. The wetlands located on the parcel do not meet the definition of wetlands of special significance as defined by the Maine Department of Environmental Protection."

As such, although there are mapped wetlands on the site, these wetlands do not meet the definitions outlined in Title 38, Chapter 3, Subchapter I, Article 2B. The site is not located within 250 feet of any great pond or river.

L. Will not, alone or in conjunction with existing activities, adversely affect the quality or

quantity of groundwater.

It is not anticipated that the division of land to generate two new house lots will adversely affect the quality or quantity of groundwater.

M. Is or is not in a flood prone area, based on the Federal Emergency Management Agency's flood boundary and floodway maps and flood insurance rate maps and/or the City of Portland Coastal Flood Resilience Overlay Zone, and information presented by the applicant. If the subdivision, or any part of it, is in such an area, the subdivider shall determine the 100-year flood elevation and flood hazard boundaries within the subdivision, and/or the applicable SLR-DFE and SLR-BFE per Section 8.1. The proposed subdivision plan must include a condition of plan approval requiring that structures in the subdivision will be constructed in compliance with the provisions of Section 8.1 and Article 12.

The site location is not in a mapped flood zone.

N. Will provide for adequate stormwater management as demonstrated by compliance with the stormwater standards of the City of Portland Technical Manual.

As part of our application materials, our office has prepared schematic grading and drainage plans to reflect buildable options for the new house lots. As part of the schematic design, we included roof dripline BMPs and filter barriers to manage stormwater and provide erosion and sediment control on each lot. Please see the enclosed Plans and the Subdivision Application Cover Letter for additional information.

O. Will not have lots with a lot depth-to-shore frontage ratio greater than 5 to 1 if any lots in the proposed subdivision have shore frontage on a river, stream, brook, great pond, or coastal wetland as these features are defined in Title 38 § 480-B. For purposes of this measurement, shore frontage shall be the length of a lot bordering on a water body or wetland measured in a straight line between the intersections of the lot lines with the shoreline.

There is no shore frontage on this property, therefore this standard does not apply.

P. For any proposed subdivision that crosses municipal boundaries, will not cause unreasonable traffic congestion or unsafe conditions with respect to the use of existing public ways in an adjoining municipality in which part of the subdivision is located.

This project does not cross municipal boundaries, therefore this standard does not apply.

14.5 TECHNICAL AND DEVELOPMENT STANDARDS

14.5.1 Technical standards

As noted in the application cover letter, the applicants are not proposing any physical improvements to the lot and are integrating the existing street frontage for these lots. As such, no construction is proposed by the applicant. Once the lots are purchased and the new owners proceed with building construction on the lots, the new homes will need to comply with the City's technical standards.

14.5.2 Timing of subdivision improvements

The applicants intend to offer the lots for sale immediately upon subdivision approval.

14.5.3 Subdivision names

Given the fact that only two new lots are being created, on an existing street, no subdivision name is proposed.

14.5.4 Streets

No new streets are proposed as part of this lot division.

14.5.5 Sewers and storm drains

It is intended that the two new house lots will tie into the existing sewer and storm drains located on Washinton Avenue.

14.5.6 Blocks

Not applicable, no new roads are proposed.

14.5.7 Lots

The proposed new lots have been designed in conformance with ordinance space and bulk standards.

14.5.8 Public open Space

Not applicable.

14.5.9 Access to shoreline

There is no access to shore frontage on either parcel for this subdivision and this project is not part of the Shoreland Zone Overlay.

14.5.10 Additional requirements for nonresidential subdivisions

The proposed subdivision will create two new residential lots, as such the nonresidential subdivision standards are not applicable.



24008

July 10, 2025

Technical Capacity Letter**First Lutheran Church****132 Auburn Street****Portland, ME 04103**

The Applicant has assembled a team of professionals to prepare and assemble the application materials in support of the municipal subdivision review for this project. The team is led by St. Clair Associates who have provided survey services, civil engineering design and who are lead technical representatives who have assembled these application materials. We offer the following regarding St. Clair Associates' technical capacity and have included a sampling of representative projects.

Company Introduction

St. Clair Associates Inc. was formed in July of 2009, and is located in Cumberland, Maine. During the first two years in business, the corporation initially offered Land Surveying and Design Services led by the founder and President, David C. St. Clair Jr. Mr. St. Clair is a Professional Land Surveyor, licensed in the State of Maine.

In January of 2011, David's wife, Nancy, joined the company. Ms. St. Clair is a Professional Civil Engineer, also licensed in the State of Maine. With their complementary combination of skills and credentials, St. Clair Associates expanded their offerings to provide a variety of services related to Land Surveying, Civil Engineering Design and Permitting.

Both principals are experienced licensed professionals who offer well over 30 years of expertise in the Greater Portland Area, as well as throughout Maine, and the New England region.

Given their experience and credentials, coupled with the company's size and organizational structure, St.Clair Associates maintains flexibility in their schedules in order to be responsive to customers' needs and to meet challenging deadlines.

David St.Clair Jr., P.L.S.-President of St.Clair Associates

David has been a licensed Maine Licensed Land Surveyor (Maine PLS #2317) since 2000, with survey experience dating back to 1994. David is a native of Cumberland, Maine, and graduated from Greely High School in 1991. In 1993, he received an associates' degree in Architectural & Civil Engineering from Central Maine Technical College (now called Central Maine Community College).

Mr. St.Clair has more than 30 years of Land Surveying and Design experience. Mr. St.Clair began his land surveying career performing subdivision field layout and construction layout for a local contractor. Shortly after graduation from college, he joined a local engineering and surveying company where he advanced from entry level field technician to Sr. Survey Manager in responsible charge of survey crews and associated equipment. David's work experience began in the construction field and has expanded to include a broad spectrum of survey services in association with land use and development, including boundary surveys and title survey work for major national companies and regional retail centers. David's survey experience provides a keen understanding of the appropriate processes for research and review of land documents, field investigation, plan preparation, construction layout, and deed work.

With his roots in the construction field, he has an in-depth understanding of the information necessary to effectively support the construction process. David possesses a thorough and pragmatic nature, coupled with a high level of energy and commitment that allows him to efficiently conduct his survey work to obtain detailed and accurate results in a timely fashion.

David is proficient with the use of AutoCAD design software and employs both conventional and Global Positioning System (GPS) equipment in the completion of his field work. His use of combined technologies and equipment offer flexibility in the timely completion of field work and data management, based on the specific project site and program needs. Mr. St.Clair became a licensed FAA CFR 14 Part 107 Drone Pilot. The company utilizes this technology and owns a Drone capable of conducting

survey grade photogrammetry and digital processing software to convert the imagery to topographic survey data. He is a member of the Maine Society of Land Surveyors and the National Association of Professional Surveyors.

Mr. St.Clair is a retired volunteer firefighter and held the rank of Captain with the Cumberland Fire Department. He is also a licensed Advanced Emergency Medical Technician (Advanced EMT). His work in Fire/Emergency Medical Services (Fire/EMS) dates back to his teen years and has provided him a great perspective on facing challenges with a calm nature.

His genuine commitment to help people spills over into his survey work, and is evident in everything that he does.

Nancy St.Clair, P.E.-Vice President of St.Clair Associates

Nancy is a Professional Engineer (Maine PE #6877) who has been licensed since 1990, and has been employed in the engineering field since 1985. Ms. St.Clair is a native of Scarborough, Maine and graduated as Salutatorian of the Class of 1981. She studied at the University of New Hampshire (UNH) and received a Bachelors' of Science degree in Civil Engineering (BSCE). She graduated Cum Laude in 1985. She is a member of Tau Beta Pi, a national engineering honor society.

Nancy began working in the engineering field while still in college. Her initial work was in the engineering department of the Portland Water District (PWD) in Portland, Maine. As an engineering aide she learned the field surveying and construction aspects of the PWD's work. Immediately upon graduation, she worked for a short time as the PWD's temporary Design Engineer, reporting directly to the District's Chief Engineer.

After leaving the PWD in 1986, Nancy began working in the consulting field. Her roles and responsibilities progressed from civil engineer, to project manager, to senior project manager and team leader. Throughout this time period she was employed by two local engineering firms prior to leaving to join David at St.Clair Associates. While employed at each company, she managed and represented some of the largest clients and most noteworthy projects that each company had completed during that time period.

In addition, she also managed teams of personnel, which varied in size up to approximately 10 key staff members who reported directly to her. Their expertise and assignments included varied disciplines such as Administrative, CADD Design, Landscape Architecture, Surveying and Engineering. In addition, she coordinated the work of various sub-consultants who provided services on her projects. Her project work while employed by these firms ranged from residential subdivisions to commercial site plans and large scale regional retail centers.

At the end of 2010, after almost 25 years of working for other companies in the consulting field, Nancy decided to join her husband in their own business. This was the fulfillment of a long-term goal set by both Mr. and Mrs. St.Clair.

Nancy's expertise in design, permitting and project management brings added diversity to St.Clair Associates and allows the company to offer a variety of services associated with the major aspects of land use and development. Nancy's attention to detail and understanding of the appropriate procedures for site design and permitting complements David's expertise in surveying. Nancy's extensive experience in public presentations allows the findings of their work to be clearly and effectively conveyed to a variety of audiences for approval.

St.Clair Associates' Representative Projects

Commercial/Retail:

Innovation District: Multiple Sites, Scarborough ME

Pine State Services- 24,910 sf two-story office/warehouse building

AV Technik LLC – 24,420 sf Office/Warehouse

Throttle Car Club – 20,400 sf Car Club/Office

Throttle Garage- 7,696 sf auto body shop

Scorebuilders – 5,000 sf Office/Warehouse (Engineer)

MRW Development-18,000 sf Incubator Space and 7,696 sf Mixed Residential

MRW Development-18,000 sf Incubator Space

Dynamic Drive: (private way serving Lots 6, 7, 12, 28 & 29)

Mainely Tubs- 44,000 sf warehouse building

Zoom Drain- 10,000 sf multitenant building

Ellsworth Shopping Center Subdivision-KGI Properties/DK Ellsworth Shopping Center LLC, Ellsworth Maine

Erik's Church-Amended Site Plan and Parking Expansion, KMan Parking LLC, Windham, Maine

20 Black Point Road-Scarborough Family Chiropractic, Scarborough, Maine

Town & Country Corporate Headquarters- 40,000 sf Office Building, Scarborough, Maine

6 Washington Avenue - Amended Site Plan for Risbara Bros' Home Office, Scarborough, Maine

3 Eisenhower Drive-Amended Site Plan for Pine State Services, Westbrook Maine

Scarborough Gallery- Waterstone Retail, 100,000 sf Center, Scarborough, Maine

4 Ledgeview Drive-Amended Site Plan, New Age Media of Maine, Westbrook, Maine

Port Resources- a 25,000 sf Office Building, South Portland, Maine

Survey Services:

Various Properties- Boundary & Topo Surveys, Lot Splits and Elevation Certificates

The Downs-Ongoing Survey Support Services, M&R Holdings LLC, Scarborough, Maine

Mill Run Condominiums-Survey Layout and As-builts, James Schmidt GRUN Development, Cumberland, Maine

Falmouth Shopping Center-ALTA/NSPS Land Title Survey-Jonathan Cohen, Falmouth Shopping Center, Falmouth, Maine

Ellsworth Shopping Center-ALTA/NSPS Land Title Survey-DK Ellsworth Shopping Center LLC, Ellsworth, Maine

City of Portland- Registry Research, Various Properties, Portland, ME

Red Robin-Pre-load Monitoring and Layout, Scarborough Gallery, Scarborough, Maine

City of South Portland- Boundary Surveys of Municipal Properties, South Portland, ME

Scarborough Gallery-KGI Properties, Street Acceptance, Scarborough, Maine

Residential/Multi-Family:

Non-Conforming Lots of Record, Various Lots, various clients, South Portland, Maine

Tedford Housing- 17,568 sf 64 bed emergency housing facility Tedford Housing, Thomas Pt. Rd., Brunswick, ME

Foster Street Apartments-Phase 1- 29-Unit Senior Housing Affordable Apartments, DC Predevelopment LLC, Ellsworth Maine

Oriole Way Apartments-50 Unit Affordable Family Apartments, Oriole Way LP, Ellsworth, Maine

Heldenbrand Subdivision- a 10-lot Conservation Subdivision, Risbara Properties, Scarborough, Maine

Blue Spruce Farm, Phase 1- 53 Single Family House Lots and 146 Market Rate Apartments in 13 Buildings, Risbara Properties LLC, Westbrook Maine

Autumn Woods Apartments (Blue Spruce Farm Phase 2) - 110 Market Rate Apartments in 9 new buildings, Risbara Properties, LLC, Westbrook, Maine

Grove Forel Baek Subdivision-7-Lot RCZO Conservation Subdivision, Risbara Bros., Falmouth Maine

Palmer Road Subdivision-4 Lot RCZO Conservation Subdivision, Charles Harriman, Falmouth, Maine

Theberge Subdivision, Memory Lane-7-Lot Conservation Subdivision, Risbara Bros., Scarborough, Maine

Griffin Road Senior Housing, 36-Unit Senior Apartments, Griffin Road Development LLC, Scarborough, Maine

Kennebago Subdivision- a 14 Lot Conservation Subdivision, Risbara Bros., Scarborough, Maine

Wagner Farm II- a 9 Lot Village Style Subdivision, Risbara Bros., Gorham, Maine

Tranquil Drive-a Private Way, Nathaniel Hurteau, Gorham, Maine



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Matthew Grooms, AICP
Development Review Services Manager
Planning & Urban Development
City of Portland
389 Congress Street
Portland, ME 04101

Subdivision Plan Application – Proposed 3 Lot Subdivision
132 Auburn Street
Portland, Maine
The First Lutheran Church of Portland, Maine,
dba First Lutheran Church

Matthew,

I am the manager of the branch holding the deposit accounts of The First Lutheran Church of Portland, Maine, DBA First Lutheran Church at 132 Auburn St, Portland, ME 04103.

I am advised that the City is requiring an assurance of financial capability to complete a development currently being proposed. I am informed that their financial capacity to incur up to \$50,000 in developmental costs is what you are interested in. I cannot make subjective comments about a customer's banking relationship, however I will share some data to support their request.

They presently retain six active and open deposit accounts with TD. The combined average collected balance of these accounts is \$360,000. None of these funds have holds or are otherwise restricted currently. If you have any further questions, please contact me directly at either of the phone numbers listed below.

Thank you,

Chris

Christopher Brown | VP, Store Manager III | NMLS 1588076

TD Bank, America's Most Convenient Bank

200 US-1, Falmouth, ME 04105 | ME2-022

Phone: 207-781-4701

362 Allen Ave, Portland, ME 04103 | ME2-047

Phone: 207-797-4400



State of Maine, Cumberland, ss.

July 17, 1959.

Personally appeared the above named Ethel W. Meloon and acknowledged the above instrument to be her free act and deed.

Before me,

John Blodgett
Justice of the Peace
Notary Public
My Commission Expires March 5, 1960
MAINE

AUG 14 1959

REGISTRY OF DEEDS, CUMBERLAND COUNTY, MAINE

Received at 2 H 10 M, and recorded in
BOOK 2493 PAGE 137 *Edward P. [Signature]* Register

KNOW ALL MEN BY THESE PRESENTS,

That Casco Bank and Trust Co., a banking institution organized and existing under the laws of the State of Maine, having a principal place of business in Portland in the County of Cumberland, State of Maine, sole acting trustee of the last will and testament of George H. Meloon, late of Portland, deceased, testate, by virtue of the authority to it given by the said George H. Meloon in his last will and testament, in its capacity of trustee as aforesaid, and in consideration of one dollar and other valuable consideration (total consideration being less than one hundred dollars) to it paid by The First Lutheran Church, of Portland, a religious corporation organized and existing under the laws of the State of Maine and located in said Portland
of the receipt whereof is hereby acknowledged, do hereby sell and convey unto the said The First Lutheran Church, its successors

Meloon
Est
to
First
Lutheran
Church
--
Deed

heirs-and assigns,

the following described real estate, which was the property of the said George H. Meloon situated in said Portland, and bounded as follows:

Certain lots or parcels of land together with any buildings thereon, situated on Auburn Street in said Portland, bounded and described as follows:

Beginning at a point in the westerly side of Auburn Street, said point being the northeasterly corner of land now or formerly of one West; thence in a south-westerly direction along the land of said West and the land of one Burwood a distance of two hundred ninety-four (294) feet, more or less, to an iron set in the ground; thence northwesterly and parallel to the easterly side of Washington Avenue a distance of sixty-eight (68) feet, more or less, to a point, and an iron set in the ground; thence northeasterly a distance of three hundred ten (310) feet, more or less, to the said line of Auburn Street and an iron set in the ground; thence southeasterly, and along said line of Auburn Street a distance of seventy (70) feet to the point of beginning.

Also a certain lot or parcel of land situated on the westerly side of Auburn Street, in Portland, and bounded and described as follows:

140

Beginning at a point in the westerly side of Auburn Street, at the north-easterly corner of the certain lot of land conveyed to Ernest S. Libby and Ella M. Libby, by Suburban Homes, Inc., by deed dated October 1, 1942 and recorded in Cumberland County Registry of Deeds, in Book 1693, Page 452, said point being one hundred forty (140) feet measured on the line of said Auburn Street northerly from the northeasterly corner of land now or formerly of one West; thence running westerly along the northerly line of said land conveyed to said Ernest S. Libby and Ella M. Libby, three hundred thirty-one (331) feet, more or less, to the northwesterly corner of said land conveyed to said Libbys, which point is also the southeasterly corner of the certain lot of land conveyed by Suburban Homes, Inc. to Lewis L. Plummer, by deed dated November 16, 1942 and recorded in said Registry of Deeds, in Book 1700, Page 244; thence running northerly and parallel to the easterly side of Washington Avenue by the easterly line of said land conveyed to said Plummer, seventy-three and ninety-eight one hundredths (73.98) feet to a point, said point being the northeasterly corner of said land conveyed to said

- 2 -

Plummer; thence running easterly three hundred and fifty (350) feet more or less to said westerly line of said Auburn Street at a point thereon seventy-three and ninety-eight one hundredths (73.98) feet northerly from said point of beginning; and thence southerly along the line of said Auburn Street seventy-three and ninety-eight one hundredths (73.98) feet to the point of beginning.

Also a certain lot or parcel of land situated on the westerly side of Auburn Street, in said Portland, and bounded and described as follows:

Beginning at a point in the westerly side of Auburn Street, at the north-easterly corner of the certain lot of land conveyed to Ruth W. Fenderson by said Suburban Homes, Inc. by deed dated February 17, 1942, and recorded in Cumberland County Registry of Deeds, Book 1667, Page 330, said point being seventy (70) feet, measured on the line of said Auburn Street northerly from the northeasterly corner of land now or formerly of one West; thence running westerly along the northerly line of said land conveyed to said Fenderson three hundred ten (310) feet, more or less, to the northwesterly corner of said land conveyed to said Fenderson, which point is also the southeasterly corner of the certain lot of land conveyed by said Suburban Homes, Inc. to Daniel E. Cassidy et al by deed dated May 13, 1942 and recorded in said Registry of Deeds, Book 1677, Page 34; thence running northerly and parallel to the easterly side of Washington Avenue, by the easterly line of said land conveyed to said Cassidy, seventy (70) feet to a point, said point being the northeasterly corner of said land conveyed to said Cassidy; thence running easterly three hundred thirty-one (331) feet, more or less, to said westerly side of said Auburn Street at a point thereon seventy (70) feet northerly measured along said line of said Street from the point of beginning; and thence running southerly along said line of said Auburn Street seventy (70) feet to the point of beginning.

Being the same premises conveyed to Joseph Martell by Edward L. Fenderson under date of July 25, 1946 and recorded in the Cumberland County Registry of Deeds, Book 1831, Page 360. Also being land conveyed to Joseph Martell by Harvey B. Hadley under date of August 3, 1944 and recorded in said Registry of Deeds, Book 1773, Page 16. Also being land conveyed to Joseph Martell by Ernest S. Libby and Ella M. Libby under date of November 21, 1945 and recorded in said Registry of Deeds, Book 1803, Page 133.

The above described premises are conveyed subject to such restrictions and limitations that may be contained in the deeds recorded as heretofore referred to.

Also being the same premises conveyed by Joseph Martell to George H. Meloon by Warranty Deed dated October 16, 1952 and recorded in Cumberland County Registry of Deeds, Book 2111, Page 29.

Conveying hereby any right, title, and interest of said Trustee in the above-described premises and confirming a prior deed given by said Casco Bank and Trust Co. as executor under the will of said deceased.

To Have and to Hold the above-granted premises unto the said The First Lutheran Church, its successors

and ~~heirs~~ and assigns forever. And it, the said Casco Bank and Trust Co., in its said capacity, does hereby covenant to and with the said The First Lutheran Church, its successors

~~heirs~~ and assigns, that it is the lawful trustee of the last will and

testament of the said George H. Meloon, that it has power under said will to sell as aforesaid; and that in making this conveyance, it has in all respects, acted in pursuance of the authority granted in and by the said last will and testament.

141

IN WITNESS WHEREOF, the said Casco Bank and Trust Co. in its said capacity

- 3 -

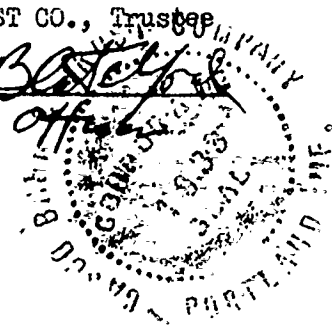
as trustee as aforesaid, by John Blatchford, its Trust officer have hereunto caused these presents to be executed and its corporate seal to be hereto affixed this 17th day of July A. D. 1959.

Signed, sealed, and Delivered in presence of

Ida M. Turner

CASCO BANK AND TRUST CO., Trustee

By John Blatchford
Its Trust officer
Duly authorized.



STATE OF MAINE

Cumberland, ss.

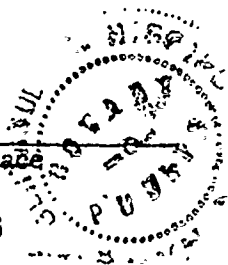
July 17,

1959.

Then personally appeared John Blatchford, Trust Officer, Casco Bank & Trust Company of said Casco Bank and Trust Co. and acknowledged the above instrument to be his free act and deed and the free act and deed of the said Casco Bank and Trust Co.

before me,

Gertrude R. Flynn
Justice of the Peace
Notary Public
My Commission Expires February 24, 1966



Cumberland

ss.

Registry of Deeds.

received AUG 14 1959 1959,

at

2 h. 10 m.

M.,

and recorded in Book 2493 Page 139

Attest:

Lowell P. [Signature]
Register.

1138 Know All Men by These Presents.

That we, Trenton N. Karalekas of South Portland, County of Cumberland and State of Maine, Vassar Condos of Boston, County of Suffolk, Commonwealth of Massachusetts and Athena C. Andersen, formerly Athena Constantine of New York City, State of New York

in consideration of one dollar and other valuable considerations

paid by Portland Pentacostal Church, Incorporated, a corporation duly organized and existing under the laws of the State of Maine with its principal office at Portland in the County of Cumberland and State of Maine

the receipt whereof we do hereby acknowledge, do hereby give, grant, bargain, sell and convey unto the said Portland Pentacostal Church, Incorporated, its successors

hereby and assigns forever, a certain lot or parcel of land with the buildings thereon located in the City of Portland, County of Cumberland, State of Maine, now or formerly known as 1575 Washington Avenue on the City Plans of said Portland, and more particularly bounded and described as follows:

"Beginning at the point of origin in the Easterly side line of Washington Avenue, so-called, at a distance of eighteen (18) feet Northerly from the intersection of the Easterly side line of Washington Avenue with the projection of the Northerly line of the bungalow formerly of Fred E. Lovejoy situated upon the premises herein described; the Northerly bound of the premises herein conveyed consists of a line drawn from the point of origin hereinbefore described and running at a right angle to the side line of Washington Avenue a distance of two hundred (200) feet in a Northeasterly direction to a point; the Westerly bound runs along the Easterly side line of Washington Avenue a distance of two hundred thirty-two (232) feet Southerly from the point of origin to a point in the said Easterly side line of Washington Avenue; the Southerly bound consists of a line drawn from the point last located and running at a right angle to Washington Avenue a distance of Two Hundred (200) feet in a Northeasterly direction to a point; the Easterly bound consists of a line connecting the point last located with the point located at the Easterly end of the Northerly bound as hereinbefore described.

Also all rights from overflow of drainage as stated in a deed of the above described premises given by Embert G. Robinson et al to Konstantinos Triantafilopoulos dated July 31, 1922, and recorded in Cumberland County Registry of Deeds, Book 1110, Page 166."

Meaning and intending to convey the same premises described in a deed from George Constantine et als to Peter K. Constantine and Louis K. Constantine, said deed being dated December 29, 1941, and recorded in Cumberland County Registry of Deeds, Book 1663, Page 229.

Also another certain lot or parcel of land with any buildings thereon situated in said Portland on the Easterly side line of Washington Avenue, lying directly to the North of the premises herein described by this deed, bounded and described as follows:

"Beginning on said Washington Avenue at an iron pipe set in the ground at the most southwesterly corner of lot hereby conveyed and the northwesterly corner of land formerly of Konstantinos Triantafilopoulos, and running at right angles to said Washington Avenue along the northerly side line of land of said Triantafilopoulos, two hundred (200) feet to an iron pipe set in the ground; thence in a northwesterly direction with an included angle of 85° 13' seventy and five tenths (70.5) feet to an iron pipe set in the ground, to the southerly side line of a proposed street; thence in a southwesterly direction along the southerly side line of said proposed street, with an included angle of 88° 57' one hundred ninety-five (195) feet to the easterly side line of Washington Avenue and an iron pipe set in the ground; thence in a southeasterly direction along the easterly side line of said Washington Avenue, with an included angle of 95° 50' fifty feet to the point of beginning."

380

Being a part of the same premises conveyed to Louis K. Constantine and Peter K. Constantine by deed of Frank W. Jackson, dated December 2, 1941 and recorded in Cumberland County Registry of Deeds, Book 1667, Page 301.

Louis K. Constantine conveyed his interest in the above described premises by deed dated February 3, 1948 and recorded in Cumberland County Registry of Deeds, Book 1896, Page 446, to Peter K. Constantine.

The title of the grantors herein is derived under Paragraph Fourth of the Last Will and Testament of Peter K. Constantine, duly allowed for probate by the Cumberland County Probate Court, as the records thereof may show.

Do have and in hold the aforegranted and bargained premises with all the privileges and appurtenances thereof, to the said Portland Pentacostal Church, Incorporated, its successors

and assigns, to it and their use and behoof forever.

And we do warrant with the said Grantee, its ^{successors} heirs and assigns, that we are lawfully seized in fee of the premises, that they are free of all incumbrances;

that we have good right to sell and convey the same to the said Grantee to hold as aforesaid; and that we and our heirs shall and will warrant and defend the same to the said Grantee, its ^{successors} heirs and assigns forever, against the lawful claims and demands of all persons.

In Witness Whereof. We the said Vassar Condos and husband Nicholas Condos; Trenton N. Karalekas and wife Georgia S. Karalekas; and Athens Andersen, being unmarried

wife



joining in this deed as Grantors, and relinquishing and conveying our right by descent and all other rights in the above described premises, have hereunto set our hands and seals this twenty second day of July in the year of our Lord one thousand nine hundred and sixty-six.

Signed, Sealed and Delivered in presence of

Athen Chapman
Catherine Chapman
Michael W. Chizzell
Nicholas Harris
James Martin

Trenton N. Karalekas
Georgia S. Karalekas
Vassar Condos
Nicholas Condos
Athens C. Andersen

State of Maine, Cumberland, ss. July 22 1966.

Personally appeared the above named Trenton N. Karalekas

and acknowledged the foregoing instrument to be his free act and deed.

Before me, *Arthur Chepman*
Notary Public

JAN 25 1968

REGISTRY OF DEEDS, CUMBERLAND COUNTY, MAINE

Received at 2 H 27 P M, and recorded in

BOOK 3027 PAGE 879

Register

1105

The debt secured by his mortgage has been fully paid and it is within paid mortgagee, does hereby discharge and release the wife in described premises from said mortgage and all obligations thereon, this 22nd day of July 1966.

Justina Piacentini
By: *Justina Piacentini*
CASCO BANK & TRUST COMPANY
PORTLAND, MAINE

State of Maine) ss.
County of Cumberland)
Personally appeared the above named *Justina Piacentini* of said Casco Bank & Trust Company, and acknowledged the foregoing to be his free act and deed, and the free act and deed of said Casco Bank & Trust Company.

Before me, *Arthur Chepman*
Notary Public

RECORDED IN PUBLIC BOOK PAGE 879

REGISTRY OF DEEDS, CUMBERLAND COUNTY, MAINE

JAN 25 1968

Received at 9 H - M, and recorded in

BOOK 3027 PAGE 881

Register

Endorsed on mortgage recorded in Book 2886 Page 541

1158
Know All Men by These Presents, that

I, CHARLOTTE A. JONES, of Portland, in the County of Cumberland and State of Maine,

in consideration of Five Thousand Five Hundred (5,500) dollars, paid by the Maine Savings Bank, a corporation established by law, at Portland, in the County of Cumberland, and State of Maine, the receipt whereof is hereby acknowledged, do hereby give, grant, bargain, sell and convey unto the said Maine Savings Bank, its successors and assigns forever

A certain lot or parcel of land, with the buildings thereon, situated on Smith Street in the City of Portland, County of Cumberland and State of Maine, and described as follows:

Beginning at the southeasterly corner of a lot of land on Smith Street, formerly owned by Joseph R. Brazier and running westerly on said Brazier's line fifty (50) feet to Perley's Court; thence southeasterly on said Court forty-five (45) feet; thence northeasterly fifty (50) feet to the line of Smith Street; thence on the line of Smith Street forty-five (45) feet to the point of beginning; together with the right in common with others to the use of said Perley's Court.

Being the same premises conveyed to me by Justina Piacentini by deed to be recorded herewith.

See
Book 3029
Page 375

Discharge
Book 3265
Page 239

KNOW ALL MEN BY THESE PRESENTS,

That I, Ethel W. Meloon, of Portland in the County of Cumberland, State of Maine,

in consideration of one dollar and other valuable consideration

(total consideration being less than one hundred dollars)

paid by The First Lutheran Church, of Portland, a religious corporation organized and existing under the laws of the State of Maine and located in said Portland,

the receipt whereof I do hereby acknowledge, do hereby remise, release, bargain, sell, and convey and forever quit-claim unto the said The First Lutheran Church,

its successors

heirs-and assigns forever,

Certain lots or parcels of land together with any buildings thereon, situated on Auburn Street in said Portland, bounded and described as follows:

Beginning at a point in the westerly side of Auburn Street, said point being the northeasterly corner of land now or formerly of one West; thence in a south-westerly direction along the land of said West and the land of one Burwood a distance of two hundred ninety-four (294) feet, more or less, to an iron set in the ground; thence northwesterly and parallel to the easterly side of Washington Avenue a distance of sixty-eight (68) feet, more or less, to a point, and an iron set in the ground; thence northeasterly a distance of three hundred ten (310) feet, more or less, to the said line of Auburn Street and an iron set in the ground; thence southeasterly and along said line of Auburn Street a distance of seventy (70) feet to the point of beginning.

Also a certain lot or parcel of land situated on the westerly side of Auburn Street, in Portland, and bounded and described as follows:

Beginning at a point in the westerly side of Auburn Street, at the north-easterly corner of the certain lot of land conveyed to Ernest S. Libby and Ella M. Libby by Suburban Homes, Inc., by deed dated October 1, 1942 and recorded in Cumberland County Registry of Deeds, in Book 1693, Page 452, said point being one hundred forty (140) feet measured on the line of said Auburn Street northerly from the northeasterly corner of land now or formerly of one West; thence running westerly along the northerly line of said land conveyed to said Ernest S. Libby and Ella M. Libby, three hundred thirty-one (331) feet, more or less, to the north-westerly corner of said land conveyed to said Libbys, which point is also the southeasterly corner of the certain lot of land conveyed by Suburban Homes, Inc. to Lewis L. Plummer, by deed dated November 16, 1942 and recorded in said Registry of Deeds, in Book 1700, Page 244; thence running northerly and parallel to the easterly side of Washington Avenue by the easterly line of said land conveyed to said Plummer, seventy-three and ninety-eight one hundredths (73.98) feet to a point, said point being the northeasterly corner of said land conveyed to said Plummer; thence running easterly three hundred and fifty (350) feet more or less to said westerly line of said Auburn Street at a point thereon seventy-three and ninety-eight one hundredths (73.98) feet northerly from said point of beginning; and thence southerly along the line of said Auburn Street seventy-three and ninety-eight one hundredths (73.98) feet to the point of beginning.

Also a certain lot or parcel of land situated on the westerly side of Auburn Street, in said Portland, and bounded and described as follows:

Beginning at a point in the westerly side of Auburn Street, at the north-easterly corner of the certain lot of land conveyed to Ruth W. Fenderson by said Suburban Homes, Inc. by deed dated February 17, 1942, and recorded in Cumberland County Registry of Deeds, Book 1667, Page 330, said point being seventy (70) feet, measured on the line of said Auburn Street northerly from the northeasterly corner

Meloon
to
First
Lutheran
Church

Q C

of land now or formerly of one West; thence running westerly along the northerly line of said land conveyed to said Fenderson three hundred ten (310) feet, more or less, to the northwesterly corner of said land conveyed to said Fenderson, which point is also the southeasterly corner of the certain lot of land conveyed by said Suburban Homes, Inc. to Daniel E. Cassidy et al by deed dated May 13, 1942 and recorded in said Registry of Deeds, Book 1677, Page 34; thence running northerly and parallel to the easterly side of Washington Avenue, by the easterly line of said land conveyed to said Cassidy, seventy (70) feet to a point, said point being the northeasterly corner of said land conveyed to said Cassidy; thence running easterly three hundred thirty-one (331) feet, more or less, to said westerly side of said Auburn Street at a point thereon seventy (70) feet northerly measured along said line of said Street from the point of beginning; and thence running southerly along said line of said Auburn Street seventy (70) feet to the point of beginning.

Being the same premises conveyed to Joseph Martell by Edward L. Fenderson under date of July 25, 1946 and recorded in the Cumberland County Registry of Deeds, Book 1831, Page 360. Also being land conveyed to Joseph Martell by Harvey B. Hadley under date of August 3, 1944 and recorded in said Registry of Deeds, Book 1773, Page 16. Also being land conveyed to Joseph Martell by Ernest S. Libby and Ella M. Libby under date of November 21, 1945 and recorded in said Registry of Deeds, Book 1803, Page 133.

The above described premises are conveyed subject to such restrictions and limitations that may be contained in the deeds recorded as heretofore referred to.

Also being the same premises conveyed by Joseph Martell to George H. Meloon by Warranty Deed dated October 16, 1952 and recorded in Cumberland County Registry of Deeds, Book 2111, Page 29.

Meaning and intending to convey and hereby conveying any and all interest which I may have in said property as widow of said George H. Meloon, late of Portland, deceased.

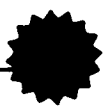
To Have And To Hold the same, together with all the privileges and appurtenances thereunto belonging, to the said The First Lutheran Church, its successors

~~-heirs~~ and assigns forever.

And I do covenant with the said Grantee, ^{its successors} ~~-heirs~~ and assigns, that I will Warrant and Forever Defend the premises to it the said Grantee, ^{its successors} ~~-heirs~~ and assigns forever, against the lawful claims and demands of all persons claiming by, through, or under me.

IN WITNESS WHEREOF, I the said Ethel W. Meloon (widow) have hereunto set my hand and seal this 17th day of July in the year of our Lord one thousand nine hundred and fifty-nine.

Signed, Sealed, and Delivered
in presence of
John Ketchford Ethel W. Meloon



State of Maine, Cumberland, ss.

July 17, 1959.

Personally appeared the above named Ethel W. Meloon and acknowledged the above instrument to be her free act and deed.

Before me,

John Blodgett
Justice of the Peace
Notary Public
My Commission Expires March 5, 1960
CUMBERLAND COUNTY MAINE

AUG 14 1959

REGISTRY OF DEEDS, CUMBERLAND COUNTY, MAINE

Received at 2 H 10 M, and recorded in
BOOK 2493 PAGE 137 *Edward P. [Signature]* Register

KNOW ALL MEN BY THESE PRESENTS,

That Casco Bank and Trust Co., a banking institution organized and existing under the laws of the State of Maine, having a principal place of business in Portland in the County of Cumberland, State of Maine, sole acting trustee of the last will and testament of George H. Meloon, late of Portland, deceased, testate, by virtue of the authority to it given by the said George H. Meloon in his last will and testament, in its capacity of trustee as aforesaid, and in consideration of one dollar and other valuable consideration (total consideration being less than one hundred dollars) to it paid by The First Lutheran Church, of Portland, a religious corporation organized and existing under the laws of the State of Maine and located in said Portland
of the receipt whereof is hereby acknowledged, do hereby sell and convey unto the said The First Lutheran Church, its successors

Meloon
Est
to
First
Lutheran
Church
--
Deed

heirs-and assigns,

the following described real estate, which was the property of the said George H. Meloon situated in said Portland, and bounded as follows:

Certain lots or parcels of land together with any buildings thereon, situated on Auburn Street in said Portland, bounded and described as follows:

Beginning at a point in the westerly side of Auburn Street, said point being the northeasterly corner of land now or formerly of one West; thence in a south-westerly direction along the land of said West and the land of one Burwood a distance of two hundred ninety-four (294) feet, more or less, to an iron set in the ground; thence northwesterly and parallel to the easterly side of Washington Avenue a distance of sixty-eight (68) feet, more or less, to a point, and an iron set in the ground; thence northeasterly a distance of three hundred ten (310) feet, more or less, to the said line of Auburn Street and an iron set in the ground; thence southeasterly, and along said line of Auburn Street a distance of seventy (70) feet to the point of beginning.

Also a certain lot or parcel of land situated on the westerly side of Auburn Street, in Portland, and bounded and described as follows:



MARK HAMPTON ASSOCIATES, INC.

SOIL EVALUATION • WETLAND DELINEATIONS • SOIL SURVEYS • WETLAND PERMITTING

7957

June 26, 2024

Mr. Ed Daggett
Mr. Larre Nelson
First Lutheran Church
132 Auburn Street
Portland, ME 04103

Re: Wetland delineation, portion of property at 132 Auburn Street, Portland, ME

Dear Ed and Larre,

I have completed a delineation of wetlands on a portion of the parcel located at 132 Auburn Street Portland, Maine. The wetland delineation was completed in accordance with the 1987 U.S. Army Corps of Engineers Wetland Delineation Manual and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual for the Northcentral and Northeast Regions dated January 2012. These manuals require the presence of three parameters for a wetland to be present, wetland hydrology, hydrophytic vegetation, and hydric soils.

The wetlands I found were flagged with yellow flagging. The flagging was labeled in an alphanumeric sequence. The wetland flags were located with GPS equipment capable of locating a point to less than a meter. The wetland data has been submitted to St. Clair Associates.

The wetlands delineated on the parcel are forested wetlands which appears to be a closed depression located on the parcel. The wetlands located on the parcel do not meet the definition of wetlands of special significance as defined by Maine Department of Environmental Protection.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark J. Hampton', written over a horizontal line.

Mark J. Hampton L.S.E., C.S.S.
Licensed Site Evaluator #263
Certified Soil Scientist #216



ZONING ANALYSIS Relevant Zone(s) _____

All Projects:

	Required	Proposed
Lot Size		
Area Per Dwelling Unit		
Minimum Street Frontage		
Front Yard Minimum		
Front Yard Maximum		
Rear Yard		
Yard Right		
Yard Left		
Side Street Setback		
Step Back		
Maximum Lot Coverage		
Minimum Lot Coverage		
Maximum Height		
Open Space		
Maximum Impervious Area		
Pavement Setback		
Floor Area Ratio		
Off Street Parking Spaces		
Loading Bays		
Other 1		
Other 2		
Other 3		

Planned Residential Unit Developments (PRUD) Requirements

	Required	Proposed
Minimum Lot Size		
Minimum Lot Area per Dwelling		
Maximum # Units per Building		
Maximum Building Length		
Maximum Accessory Building Length		
Minimum Setbacks		
Minimum Building Separation		
Minimum Open Space		

Affordable Housing Density Bonuses (if applicable)

	Bonus Increase or Decrease	Maximum Allowable With Bonus	Proposed
Density			
Height			
Setback Reduction			
Recreation Space			
Maximum Accessory Building Length			
Minimum Setbacks			
Minimum Building Separation			
Minimum Open Space			
Explanatory Text 1 (optional):			
Explanatory Text 2 (optional):			
Explanatory Text 3 (optional):			

Standard to be Waived: Cite Ordinance or Technical Manual Standard	Cite Standard Language: Cite specific language of applicable Ordinance or Technical Manual Standard	Waiver Being Sought: Describe waiver being sought. Ex. – We are requesting a two-way parking lot drive aisle width of 20' feet.	Justification for Waiver: Address specific waiver criteria, if applicable, and document reasons for the waiver request.

Standard to be Waived: Cite Ordinance or Technical Manual Standard	Cite Standard Language: Cite specific language of applicable Ordinance or Technical Manual Standard	Waiver Being Sought: Describe waiver being sought. Ex. – We are requesting a two-way parking lot drive aisle width of 20' feet.	Justification for Waiver: Address specific waiver criteria, if applicable, and document reasons for the waiver request.



Eric Freeman <efreeman@portlandmaine.gov>

PL-003437-2025 138 Auburn Street

1 message

Kristoffer DeVolder <kdevolder@portlandmaine.gov>
To: Eric Freeman <efreeman@portlandmaine.gov>

Wed, Oct 29, 2025 at 9:50 AM

Hello Eric,

Please see below survey comments

Boundary & Topographic Survey, dated April 8, 2024, last revised August 7, 2024, by St. Clair Associates, Cumberland, Maine

- 14.2.1.16 - *Tree survey that identifies the location of existing street trees, the general location of on-site trees and vegetation (including Maine Native & Climate Resilient Northeastern Native Vegetation in General Buffer & Shoreland Zone Buffer areas). Alternately, Applicants may submit a separate tree survey performed by a licensed land surveyor, arborist, forester, or landscape architect to meet the Preservation of Existing Vegetation standards of the LID Section;*
 - **Add note regarding site vegetation and identify any street trees within the development area.**
- 14.2.1.23 - *Invert elevations of all pipes entering and/or exiting catch basins and manhole structures;*
 - **Show invert elevations of sewer manholes in Washington Ave depicted.**
- 14.2.1.24 - *The length, material, diameter, and slope of all storm sewer and sanitary sewer piping;*
 - **Add the existing sewer pipe information being tied into.**
- 14.2.1.27 - *Location of water lines and valves, gas lines and valves, buried electrical lines, buried communication cables, buried TV cables, telephone and electric manholes, utility hand-hold access boxes, transformer pads, utility and light poles;*
 - **Add location of any gas lines in Washington Ave.**
- 14.2.1.29 - *Property Corners: Location and descriptions of all property corners set or found, proposed to be set, and all granite survey monuments set. Where no property markers exist, the City of Portland requires that the property markers be installed and that a licensed surveyor set and confirm proposed building locations on site prior to the issuance of a building permit;*
 - **No proposed property markers shown to be set at the extents of the remaining land. Was a waiver issued by Planning for this item?**
- 14.2.1.31 - *City Vertical Datum: It shall be stated on all plans that the City of Portland established vertical datum of NGVD 1929 is used for all information shown on the plan;*
- 14.2.1.32 - *All plans shall state the Official City of Portland Benchmark used as supplied by the Public Services Engineering Division Archivist;*

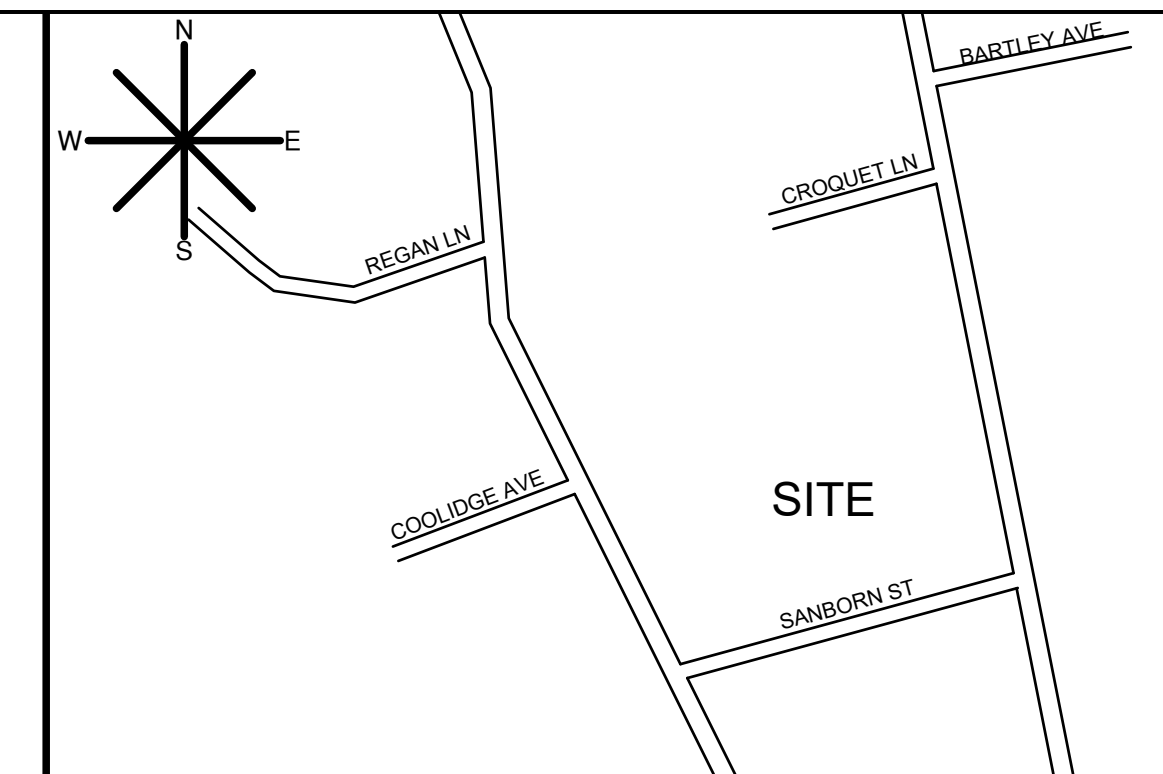
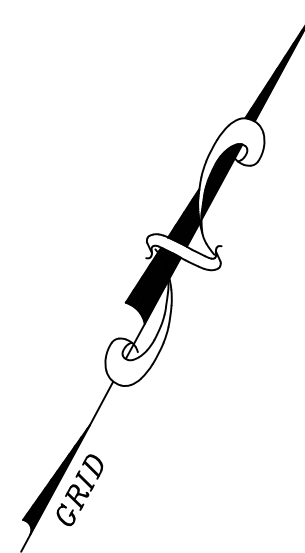
- 14.2.2.33 - *In cases where it is not technically feasible to depict elevations on the plan based upon the City Datum, then a note must appear documenting the vertical shift between the site's alternative vertical datum and the City Datum at the site.*
 - **Add notation including the source of the elevations and vertical shift between the alternative datum (NAVD88) and the City Datum.**
- 14.2.1.36 - *Street Status. The Status of the street shall be shown; IE Accepted City Street, Continued Paper Street, Discontinued City Street, Vacated Paper Street, or new Proposed Street as per the project submission;*
 - **Add the street status of Washington Ave and Auburn St.**
- 14.2.1.40 - *Projects shall be tied into the Maine State Plane Coordinate System (2-zone projection), West Zone using the NAD1983 Datum and the U.S. Survey Foot as the unit of measure. The survey methods, traverse or GPS observations/methods, geodetic control used, and coordinates of new monuments set shall be stated on the survey and subdivision plans;*
 - **State source and method used.**

Thank you,
Kris

--

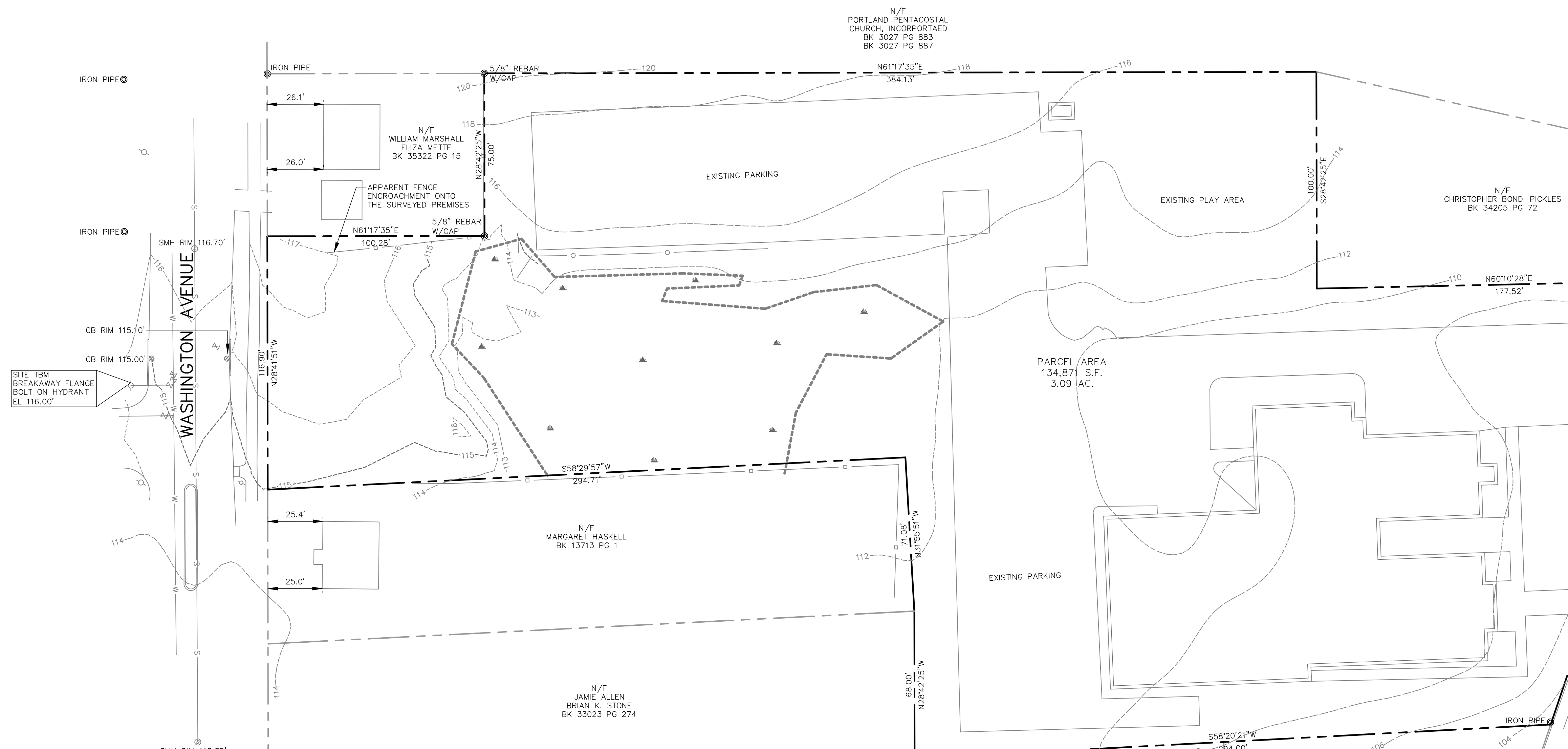
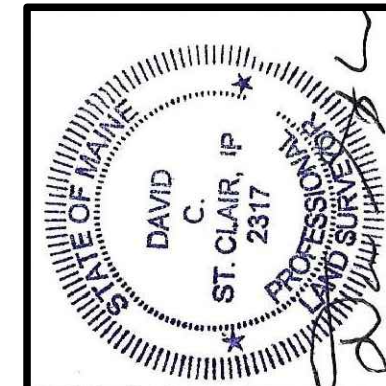
Kris DeVolder, PE
Sr. Engineer
City of Portland Department of Public Works
[212 Canco Rd, City of Portland, ME 04103](mailto:kdevolder@portlandmaine.gov)
kdevolder@portlandmaine.gov
Phone: (207) 874-8817



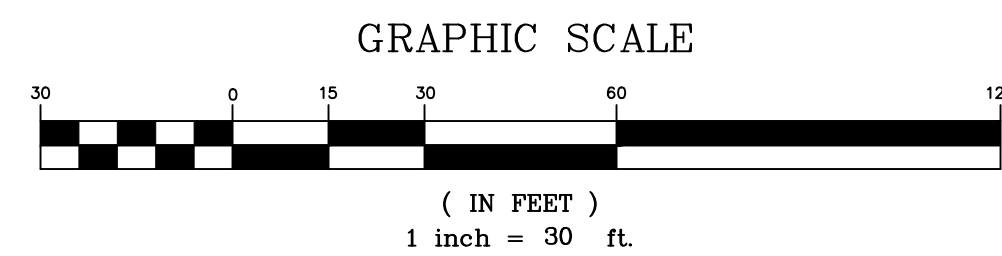


LOCATION MAP

N.T.S.



EXISTING	DESCRIPTION	PROPOSED
---	BOUNDARY LINE/R.O.W.	---
---	ABUTTER LINE/R.O.W.	---
---	SETBACK	---
---	EASEMENT	---
---	MONUMENT	---
---	IRON PIPE/ROD	---
---	BUILDING	---
---	WETLANDS	---
---	EDGE WETLAND SIGN	---
---	EDGE PAVEMENT	---
---	PAVEMENT PAINT	---
---	EDGE OF GRAVEL	---
---	CURBLINE	---
---	TREELINE	---
---	CONTOURS	---
---	SPOT GRADE	---
---	WETLANDS	---
---	EDGE WETLAND	---
---	GATE VALVE	---
---	HYDRANT	---
---	SEWER MH	---
---	CATCH BASIN	---



GENERAL NOTES

- THE RECORD OWNER OF THE PROPERTY IS FIRST LUTHERAN CHURCH OF PORTLAND AS DESCRIBED IN DEEDS RECORDED AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN BOOK 2493 PAGE 137, BOOK 2493 PAGE 139 AND BOOK 3027 PAGE 879. THE PROJECT APPLICANT IS FIRST LUTHERAN CHURCH.
 - THE PROPERTY IS IDENTIFIED BY THE CITY OF PORTLAND AS PARCEL 374 A013001
 - THE BEARINGS AND NORTH ORIENTATION SHOWN HEREON ARE BASED UPON GRID NORTH, NORTH AMERICAN DATUM OF 1983 (NAD83) MAINE WEST ZONE. CONTOURS AND ELEVATIONS SHOWN HEREON ARE BASED UPON NORTH AMERICAN VERTICAL DATUM OF 1988.
 - PLAN REFERENCES:
 - PROPOSED SITE PLAN ADDITION TO THE FIRST LUTHERAN CHURCH OF PORTLAND DATED THROUGH JANUARY 24, 2001 BY WILLIAM E. WHITED ARCHITECTS/ENGINEERS.
 - STREET RIGHT OF WAY MAPS PROVIDED BY THE CITY OF PORTLAND DEPARTMENT OF PUBLICS WORKS ENGINEERING DEPARTMENT FOR AUBURN STREET & WASHINGTON AVENUE.
 - THE PROPERTY SHOWN HEREON IS SUBJECT TO AND BENEFITED BY ALL MATTERS OF RECORD ON FILE AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS. REFERENCE IS MADE TO THE FOLLOWING:
 - THE PROPERTY DOES NOT APPEAR TO BE LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA AS SHOWN ON THE CITY OF PORTLAND FLOOD HAZARD MAP 23005C0683F HAVING AN EFFECTIVE DATE OF JUNE 20, 2024.
 - THE PROPERTY IS LOCATED IN THE CITY OF PORTLAND RESIDENTIAL NEIGHBORHOOD 1 (RN1) ZONING DISTRICT. THE MINIMUM SPACE REQUIREMENTS FOR PROPERTY LOCATED IN THE RN1 ZONING DISTRICT ARE AS FOLLOWS:

MINIMUM LOT SIZE:	6,500 S.F.
MINIMUM STREET FRONTAGE:	40 FEET
MINIMUM FRONT SETBACK:	AVERAGE OF ADJACENT FRONT YARDS MINUS 5FT
MINIMUM SIDE SETBACK:	8 FEET
MINIMUM REAR SETBACK:	25 FEET
MAXIMUM BUILDING HEIGHT:	35 FEET
- SEE CITY OF PORTLAND ZONING ORDINANCE FOR MORE DETAILED LAND USE REQUIREMENTS FOR PROPERTY LOCATED IN THE R3 ZONING DISTRICT.
- THIS PLAN IS BASED UPON A BOUNDARY RETRACEMENT SURVEY PERFORMED IN CONFORMANCE WITH THE STATE OF MAINE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS STANDARDS OF PRACTICE WITH THE EXCEPTION THAT NO REPORT OF SURVEY HAS BEEN PREPARED AND NO NEW LEGAL DESCRIPTION HAS BEEN PREPARED.

ST. CLAIR ASSOCIATES

LAND SURVEYING AND CIVIL ENGINEERING
 34 Forest Lane
 Cumberland, ME 04021
 Tel (207) 893-5558

BOUNDARY & TOPOGRAPHIC SURVEY
 OF:
FIRST LUTHERAN CHURCH OF PORTLAND
 132 AUBURN STREET & WASHINGTON AVE
 PORTLAND, ME 04103
 FOR RECORD OWNER:
FIRST LUTHERAN CHURCH OF PORTLAND
 132 AUBURN STREET
 PORTLAND, ME 04103

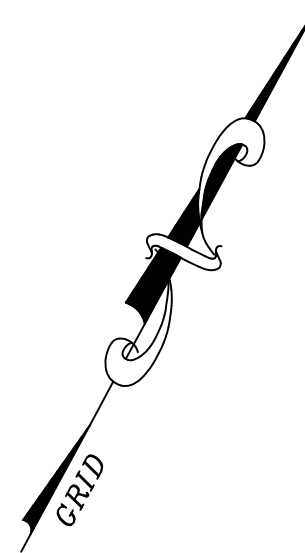
DATE	SCALE
04-08-2024	1"=30'

SHEET 1

REV.	BY:	DATE:	STATUS:
C	DCS	08-07-2025	SUBMIT FOR CITY REVIEW
B	DCS	01-14-2025	UPDATE ZONING INFORMATION
A	DCS	07-08-2024	FOR REVIEW

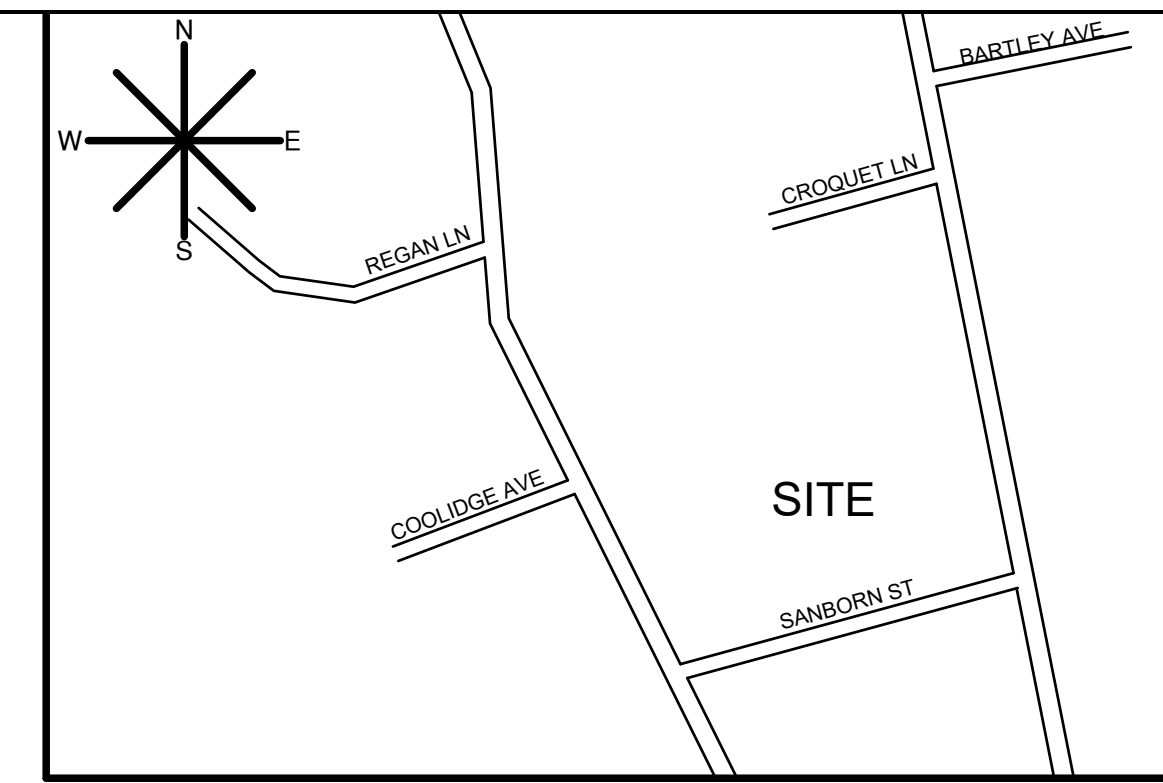
THIS PLAN SHALL NOT BE MODIFIED WITHOUT WRITTEN PERMISSION FROM ST. CLAIR ASSOCIATES ANY ALTERATIONS, AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO ST. CLAIR ASSOCIATES

240085B TAB 240085C



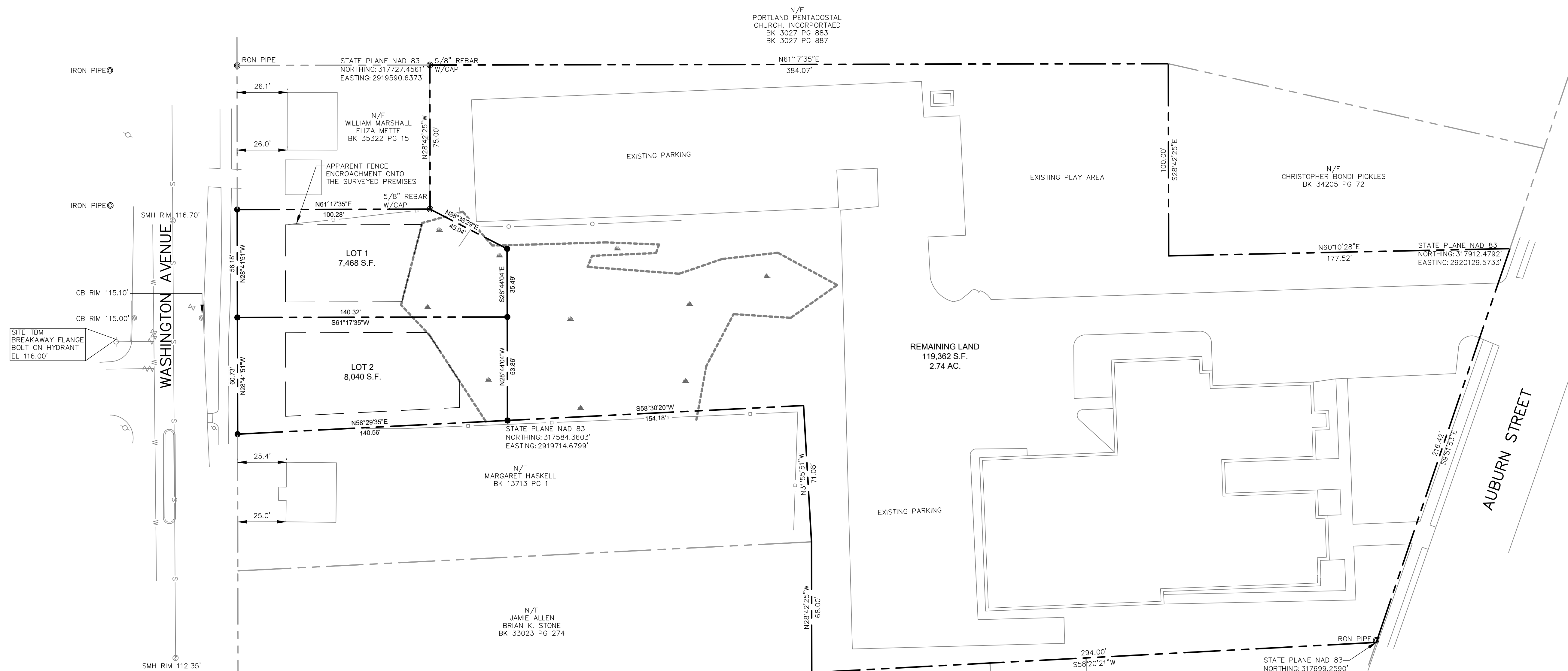
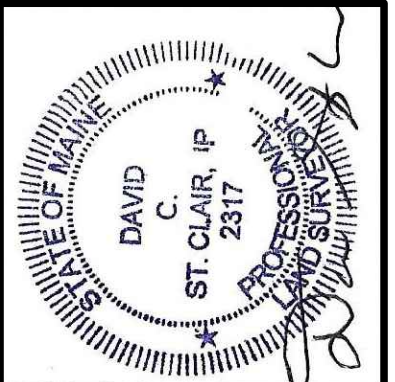
APPROVAL-
CITY OF PORTLAND
PLANNING BOARD

DATE _____
CHAIRPERSON _____

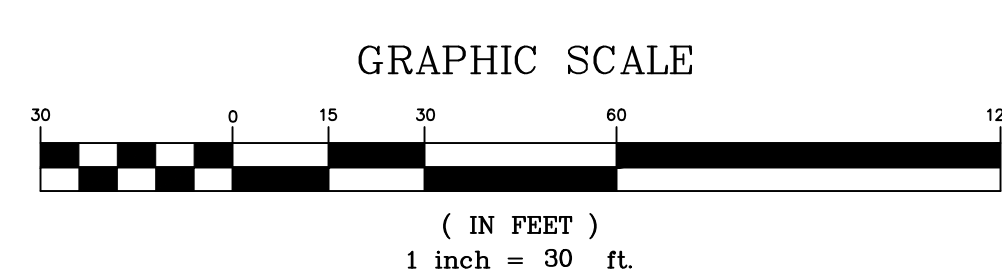


LOCATION MAP

N.T.S.



EXISTING	DESCRIPTION	PROPOSED
---	BOUNDARY LINE/R.O.W.	---
---	ABUTTER LINE/R.O.W.	---
---	SETBACK	---
---	EASEMENT	---
---	MONUMENT	---
---	IRON PIPE/ROD	●
---	BUILDING	---
---	WETLANDS	---
---	EDGE WETLAND SIGN	---
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---	PAVEMENT PAINT	---
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---	EDGE WETLAND	---
---	GATE VALVE	---
---	HYDRANT	---
---	SEWER MH	---
---	CATCH BASIN	---



STATE OF MAINE

_____ COUNTY SS REGISTRY OF DEEDS
RECEIVED _____ 20_____
AT ____h ____m ____M. AND RECORDED IN
PLAN BOOK _____ PAGE _____
ATTEST _____ REGISTER

GENERAL NOTES

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ST. CLAIR ASSOCIATES
LAND SURVEYING AND CIVIL ENGINEERING
34 Forest Lane
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Tel (207) 899-5558

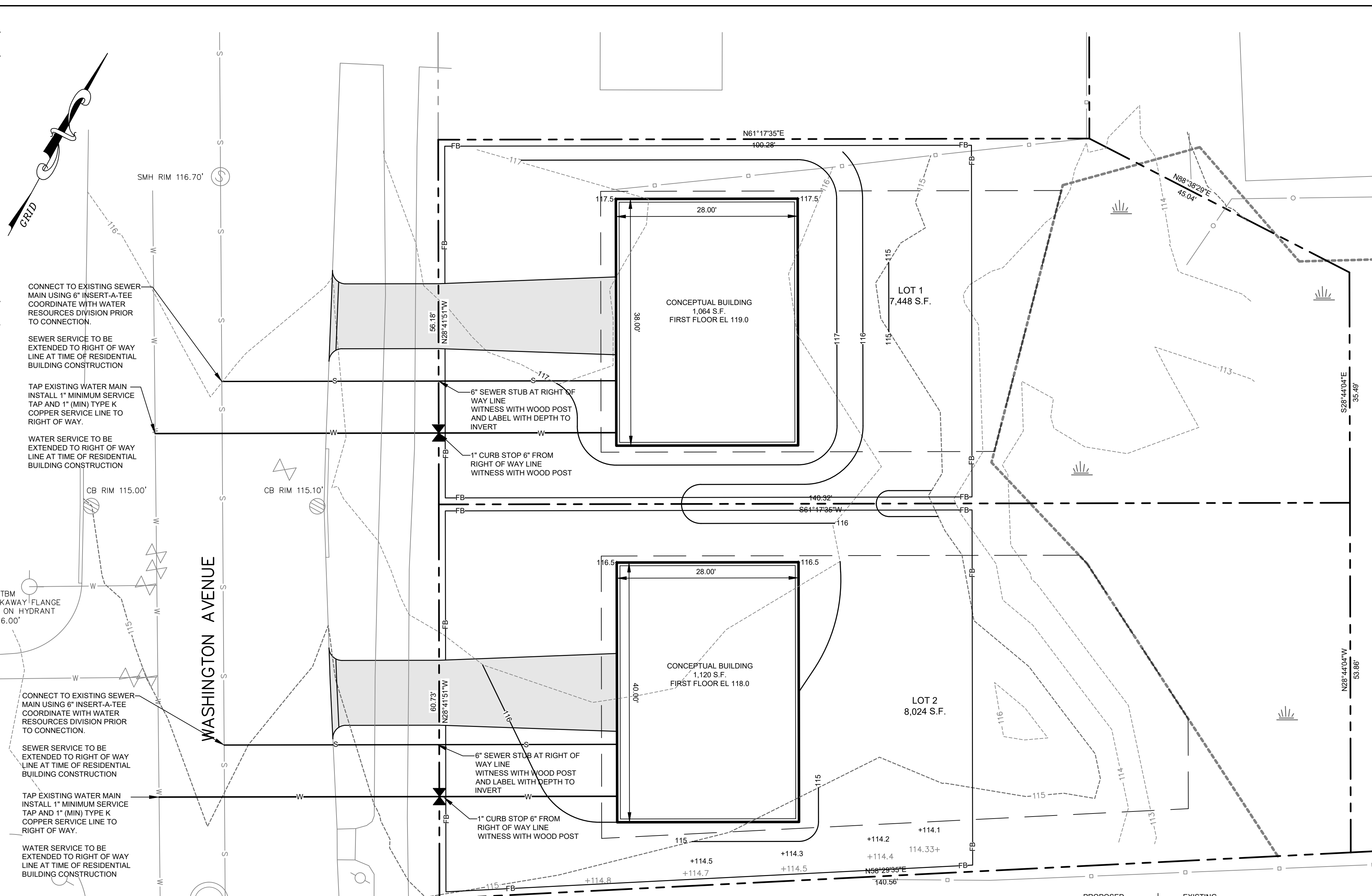
SUBDIVISION PLAN
OF:
FIRST LUTHERAN CHURCH OF PORTLAND
132 AUBURN STREET & WASHINGTON AVE
PORTLAND, ME 04103
FOR RECORD OWNER:
FIRST LUTHERAN CHURCH OF PORTLAND
132 AUBURN STREET
PORTLAND, ME 04103
TAX PARCEL PARCEL 374 A013001
240085B TAB 240085B

DATE	SCALE
04-08-2024	1"=30'

SHEET 2

LEGEND

EXISTING	DESCRIPTION	PROPOSED
---	BOUNDARY LINE/R.O.W.	---
---	ABUTTER LINE/R.O.W.	---
---	SETBACK	---
---	EASEMENT	---
---	MONUMENT	---
---	IRON PIPE/ROD	---
---	BUILDING	---
---	WETLANDS	---
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---	GATE VALVE	---
---	HYDRANT	---
---	WATER	---
---	SEWER MH	---
---	SEWER	---
---	CATCH BASIN	---

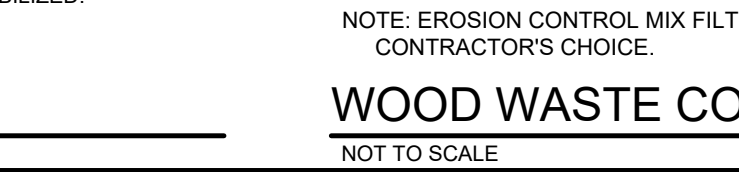
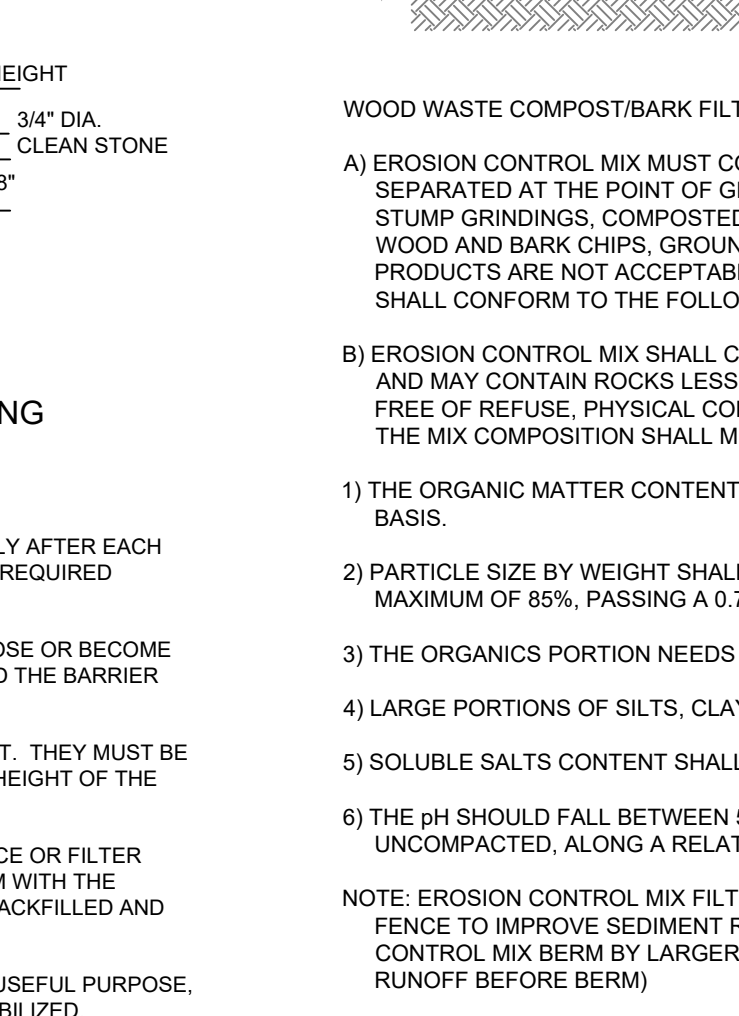
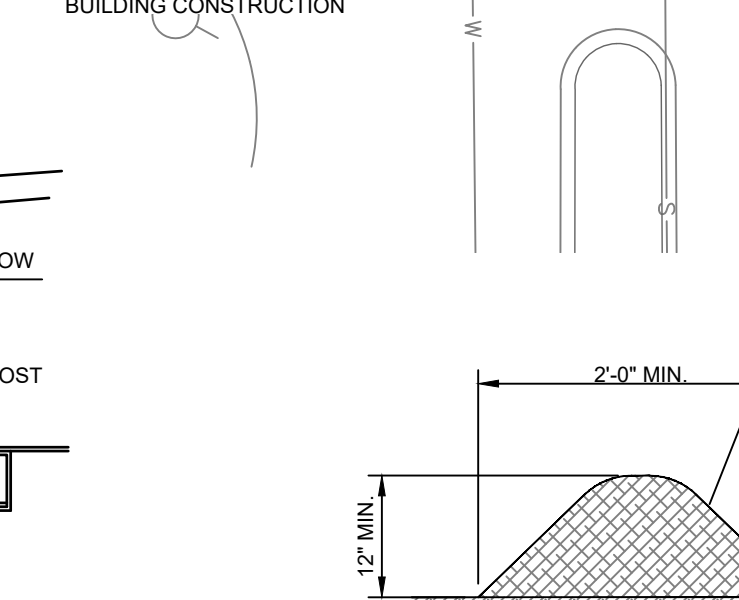
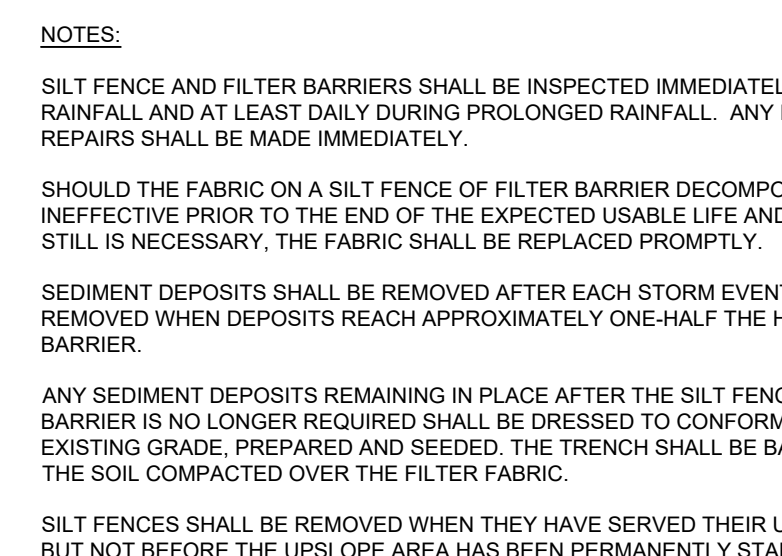
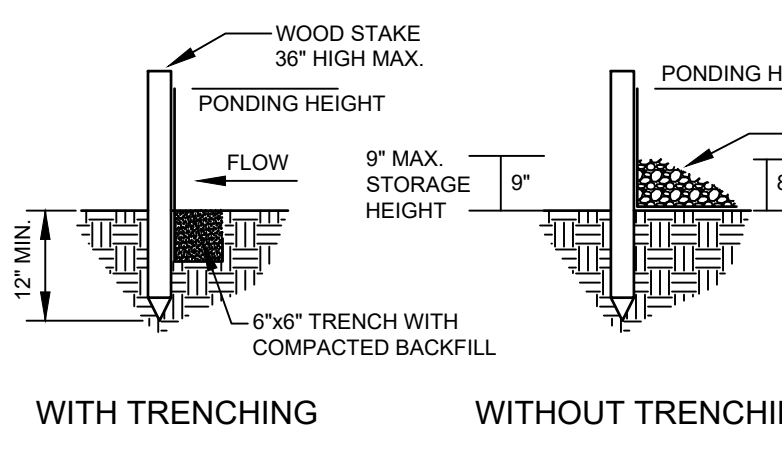
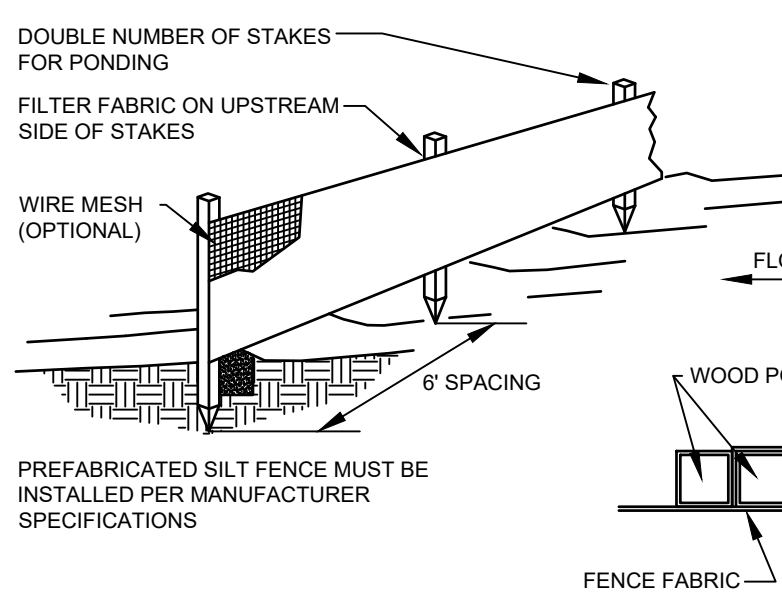


GENERAL NOTES

- 1) ALL DISTURBED AREAS THAT ARE NOT PAVED SHALL BE LOAMED AND SEED.
- 2) ALL COMMON BORROW MATERIALS SHALL MEET MDOT SPECIFICATION 703.18.
- 3) THE FOUNDATION DRAIN SHALL BE INSTALLED TO DIRECT FLOWS TO A SUMP LOCATION WITHIN THE BUILDING.
- 4) THE FOUNDATION DRAIN AROUND THE PERIMETER OF THE BUILDING SHALL BE PERFORATED PLASTIC PIPE. THE BUILDING DRAIN FROM THE PERIMETER DRAIN SYSTEM SHALL BE SOLID PIPE THAT OUTFALLS TO THE PUBLIC STREET DRAINAGE SYSTEM OR APPROVED OUTLET LOCATION.
- 5) THE PROPOSED WATER SERVICE WILL SUPPLY BOTH THE DOMESTIC WATER SYSTEM AND FIRE PROTECTION SYSTEM.
- 6) 2 STREET TREES SHALL BE INSTALLED BY THE OWNER OF EACH LOT AS PART OF THE RESIDENTIAL HOME CONSTRUCTION.

CONSTRUCTION NOTES

1. SITE CONTRACTOR SHALL OBTAIN ALL REQUIRED PERMITS PRIOR TO CONSTRUCTION.
2. ALL WORK SHALL CONFORM TO THE APPLICABLE CODES AND ORDINANCES. ALL WORK PERFORMED BY THE GENERAL CONTRACTOR AND/OR TRADE SUBCONTRACTOR SHALL CONFORM TO THE REQUIREMENTS OF LOCAL, STATE OR FEDERAL LAWS, AS WELL AS ANY OTHER GOVERNING REQUIREMENTS, WHETHER OR NOT SPECIFIED ON THE DRAWINGS.
3. CONTRACTOR SHALL VISIT THE SITE AND FAMILIARIZE HIM OR HERSELF WITH ALL CONDITIONS AFFECTING THE PROPOSED WORK AND SHALL MAKE PROVISIONS AS TO THE COST THEREOF. CONTRACTOR SHALL BE RESPONSIBLE FOR FAMILIARIZING HIM OR HERSELF WITH ALL CONTRACT DOCUMENTS, FIELD CONDITIONS AND DIMENSIONS AND CONFIRMING THAT THE WORK MAY BE ACCOMPLISHED AS SHOWN PRIOR TO COMMENCING CONSTRUCTION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO THE COMMENCEMENT OF WORK.
4. CONTRACTOR SHALL NOTIFY ENGINEER OF ALL PRODUCTS OR ITEMS NOTED AS "EXISTING" WHICH ARE NOT FOUND IN THE FIELD.
5. THE CONTRACTOR IS HEREBY CAUTIONED THAT ALL SITE FEATURES SHOWN HEREON ARE BASED ON FIELD OBSERVATIONS BY THE SURVEYORS OF VISIBLE STRUCTURES SUCH AS HYDRANTS, VALVES, MANHOLES, AND CATCH BASINS, AND BY INFORMATION PROVIDED BY UTILITY COMPANIES AND OTHER DATABASES. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR SHALL CONTACT DIG SAFE (1-888-DIGSAFE) AT LEAST THREE (3) BUT NOT MORE THAN THIRTY (30) DAYS PRIOR TO COMMENCEMENT OF EXCAVATION OR DEMOLITION TO VERIFY HORIZONTAL AND VERTICAL LOCATION OF ALL UTILITIES.
6. CONTRACTOR SHALL BE CAUTIONED THAT DIG SAFE ONLY NOTIFIES ITS "MEMBER" UTILITIES ABOUT THE DIG. OTHER UTILITIES MAYBE PRESENT IN THE WORK AREA. WHEN NOTIFIED, DIG SAFE WILL ADVISE CONTRACTOR OF MEMBER UTILITIES IN THE AREA. CONTRACTOR IS RESPONSIBLE FOR IDENTIFYING AND CONTACTING NON-MEMBER UTILITIES DIRECTLY. NON-MEMBER UTILITIES MAY INCLUDE LOCAL WATER AND SEWER DISTRICTS AND SMALL LOCAL UTILITIES.
7. CONTRACTORS SHALL BE RESPONSIBLE FOR COMPLIANCE WITH THE REQUIREMENTS OF 23 MRSA 3360-A (PROTECTION OF UNDERGROUND FACILITIES). IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE WITH THE APPROPRIATE UTILITIES TO OBTAIN AUTHORIZATION PRIOR TO RELOCATION OF ANY EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THESE PLANS. IF A UTILITY CONFLICT ARISES, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE OWNER, THE MUNICIPALITY AND APPROPRIATE UTILITY COMPANY PRIOR TO PROCEEDING WITH ANY RELOCATION.
8. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED IN ACCORDANCE WITH "MAINE EROSION AND SEDIMENTATION CONTROL HANDBOOK FOR CONSTRUCTION: BEST MANAGEMENT PRACTICES" PUBLISHED BY THE CLUMBERLAND COUNTY SOIL AND WATER CONSERVATION DISTRICT AND MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION, OCTOBER 2016 OR LATEST EDITION. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO POSSESS A COPY OF THE EROSION CONTROL PLAN AT ALL TIMES.
9. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS IN THE FIELD PRIOR TO FABRICATION AND INSTALLATION OF ANY MATERIAL. ANY UNUSUAL CONDITIONS SHALL BE REPORTED TO THE ATTENTION OF THE ENGINEER.
10. INSTALL ALL EQUIPMENT AND MATERIALS IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS AND OWNER'S REQUIREMENTS UNLESS SPECIFICALLY OTHERWISE INDICATED OR WHERE LOCAL CODES OR REGULATIONS TAKE PRECEDENCE.
11. CONTRACTOR SHALL INCORPORATE PROVISIONS AS NECESSARY DURING CONSTRUCTION TO PROTECT EXISTING STRUCTURES, PHYSICAL FEATURES, AND MAINTAIN SITE STABILITY. CONTRACTOR SHALL RESTORE ALL AREAS TO ORIGINAL CONDITION AND AS SHOWN ON THE PLANS.
12. CONTRACTOR SHALL CLEAN AND REMOVE DEBRIS AND SEDIMENT DEPOSITED ON PUBLIC STREETS, SIDEWALKS, ADJACENT AREAS, OR OTHER PUBLIC WAYS DUE TO CONSTRUCTION.
13. ALL PAVEMENT JOINTS SHALL BE SAWCUT PRIOR TO PAVING TO PROVIDE A DURABLE AND UNIFORM JOINT.
14. NO HOLES, TRENCHES OR STRUCTURES SHALL BE LEFT OPEN OVERNIGHT IN ANY EXCAVATION ACCESSIBLE TO THE PUBLIC OR IN PUBLIC RIGHTS-OF-WAY.
15. ALL WORK WITHIN THE PUBLIC RIGHT-OF-WAY SHALL REQUIRE A M.D.O.T. PERMIT AS WELL AS PERMITS FROM THE MUNICIPALITY AS APPLICABLE.
16. THE PROPOSED LIMITS OF CLEARING SHOWN HEREON ARE APPROXIMATE BASED UPON THE PROPOSED LIMITS OF SITE GRADING OR OTHER SITE WORK. NO GRUBBING OR STUMP REMOVAL SHALL OCCUR OUTSIDE OF THE CLEARING LIMITS, UNLESS OTHERWISE DIRECTED BY THE ENGINEER IN ORDER TO ADDRESS EROSION AND SEDIMENT CONTROL OR STORMWATER MANAGEMENT.
17. IMMEDIATELY UPON COMPLETION OF CUTS/FILLS, THE CONTRACTOR SHALL STABILIZE DISTURBED AREAS IN ACCORDANCE WITH EROSION CONTROL NOTES AND AS SPECIFIED ON PLANS. ALL ERODED AREAS SHALL BE REPAIRED BY THE CONTRACTOR AND THE SURFACE SHALL BE STABILIZED USING THE MEASURES OUTLINED IN THE EROSION AND SEDIMENT CONTROL PLAN AND NARRATIVES INCLUDED AS PART OF THIS CONSTRUCTION SET.
18. THE CONTRACTOR SHALL BE FULLY AND SOLELY RESPONSIBLE FOR THE REMOVAL, REPLACEMENT AND RECTIFICATION OF ALL DAMAGED AND DEFECTIVE MATERIAL AND WORKMANSHIP IN CONNECTION WITH THE CONTRACT WORK. THE CONTRACTOR SHALL REPLACE OR REPAIR AS DIRECTED BY THE OWNER ALL SUCH DAMAGED OR DEFECTIVE MATERIALS WHICH APPEAR WITHIN A PERIOD OF ONE YEAR FROM THE DATE OF SUBSTANTIAL COMPLETION.
19. WHERE THE TERMS "APPROVED EQUAL," "OTHER APPROVED," "EQUAL TO," "ACCEPTABLE" OR OTHER GENERAL QUALIFYING TERMS ARE USED IN THESE NOTES, IT SHALL BE UNDERSTOOD THAT REFERENCE IS MADE TO THE RULING AND JUDGEMENT OF ST. CLAIR ASSOCIATES IN CONJUNCTION WITH THE OWNER.
20. THE CONTRACTOR SHALL PROVIDE ALL NECESSARY PROTECTION FOR THE WORK UNTIL TURNED OVER TO THE OWNER.
21. THE CONTRACTOR SHALL MAINTAIN A CURRENT AND COMPLETE SET OF CONSTRUCTION DRAWINGS ON SITE DURING ALL PHASES OF CONSTRUCTION FOR USE OF ALL TRADES.
22. THE CONTRACTOR SHALL TAKE FULL RESPONSIBILITY FOR ANY CHANGES AND DEVIATION OF APPROVED PLANS NOT AUTHORIZED BY THE ENGINEER AND/OR CLIENT/OWNER.
23. DETAILS ARE INTENDED TO SHOW END RESULT OF DESIGN. ANY MODIFICATION TO SUIT FIELD DIMENSION AND CONDITION SHALL BE SUBMITTED TO THE ENGINEER FOR REVIEW AND APPROVAL PRIOR TO ANY WORK.



WOOD WASTE COMPOST/BARK FILTER BERMS

A) EROSION CONTROL MIX MUST CONSIST PRIMARILY OF ORGANIC MATERIALS, SEPARATED AT THE POINT OF GENERATION, AND MAY INCLUDE: SHREDDED BARK, STUMP GRINDINGS, COMPOSTED BARK, OR ACCEPTABLE MANUFACTURED PRODUCTS. WOOD AND BARK CHIPS, GROUND CONSTRUCTION DEBRIS OR REPROCESSED WOOD PRODUCTS ARE NOT ACCEPTABLE AT THE ORGANIC COMPONENT OF THE MIX. THE MIX SHALL CONFORM TO THE FOLLOWING STANDARDS:

- 1) THE ORGANIC MATTER CONTENT SHALL BE BETWEEN 80% AND 100% DRY WEIGHT BASIS.
- 2) PARTICLE SIZE BY WEIGHT SHALL BE 100% PASSING A 6" SCREEN AND A MINIMUM OF 70% MAXIMUM OF 85% PASSING A 0.75" SCREEN
- 3) THE ORGANICS PORTION NEEDS TO BE FIBROUS AND ELONGATED.
- 4) LARGE PORTIONS OF SILTS, CLAYS OR FINE SANDS ARE NOT ACCEPTABLE IN THE MIX.
- 5) SOLUBLE SALTS CONTENT SHALL BE LESS THAN 4.0 MMHOS/CM.
- 6) THE PH SHOULD FALL BETWEEN 5.0 AND 8.0 THE COMPOSTED BERM SHALL BE PLACED, UNCOMPACTED, ALONG A RELATIVELY LEVEL CONTOUR.

NOTE: EROSION CONTROL MIX FILTER BERMS MAY BE USED IN COMBINATION WITH SILT FENCE TO IMPROVE SEDIMENT REMOVAL AND PREVENT CLOGGING OF THE EROSION CONTROL MIX BERM BY LARGER SEDIMENT PARTICLES. (SILT FENCE PLACED TO FILTER RUNOFF BEFORE BERM)

NOTE: EROSION CONTROL MIX FILTER BERM CAN BE USED IN LIEU OF SILT FENCE, CONTRACTOR'S CHOICE.

CONSTRUCTION ENTRANCE DETAIL

CONSTRUCTION SPECIFICATIONS

- 1) THE ENTRANCE/EXIT PAD SHOULD HAVE A LENGTH OF 50 FEET OR MORE AND A 12-FOOT MINIMUM WIDTH (OR AS APPROPRIATE TO CONTAIN THE WHEEL BASE OF CONSTRUCTION VEHICLES PLUS 3 FEET ON EITHER SIDE).
- 2) THE PAD SHOULD BE 8 INCHES OR MORE THICK WITH AN ANGULAR AGGREGATE (2-3 INCH DIAMETER). APPROPRIATE RECLAIMED CONCRETE MATERIAL MAY BE USED.
- 3) THE AGGREGATE SHOULD BE PLACED OVER A GEOTEXTILE FILTER TO PREVENT THE STONES FROM PUSHING INTO THE NATIVE SOIL.
- 4) AT THE BOTTOM OF SLOPES, A DIVERSION RIDGE SHOULD BE PROVIDED TO INTERCEPT RUNOFF.
- 5) BERMS MAY BE NECESSARY TO DIVERT WATER AROUND ANY EXPOSED SOIL, AND RUNOFF SHOULD BE DIRECTED TO A SEDIMENT TRAP.
- 6) THE WHEELS OF CONSTRUCTION EQUIPMENT MAY BE WASHED PRIOR TO EXITING THE SITE. WASHING SHOULD BE PERFORMED IN AN AREA THAT DRAINS TO A SEDIMENT TRAP OR BASIN.
- 7) THE PAD SHOULD BE INSPECTED WEEKLY, AND BEFORE AND AFTER EACH STORM. THE PAD MAY HAVE TO BE REPLACED IF THE VOIDS BECOME FILLED WITH SEDIMENT. STREET SWEEPING MAY BE NECESSARY.

ROOF DRIPLINE BMP SECTION

3" WIDE
STORMWATER RESERVOIR
2" DEEP
RESERVOIR LAYER
SEE SPECIFIED DEPTH (4" DEEP MINIMUM) (MDOT 703.22 TYPE C UNDERDRAIN MATERIAL OR 3/4" DIA. CRUSHED STONE)
12" MINIMUM THICKNESS FILTER LAYER (SANDY SOIL WITH 4.7% FINES FOUNDATION BACKFILL MAY BE USED)
12" UNDERDRAIN LAYER (MDOT 703.22 TYPE C UNDERDRAIN MATERIAL OR 3/4" DIA. CRUSHED STONE)
ROOF DRIPLINE BMP'S SHALL BE INSTALLED AT ALL DRIP EDGES THAT RECEIVE RUNOFF FROM ROOF TOPS.
6" MIN. DIA. PERFORATED PIPE
INSTALL INVERT OF PIPE AT BOTTOM OF FOOTING GRADE OR BELOW FROST DEPTH OR AS DIRECT BY DESIGN ENGINEER.
MIRAFI 140N FABRIC

TYPICAL HOUSE LATERAL TEE/WYE CONNECTION

EXTEND WOODEN 2x4 TO 1" ABOVE GRADE TO DELINEATE END OF STUB. MARK 2x4 WITH THE DEPTH FROM GRADE TO PLUG.
45° BELL AND SPIGOT ELBOW
45° MAXIMUM WYE BRANCH
NOTE: LOCATION / WARNING TAPE SHALL BE INSTALLED OVER CENTERLINE OF PIPE AT A MAXIMUM OF 24 INCHES BELOW FINISH GRADE.
FOR FUTURE CONNECT, TERMINATE AND PLUG LATER AT STREETLINE. PLUG TO BE IDENTIFIED AS SANITARY OR STORM.
EXISTING SURFACE
WOODEN 2x4 1" ABOVE GRADE
SLOPE = 1/4" / FOOT
45°
45° MAXIMUM
WYE BRANCH
6" OF 3/4" CRUSHED STONE SURROUNDING PIPE

SILT-FENCE DETAIL

DOUBLE NUMBER OF STAKES FOR PONDING
FILTER FABRIC ON UPSTREAM SIDE OF STAKES
WIRE MESH (OPTIONAL)
6" SPACING
WOOD POST
PREFABRICATED SILT FENCE MUST BE INSTALLED PER MANUFACTURER SPECIFICATIONS
WOOD STAKE 36" HIGH MAX.
PONDING HEIGHT
9" MAX. STORAGE HEIGHT
6"x6" TRENCH WITH COMPACTED BACKFILL
FENCE FABRIC
3/4" DIA. CLEAN STONE
8"

WOOD WASTE COMPOST/BARK FILTER BERM

2'-0" MIN.
EROSION CONTROL MIX BERM
3'-0" MIN.
EXISTING GROUND
FILL SLOPE
RUNOFF

CONSTRUCTION ENTRANCE DETAIL

EXISTING ROAD PAVEMENT
DIVERSION RIDGE REQUIRED FOR SLOPES GREATER THAN 2%
GEO-TEXTILE FABRIC UNDER 2" COURSE OF GRAVEL
SECTION VIEW
SILT FENCE OR EROSION CONTROL MIX OR EQUAL TO CATCH SILT & SEDIMENT AND CHANNELIZE RUNOFF
WATER SUPPLY IF NECESSARY

ROOF DRIPLINE BMP SECTION

6" MIN. DIA. PERFORATED PIPE
INSTALL INVERT OF PIPE AT BOTTOM OF FOOTING GRADE OR BELOW FROST DEPTH OR AS DIRECT BY DESIGN ENGINEER.
MIRAFI 140N FABRIC

TYPICAL PAVEMENT JOINT

SAW CUT AND APPLY TACK COAT (MDOT SPEC. SECTION 409)
EXISTING PAVED SURFACE
PAVEMENT JOINT SHALL MEET LOCAL MUNICIPAL SPEC. SEE CONSTRUCTION NOTES FOR DETAILED INFORMATION.

TYPICAL HOUSE LATERAL TEE/WYE CONNECTION

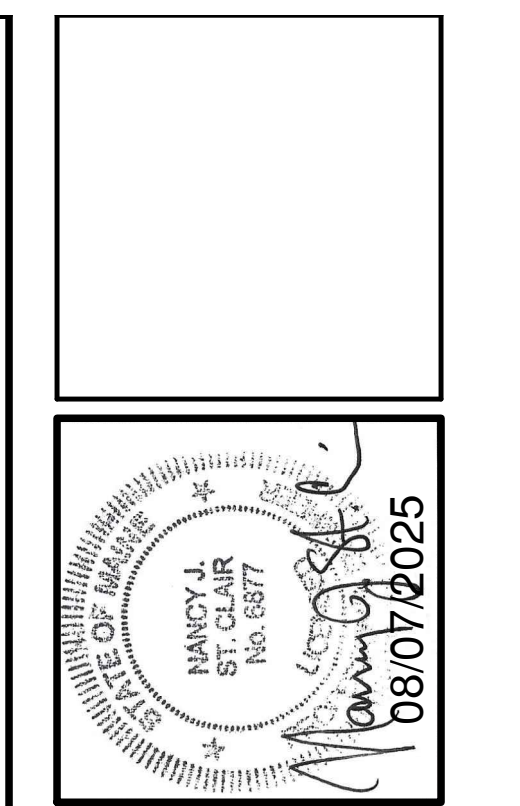
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INSTALL INVERT OF PIPE AT BOTTOM OF FOOTING GRADE OR BELOW FROST DEPTH OR AS DIRECT BY DESIGN ENGINEER.
MIRAFI 140N FABRIC



REV.	DATE	BY:	STATUS:
A	08-07-2025	DCS	FOR REVIEW
B	01-14-2025	DCS	FOR REVIEW
C	07-08-2024	DCS	FOR REVIEW

PROJECT NO. 24008
FIELD BOOK DESIGN CHKD DRAWN
24008 ELECT DCS

ST. CLAIR ASSOCIATES
LAND SURVEYING AND CIVIL ENGINEERING
34 Forest Lane
Cumberland, ME 04021
Tel (207) 899-5558

SITE, GRADING & DETAILS
OF:
FIRST LUTHERAN CHURCH OF PORTLAND
132 AUBURN STREET & WASHINGTON AVENUE
PORTLAND, ME 04103
FOR RECORD OWNER
FIRST LUTHERAN CHURCH OF PORTLAND
132 AUBURN STREET
PORTLAND, ME 04103
TAX PARCEL: PARCEL 374-A013001
24008S8 TAB 24008S-8U

DATE	SCALE
04-08-2024	AS NOTED

SHEET 3

CITY OF PORTLAND, MAINE PLANNING BOARD

Joseph Zamboni, Chair
Kelsey Robertson, Vice Chair
Austin Smith
Nicholas Messina
Brandon Mazer
David Silk
Michael Joseph Fox

January 8, 2026

David St. Clair
St. Clair Associates
34 Forest Lane
Cumberland, ME 04021

Address: 138 Auburn Street
Applicant: First Lutheran Church of Portland
Planner: Eric Freeman

PL Number: 138 Auburn Street
CBL Number: 374 A013

On January 13, 2026 the Planning Board approved a Subdivision application to facilitate a lot split resulting in the creation of two new lots at 138 Auburn Street within the RN-1 zone. The decision is based upon the application, documents and plans as submitted. The Planning Board reviewed the proposal for conformance with the standards of the Subdivision Ordinance, Section 14.4

Based on the information provided to the Board in the application, plans, and reports, through testimony and other information submitted by the applicant, as well as the findings, conclusions and recommendations contained in the Planning Board Report for the public hearing held on January 13, 2026, which is attached hereto and incorporated herein by reference, the Planning Board found the application met all relevant standards and voted (X-X) to approve the application with the following conditions as presented below.

A. SUBDIVISION REVIEW

On the basis of the application, plans, reports and other information submitted by the applicant; findings and recommendations contained in the Planning Board report for the public hearing on January 13, 2026 for application PL-003020-2024 at 138 Auburn Street relevant to the subdivision regulations; and the testimony presented at the Planning Board hearing, the Planning Board finds that the plan is in conformance with the subdivision standards of the Land Use Code and approves the application, subject to the following conditions:

General Condition:

1. That the Subdivision Plat shall be finalized to the satisfaction of the Planning Authority, Department of Public Works and Corporation Counsel prior to signature by the Planning Board. Once signed, the applicant shall record the signed recording plat at the Cumberland County Registry of Deeds and shall provide a mylar copy of the Plat with the recording information to the City of Portland Engineering Achieve located at 212 Canco Road.

Standard Procedures

Note: The following standard procedures and requirements apply to all approved site plans:

1. Subdivision Expiration: Subdivision approval is valid for up to three (3) years from the date of Planning Board approval.
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. 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 Permits are required for your site. Please contact the Department of Public Works Permit Clerk at (207) 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)
4. Subdivision Waivers: Pursuant to 30-A MRSA section 4406(8)(1), any waiver must be specified on the subdivision plan or outlined in a notice. The plan or notice must be recorded in the Cumberland County Registry of Deeds within 90 days of the final subdivision approval.

If there are any questions, please contact Eric Freeman by phone at 207-874-8724 or email at efreeman@portlandmaine.gov

Sincerely,

Joseph Zamboni, Planning Board Chair

Attachments:

1. Planning Board Report

