



October 26th, 2016
BCE File: 16123

Caitlin Cameron, Urban Planner
City of Portland
389 Congress St.
Portland, ME 04101

**Re: Site Plan Application Narrative for
221 Congress Street, Portland, ME**

Dear Caitlin:

On behalf of Hayrunner, LLC, we are pleased to submit the enclosed level II Preliminary Site Plan Application as well as a Level III Preliminary Site Plan Application as a result of the proposed building containing 17 residential units, classifying it as a subdivision. The following items are included within this submission package: Five (5) complete application packets and a check in the amount of \$500.00 for the application fee.

William T. Soule recently purchased the subject 1-acre parcel at 362 Payne Road Scarborough, ME. Mr. Soule is proposing to renovate a former residential home and it will serve as an office building for their family-owned A-Top Chimney, Inc. Site Plan approval by the planning board is required due to the change of use from residential to commercial.

Changes to the Site will be minimal. The existing parking lot will be re-configured to meet the off-site parking requirements listed in section XI of 405-Zoning Ordinance. Four (4) parking spaces are required, including one van accessible handicap space.

The project is located in the general business district (B3) which permits general retail, office, service, lodging, and civic as allowed uses. A-Top Chimney requires storage of two company vehicles (work vans and/or pick-up trucks), along with a temporary outdoor storage for chimney construction supplies. An application was submitted to the Zoning Board on June 20, 2016 to obtain a special exception for these storage uses. The proposed office will utilize the existing water, sewer, gas, and electrical utilities. A-Top Chimney meets its clients at their properties, therefore, there will be less demand on utilities for the proposed office use. Please refer to Section K below for more detail.

Per our recent meeting with you, we request that the Town's traffic review engineer determine any traffic impact fees for this project. Please let us know if any additional information is required for this evaluation.

Site Plan Standards

(a) Transportation Standards

1. Impact on Surrounding Street Systems

It does not appear that the proposed building will substantially increase traffic volume on the adjacent streets. Parking for the restaurant's customers will be held off site and the residential unit's parking is held in an underground vehicle storage system. There is a turn table inside the structure that turns the vehicles around so backing out into the street will not be needed.

We are having traffic reviewed by a traffic consultant and we will provide more information when this process is complete.

2. Access and Circulation

The internal traveling by vehicles and pedestrians will be clearly displayed and will provide safe maneuvering. The proposed glass garage door is placed on Washington Avenue as far as possible from the intersection of Congress St. and Washington Avenue, to provide the safest entrance to Washington Avenue. We are seeking a waiver for the required distance from a new entrance to an existing driveway of a gas station. We are proposing a driveway as far away from the intersection of Congress Street and Washington Avenue as possible.

3. Public Transit Access

There is a bus stop for multiple bus lines in front of "The Snug" restaurant and bar adjacent to the Site.

4. Parking

Off-street parking regulations from Division 20 of the Land Use Ordinance require 1 parking space per dwelling unit, not counting the first 3 units. The applicant is proposing 17 units, which will require 14 parking spaces. The first floor of the building will be a 1,371 square foot restaurant. The off-street parking regulations require 1 parking space every 150 square feet. The restaurant will require 10 spaces. In total, there are 24 parking space required for the proposed building base on the above calculations, however less parking may be required due to foot traffic and proximity to public transportation.

The proposed parking will include motorcycle parking. The automatic vehicle storage system is handicap accessible for most vehicles including standard sized vans such as a Dodge Caravan.

The applicant has proposed an underground automatic vehicle storage system. With the allotted space in the parcel, 16 parking spaces is the maximum amount of spaces that can fit on site. The developer plans to use the in-lieu fee option of any parking spaces the City deems necessary.

Section 1 of the Technical Manual requires 2 bicycle spaces for every 5 residential units and 2 bicycle spaces for every 10 motor vehicle spaces. This project will require 10 bicycle spaces. We are proposing 18 interior bicycle spaces for tenants as well as 6 spaces in the public right of way.

Most of the site for the proposed building will be covered by a flat roof. Snow will be removed from paths of egress and be placed on the patio area at the rear of the property.

5. Transportation Demand Management

This proposed project does not require Transportation Demand Management.

(b) Environmental Quality Standards

1. Preservation of Significant Natural Features

The site is all impervious surface and does not contain any natural resources.

2. Landscaping and Landscape Preservation

The applicant is proposing 4 street trees, a green roof that will contain several medium sized shrubs and potted trees, then a shrub buffer along the restaurant patio from the abutting parcel. Section 4.6 of the Technical Manual requires one street tree per dwelling unit for multi-family residential or, 17 street trees. According to the same section of the technical manual the street trees must be spaced 25 to 35 feet apart. This proposed project only allows for 4 street trees given the size of the parcel. The applicant requests a waiver for the required number of street trees on the site.

3. Water Quality, Stormwater Management and Erosion Control

The proposed changes to land cover (from 100% impervious to 50% vegetated) will decrease peak flow rates and total volume of stormwater leaving the site and entering the city sewer system. All work will be constructed in accordance with the latest Maine erosion sediment control standards.

(c) Public Infrastructure and Community Safety Standards

1. Consistency with City Master Plans

The project was designed to be consistent with the city's master plan. Easements for utilities will be determined as utilities are designed.

2. Public Safety and Fire Prevention

There is adequate lighting on the site from street lights and proposed building lights, to provide a safe environment. Emergency vehicles will have access to the building from Congress Street and Washington Avenue. There is an existing fire hydrant on Washington Avenue in front of the proposed building. A 10 foot set back from the neighboring "The Snug" building to the neighboring apartment windows has been provided to allow fire department ladder access.

3. Availability and Adequate Capacity of Public Utilities

Unitil Gas has been contacted and told the client that gas would be connected to a 6 inch gas line on Washington Ave., which would provide 2 psi of pressure. Water and

sewer will be connected to existing lines one Washington Avenue, capacity to serve applications has been completed for both utilities. Central Maine Power (CMP) conducted a site walk to evaluate how power would be connected to the site. Central Maine Power predicted that a new utility pole will need to be installed to place a new transformer near the site. We continue to work with CMP towards a design that buries the overhead utilities, and serves the proposed project.

(d) Site Design Standards

1. Massing, Ventilation and Wind Impact

The proposed structure is set back a minimum of 5 feet from the surrounding structures and will cause ventilation or wind climate issues to abutting properties.

The proposed structure is similar in scale to the surrounding structures and does not prevent access to abutting properties.

HVAC will be designed to direct exhaust away from residential properties and public spaces to the maximum extent practicable and will meet all safety regulations and standards.

2. Shadows

The proposed building will not cast shadows that would adversely affect the visibility of surrounding publicly accessible open spaces. The site is surrounded by other buildings and public sidewalks/streets.

3. Snow and Ice Loading

The proposed building has a flat roof, designed to hold snow and ice.

4. View corridors

This proposed building will not substantially obstruct public views due to the fact that there are existing tall structures surrounding the site.

5. Historic Resources

The site is not in a historic district.

6. Exterior Lighting

The applicant is proposing full cut off lights on each entrance of the building to provide a well-lit entrance and sidewalk for safety and comfort for the pedestrians. The types of lights will be consistent with section 12 of the Technical Manual.

7. Noise and Vibration

There will be outdoor condensing units on the roof which will be screened. There will also be a generator in the building that will be designed to minimize the noise vibration to public spaces and residential abutting properties to meet all safety regulations and standards. All equipment provided will meet the City's noise and vibration standards.

8. Signage and Wayfinding

The Restaurant and Café will have signs to clearly direct public to the main entrance. The underground parking storage will be clearly marked for residential use only. The signs for the commercial businesses will be designed to complement the architectural attributes of the structure, and meet the standards of section 14-526 (e) 2. Details of the signs will be submitted under a separate cover. There will be appropriate egress signage to the public way particularly at the stair that discharges into the space between the existing "The Snug" building and the proposed building pointing to Congress Street.

9. Zoning Related Design Standards

The zoning related design standards are addressed in the enclosed architectural drawings. The applicant is not proposing a work-force housing unit in the proposed building. The developer plans to use the in-lieu fee option of any work-force housing units the City deems necessary.

List of Waivers

- Curb cut distance from driveway for adjacent lot.
- Number of street trees

We trust that this application will satisfy the Preliminary Site Plan submission requirements and we respectfully request to be placed on the next available Workshop agenda. Please contact me if you have any questions or require further information.

Sincerely,
BLAIS CIVIL ENGINEERS

 11/9/16
For,
Steve G. Blais, PE

Cc: