

January 11, 2016

Ms. Barbara Barhydt
City of Portland
Planning Division
Portland City Hall, 4th Floor
389 Congress Street
Portland, ME 04101



RE: Level III Development Review Application: 443 Congress Apartments at 443
Congress Street, Portland, 04101

Dear Ms. Barhydt,

Enclosed please find a completed Level III Development Review Application along with required supporting documents and drawings for the above referenced project.

The project involves renovation of upper 4 floors, total of 27,000 SF of the said building and conversion of what is currently business space to 28 apartments. The exterior work consist on window replacement on the upper 5 floors and selective replacement on the 2nd floor.

The existing building is on the Historic District and B3 Zone. The project will apply for State and Federal Historic Tax Credits. The building has passed Historic Review Part I at NPS.

A more complete project description addressing specific submission requirements of the application is included in the following pages.

Sincerely,

A handwritten signature in black ink, appearing to read "Pandika Pleqi".

Pandika Pleqi, Associate
Winton Scott Architects, PA

For:

Owner: JJR 443 Congress, LLC

Applicant: Northland Enterprises, LLC

Level III Development Review Application
January 11, 2016

1. Written Project Description:

A. General Context and Project Intent:

The project involves renovation of upper 4 floors of the existing building at 443 Congress Street and conversion of business space to 28 apartments, consisting of 4 studio apartments, 8 two bedroom apartments, and 16 one bedroom apartments.

As shown on the attached drawings the space to be renovated is a business use, currently vacant. Floors 1 thru 3 are business use and will be remaining as such. The current tenants are Chamber of Commerce on the 1st floor and Planned Parenthood of New England on the 2nd and 3rd floors.

The business floors will continue to use the existing front entrances. A new entrance is proposed on the North side of the building on the current driveway. This will be the primary residential entrance, however the business space has access to this for additional exit.

B. Utilities:

The renovated space will tie to existing utility systems including water, sanitary, natural gas, and electrical. Based on design and attached letters from respective utility companies the current capacity of all utilities is sufficient to support the change of use to new 28 apartment units. See documents attached to application - letters from engineer of records and utility companies.

C. Parking:

The site currently includes a small paved area running along the north side with 5 designated parking spaces, which are currently used by the business tenants. Further the property is entitled to a minimum of 50 and up to 80 parking spaces at the City's Parking Garage adjacent to the building according to a deeded agreement. Per City Ordinance Section 14-332.1 (e) no off-street parking is required on B3 zone for change of use, however parking would be available to tenants through the rental agreement with the Owner, should the tenants choose to use the garage for parking.

No existing bike parking is available on site, and none is proposed. There are 4 bike storage rooms proposed in each of the residential floors, which will be available to residential tenants.

2. Evidence of Right, Title, and Interest:

The property is owned by JJR 443 Congress, LLC. Information and documentation on the property rights are attached to this application. See document "Deed of Sale by Trustees" attached to Application

3. Evidence of State and/or Federal Permits:

As the project is minor in nature regarding site planning, occupies currently improved site, does not propose an increase to existing impervious areas, new storm drainage plan, or new traffic patterns, it is not anticipated that State or Federal permits are required.

4. Zoning Summary:

- Zone: The project site is within B3 Zone.
- Use: General Business and Residential are allowable use in the B3 Zone.
- Minimum Lot Size: none - existing, no change
- Max Lot Coverage: 100% - existing, no change
- Building Height: existing, no change
- Setbacks: none - existing, no change
- Parking: No off-street parking is required for change of use.

5. Summary of Easements, Covenants, Rights of Way:

Drawing C1.0 Survey Plan, by Sitelines PA, provides information on existing burdens on the site. No new easements or change of right of ways are proposed

6. Evidence of Financial and Technical Capacity:

See document 'Letter from Saco & Biddeford Savings Institution' attached to Application for evidence of financial capacity.

7. Construction Management Plan:

Method of delivery will be Construction Management contract. Owner intends to hire a construction management firm to oversee construction of the project from design conception through the completion of construction. See document "Proposed Construction Management Plan" attached to Application for detailed narrative of CMP.

8. Traffic Study/Transportation Plan:

The project is minor and the change of use from business to residential lowers the occupancy capacity. Therefore it will not result in any significant change to existing trip generation counts to and from site.

9. Summary of Natural Features:

The project site is located at the corner of Congress and Elm streets and is occupied by the existing historic 7 story building in its majority. A driveway and 5 parking spaces lay on the north side of the property bordering the Freshman Alley and the City's Parking Garage. Building is attached to the adjacent existing building on the East side. There are no natural features on site. Any proposed work will be done within the existing structure and impervious area of the site

10. Stormwater Management Plan:

There are no proposed changes on the current site. The proposed entrance porch is located on an existing paved area, so there will be no addition of any impervious area, therefore no new impact on existing stormwater runoff.

11. Consistency with City Master Plans:

The project is in an existing building consistent with the zoning. The proposed renovation complies with City Master Plan requirements for use and density.

12. Evidence of Utility Capacity to Serve:

The building is served by 6" water main and a 250 Amp electrical service, and is connected to city sewer system. The existing electrical service, water supply and sewer systems have been evaluated by project engineers and it has been determined that sufficient capacity exists to serve the proposed 28 apartments in addition to current businesses occupying bottom 3 floors. See documents attached to Application- letters from engineer of records, respective utility companies and City of Portland Water Capacity Application for evidence of capacity to serve.

13. Summary of Solid Waste Generation:

Solid waste and recycling will be stored in onsite dumpsters that will be served by a waste removal vendor, hired by Owner. See document "Proposed Waste Management Plan" attached to application for detailed information on solid waste management.

14. Code Summary (NFPA / IBC / PFD Technical Standards):

Construction Type: II(000) / IIB - Existing, no change proposed

Occupancy: Business and Multifamily Residential Use

Occupant Load (IBC)

- Floors 1-3 existing Business use 100 sf / person -no change proposed
- Floors 4-7 proposed change to Residential use 200 sf /person: 5,775 SF = 28 people / floor

Protection: Building is protected by supervised sprinkler and fire alarm systems. Floors 6 and 7 will have new sprinkler system designed per NFPA 13.

Exiting: There are two existing stairs that connect all 7 floors. One of them access the roof. All floors have access to both stars for exiting the building.

Exit Doors - All exit interior and exterior doors are equipped with panic hardware per applicable codes

15. Consistency with City of Portland Design Manual:

The proposed renovation consists of window replacement in exterior and full renovation on the 4 upper floors and conversion to residential units. The proposed design is consistent with City of Portland Design Manual requirements

16. Manufacturer's verification that HVAC Equipments meets applicable State & Federal emissions requirements:

See specifications from equipment manufacturers on Commercial Gas Water Heater attached to Application.