



June 17, 2016

Barbara Barhydt, Development Review Services Manager
CITY OF PORTLAND
389 Congress Street
Portland, ME 04101

**Re: 4071.10 – The Asylum – Level III Development Review Application
Conditions of Approval**

Dear Barbara,

On May 24, 2016, the City of Portland Planning Board granted site plan approval for the proposed Asylum project at 121 Center Street. To summarize, the applicant is proposing to demolish a portion of the existing 1-story building near the intersection of Center Street and Free Street and replace it with a larger 2-story building addition, construct a new 1-story building addition off Lancaster Lane and construct related site improvements. The Planning Board approved the application with a number of conditions (see below). Enclosed are updated approval drawings that address these conditions.

Conditions of Approval

1. That the site plan shall be revised and submitted for Tom Errico (Traffic Engineering Consultant) review and approval depicting parking spaces to the rear of the Asylum including information on their use and management; and that some of the bicycle spaces meeting the city's technical specifications be relocated from Lancaster Lane to public street frontage along Free Street. ***Currently, there are designated parking spaces behind the Asylum building off Lancaster Lane. These spaces are located partially on The Asylum parcel and partially on the adjacent parking garage parcel. As indicated on the attached drawings, signage for the designated parking will be removed as part of this project. No parking is proposed for this project off Lancaster Lane. Regarding the bicycles spaces, two of the three bicycle hitching posts have been relocated to the Free Street sidewalk. One of the bicycle hitches will remain near the kitchen area for use by employees. See sheets CD101 – Site Removals Plan and CP101 – Site Layout Plan for more information.***

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2. That a revised construction management plan shall be submitted for City staff review and approval to address further coordination details, particularly the closure of sidewalks on Free and Center Streets, appropriate pedestrian sidewalk routes, and minimum travel width for Center Street and Free Street. ***The site contractor will submit a construction management plan to the City for review and approval prior to the start of construction. See Note 6 on sheet CD101 – Site Removals Plan for more information.***
3. That a letter from Unitil confirming the ability to serve the proposed project and provision for a gas meter on Lancaster Lane side of the building shall be submitted for Planning Staff review and approval. ***A copy of Unitil's ability to serve email is attached.***
4. That the site plan shall be revised for Public Works review and approval reflecting the comments of David Margolis-Pineo (memos dated May 20 2016 and April 21, 2016) ***The revised site plan set has been reviewed and approved by the Department of Public Works. See attached e-mail from David Margolis-Pineo, Deputy City Engineer.***
5. The applicant shall submit documentation of control of off-site parking spaces either by ownership or lease with a term of not less than five (5) years with an option to renew for a minimum of 60 spaces. Evidence of such control shall be required by showing for review and approval by Corporation Counsel, at a minimum. A signed letter of intent, purchase and sale agreement, or option for sale or lease prior to the issuance of a building permit, and an executed deed or lease prior to issuance of any certificate of occupancy. ***The applicant has submitted a signed letter of intent from Unified Parking Partners to make parking available as required during events. The applicant understands that an executed lease will be required prior to the issuance of a Certificate of Occupancy.***
6. That the site plan shall be revised for City Arborist review and approval reflecting a street tree (Princeton American Elm, 2 to 2.5-inch caliper) and granite planter on Free Street in the sidewalk bump out area. ***The City arborist has reviewed and approved the location of the proposed granite planter in the Free Street sidewalk and has agreed to allow the applicant to substitute a Ginkgo street tree for the previously recommended Princeton Elm tree.***
7. Applicant shall obtain all required City licenses for building canopies that extend over City street rights-of-way. ***The applicant is in the process of obtaining a license for the proposed building canopies that will extend into the Center Street and Free Street right-of-ways.***

8. That the site plan shall be revised shifting the proposed Center Street light closer to the street curb (to improve pedestrian circulation) for Planning Staff review and approval. **As requested, the site light base has been shifted closer to Center Street.**
9. That the site plan shall be revised indicating details for the erosion control features specified on the site for review and approval by Lauren Swett, Development Review Engineer. **We added detail E5/C502 to provide additional information for the proposed Filtrexx inlet protection.**
10. That a photometric plan shall be submitted for Planning Staff review and approval. The submission shall also include clarification on the placement and use of the Transformer Series (TF3c) light fixture. **The photometric plan with revised fixtures will be provided under separate cover for your review. The Transformer Series (TF3c) light fixture will not be used.**

Please contact me if you have any questions or would like additional information. Thank you.

Best regards,



John Kenney P.E. LEED^{AP}
Senior Engineer, Firm Associate

CC: Valerie Levy, Krista Newman, Laurie Willey, JRB, RMF

Enclosures: Revised Site drawings
Unitil Ability to Serve
Email from David Margolis-Pineo, Deputy City Engineer

John Kenney (WBRC AE)

From: Carpenter, Scott <carpenters@unitil.com>
Sent: Thursday, May 05, 2016 10:13 AM
To: Mark A. Chambers (WBRC AE)
Cc: 04071.10 Asylum Expansion & Renovation SD-CA
Subject: RE: 121 Center St., Portland

Mark, engineering has reviewed the additional load and approved it. Please let me know when the final location is firm and I will send it to cost estimating. Please note that I am gone from May 15-May 23rd and will not be able to work on anything during that time.

Thank you.

Kindest Regards,
Scott

Scott Carpenter
Senior Business Development Representative



ME Gas Operations
376 Riverside Industrial Parkway
Portland, ME 04103
Phone: (207) 541-2543
Fax: (207) 541-2593

From: Mark A. Chambers (WBRC AE) [mailto:mark.chambers@wbrcae.com]
Sent: Monday, May 02, 2016 2:06 PM
To: Carpenter, Scott
Cc: 04071.10 Asylum Expansion & Renovation SD-CA
Subject: RE: 121 Center St., Portland

Thank you!

Mark A. Chambers, LEED AP
MECHANICAL DESIGNER, SENIOR FIRM ASSOCIATE



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From: Carpenter, Scott [mailto:carpenters@unitil.com]
Sent: Monday, May 02, 2016 1:52 PM
To: Mark A. Chambers (WBRC AE) <mark.chambers@wbrcae.com>

Cc: Dan Monroe (WBRC AE) <dan.monroe@wbrcae.com>; John Kenney (WBRC AE) <john.kenney@wbrcae.com>; Jocelyn Boothe (WBRC AE) <jocelyn.boothe@wbrcae.com>; 04071.10 Asylum Expansion & Renovation SD-CA <04071.10AsylumExpansion&RenovationSD-CA@wbrcae.com>

Subject: RE: 121 Center St., Portland

Mark, thanks for the update. I am sending it off to engineering again for their review.

Kindest Regards,
Scott

Scott Carpenter
Senior Business Development Representative



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From: Mark A. Chambers (WBRC AE) [<mailto:mark.chambers@wbrcae.com>]

Sent: Friday, April 29, 2016 3:13 PM

To: Carpenter, Scott

Cc: Dan Monroe (WBRC AE); John Kenney (WBRC AE); Jocelyn Boothe (WBRC AE); 04071.10 Asylum Expansion & Renovation SD-CA

Subject: RE: 121 Center St., Portland

Scott,

Just following up with you on gas service for the 121 Center Street Asylum project.

Attached is our progress plan for the proposed location for the new gas service based on our earlier discussions with you. Please review and confirm that Unitil has capacity, and is able to provide this service at the location indicated.

Please note that the gas service capacity demand has increased since our last discussion. Here is current breakdown:

4071.10/Asylum 121 Center Street Portland			
4/29/2016			
N-GAS LOADS (NEW)	QTY	MBH INPUT	SUB-TOTAL(MBH)
New Equipment			
DWH-1	2	199	398
DWH-2	2	199	398
RTU-1	1	150	150
RTU-2	1	150	150
RTU-3	1	150	150
RTU-4	1	50	50
RTU-5	1	50	50
RTU-6	1	150	150
RTU-7	1	500	500
MAU-1	1	350	350
Boiler	2	530	1,060
NG Emerg. Gen.	1	430	430
#1 Gas Broiler	1	140	140
#6 Gas Deep Fryer	1	330	330
#6.1 Gas Fryer	1	105	105
#7 Gas Double Convection Oven	1	120	120
#8 Gas Range w/griddle	1	278	278
#8.1 Gas Range w/Broiler	1	245	245
New Total			5,054

If you have any questions, or need additional information, please feel free to contact me.

Mark

Mark A. Chambers, LEED AP
MECHANICAL DESIGNER, SENIOR FIRM ASSOCIATE



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From: Mark A. Chambers (WBRC AE)
Sent: Wednesday, April 20, 2016 12:02 PM
To: 'Carpenter, Scott' <carpenters@unitil.com>
Cc: Dan Monroe (WBRC AE) <dan.monroe@wbrcae.com>; John Kenney (WBRC AE) <john.kenney@wbrcae.com>;
Jocelyn Boothe (WBRC AE) <jocelyn.boothe@wbrcae.com>; 04071.10 Asylum Expansion & Renovation SD-CA

John Kenney (WBRC AE)

From: David Margolis-Pineo <dmp@portlandmaine.gov>
Sent: Thursday, June 16, 2016 2:58 PM
To: John Kenney (WBRC AE); Helen Donaldson; Portland, Brad Roland,; Lauren Swett
Subject: Re: 407110 Asylum Expansion & Renovation SD-CA - review drawings....

John,

This Department is satisfied with your response to all of our concerns. The only outstanding issues are that of acquiring necessary easements to facilitate this project. Thank you for your time and attention to these issues.

1. Sheet CU101 indicates roof drainage being discharged directly to the City's sanitary sewer. This is not allowed by city code for new construction. The applicant is requested to discharge the roof drainage to ground and let it drain to the street's drainage system. ***The roof drain outlets from the proposed Free Street building addition have been modified so that they will surface drain to the alley between the proposed building addition and the parking garage. The one-story kitchen addition roof will have scuppers.***

Thank you. No further comment necessary.

2. The addition of a manhole in the street right of way is not required or desirable. Please eliminate the proposed manhole and wye the foundation drain and sewer lateral together at the location shown on the plan. Please be aware that if the piping is six inches or less in diameter, the lateral can be connected directly to the sewer main, eliminating the need to core drill the manhole and reconfiguring the manhole interior shelf and channel area. ***Because backwater valves are required on both the sanitary service and the foundation drain outlet, the applicant would like to install a manhole in the new Free Street sidewalk so that both backwater valves will be accessible for maintenance. Connecting the combined sanitary and foundation outlet to the existing sewer manhole in Free Street will allow access to the outlet pipe for maintenance.***

The City is agreeable with the applicant's proposal with the understanding that an utility easement from the City will be required for the manhole.

3. Since the applicant is connecting to a combined sewer system, a backflow preventer is required to be installed on the sewer laterals. The applicant may also wish to install cleanouts on these laterals. If so, please locate the cleanouts outside the road right of way. ***See item #2.***

See item #2.

4. The applicant is showing the building's foundation drains and cleanouts located within the street right of way. This will require a license by the City. ***I will follow-up with Rick to see where we are in the process of obtaining a license.***

This item still needs to be resolved.

5. The proposed sanitary sewer lateral to be capped shall follow the Technical Manual requirements. Please see Section 2.6.11. of the City's Technical Manual. ***We added a note to sheet CU101 – Site Utility Plan stating that the site contractor shall abandon the sanitary sewer lateral per City of Portland Technical Standards.***

Issue resolved. Thank you

6. Please add a General Note stating: "All construction within the street right of way shall meet City of Portland Technical Manual standards." **Note has been added to all site plans.**

Issue resolve. Thank you

7. Sheet C503 shows a detail of an interior manhole drop connection. These connection are not allowed in city owned and maintained manholes. **Manhole is no longer shown.**

Issue resolve. Thank you

8. Occupancy fees are required when temporarily eliminating parking spaces during construction. **Occupancy fees will be paid to the City for parking spaces temporarily eliminated during construction. See Note 6 on sheet CD101 – Site Removals Plan**

Note has been added and this issue will be discussed further at the Pre-Construction Meeting and the obtainment of a Street Opening Permit. No further comment.

9. The City's Traffic Engineer, Jeremiah Bartlett (632-1065) will need to give final signoff on the temporary crosswalk location and Construction Management Plan. **The site contractor will submit a construction management plan to the City for review and approval prior to the start of construction. See Note 6 on sheet CD101 – Site Removals Plan.**

Jeremiah will be involve as part of the requirements stated in item 8 above. No further comment.

10. Proposed Building Canopies overhanging the street right of way will require a City license. The minimum height clearance is eight feet. **I will follow-up with Rick to see where we are in the process of obtaining a license.**

This item still needs to be resolved.

11. It appears that part of the sidewalk is on the applicant's property along Free St. The City may request an easement for the public to use this area. **I will follow-up with Rick to see if an easement is needed.**

This item still needs to be resolved.

On Thu, Jun 16, 2016 at 11:36 AM, John Kenney (WBRC AE) <john.kenney@wbrcae.com> wrote:

Thank you.

John S. Kenney, Ph.D., P.E., LEED AP
SENIOR ENGINEER, FIRM ASSOCIATE
Maine Licensed Professional Engineer



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