



# Application for Exemption from Site Plan Review Portland, Maine

Department of Planning and Urban Development, Planning Division and Planning Board

## 1. Applicant Information

Applicant/Owner  
CITY OF PORTLAND  
Mailing Address  
389 CONGRESS ST., PORTLAND 04101  
STEVE WEATHERHEAD,  
Consultant/Agent  
WINTON SCOTT ARCHITECTS

Phone 774-4811 / 774-3083 Fax \_\_\_\_\_ Cell \_\_\_\_\_

## 2. Project Information

Application Date  
8/28/08  
CITY OF PORTLAND PUBLIC SAFETY BUDG -  
CRIME LAB PROJECT

Project Name/Description  
109 MIDDLE ST., PORTLAND

Address of Proposed Site  
28-N-001001  
Assessor's Reference (Chart-Block-Lot)

## Description of Proposed Development:

CONVERSION OF EXISTING GYMNASIUM WITHIN THE POLICE STATION TO  
2 FLOORS OF BUSINESS USE SPACE INCLUDING LOCKER RM, WORKOUT RM  
OFFICES, CRIME LAB FACILITIES, & STORAGE.

(Please Attach Sketch/Plan of Proposal/Development)

Criteria for Exemptions: (See Section 14-523 (4) on page 2 of this application)

	Applicant's Assessment (Yes, No, N/A)	Planning Division Use Only
a) Within Existing Structures: No New Buildings, Demolitions or Additions	<u>YES</u>	<u>✓</u>
b) Footprint Increase Less Than 500 sq. ft.	<u>YES</u>	<u>✓</u>
c) No New Curb Cuts, Driveways, Parking Areas	<u>YES</u>	<u>✓</u>
d) Curbs and Sidewalks in Sound Condition/Comply with ADA	<u>YES</u>	<u>✓</u>
e) No Additional Parking/No Traffic Increase	<u>YES - (SEE ATTACHED)</u>	<u>✓</u>
f) No Known Stormwater Problems	<u>YES</u>	<u>✓</u>
g) Sufficient Property Screening Exists	<u>YES</u>	<u>✓</u>
h) Adequate Utilities	<u>YES</u>	<u>✓</u>

## Planning Division Use Only

Exemption Granted X Partial Exemption \_\_\_\_\_ Exemption Denied \_\_\_\_\_

Planner's Signature Barbara Bachydt Date Sept. 6, 2008

**PROVISION OF PORTLAND CITY CODE  
14-523 (SITE PLAN ORDINANCE)  
RE: EXEMPTIONS FROM SITE PLAN REVIEW**

**Sec. 14-523. Approval required.**

No person shall undertake any development without obtaining approval therefore under this article.

- (4) The Planning authority shall exempt from review under all standards in this article developments that meet all of the following requirements:
- a. The proposed development will be located within existing structures, and there will be no new buildings, demolitions, or building additions other than those permitted by subsection b of this section;
  - b. Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;
  - c. The proposed site plan does not add any new curb cuts, driveways, or parking areas; the existing site has no more than one (1) curb cut and will not disrupt the circulation flows and parking on-site; and there will be no drive-through services provided;
  - d. The curbs and sidewalks adjacent to the lot are complete and in sound condition, as determined by the public works authority, with granite curb with at least four (4) inch reveal, and sidewalks are in good repair with uniform material and level surface and meet accessibility requirements of the Americans with Disabilities Act;
  - e. The use does not require additional or reduce existing parking, either on or off the site, and the project does not significantly increase traffic generation;
  - f. There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;
  - g. There are no evident deficiencies in existing screening from adjoining properties; and
  - h. Existing utility connections are adequate to serve the proposed development and there will be no disturbance to or improvements within the public right-of-way.

A developer claiming exemption under this subsection shall submit a written request for exemption stating that the proposed meets all of the provisions in standards a-h of this subsection, including an itemized statement by a qualified professional. Upon receipt of such a request, the planning authority will visit the site to verify that the exemption is applicable due to compliance with the standards. The planning authority, after consultation with the public works authority, shall render a written decision within twenty (20) working days after receipt of a written request for exemption that contains all the information required by this subsection. If a full exemption is granted, the application shall be approved without further review under this article, and no performance guarantee shall be required. The planning authority may require full site plan review of a project that meets the criteria of this subsection if it determined that there is a substantial public interest in the project.

In the event that the planning authority determines that standards a and b of this subsection and at least four (4) of the remaining standards have been met, the planning authority shall review the site plan under the review standards in section 14-526 that are affected by the standards in this subsection that have not been met. An application that receives review by the planning board shall receive a complete review under the standards of section 14-526. The planning authority shall notify an applicant in writing that full or partial site plan review is required, the reasons for the decision, and the information that will be required for site plan review.

**IMPORTANT NOTICE TO APPLICANT**

**An Exemption from site plan review does not exempt this proposal from other approvals or permits, nor is it an authorization for construction. You should first check with the Building Inspections Office, Room 315, City Hall (874-8703), to determine what other City permits, such as a building permit, will be required.**

**Winton Scott Architects, PA**

5 milk street portland, me 04101 t. 207.774.4811 f.207.774.3083 www.wintonscott.com

August 28, 2008

Mr. Alex Jaegerman  
Director of Planning, City of Portland  
389 Congress Street  
Portland, ME 04101

Re: Police Crime Lab Project – Parking impact.

Dear Alex,

I am writing to address item e of the Application for Exemption from Site Plan Review regarding parking/traffic increases resulting from the proposed renovations to the Public Safety Building.

The space we are renovating is currently a gymnasium with a floor area of approximately 5,500 s.f. When the gym was active it was utilized by many outside groups including Parks & Rec., and various community leagues. The renovations will convert the gym floor and add a second floor producing a total area of 11,000 s.f. of business use. However, the proposed uses for the lower floor are made up almost entirely of uses that are being relocated from other parts of the building (Officer's Locker Room, Workout Room, Records dept.). The officer's locker room and work out room are currently located in the basement and will be converted to storage space.

If I remove the square footage of spaces in the renovated area that already exist elsewhere in the building and will be converted to storage, the new area available as business use as a result of the renovation is 7,500 s.f.

Based on the parking requirements listed in Article 20 of the Zoning Ordinance the original gym would have required one parking space per 100 s.f. (Assembly Use) which equals 5,500/100 = 55 parking spaces. If this is compared with a parking requirement of one space per 400 s.f. (Business Use) for the renovated space it equals 7,500/400 = 19 spaces. Even if there is no "crediting" of spaces that currently exist in the building, the total renovated space of 11,000 s.f. yields a requirement for 28 parking spaces. Either scenario is significantly lower than what the gym use would generate.

From a traffic standpoint, the only increase of cars coming to the site will be those people coming from other municipalities to use the shared Crime Lab facility. It is our contention that this increase is more than offset by the deactivation of the gymnasium.

Based on this analysis, it is my opinion that the project meets the requirements of item e in the Application for Exemption from Site Plan review. If you have any questions or need any additional information, please do not hesitate to call.

Regards,



Stephen Weatherhead, Associate  
Winton Scott Architects