

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK
CITY OF PORTLAND

Please Read
 Application And
 Notes, If Any,
 Attached

BU **PERMIT** IATION

Permit Number: 090060

This is to certify that OLYMPIA EQUITY INVESTMENTS IV-B Olympia Development
 has permission to Change of use from Restaurant to Professional Office w/ tenant fit-up
 AT 300 FORE ST 1A CP 029 K00601A

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and written permission procured before this building or part thereof is lath or other work is done-in. 24 HOURS NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. CAPT. R. L. Lantieri
 Health Dept. _____
 Appeal Board _____
 Other _____
Department Name

2/19/07 [Signature]
 Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

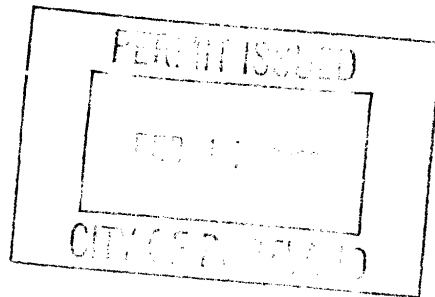
Permit No: 09-0060	Issue Date: 2/18/09	CBL: 029 K00601A
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Location of Construction: 300 FORE ST 1A	Owner Name: OLYMPIA EQUITY INVESTORS	Owner Address: 280 FORE ST STE 202	Phone:
Business Name:	Contractor Name: Olympia Development	Contractor Address: 280 Fore Street Suite 202 Portland	Phone: 2072320887
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Commercial	Zone: B-3

Past Use: Commercial Condo 1A Restaurant/ Retail	Proposed Use: Commercial Condo 1A - Professional Office- Change of use from Restaurant/retail to Professional Office w/ tenant fit-up	Permit Fee: \$1,665.00	Cost of Work: \$157,000.00	CEO District: 1
Proposed Project Description: Change of use from Restaurant/retail to Professional Office w/ tenant fit-up		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied * See Conditions	INSPECTION: Use Group: B Type: 2B IBC-2003	
		Signature: <i>KG</i>	Signature: <i>Chad 2/18/09</i>	
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) N/A only in PAD Encouragement Area Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied		
		Signature:	Date:	

Permit Taken By: ldobson	Date Applied For: 01/23/2009	Zoning Approval		
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<ol style="list-style-type: none"> This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. Building permits do not include plumbing, septic or electrical work. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work.. 	Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input checked="" type="checkbox"/> Site Plan Exemption Applied for Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> <input type="checkbox"/> Denied Date: <i>2/12/09</i>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	Historic Preservation <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date:
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CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT ADDRESS DATE PHONE

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE DATE PHONE

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

to schedule your inspections as agreed upon

Permits expire in 6 months, if the project is not started or ceases for 6 months.

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.

A Pre-construction Meeting will take place upon receipt of your building permit.

Framing/Rough Plumbing/Electrical: Prior to Any Insulating or drywalling

Final/Certificate of Occupancy: Prior to any occupancy of the structure or use.
NOTE: There is a \$75.00 fee per inspection at this point.

Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects DO require a final inspection.

If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.

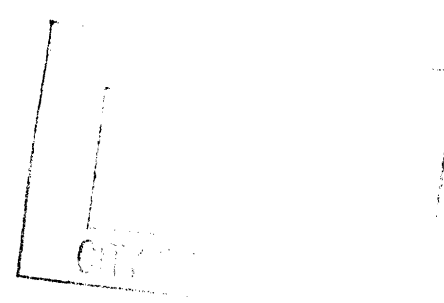
CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED.

A. Mary C. McCann
Signature of Applicant/Designee

2.18.09
Date

[Signature]
Signature of Inspections Official

2.18.09
Date



City of Portland, Maine - Building or Use Permit

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 09-0060	Date Applied For: 01/23/2009	CBL: 029 K00601A
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Location of Construction: 300 FORE ST 1A	Owner Name: OLYMPIA EQUITY INVESTORS	Owner Address: 280 FORE ST STE 202	Phone:
Business Name:	Contractor Name: Olympia Development	Contractor Address: 280 Fore Street Suite 202 Portland	Phone (207) 232-0887
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Commercial	

Proposed Use: Commercial Condo 1A - Professional Office- Change of use from Restaurant/retail to Professional Office w/ tenant fit-up	Proposed Project Description: Change of use from Restaurant/retail to Professional Office w/ tenant fit-up
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Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Marge Schmuckal **Approval Date:** 01/26/2009

Note: **Ok to Issue:**

- 1) Separate permits shall be required for any new signage.
- 2) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

Dept: Building **Status:** Approved with Conditions **Reviewer:** Chris Hanson **Approval Date:** 02/18/2009

Note: **Ok to Issue:**

- 1) Separate permits are required for any electrical, plumbing, HVAC or exhaust systems. Separate plans may need to be submitted for approval as a part of this process.
- 2) All penetrations through rated assemblies must be protected by an approved firestop system installed in accordance with ASTM 814 or UL 1479, per IBC 2003 Section 712.

Dept: Fire **Status:** Approved with Conditions **Reviewer:** Capt Keith Gautreau **Approval Date:** 02/10/2009

Note: **Ok to Issue:**

- 1) The sprinkler system shall be installed in accordance with NFPA 13.
- 2) Emergency lights and exit signs are required
- 3) The Fire alarm and Sprinkler systems shall be reviewed by a licensed contractor[s] for code compliance. Compliance letters are required.
- 4) A single source supplier should be used for all through penetrations.

Comments:

1/26/2009-mes: a site plan exemption has already been applied for WAIT FOR PLANNING SIGN OFF BEFORE ISSUING.

2/10/2009-jmb: On hold, waiting for site plan exemption

2/17/2009-gg: site plan exemption is with the permit. /gg



THE OLYMPIA
COMPANIES

January 23, 2009

Ms. Jeanie Bourke, Division Director
Inspection Services Program
City of Portland
389 Congress Street
Portland, ME 04101

Subject: Commercial Interior/Change of Use Application
300 Fore Street, Portland, ME

Dear Ms. Bourke,

Please accept this letter and attached documentation as a request for a Commercial Interior/Change of Use Application for 300 Fore Street, Portland, ME. Please note that we submitted to Mr. Bill Needelman an updated request for exemption from Site Plan Review per §14-523 of the City of Portland Zoning Ordinance on January 21, 2009. The Olympia Companies intends to occupy the first floor of 300 Fore Street in the spring of 2009.

Along with this letter, we are submitting the following documentation:

- Commercial Interior/Change of Use Application Form Package
- Plan Set Dated January 22, 2009 (11x17 hard copy set and CD with PDF files)
- Check for \$1,590 (representative of \$30 for the first \$1,000 of construction cost and \$10 for every \$1,000 of construction thereafter)

Thank you for your consideration and we look forward to hearing from you. If you have any questions, or need additional information, please contact me at 207-874-9990 (ext. 134) or via email at mmccrann@theolympiacompanies.com.

Sincerely,

Mary C. McCrann, AICP
Associate Project Manager



General Building Permit Application

090060
87K-6

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: <u>300 Fore Street, Portland, ME</u>		
Total Square Footage of Proposed Structure/Area		Square Footage of Lot
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>029 K00601A</u>	Applicant * must be owner, Lessee or Buyer* Name <u>Olympia Equity Investors IV-B</u> Address <u>200 Fore Street, Suite 202</u> City, State & Zip <u>Portland, ME 04101</u>	Telephone: <u>207-874-9990</u>
Lessee/DBA (If Applicable) <u>N/A</u>	Owner (if different from Applicant) Name <u>N/A</u> Address City, State & Zip	Cost Of Work: \$ <u>157,000</u> C of O Fee: \$ <u>75</u> Total Fee: \$ _____
Current legal use (i.e. single family) <u>Restaurant/Retail</u> If vacant, what was the previous use? <u>Never building, currently vacant in 1st floor never used.</u> Proposed Specific use: <u>professional office (note: site plan review exemption app submitted 11/21/09 to change use from rest/retail to prof. office)</u> Is property part of a subdivision? <u>No</u> If yes, please name _____ Project description: <u>The purpose of the project is a tenant fit out of condo unit 1A for professional office space.</u>		
Contractor's name: <u>The Olympia Companies</u>		
Address: <u>200 Fore Street, Suite 202</u>		
City, State & Zip: <u>Portland, ME 04101</u>		Telephone: <u>874-9990</u>
Who should we contact when the permit is ready: <u>Mary C. McCrann</u>		Telephone: <u>874-9990</u>
Mailing address: <u>same as above. email -> mmccrann@theolympiacompanies.com</u>		

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature: Mary C. McCrann Date: 1/23/09

This is not a permit; you may not commence ANY work until the permit is issue



Certificate of Design Application

From Designer:

Gawron Turgeon Architects

Date:

1.22.07

Job Name:

300 Fore Street - 1st Floor

Address of Construction:

300 Fore Street

2003 International Building Code

Construction project was designed to the building code criteria listed below:

IBC 2003

Building Code & Year NEPA 2006 Use Group Classification (s) Business Occupancy, New Business

Type of Construction TYPE II EOO (existing) occupancy

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2003 IRC YES

Is the Structure mixed use? YES If yes, separated or non separated or non separated (section 302.3) RETAIL / BUSINESS

Supervisory alarm System? YES Geotechnical/Soils report required? (Sec Section 1802.2) N/A

Existing structure. No structural work

Structural Design Calculations

n/a Submitted for all structural members (106.1 - 106.11)

Design Loads on Construction Documents (1603)

Uniformly distributed floor live loads (7603.11, 1807)

Floor Area Use	Loads Shown
<u>n/a</u>	

Wind loads (1603.1.4, 1609)

<u>n/a</u>	Design option utilized (1609.1.1, 1609.6)
	Basic wind speed (1809.3)
	Building category and wind importance Factor, I_w table 1604.5, 1609.5)
	Wind exposure category (1609.4)
	Internal pressure coefficient (ASCE 7)
	Component and cladding pressures (1609.1.1, 1609.6.2.2)
	Main force wind pressures (7603.1.1, 1609.6.2.1)

Earth design data (1603.1.5, 1614-1623)

<u>n/a</u>	Design option utilized (1614.1)
	Seismic use group ("Category")
	Spectral response coefficients, S_D & S_{D1} (1615.1)
	Site class (1615.1.5)

<u>n/a</u>	Live load reduction
	Roof live loads (1603.1.2, 1607.11)
	Roof snow loads (1603.7.3, 1608)
	Ground snow load, P_g (1608.2)
	If $P_g > 10$ psf, flat-roof snow load I_f
	If $P_g > 10$ psf, snow exposure factor, C_e
	If $P_g > 10$ psf, snow load importance factor, I_s
	Roof thermal factor, C_t (1608.4)
	Sloped roof snowload, P_s (1608.4)
	Seismic design category (1616.3)
	Basic seismic force resisting system (1617.6.2)
	Response modification coefficient, R , and deflection amplification factor, C_d (1617.6.2)
	Analysis procedure (1616.6, 1617.5)
	Design base shear (1617.4, 1617.5.1)

Flood loads (1803.1.6, 1612)

<u>n/a</u>	Flood Hazard area (1612.3)
<u>n/a</u>	Elevation of structure

Other loads

<u>n/a</u>	Concentrated loads (1607.4)
	Partition loads (1607.5)
	Misc. loads (Table 1607.8, 1607.6.1, 1607.7, 1607.12, 1607.13, 1610, 1611, 2404)



Commercial Interior & Change of Use Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete set of construction drawings must include:

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bear their seal.

- Cross sections w/framing details
- Detail of any new walls or permanent partitions
- Floor plans and elevations
- Window and door schedules
- Complete electrical and plumbing layout. → design/build to be submitted upon completion
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review → design/build to be submitted upon completion
- Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IECC 2003
- Proof of ownership is required if it is inconsistent with the assessors records. → ownership consistent w/AR
- Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- Per State Fire Marshall, all new bathrooms must be ADA compliant.

Separate permits are required for internal and external plumbing, HVAC & electrical installations.

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including: *not applicable*

- The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- Location and dimensions of parking areas and driveways, street spaces and building frontage.
- Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)

Fire Department requirements.

The following shall be submitted on a separate sheet:

- Name, address and phone number of applicant and the project architect.
- Proposed use of structure (NFPA and IBC classification)
- Square footage of proposed structure (total and per story)
- Existing and proposed fire protection of structure.
- Separate plans shall be submitted for . *Existing fire suppression system Design - Build for modifications*
 - a) Suppression system
 - b) Detection System (separate permit is required)
- A separate Life Safety Plan must include:
 - a) Fire resistance ratings of all means of egress
 - b) Travel distance from most remote point to exit discharge
 - c) Location of any required fire extinguishers
 - d) Location of emergency lighting
 - e) Location of exit signs
 - f) NFPA 101 code summary
- Elevators shall be sized to fit an 80" x 24" stretcher. *Existing Building*

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.



Certificate of Design

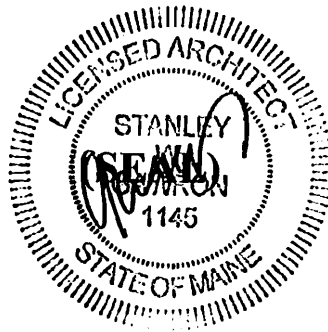
Date: 1.23.09

From: Lawson Turgeon Architects

These plans and / or specifications covering construction work on:

300 Fore Street - 1st Floor

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the *2003 International Building Code* and local amendments.



Signature: Stanley W Turgeon

Title: President

Firm: Lawson Turgeon Architects

Address: 29 Black Point Road

Scarborough, ME

Phone: 883-6307

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov



Accessibility Building Code Certificate

Designer:

Qawron Turgeon Architects

Address of Project:

300 Fore Street - 1st Floor

Nature of Project:

Interior Renovation

The technical submissions covering the proposed construction work as described above have been designed in compliance with applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act. Residential Buildings with 4 units or more must conform to the Federal Fair Housing Accessibility Standards. Please provide proof of compliance if applicable.



Signature:

Stanley W Qawron

Title:

President

Firm:

Qawron Turgeon Architects

Address:

29 Black Point Road

Scarborough, ME

Phone:

800-6307

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov

THE OLYMPIA COMPANIES, LLC

10706

1122	012309	01/23/2009	1,590.00	1,590.00	.00	1,590.00
000010706	CITPOR	CITY OF PORTLAND		01/23/2009	CHECK TOTAL	1,590.00

10706

THE OLYMPIA COMPANIES, LLC
280 FORE ST., STE 202
PORTLAND, ME 04101

BANGOR SAVINGS BANK
BANGOR, MAINE 04401
52-7438-2112

DATE AMOUNT

CITPOR 01/23/2009 10706 \$****1,590.00

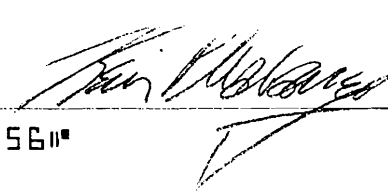
PAY

ONE THOUSAND FIVE HUNDRED NINETY AND 00/100 DOLLARS

080187/01-03

TO THE
ORDER
OF

CITY OF PORTLAND
FINANCE DEPARTMENT
P.O. BOX 544
PORTLAND, ME 04112-0544



⑈010706⑈ ⑆211274382⑆ 2010054156⑈

Security Features Included. Details on back.

MP



Application for Exemption from Site Plan Review Portland, Maine

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

1. Applicant Information

Olympia Investors IVB

Applicant/Owner

280 Fore Street, Portland, ME

Mailing Address

Mary C. McCrann

Consultant/Agent

874-9990 / 874-9993 /

Phone Fax Cell

2. Project Information

1/21/2009

Application Date

Custom House Square Office Project

Project Name/Description

300 Fore Street, Portland, ME

Address of Proposed Site

029 K006002

Assessor's Reference (Chart-Block-Lot)

Description of Proposed Development:

The building at 300 Fore Street was granted Site Plan approval by the Planning Board in March 2006. Since that time, the building was configured for 59,724 sf of office space and 8,900 sf of restaurant space. The Olympia Companies will be moving into the space in April 2009 which has resulted in the need for an approval to convert 8,533 sf of restaurant/retail space to office space. This would result in all of the space being used as office.

(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	No	✓
b) Footprint Increase Less Than 500 sq. ft.	N/A	✓
c) No New Curb Cuts, Driveways, Parking Areas	No	✓
d) Curbs and Sidewalks in Sound Condition/Comply with ADA	Yes	✓
e) No Additional Parking/No Traffic Increase	No (minimal see attached trip generation memo)	✓
f) No Known Stormwater Problems	No	✓
g) Sufficient Property Screening Exists	N/A	✓
h) Adequate Utilities	Yes	✓

Planning Division Use Only

Exemption Granted Partial Exemption Exemption Denied

Planner's Signature

Barbara Barbydt

Date

Jan. 27, 2009

Mary McCrann

From: Thomas Gorrill [TGorrill@gorrillpalmer.com]
Sent: Thursday, January 15, 2009 8:43 AM
To: Mary McCrann
Subject: FW: 300 Fore Street - Change of Use

Hi Mary:
Here is the signoff below on the Dec 17th letter

Thomas L. Gorrill, PE, PTOE
Gorrill-Palmer Consulting Engineers, Inc PO Box 1237
15 Shaker Road
Gray, Maine 04039
Tel 657-6910 Fax 657-6912

www.gorrillpalmer.com

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-----Original Message-----

From: William Needelman [mailto:WBN@portlandmaine.gov]
Sent: Wednesday, January 14, 2009 4:29 PM
To: Thomas Gorrill
Cc: Barbara Barhydt; Katherine Earley; Marge Schmuckal; terrico@wilbursmith.com
Subject: Fwd: 300 Fore Street - Change of Use

Tom,

Below you will find Tom Errico's approval of you December 17 traffic and parking amendment letter for 300 Fore Street's first floor change of use.

Please call or reply with any questions.

Bill

Bill Needelman, AICP
Senior Planner
Planning and Development Department
City of Portland, Maine
389 Congress Street
Portland, Maine 04101-3509

(207) 874-8722 tel.
(207) 756-8258 fax.
wbn@portlandmaine.gov

>>> "Errico, Thomas A" <TERRICO@wilbursmith.com> 1/14/2009 1:12:24 PM
>>>
Bill -

I have reviewed the information submitted by Gorrill-Palmer Consulting Engineers, Inc. dated December 17, 2008 and concur with the conclusions

of the letter that conversion of the restaurant space to office space will not result in significant traffic impacts and that their current parking arrangement with the Ocean Gateway Garage will provide sufficient parking supply.

If you have any questions, please contact me.

Best regards,

Thomas A. Errico, P.E.

Senior Transportation Engineer

Wilbur Smith Associates

59 Middle Street

Portland, Maine 04101

w: 207.871.1785 f: 207.871.5825

TErrico@WilburSmith.com

www.WilburSmith.com <<http://www.wilbursmith.com/>>

December 17, 2008

Mr. Bill Needelman, Senior Planner
City of Portland
389 Congress Street
Portland, ME 04101

Re: Trip Composition and Parking Discussion
Proposed Change in Use
300 Fore Street

Dear Bill:

Our office submitted a letter to the City providing trip generation and parking information for a proposed expansion of operations for CIEE at 300 Fore Street on October 30, 2008. Since that time, Tom Errico, P.E., the City's Traffic Review Engineer requested that additional information be provided for the following on November 7, 2008:

- Provide a summary of trip generation changes inclusive of primary, pass-by, and diverted trips during the AM and PM peak hours; and
- Provide a parking demand analysis that is based upon employee information for CIEE.

Project Background

300 Fore Street was granted site plan approval by the Planning Board in March of 2006. The building was configured for 59,274 square feet of office space and 8,900 square feet of restaurant space, as detailed in a September 24, 2007 letter prepared by our office.

Since this time, growth by the primary tenant, CIEE has resulted in the need for additional office space. As such, they are seeking approval to convert 8,533 s.f. of restaurant/retail spaces to office space. Based on the previous square footages provided to our office, this results in all the space effectively being used for office space, or 68,174 square feet (which includes lobby and hallway space).

Trip Generation

Based on the calculations provided in our September 24, 2007 letter, our office had forecast the following levels of traffic:

Trip Generation for Proposed Commercial Building: September 2007 Submittal

Land Use Code	Weekday	AM Peak Hour	PM Peak Hour
710, General Office	892	123	145
931, Quality Restaurant	801	7	67
Total	1,693	130	212

Mr. Bill Needelman
December 17, 2008
Page 2 of 4

With Olympia's current tenancy plan, the trip generation calculations have been recompiled based on the entire 68,174 square feet being office space, which is summarized on the following table:

Trip Generation for Proposed Commercial Building: October 2008 Submittal

Land Use Code	Weekday	AM Peak Hour	PM Peak Hour
710, General Office	993	138	155
Total from September 2007	1,693	130	212
Change	-700	+8	-57

As previously discussed in our October 30 letter, the proposed change typically results in a significant reduction in trip generation, with the exception of the AM peak hour.

Trip Composition

Trips generated by office uses are typically considered to be entirely primary in nature, or in other words, new to an area. Certain other uses, such as a restaurant, also include traffic traveling along the site frontage attracted to the use (pass-by) and traffic in the area adjusting its route to access a use (diverted). To forecast the trip composition for the restaurant use, our office referenced the Institute of Transportation Engineers publication *Trip Generation*, 7th Edition for Quality Restaurant, with the following composition:

Primary: 40%
Pass-by: 45%
Diverted: 15%

Based on that information, our office anticipates the following:

Trip Composition for Proposed Commercial Building: September 2007 Submittal

Land Use Code	AM Peak Hour				PM Peak Hour			
	Primary	Pass-by	Diverted	Total	Primary	Pass-by	Diverted	Total
710, General Office	123	0	0	123	145	0	0	145
931, Quality Restaurant	3	3	1	7	27	30	10	67
Total	126	3	1	130	172	30	10	212

With Olympia's current tenancy plan, the trip composition has been compiled based on the entire 68,174 square feet being office space, which is summarized on the following table:

Trip Composition for Proposed Commercial Building: October 2008 Submittal

Land Use Code	AM Peak Hour				PM Peak Hour			
	Primary	Pass-by	Diverted	Total	Primary	Pass-by	Diverted	Total
710, General Office	138	0	0	138	155	0	0	155
Total	130	0	0	138	155	0	0	155

The comparison of primary trips for the previous and current submissions is provided in the following table:

Mr. Bill Needelman
December 17, 2008
Page 3 of 4

Primary Trip Comparison for Proposed Commercial Building: September 2007 vs. October 2008

Submittal	AM Peak Hour	PM Peak Hour
September 2007	126	172
October 2008	138	155
Change	+12	-17

As shown above, the proposed change results in a small increase in AM primary trips, but a more significant decrease in PM primary trips. As this area experiences the greatest demand during the PM peak hour, it remains the opinion of our office that the local transportation network can accommodate traffic associated with this facility.

Parking Determination

Based on an analysis completed by Tom Errico, P.E., Traffic Review Engineer for the City of Portland, the project was approved in March of 2006 for a total of 123 parking spaces.

Parking Supply

At this time, CIEE currently has 163 full-time employees and anticipates an additional 43. 300 Fore Street currently has an arrangement with the Ocean Gateway Garage for 145 spaces, which breaks down into the following:

Pacsoft:	7 spaces
<u>CIEE:</u>	<u>138 spaces</u>
Total:	145 spaces

Parking Demand

CIEE currently employs 163 full-time employees at 300 Fore Street; this number does not include any seasonal staff. CIEE's seasonal staff is not provided parking as many of them are students who are working at 300 Fore Street through the company's work exchange program; as such, these seasonal employees do not have cars.

Of the 163 employees currently located at 300 Fore Street, 104 utilize parking and are monthly card holders for spaces. Alternative forms of transportation, including biking, walking, public transportation or carpooling are utilized by the remaining 59 staff members. The current percentage of employees that utilize the parking is approximately 64 percent. An additional seven spaces are provided to PacSoft for their employees.

Based on the information presented above, 34 spaces are available for use by the proposed addition of up to 43 employees. Assuming a similar rate of parking demand by future employees as with current ones, the addition of 43 employees would result in an additional 28 spaces, for the following total demand:

Current CIEE:	104 spaces
Proposed CIEE:	28 spaces
<u>Pacsoft:</u>	<u>7 spaces</u>

Mr. Bill Needelman
December 17, 2008
Page 4 of 4

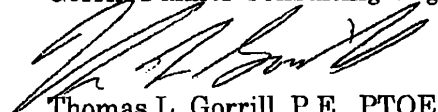
Total: 139 spaces

Based on this demand, a total of six spaces would remain, which would ensure that some excess capacity would allow for a slightly greater demand from the employees for parking spaces.

Please contact our office with any questions regarding this letter.

Sincerely,

Gorrill-Palmer Consulting Engineers, Inc.



Thomas L. Gorrill, P.E., PTOE
President

Copy: Tom Errico, Wilbur Smith
Mary McCrann, Olympia Development



THE OLYMPIA
COMPANIES

November 6, 2008

Mr. Bill Needelman, Senior Planner
City of Portland
389 Congress Street
Portland, ME 04101

Subject: Site Plan Review Exemption Request
300 Fore Street, Portland, ME

Dear Mr. Needelman,

Please accept this letter and attached documentation as a request for exemption from Site Plan Review per §14-523 of the City of Portland Zoning Ordinance.

The building at 300 Fore Street was granted Site Plan Approval by the Planning Board in March 2006. Since that time, the building was configured for 59,724 square feet of office space and 8,900 square feet of restaurant space. Growth by the primary tenant, CIEE has resulted in the need for additional office space and they are seeking approval to convert 8,533 square feet of restaurant/retail space to office space. This would result in all of the space being used as office (approximately 68,174 sf which includes the lobby and hallway space).

A detailed letter from Thomas L. Gorrill, PE of Gorrill-Palmer Consulting Engineers, Inc. was submitted on October 30, 2008 to the Planning Department updating the trip generation analysis due to the change in use. The analysis resulted in a finding that the change results in a significant reduction in trip generation with the exception of the AM peak hour which is due to the fact that the previously permitted retail/restaurant space was not anticipated to be active during this period.

Along with this letter, we are submitting the following documents:

- Application Form - Exemption from Site Plan Review
- October 30, 2008 Letter from T. Gorrill - Updated Trip Generation Discussion (previously submitted to B. Needelman)
- Drawing A1.1 from Original Site Plan Set - Indicates First Floor Plan Previously Approved



THE OLYMPIA
COMPANIES

As such, we feel that our request for exemption meets all requirements in §14-523 (a-h). Thank you for your consideration and we look forward to hearing from you. If you have any questions, or need additional information, please contact me at 207-874-9990 (ext. 134) or via email at mmccrann@theolympiacompanies.com.

Sincerely,

Mary C. McCrann

Mary C. McCrann
Associate Project Manager



Application for Exemption from Site Plan Review Portland, Maine

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

1. Applicant Information	2. Project Information
Olympia Investors IVB	11/06/2008
Applicant/Owner	Application Date
280 Fore Street, Portland, ME	Custom House Square Office Project
Mailing Address	Project Name/Description
Mary C. McCrann	300 Fore Street, Portland, ME
Consultant/Agent	Address of Proposed Site
874-9990 / 874-9993 /	029 K006002
Phone Fax Cell	Assessor's Reference (Chart-Block-Lot)

Description of Proposed Development:

The building at 300 Fore Street was granted Site Plan approval by the Planning Board in March 2006. Since that time, the building was configured for 59,724 sf of office space and 8,900 sf of restaurant space. Growth by the primary tenant, CIEE has resulted in the need for additional office space and they are seeking approval to convert 8,533 sf of restaurant/retail space to office space. This would result in all of the space being used as office.

(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	No	
b) Footprint Increase Less Than 500 sq. ft.	N/A	
c) No New Curb Cuts, Driveways, Parking Areas	No	
d) Curbs and Sidewalks in Sound Condition/Comply with ADA	Yes	
e) No Additional Parking/No Traffic Increase	No (minimal see attached trip generation memo)	
f) No Known Stormwater Problems	No	
g) Sufficient Property Screening Exists	N/A	
h) Adequate Utilities	Yes	

Planning Division Use Only

Exemption Granted _____ Partial Exemption _____ Exemption Denied _____


Planner's Signature _____ Date _____

Original - Planning Division

Copy - Inspections Division and Applicant

October 30, 2008

Mr. Bill Needelman, Senior Planner
City of Portland
389 Congress Street
Portland, ME 04101

 COPY

Re: Updated Trip Generation Discussion
Change in Use
300 Fore Street

Dear Bill:

As you are aware, 300 Fore Street was granted site plan approval by the Planning Board in March of 2006. Since that time, the building was configured for 59,274 square feet of office space and 8,900 square feet of restaurant space, as detailed in a September 24, 2007 letter prepared by our office.

Since this time, growth by the primary tenant, CIEE has resulted in the need for additional office space. As such, they are seeking approval to convert 8,533 s.f. of restaurant/retail spaces to office space. Based on the previous square footages provided to our office, this results in all the space effectively being used for office space, or 68,174 square feet (which includes lobby and hallway space). A review of the potential trip generation and parking impacts indicates that the demand generated by the proposed change in use can be accommodated by the traffic and parking thresholds set forth by the City and the Applicant.

Trip Generation

Based on the calculations provided to you in our September 24, 2007 letter, our office had forecast the following levels of traffic:

Trip General for Proposed Commercial Building: September 2007 Submittal

Land Use Code	Weekday	AM Peak Hour	PM Peak Hour
710, General Office	892	123	145
931, Quality Restaurant	801	7	67
Total	1,693	130	212
Total from March 2006	1,783	130	219
Change	-90	+0	-7

With Olympia's current tenancy plan, the trip generation calculations have been recompiled based on the entire 68,174 square feet being office space, which is summarized on the following table:

Mr. Bill Needelman
 October 30, 2008
 Page 2 of 2

Trip General for Proposed Commercial Building: October 2008 Submittal

Land Use Code	Weekday	AM Peak Hour	PM Peak Hour
710, General Office	993	138	155
Total from September 2007	1,693	130	212
Change	-700	+8	-57

As can be seen from the above table, the change typically results in a significant reduction in trip generation, with the exception of the AM peak hour. This is due to the fact that the previously permitted retail/restaurant space was not anticipated to be active during this period. That being said, the change is minimal, resulting the addition of one vehicle every eight minutes or so. As the overall design peak in this part of Portland is the PM peak hour, it is the opinion of our office that this change can be accommodated by the local street network.

Parking Spaces

Based on an analysis completed by Tom Errico, P.E., Traffic Review Engineer for the City of Portland, the project was approved in March of 2006 for a total of 123 parking spaces. It is our understanding that Olympia had secured a total of 130 spaces for the facility. Three spaces were dedicated to Pacsoft, leaving 127 spaces for Olympia. Based on Mr. Errico's determination of 98 spaces required for the existing CIEE facility, or one space per 600 square feet, our office has determined that with the additional office space would require an additional 15 spaces, resulting in the following peak demand:

Original CIEE:	98 spaces
Pacsoft:	3 spaces
<u>Additional CIEE:</u>	<u>15 spaces</u>
Total:	116 spaces

As can be seen by the above determination, the total peak parking demand is less than the 123 spaces required by the City, and well below the 130 spaces secured by Olympia for 300 Fore Street. Please provide our office with concurrence on this matter, or additional discussion on the parking levels that the City would find acceptable for general use.

Please contact our office with any questions regarding this letter.

Sincerely,

Gorrill-Palmer Consulting Engineers, Inc.


 Thomas L. Gorrill, P.E., PTOE
 President

Enclosure

Copy: Tom Errico, Wilbur Smith
 Mary McCrann, Olympia Development

JN: 2164
 Project Description: 300 Fore Street (CIEE)
 Project Location: Portland, Maine
 Date: October 30, 2008

Gorill-Palmer Consulting Engineers, Inc.
 P.O. Box 1237
 15 Shaker Road
 Gray, Maine 04039

**General Office Building
 Land Use Code (LUC) 710**

Gross Floor Area 68,174

Trip Ends Based on Fitted Curve Equation

Time Period	ITE Trip Rate	Trip Ends	Number of Studies	Directional Split *		Directional Distribution		R ²
				IN	OUT	IN	OUT	
Weekday	$\ln(T) = 0.77 \ln(X) + 3.66$	993	78	50%	50%	497	496	0.80
AM Peak Hour	$\ln(T) = 0.80 \ln(X) + 1.56$	138	217	90%	10%	124	14	0.83
PM Peak Hour	$T = 1.12(X) + 78.81$	166	236	16%	85%	23	132	0.82
Saturday	$T = 2.14(X) + 18.47$	164	17	50%	50%	82	82	0.66
Peak Hour of Generator	$\ln(T) = 0.81 \ln(X) - 0.12$	27	10	55%	45%	15	12	0.59

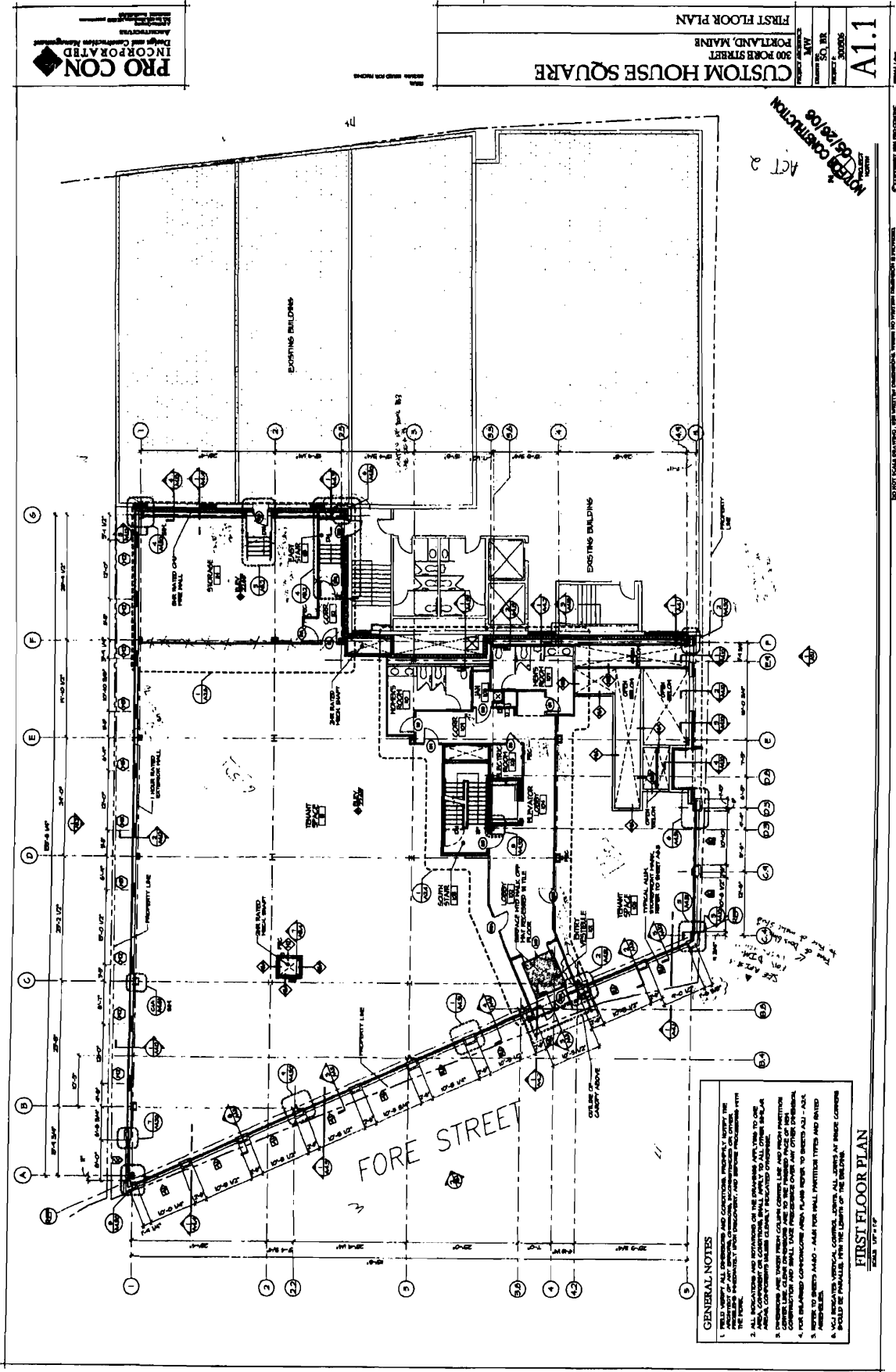
* Percentages rounded to nearest 5%

Trip Ends Based on Average Rate

Time Period	ITE Trip Rate	Trip Ends	Number of Studies	Directional Split *		Directional Distribution		R ²
				IN	OUT	IN	OUT	
Weekday	$T = 11.01(X)$	751	78	50%	50%	376	375	---
AM Peak Hour	$T = 1.55(X)$	106	217	90%	10%	95	11	---
PM Peak Hour	$T = 1.49(X)$	102	235	15%	85%	15	87	---
Saturday	$T = 2.37(X)$	162	17	50%	50%	81	81	---
Saturday Peak Hour of Gen.	$T = 0.41(X)$	28	10	50%	50%	14	14	---

* Percentages rounded to nearest 5%

PM Peak Hour: $T = 1.49/1.55$ (AM Peak) 133 15% 85% | 20 113 0.82





THE OLYMPIA
COMPANIES

January 21, 2009

Mr. Bill Needelman, AICP
Senior Planner
City of Portland
389 Congress Street
Portland, ME 04101

Subject: Site Plan Review Exemption Request - Updated
300 Fore Street, Portland, ME

Dear Mr. Needelman,

Please accept this letter and attached documentation as an updated request for exemption from Site Plan Review per §14-523 of the City of Portland Zoning Ordinance.

In November, I submitted to you a request on behalf of the primary tenant of 300 Fore Street, CIEE to convert 8,533 square feet of restaurant/retail space to office space. Since that time, The Olympia Companies has decided to occupy the space on the 1st floor, so I am resubmitting to you this Site Plan Review Exemption Request listing us as the tenants of that space.

As noted in my November 2008 letter, the building at 300 Fore Street was granted Site Plan Approval by the Planning Board in March 2006. Since then, the building was configured for 59,724 square feet of office space and 8,900 square feet of restaurant space. The Olympia Companies is seeking approval to convert 8,533 square feet of restaurant/retail space to office space. This would result in all of the space being used as office (approximately 68,174 sf which includes the lobby and hallway space).

A detailed letter from Thomas L. Gorrill, PE of Gorrill-Palmer Consulting Engineers, Inc. was submitted on October 30, 2008 to the Planning Department updating the trip generation analysis due to the change in use. A letter requesting additional information from Mr. Gorrill (dated December 17, 2008 addressing Tom Errico's comments of November 7, 2008) was also submitted. The analysis resulted in a finding that the change results in a significant reduction in trip generation with the exception of the AM peak hour which is due to the fact that the previously permitted retail/restaurant space was not anticipated to be active during this period.

Along with this letter, we are submitting the following documentation:

- Application Form Dated 1/21/09 - Exemption from Site Plan Review
- 300 Fore Street First Floor Plan by Gawron Turgeon, Dated January 19, 2009
- January 15, 2009 Email from Tom Gorrill
- December 17, 2008 Letter from Tom Gorrill to Bill Needelman
- Previous Submittal to City of Portland Dated November 6, 2008



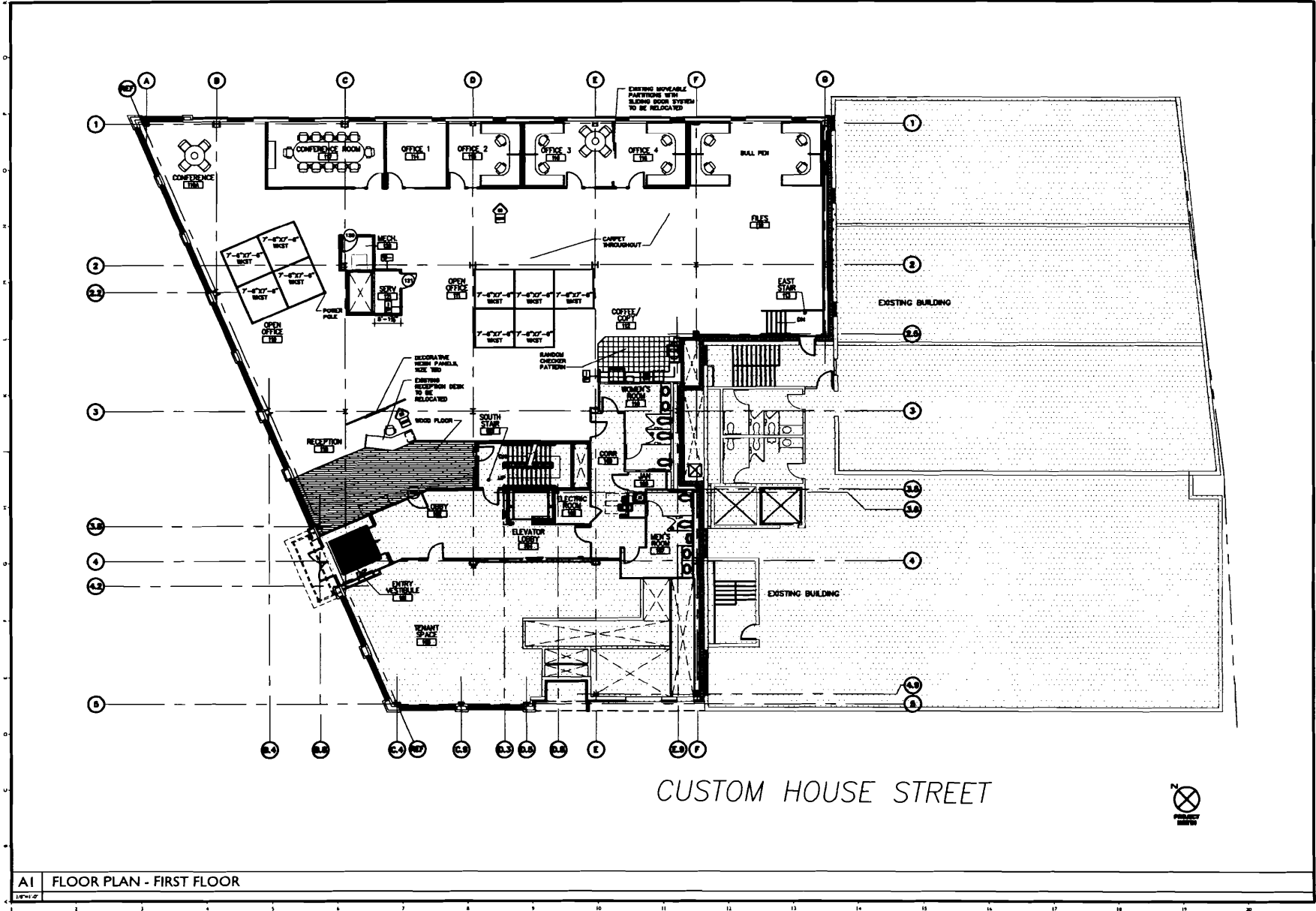
THE OLYMPIA
COMPANIES

As such, we feel that our request for exemption meets all requirements in §14-523 (a-h). Thank you for your consideration and we look forward to hearing from you. If you have any questions, or need additional information, please contact me at 207-874-9990 (ext. 134) or via email at mmccrann@theolympiacompanies.com.

Sincerely,

Mary C. McCrann

Mary C. McCrann, AICP
Associate Project Manager



A1 FLOOR PLAN - FIRST FLOOR



Olympia Development, LLC
300 Fore Street, First Floor
Portland, Maine

REVISIONS	
#	DESCRIPTION

DATE	BY	APP
PROJECT #	01008	
DRAWN BY	LAP	
CHECKED BY	PMT	
DRAWING SCALE	AS NOTED	

SHEET TITLE

FLOOR PLAN -
FIRST FLOOR
REVISED

A101

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