



# Administrative Authorization Application

Portland, Maine

Planning and Urban Development Department, Planning Division

PROJECT NAME: PORTLAND REGENCY HOTEL - DORMER ADDITION

PROJECT ADDRESS: 20 MILK STREET CHART/BLOCK/LOT: 029 / R001 / 001

APPLICATION FEE: \$50.00 (\$50.00)

PROJECT DESCRIPTION: (Please Attach Sketch/Plan of the Proposal/Development)

REMOVAL OF EXISTING ROOF & THE ADDITION OF DORMERS AT EXISTING GUEST ROOMS

### CONTACT INFORMATION:

#### OWNER/APPLICANT

Name: PORTLAND REGENCY, INC

Address: 42 MARKET STREET  
PORTLAND, ME 04101

Work #: 207.774.1000

Cell #: N/A

Fax #: 207.774.2946

Home #: N/A

E-mail: davidt@theregency.com

#### CONSULTANT/AGENT

Name: MARK MUELLER ARCHITECTS

Address: 100 COMMERCIAL STREET - SUITE 205  
PORTLAND, ME 04101

Work #: 207.774.9057

Cell #: 207.749.6876

Fax #: 207.773.3851

Home #: N/A

E-mail: mark@muellerarchitects.com

### Criteria for an Administrative Authorizations:

(see section 14-523(4) on pg .2 of this appl.)

- a) Is the proposal within existing structures?
- b) Are there any new buildings, additions, or demolitions?
- c) Is the footprint increase less than 500 sq. ft.?
- d) Are there any new curb cuts, driveways or parking areas?
- e) Are the curbs and sidewalks in sound condition?
- f) Do the curbs and sidewalks comply with ADA?
- g) Is there any additional parking?
- h) Is there an increase in traffic?
- i) Are there any known stormwater problems?
- j) Does sufficient property screening exist?
- k) Are there adequate utilities?
- l) Are there any zoning violations?
- m) Is an emergency generator located to minimize noise?
- n) Are there any noise, vibration, glare, fumes or other impacts?

### Applicant's Assessment Planning Division

Y(yes), N(no), N/A

Y(yes), N(no), N/A

YES

YES

N/A - 0 sf

NO

YES

YES - 5 ON SITE

NO

NO

NO

N/A

YES

NO

N/A

NO

Y

Y - dormers  
within structure

N

Y

Y

N

N

N

n/a

Y

N

n/a

No

Signature of Applicant:

Date:

AUGUST 30, 2011

**Planning Division Use Only**

Authorization Granted

Partial Exemption

Exemption Denied

*Conditions of approval*

*09.19.2011*

**Standard Condition of Approval:** The applicant shall obtain all required City Permits, including building permits from the Inspection Division (Room 315, City Hall (874-8703)) prior to the start of any construction.

**IMPORTANT NOTICE TO APPLICANT:** The granting of an Administrative Authorization to exempt a development 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 (207)874-8703, to determine what other City permits, such as a building permit, will be required.

**PROVISION OF PORTLAND CITY CODE  
14-523 (SITE PLAN ORDINANCE)  
RE: Administrative Authorization**

**Sec. 14-523 (b). Applicability**

No person shall undertake any development identified in Section 14-523 without obtaining a site plan improvement permit under this article. (c) Administrative Authorization. Administrative Authorization means the Planning Authority may grant administrative authorization to exempt a development proposal from complete or partial site plan review that meets the standards below, as demonstrated by the applicant.

1. 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;
2. Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;
3. 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;
4. 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;
5. 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;
6. There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;
7. There are no evident deficiencies in existing screening from adjoining properties; and
8. 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.
9. There are no current zoning violations;
10. Any emergency generators are to be located to minimize noise impacts to adjoining properties and documentation that routine testing of the generators occur on weekdays between the hours of 9 a.m. to 5 p.m. Documentation pertaining to the noise impacts of the emergency generator shall be submitted; and
11. There is no anticipated noise, vibration, glare, fumes or other foreseeable impacts associated with the project.

- a. **Filing the Application.** An applicant seeking an administrative authorization under this subsection shall submit an administrative authorization application for review, detailing the site plan with dimensions of proposed improvements and distances from all property lines, and stating that the proposal meets all of the provisions in standards 1-11 of Section 14-423 (b)1. **The application must be accompanied by an application fee of \$50.**
- b. **Review.** Upon receipt of such a complete application, the Planning Authority will process it and render a written decision of approval, approval with conditions or denial, with all associated findings.
- c. **Decision.** If a full administrative authorization is granted, the application shall be approved without further review under this article, and no performance guarantee shall be required. In the event that the Planning Authority determines that standards a and b of Section 14-523 (b) (1) and at least four (4) of the remaining standards have been met, the Planning Authority shall review the site plan according to all applicable review standards of Section 14-526 that are affected by the standards in this subsection that have not been met. If an exemption or partial exemption from site plan review is not granted, the applicant must submit a site plan application that will undergo a full review by the Planning Board or Planning Authority according to the standards of Section 14-526.

**Criteria for an Administrative Authorizations:**  
 (See Section 14-523 (4) on page 2 of this application)

**Applicant's Assessment**  
 Y(yes), N(no), N/A

**Planning Division**  
 Use Only

a) Is the proposal within existing structures?	Yes	Yes
b) Are there any new buildings, additions, or demolitions?	Yes	Yes
c) Is the footprint increase less than 500 sq. ft.?	n/a	Within structures
d) Are there any new curb cuts, driveways or parking areas?	No	No
e) Are the curbs and sidewalks in sound condition?	Yes	Yes
f) Do the curbs and sidewalks comply with ADA?	Yes	Yes
g) Is there any additional parking?	No	No
h) Is there an increase in traffic?	No	No
i) Are there any known stormwater problems?	No	No
j) Does sufficient property screening exist?	n/a	n/a
k) Are there adequate utilities?	Yes	Yes
l) Are there any zoning violations?	No	No
m) Is an emergency generator located to minimize noise?	n/a	n/a
n) Are there any noise, vibration, glare, fumes or other impacts?	No	No

The Administrative Authorization for 20 Milk Street was approved by Shukria Wiar, Planner, on 9/19/2011 with the following conditions:

That this decision is separate and distinct from the required review under Portland's Historic Preservation Ordinance; a final approval will be needed from the Historic Preservation Board.

That the Applicant shall obtain all required City Permits, including building permits, from the Inspection Division prior to the start of any construction.

## Shukria Wiar - Re: 20 Milk Street

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**From:** Chris Pirone  
**To:** Shukria Wiar  
**Date:** 9/19/2011 1:07 PM  
**Subject:** Re: 20 Milk Street

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Yes, possibly the removal of fire protection equipment such as detectors and sprinkler heads. But this will be addressed in the permit process. As far as site plan, fire has no issues.

Captain Chris Pirone  
Portland Fire Department  
Fire Prevention Bureau  
380 Congress Street  
Portland, ME 04101  
(t) 207.874.8405  
(f) 207.874.8410

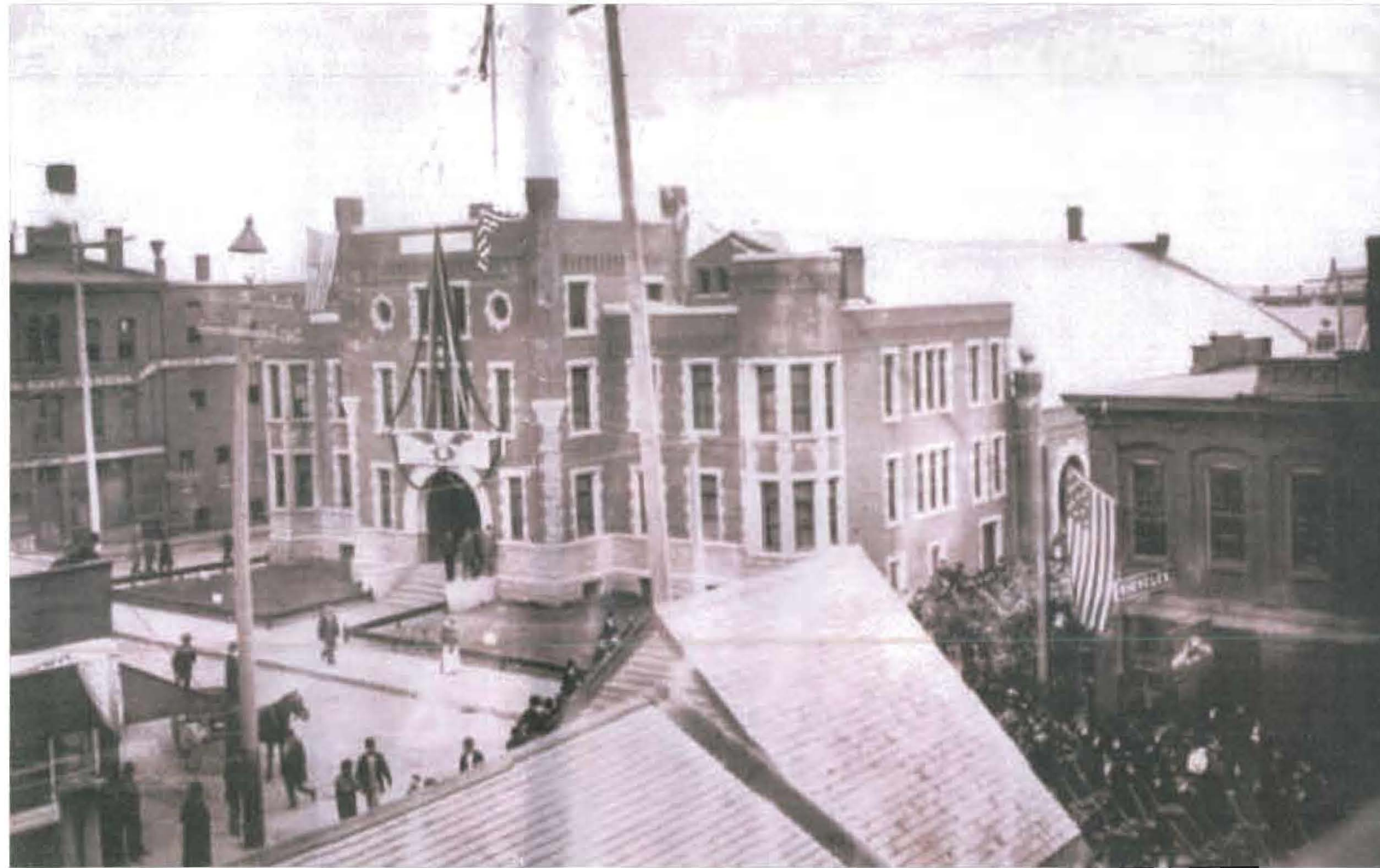
>>> Shukria Wiar 9/19/2011 11:03 AM >>>  
Hello Chris,

I have an administrative application for Portland Regency Hotel on Milk Street. The applicant is removing the existing roof and adding dormers at the existing guest rooms. The site is in the historic district. Would there be any potential fire issues with the addition of the dormers?

I am looking to sign off on this project since they submitted about two weeks ago.

Thanks.

Shukria

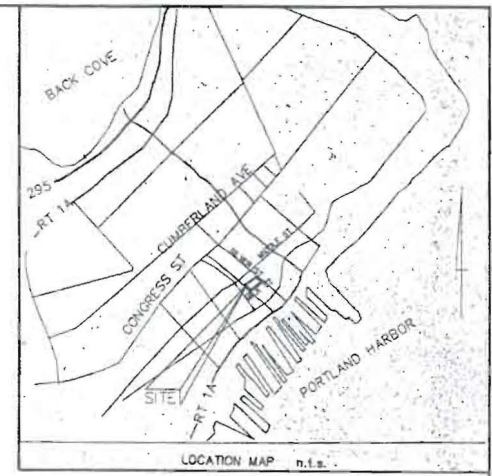


EARLY UNDATED PHOTO WITH MILK  
STREET AS A PARADE GROUND

PORTLAND REGENCY HOTEL  
20 MILK STREET  
ROOF TOP ADDITION

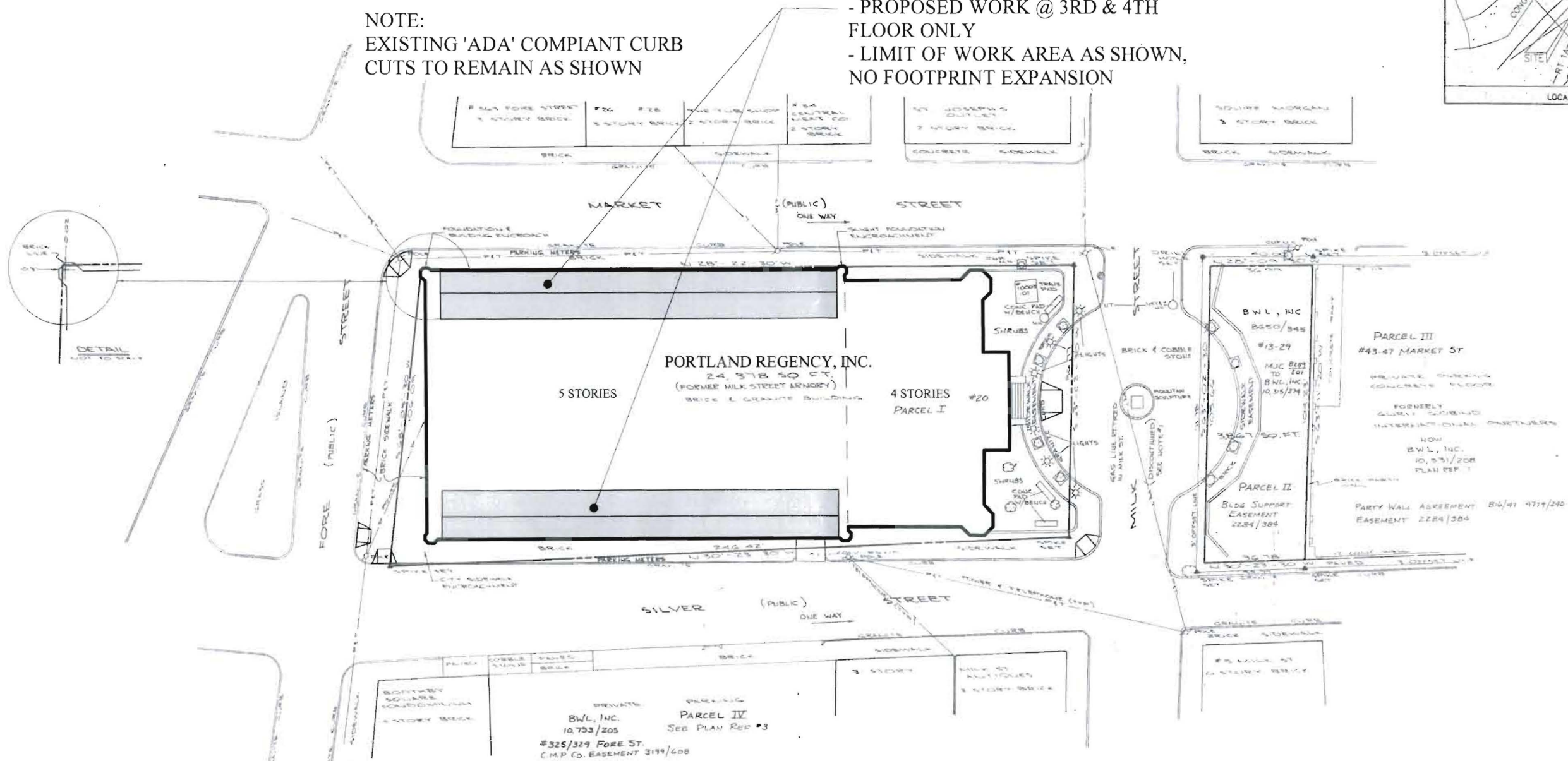


MARK  
MUELLER  
ARCHITECTS



NOTE:  
EXISTING 'ADA' COMPIANT CURB CUTS TO REMAIN AS SHOWN

NOTE:  
- PROPOSED WORK @ 3RD & 4TH FLOOR ONLY  
- LIMIT OF WORK AREA AS SHOWN, NO FOOTPRINT EXPANSION



NOTE:  
1/ BY ORDER OF THE CITY COUNCIL ON AUG. 6, 1984, IN THE CITY OF PORTLAND RECORDS, VOLUME 101, PAGE 241, MILK STREET WAS DISCONTINUED BETWEEN MARKET AND SILVER ST. ON PETITION OF TEAK ASSOCIATES, THE DISCONTINUANCE WAS FOR HIGHWAY PURPOSES WITHOUT RETENTION OF A PUBLIC EASEMENT. THE ORDER BECAME EFFECTIVE ON NOVEMBER 01, 1984.

- PLAN REFERENCES:
- 1/ BOUNDARY & EXISTING CONDITIONS SURVEY ON MARKET STREET FOR SUPT BY OWEN HASKELL, INC. DATED OCT. 26, 1995.
  - 2/ PLAN OF OLD PORT REGENCY HOTEL FOR MILK STREET ASSOCIATES BY OWEN HASKELL, INC. DATED APRIL 1984 REVISED THROUGH 12/19/86 RECORDED IN PLAN BOOK 152, PAGE 4.
  - 3/ PLAN FOR GENDRON & COMPANY ON FORE, PEARL & SILVER STREETS BY OWEN HASKELL, INC. DATED JUNE 4, 1988.

I HEREBY CERTIFY TO CHICAGO TITLE INSURANCE COMPANY AND CITIZEN'S BANK NEW HAMPSHIRE THAT THE SURVEY OF THE 'MILK STREET ARCADE' SHOWN HEREON WAS DONE ON THE GROUND AS PER RECORD DESCRIPTION AND THAT THERE ARE NO ENCROACHMENTS EXCEPT AS SHOWN.

I CERTIFY THAT THIS SURVEY CONFORMS TO THE MAINE BOARD OF REGISTRATION FOR LAND SURVEYORS STANDARDS FOR A LAND SURVEY.  
TITLE: SURVEY CONDITION II.  
DATE: 3-5-98  
JOHN P. C. V. PLS #309



PLAN OF PORTLAND REGENCY HOTEL LAND TITLE SURVEY PORTLAND, MAINE FOR BWL, INC. 20 MILK ST. PORTLAND, MAINE		
Owen Haskell, Inc. Civil Engineers South Portland, Maine Land Surveyors		
Drawn By: D.S.D.	Date: MARCH 4, 1998	Job No. 98022 P
Trace By: M.M.H.	Scale: 1" = 20'	Draw. No. 1
Check By: S.S.S.		
Bk No. 279		

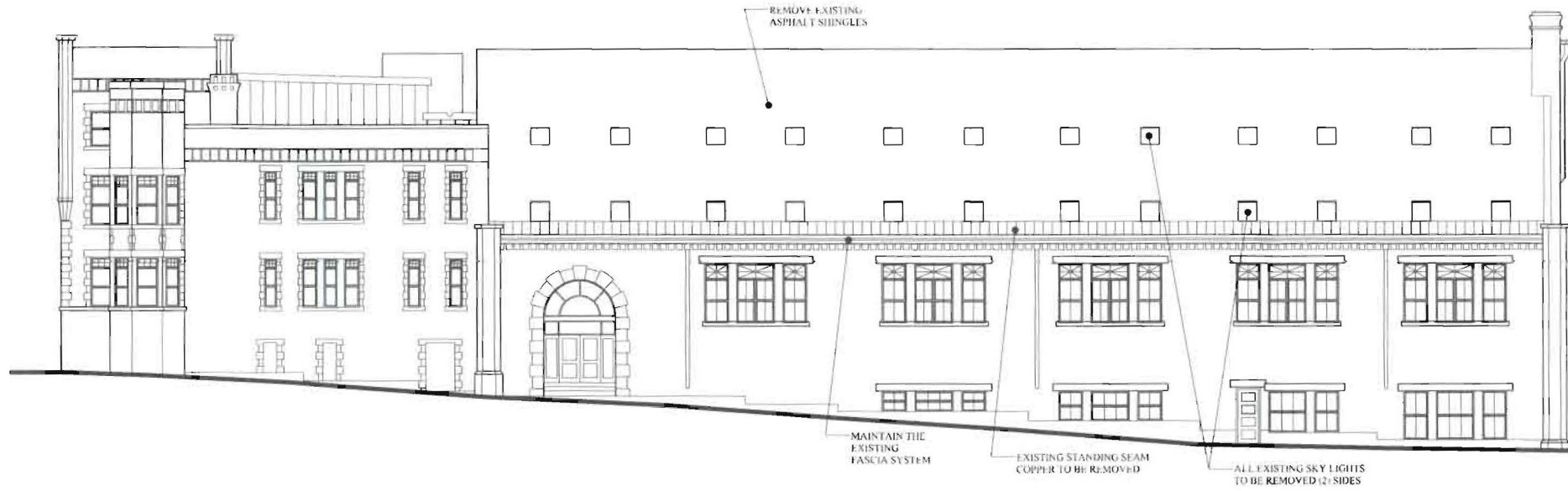
PROPOSED



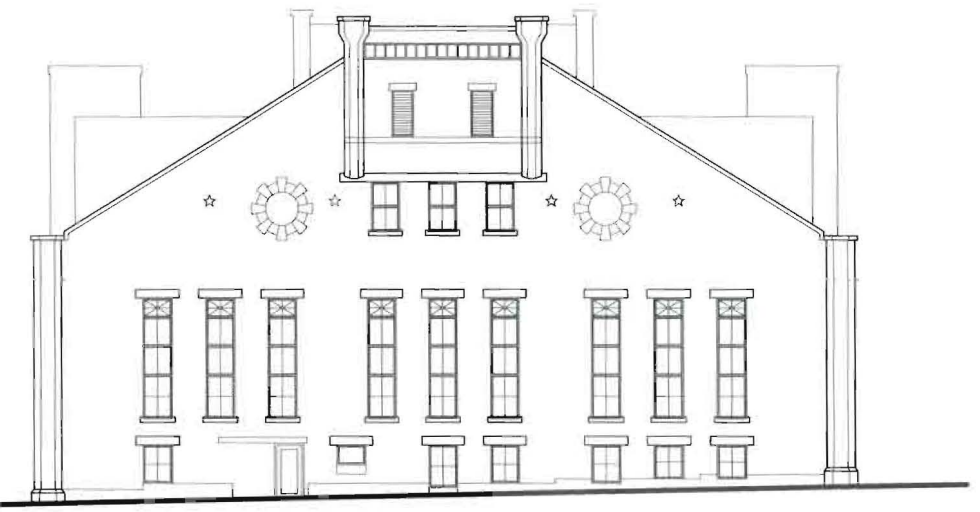
AUGUST 24, 2011

PORTLAND REGENCY HOTEL

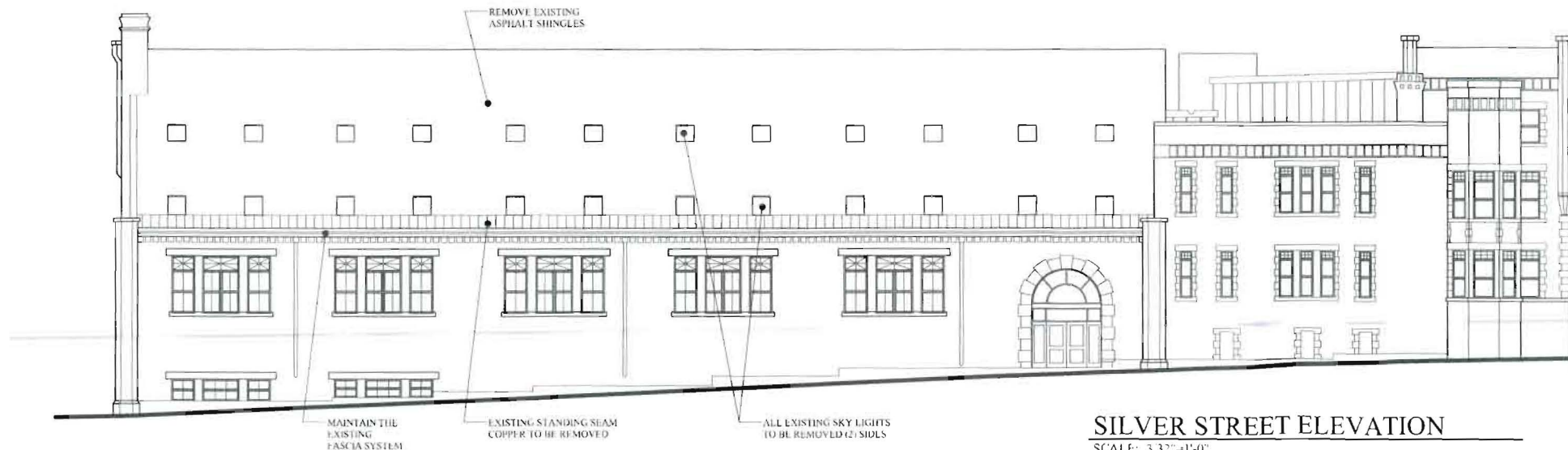
L-1.0



**MARKET STREET ELEVATION**  
SCALE: 1/8"=1'-0"



**FORE STREET ELEVATION**  
SCALE: 3/32"=1'-0"



**SILVER STREET ELEVATION**  
SCALE: 3/32"=1'-0"



**MILK STREET ELEVATION**  
SCALE: 3/32"=1'-0"

EXISTING



MARK  
MUELLER  
ARCHITECTS

HISTORIC PRESERVATION BOARD



HP-1.0

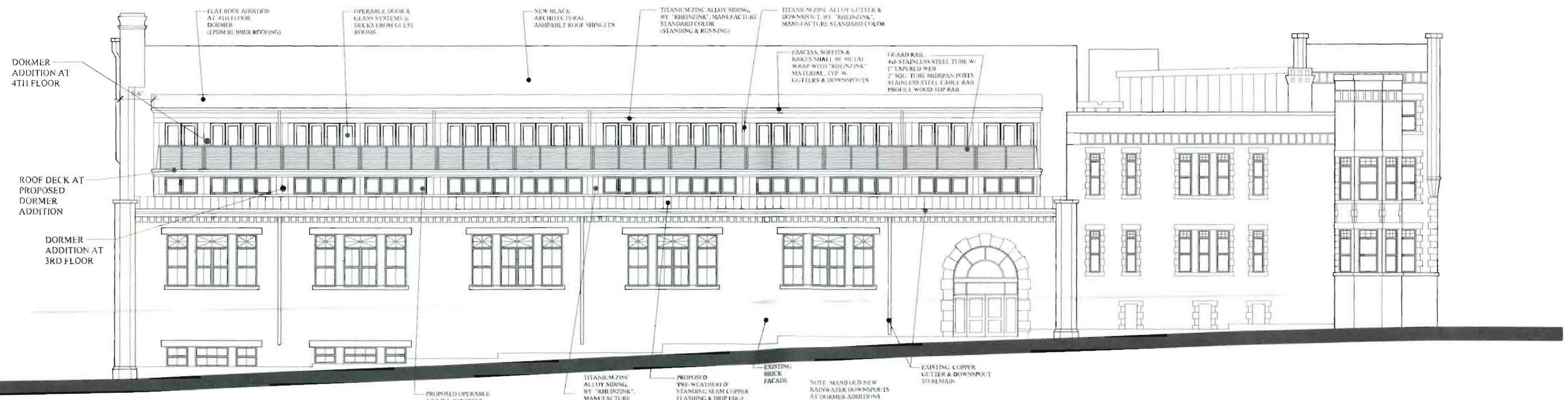
AUGUST 24, 2011

PORTLAND REGENCY HOTEL



NOTE:  
ARCHITECTURAL DETAILING  
THIS ELEVATION TO MATCH  
SILVER STREET ELEVATION

**MARKET STREET ELEVATION**  
SCALE: 1/8"=1'-0"



FLAT ROOF ADDITION AT 4TH FLOOR DORMER (EPDM RUBBER ROOFING)

OPERABLE DOOR & GLASS SYSTEMS @ DECKS FROM GUEST ROOMS

NEW BLACK ARCHITECTURAL ASPHALT ROOF SHINGLES

TITANIUM ZINC ALLOY SIDING, BY "RIEINZINK", MANUFACTURE STANDARD COLOR (STANDING & RUNNING)

TITANIUM ZINC ALLOY GUTTER & DOWNSPOUT BY "RIEINZINK", MANUFACTURE STANDARD COLOR

FASCIA, SOFFITS & RAKES SHALL BE METAL WRAP WITH "RIEINZINK" MATERIAL. EYP W/ GUTTERS & DOWNSPOUTS

GUARD RAIL 4x6 STAINLESS STEEL TUBE W/ 1" TAPERED WEB 2" SQ. TUBE MIDSPAN POSTS STAINLESS STEEL CABLE RAIL PROFILE WOOD TOP RAIL

DORMER ADDITION AT 4TH FLOOR

ROOF DECK AT PROPOSED DORMER ADDITION

DORMER ADDITION AT 3RD FLOOR

PROPOSED OPERABLE AWNING WINDOWS

TITANIUM ZINC ALLOY SIDING, BY "RIEINZINK", MANUFACTURE STANDARD COLOR

PROPOSED PRE-WEATHERED STANDING-SEAM COPPER FLASHING & DRIP EDGE REPLACE-IN-KIND W/ THE EXISTING COPPER ROOF

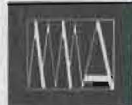
EXISTING BRICK FACADE

EXISTING COPPER GUTTER & DOWNSPOUT TO REMAIN

NOTE: MANUFACTURE NEW RAINWATER DOWNSPOUTS AT DORMER ADDITIONS INTO THE EXISTING WALL MOUNT SYSTEM, ALLOW (3) NEW DOWNSPOUTS PER SIDE

**SILVER STREET ELEVATION**  
SCALE: 1/8"=1'-0"

PROPOSED



MARK  
MUELLER  
ARCHITECTS

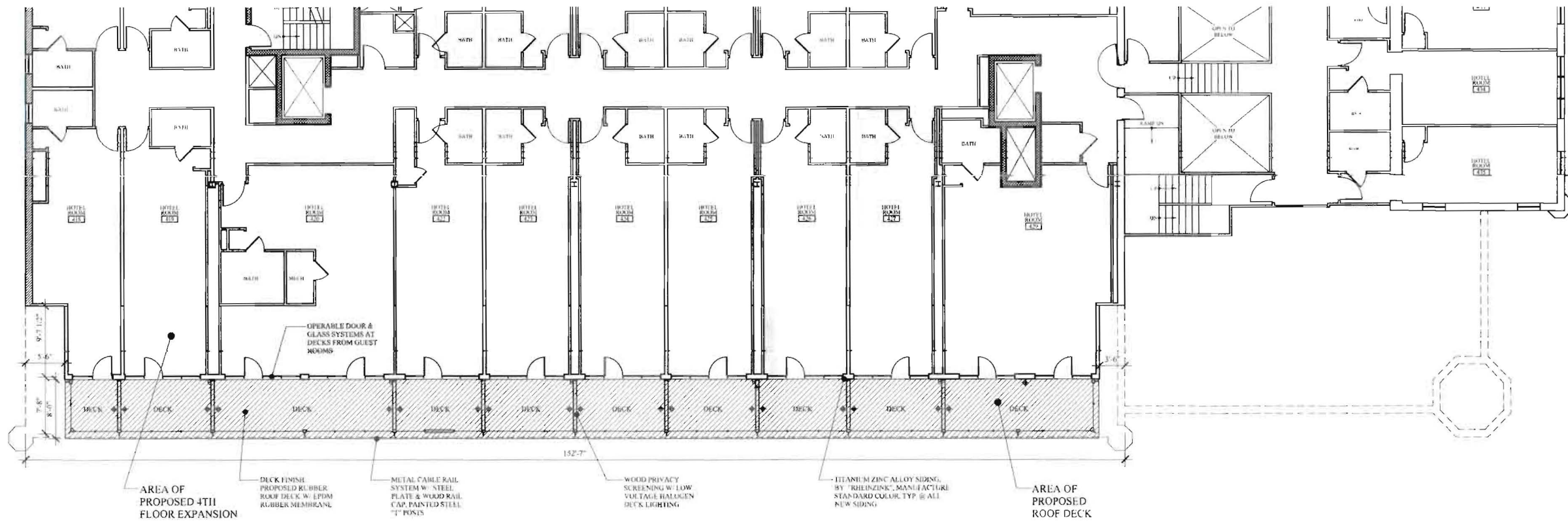
HISTORIC PRESERVATION BOARD



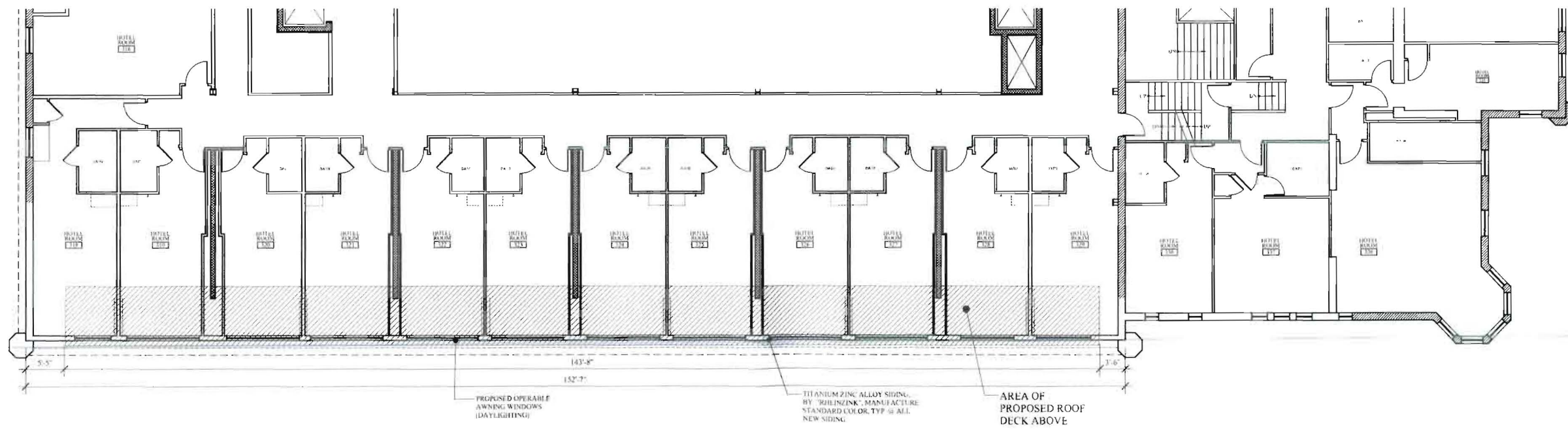
HP-2.0  
AUGUST 24, 2011

PORTLAND REGENCY HOTEL





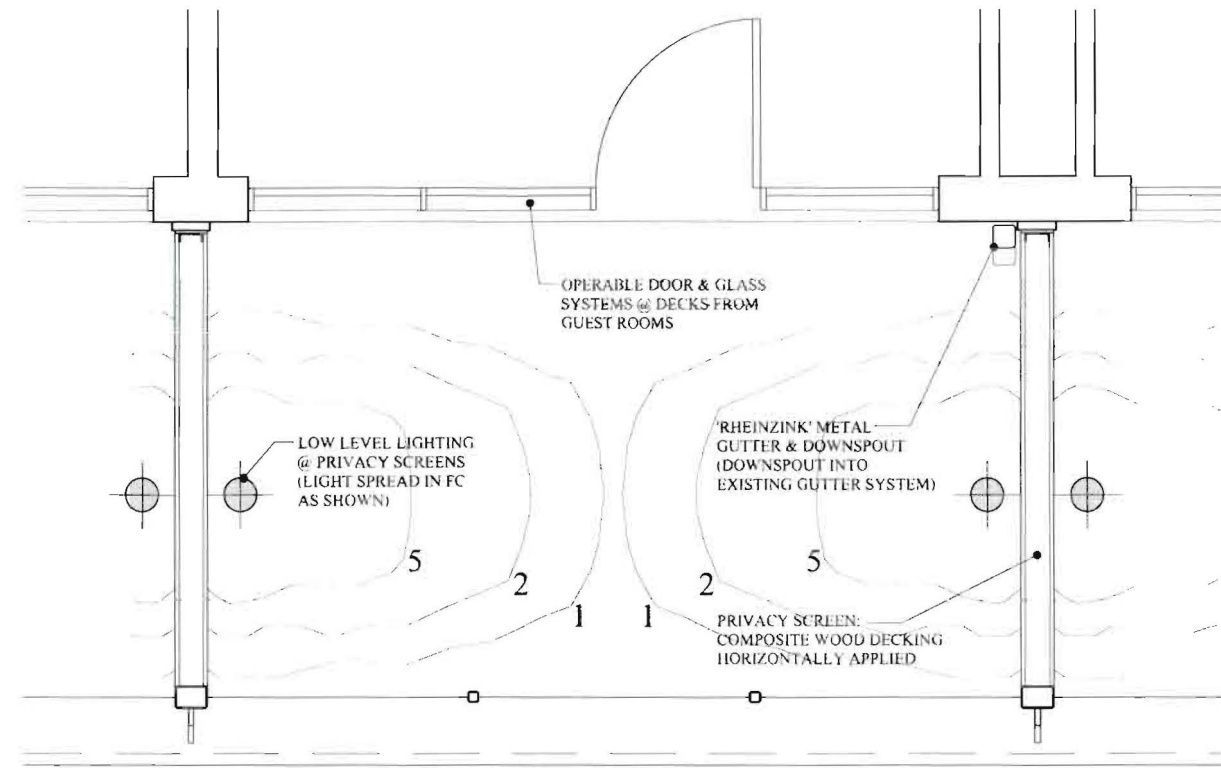
**PROPOSED PARTIAL 4TH FLOOR PLAN**  
 SCALE: 1/8"=1'-0" (SILVER ST. SHOWN - MARKET ST. TO MIRROR)



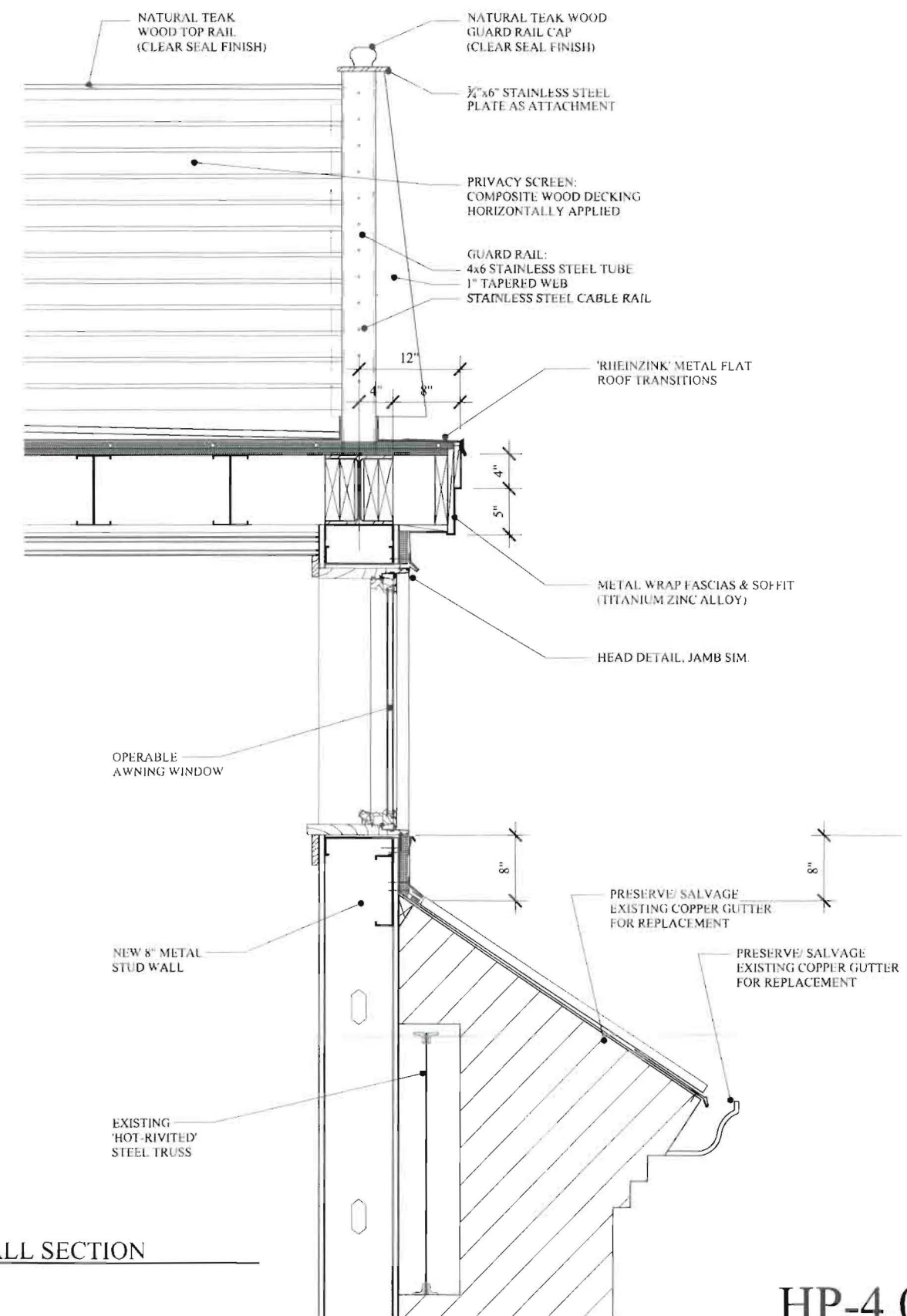
**PROPOSED PARTIAL 3RD FLOOR PLAN**  
 SCALE: 1/8"=1'-0" (SILVER ST. SHOWN - MARKET ST. TO MIRROR)

PROPOSED

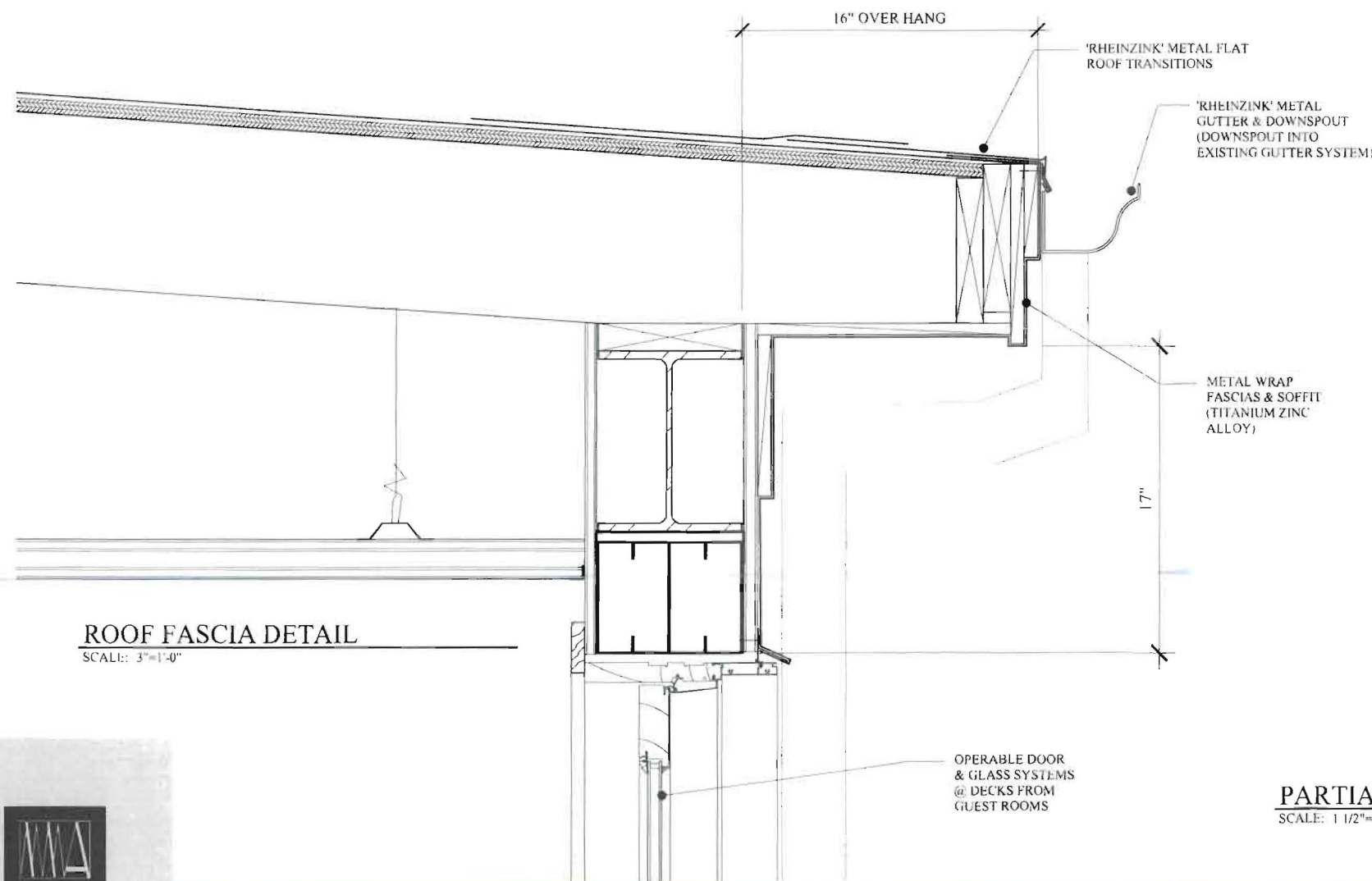




**ENLARGED PLAN DETAIL**  
SCALE: 3/4"=1'-0"



**PARTIAL WALL SECTION**  
SCALE: 1 1/2"=1'-0"



**ROOF FASCIA DETAIL**  
SCALE: 3"=1'-0"





CORNER OF MARKET AND FORE STREET



CORNER OF FORE AND SILVER STREET



SILVER STREET PERSPECTIVE



FORE STREET ELEVATION



MARKET STREET PERSPECTIVE

