



Planning &amp; Urban Development Department

December 3, 2013

Jim Brady  
119 Development, LLC  
P.O. Box 7486  
Portland, ME 04112

Greg Shinberg  
Shinberg Consulting, LLC  
477 Congress St. Suite 1012  
Portland, ME 04101

Project Name: Hotel Conversion – 119 Exchange Street Project ID: 2012-602  
Address: 119 Exchange Street CBL: 032-c-001  
Applicant: 119 Development, LLC

Dear Jim and Greg:

Thank you for your e-mail requesting that the conditions of approval #11 and #12 be revised. The Planning Division agrees to revise the conditions to clarify that the exterior lighting plans must be approved prior to the issuance of Certificate of Occupancy and the plans for all mechanical equipment must be approved prior to the issuance of HVAC permits. The two conditions will be as follows:

11. A final lighting plan, including a photometric plan and catalogue cuts for the proposed exterior lighting fixtures, and any proposed street lights meeting the City's technical standards, shall be submitted for review and approval by the Planning Authority prior to the issuance of a Certificate of Occupancy.
12. Prior to the issuance of an HVAC permit is issued, the applicant shall submit the noise levels for all the HVAC and mechanical equipment for review and approval by the Planning Authority.

In my capacity as Planning Division Director for the City of Portland and under the provision of Section 14-532 (b) *Revisions and amendments to Master Plans and approved site plans*, I am granting the revision to the conditions of approval as stated in the attached approval letter dated February 12, 2013. If you have any questions, please contact Barbara Barhydt, Development Review Services Manager at 874-8699 or at [bab@portlandmaine.gov](mailto:bab@portlandmaine.gov)

Sincerely,

Aleander Jaegerman, FAICP  
Planning Division Director

Attachment 1: Approval letter for 119 Exchange Street dated February 12, 2013

**Electronic Distribution:**

**CC:** Jeff Levine, AICP, Director of Planning and Urban Development  
Alexander Jaegerman, FAICP, Planning Division Director  
Barbara Barhydt, Development Review Services Manager  
Philip DiPierro, Development Review Coordinator, Planning  
Marge Schmuckal, Zoning Administrator, Inspections Division  
Tammy Munson, Inspection Division Director  
Lannie Dobson, Administration, Inspections Division  
Gayle Guertin, Administration, Inspections Division  
Michael Bobinsky, Public Services Director  
Katherine Earley, Engineering Services Manager, Public Services  
Bill Clark, Project Engineer, Public Services  
David Margolis-Pineo, Deputy City Engineer, Public Services  
Doug Roncarati, Stormwater Coordinator, Public Services  
Greg Vining, Associate Engineer, Public Services  
Michelle Sweeney, Associate Engineer  
John Low, Associate Engineer, Public Services  
Rhonda Zazzara, Field Inspection Coordinator, Public Services  
Mike Farmer, Project Engineer, Public Services  
Jane Ward, Administration, Public Services  
Jeff Farling, City Arborist, Public Services  
Jeremiah Bartlett, Public Services

# CITY OF PORTLAND, MAINE

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## PLANNING BOARD

Carol Morrisette, Chair  
Stuart O'Brien, Vice Chair  
Timothy Dean  
Bill Hall  
David Silk  
Elizabeth Boepple  
Sean Dundon

February 12, 2013

119 Development, LLC  
c/o Developers Collaborative  
Attention: Jim Brady  
17 Chestnut Street  
Portland, ME 04101

Deluca-Hoffman Associates, Inc.  
Attention: Stephen R. Bushey, PE  
778 Main Street  
South Portland, ME 04106

Project Name:	Hotel Conversion- Former Gannett Building	Project ID:	2012-602
Address:	119 Exchange Street	CBL:	032C001
Applicant:	119 Development, LLC		
Planner:	Shukria Wiar		

Dear Mr. Brady:

On January 22, 2013, the Planning Board considered the Level III application for the reuse of the Guy Gannett Building on Congress Street. The proposal is to convert the existing office building into a 110-room luxury boutique hotel and restaurant. The Planning Board voted 6-0 (Silk recused) that the plan is in conformance with the site plan standards of the Land Use Code, subject to the following conditions of approval to be met prior to the issuance of a building permit, unless stated otherwise below:

1. The applicant shall submit the proposed easements for the snow melt system and grease trap, the proposed license agreement for the planters in the right-of-way, the proposed maintenance agreement for the sidewalk material for review and approval by Corporation Counsel prior to the issuance of a Certificate of Occupancy. The proposed easement and change in sidewalk material will require the review and approval of the City Council.
2. The design of the extension of the sidewalk on Exchange Street (i.e. bump-out) shall include evenly spaced bollards that prevent its use as a drop-off location for hotel guests so that Exchange Street traffic flow is not impeded. If these structures do not work to prevent the drop off at this location, the staff will work with the owner to mitigate with provisions such as chain or other mechanisms.
3. The 'Valet Area' on the site plan shall be noted as "Hotel Drop-Off Area" on the final site plan and traffic signage.
4. The traffic conditions, specifically the travel lane alignment for westbound traffic, on Federal Street shall be monitored one year after the issuance of the certificate of occupancy. If post-improvement conditions indicate a deficiency, the applicant shall be responsible for any required pavement marking and/or signage changes to mitigate the identified deficiency.

5. The tree planters at the main entrance on Exchange Street shall not obstruct the primary pedestrian route.
6. Prior to the issuance of a building permit, the applicant shall submit a final landscape plan that addresses item 1 of the City Arborist memorandum dated January 16, 2013 for review and approval by the City Arborist and Planning Authority.
7. The existing catch basin within Federal Street shall be replaced, and the new basin shall be situated along the gutter line with a standard grate and curb inlet in accordance with the City's standard details. The final site plan shall be updated to show this change. A note is to be added that all work within the street right of way with meet City of Portland Technical Standards.
8. The two ramps on Congress Street shall show the appropriate detectable warning panels as required by the City's Technical Manual. The sidewalk ramp detail shall reflect the standard for historic district. A sidewalk ramp shall be constructed on Congress Street at the existing midblock crosswalk at the southwest corner of the Market Street intersection. The final plans shall reflect these changes.
9. A construction management plan shall be submitted for review and approval prior to the issuance of a building permit.
10. Prior to the issuance of a building permit, the applicant shall obtain Certificate of Appropriateness from the Historic Preservation Board.
11. A final lighting plan, including a photometric plan and catalogue cuts for the proposed exterior lighting fixtures, and any proposed street lights meeting the City's technical standards, shall be submitted for review and approval by the Planning Authority prior to the issuance of a building permit.
12. Prior to a building permit, the applicant shall submit the noise levels for all the HVAC and mechanical equipment for review and approval by the Planning Authority.
13. The plans for the 1,500 gallon grease trap shall be submitted for review and approval by Brad Roland, Department of Public Services, and the Planning Authority prior to ordering structures and prior the issuance of a building permit. This note must appear on the site and utility plans.

The approval is based on the submitted plans and the findings related to site plan review standards as contained in the Planning Report for application # 2012-602, which is attached.

#### STANDARD CONDITIONS OF APPROVAL

Please note the following standard conditions of approval and requirements for all approved site plans:

1. **Develop Site According to Plan** The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.
2. **Separate Building Permits Are Required** This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division.

3. **Site Plan Expiration** The site plan approval will be deemed to have expired unless work has commenced within one (1) year of the approval or within a time period up to three (3) years from the approval date as agreed upon in writing by the City and the applicant. Requests to extend approvals must be received before the one (1) year expiration date.
4. **Performance Guarantee and Inspection Fees** A performance guarantee covering the site improvements, inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning Division and Public Services Department prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and approval.
5. **Defect Guarantee** A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
6. **Preconstruction Meeting** Prior to the release of a building permit or site construction, a pre-construction meeting shall be held at the project site. This meeting will be held with the contractor, Development Review Coordinator, Public Service's representative and owner to review the construction schedule and critical aspects of the site work. At that time, the Development Review Coordinator will confirm that the contractor is working from the approved site plan. The site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting.
7. **Department of Public Services Permits** If work will occur within the public right-of-way such as utilities, curb, sidewalk and driveway construction, a street opening permit(s) is required for your site. Please contact Carol Merritt at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)
8. **As-Built Final Plans** Final sets of as-built plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (\*.dwg), release AutoCAD 2005 or greater.

The Development Review Coordinator must be notified five (5) working days prior to the date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. All site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.

If there are any questions, please contact Shukria Wiar at (207) 756-8083 or via email at [shukriaw@portlandmaine.gov](mailto:shukriaw@portlandmaine.gov)

Sincerely,



Carol Morrissette, Chair  
Portland Planning Board

**Attachments:**

1. City Arborist memorandum dated 01.16.2013
2. Planning Board Report
3. Portland City Code: Chapter 32
4. Performance Guarantee Packet

**Electronic Distribution:**

cc: Jeff Levine, AICP, Director of Planning and Urban Development  
Alexander Jaegerman, FAICP, Planning Division Director  
Barbara Barhydt, Development Review Services Manager  
Shukria Wiar, Planner  
Philip DiPiero, Development Review Coordinator, Planning  
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Rhonda Zazzara, Field Inspection Coordinator, Public Services  
Mike Farmer, Project Engineer, Public Services  
Jane Ward, Administration, Public Services  
Jeff Tarling, City Arborist, Public Services  
Jeremiah Bartlett, Public Services  
Captain Chris Pirone, Fire Department  
Thomas Errico, P.E., TY Lin Associates  
David Senus, P.E., Woodard and Curran  
Rick Blackburn, Assessor's Department  
Approval Letter File

## Shukria Wiar - 119 Exchange Street

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**From:** Jeff Tarling  
**To:** Shukria Wiar  
**Date:** 1/16/2013 4:43 PM  
**Subject:** 119 Exchange Street  
**CC:** David Margolis-Pineo

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Hi Shukria -

In review of the 119 Exchange Street project landscape comments -

**a) Street-trees** - The existing conditions present six 'Armstrong' Red Maple trees approximately 4" caliper in size, three along Exchange Street and three along Market Street. All six trees are on the Congress Street end due to underground limitations on the Federal Street end. The six trees were listed in "fair" condition in our recent survey in September 2012 due to compaction, decline due to deicing salts. The project should include tree replacement options if the existing trees decline during construction. Upright Pin Oak, *Quercus palustris* 'Green Pillar' Oak might be a more tolerant of these urban conditions. Improving the existing tree wells or tree pits should be considered if the existing trees survive the construction phase. Limiting damage to the existing trees is noted on the plan.

Proposed 'street-trees' for Federal Street - the plan proposes four new trees along Federal Street between Exchange Street & Market Street in curbed tree pits. We may want to improve or enlarge the tree pits to contain greater soil volume to help the trees survive. This could be going from 3' x 5' to (5' x 7') sized tree well. Options for the curbing can be vertical curbing, 5" x 12" granite with thermal cut finish vs typical 'saw cut', this would be similar to ones used at the Portland Public Library project on Congress Street. The thermal finish is a more natural, rough finish vs the smooth street type curb; the second option would be to use the slope granite style as found in Boothby Square on Fore Street. We have also seen larger more ornate granite used with good results - this would be an option if the project team wanted to select. Tree type options: Ginkgo, 'Princeton' American Elm, 'Allee' Lacebark Elm, 'Musashino' Zelkova.

**b) Exchange Street entrance landscape** - willing to work with the project team to review options for this area.

**c) Off-site parking lot** - consideration should be made to improve the off site parking lot area to

meet the current  
parking lot tree & landscape standard. If the use of this area is tentative for less than five years,  
contribution to the Planning  
Tree Fund could be an option to replant trees in vicinity of the project. The City Arborist could  
review with the project team  
possible tree planting sites near the project.

Overall - it will be good to see the reuse of this site and the greening components improve this end  
of the Old Port.

Jeff Tarling  
City Arborist





## PLANNING BOARD REPORT PORTLAND, MAINE

Hotel Conversion  
119 Exchange Street  
Level III Site Plan  
Project ID #2012-602  
119 Development, LLC, Applicant

Submitted to: Portland Planning Board: Public Hearing Date: January 22, 2013	Prepared by: Shukria Wiar Date: January 18, 2013 Planning Board Report Number: 04-2013
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### I. INTRODUCTION

The applicant, 119 Development, LLC, has submitted final plans and requested a Level III Site Plan review for the reuse of the Guy Gannett Building on Congress Street. The proposal is to convert the existing office building into a 110-room luxury boutique hotel and restaurant. The seven- (7) story building of 84,491 sq. ft. will be comprised of hotel and restaurant floor space. The restaurant entrance will be oriented to Congress Street and the Hotel lobby entrance will be from Exchange Street. The parking for the building will be across Congress Street at the surface parking lot located at 385 Congress Street.

The staff review comments and recommendations contained in this report are based on the submittal dated December 28, 2012. Revised site plans were submitted on Wednesday afternoon, January 16, 2013 that are intended to address some of staff comments. Staff has not reviewed or approved anything that is contained in the revised plans.

Required reviews: The proposal is being reviewed under the Land Use Code provisions 14-526 (Site Plan).

One Hundred and thirteen (133) notices were sent to area residents. A notice also appeared in the January 15<sup>th</sup> and January 16<sup>th</sup> editions of the *Portland Press Herald*.

<b>Applicant Name</b>	119 Development, LLC
<b>Consultants</b>	Steve Bushey, Deluca-Hoffman Associates, Inc.

### II. PROJECT DATA

Existing Zoning:	Downtown Business B-3
Existing Use:	Vacant Office Building
Proposed Use:	Hotel and Restaurant
Existing number of lots:	Two
Proposed number of lots:	Two
Parcel Size:	0.23 acres
Impervious Surface Area:	
Existing:	10,049 sq. ft.
Proposed:	10,049 sq. ft.
Net Change:	Zero (0)

<b>Building Area:</b>	
Existing Building Area:	84,491 sq. ft.
Proposed Building Area:	84,491 sq. ft.
Existing Building Footprint:	10,049 sq. ft.
Proposed Building Footprint:	10,049 sq. ft.
Building Height:	77' at the highest part of building
<b>Parking Spaces:</b>	
Existing:	Zero (0) - Only on-street available
Number of Handicapped Spaces:	N/A
Proposed Lease of Spaces:	50 spaces at 385 Congress Street
<b>Bicycle Parking Spaces:</b>	
Existing:	Two (2)
Proposed:	Two (2)
Estimated Cost of Project:	\$8 Million
Uses in Vicinity:	Mix of surface parking and multi-storied development including retail, office, Merrill Auditorium, restaurants and upper story residential units

### III. EXISTING CONDITIONS

The overall parcel is made up of two lots with approximately 0.23 acres of land, which are in single ownership and treated as one lot. The structure was built in two phases:

1. Parcel One is located at the north end (along Congress Street) of the property and the building that once held offices is located on this parcel. The property is 0.1028 acre and the total building space is approximately 33,035 sq. ft. This building has a main entrance on Congress Street. The building was built in 1947.
2. Parcel 2 is bounded by Federal, Market and Exchange Streets. The property is 0.1277 acre and the total building space is approximately 51,456 sq. ft. A portion of the basement of this building lies below the sidewalks along Exchange, Federal and Market Streets. There is a main entrance off of Exchange Street and another entrance off Federal Street. The building was built in 1925.

The surrounding area is at the head of the Old Port District links to the Congress Street corridor. Upper Exchange Street and lower Market Street is in the Pedestrian Activities District Overlay Zone. Existing development on the opposite side of abutting streets includes a mix of surface parking and multi-storied development including retail, office and restaurant with some upper story residential. Portland City Hall is across the street from the proposed site and Central Station is on the westerly side. There are also office building and mixed use buildings with retail on the next block. The surface parking lot adjacent to the former printing building will be used for parking for the proposed development. The parking lot is across from Central Station. The parking lot can be accessed through a tunnel under Congress Street to the building at 385 Congress Street or by crossing at the Congress/Market intersection. The applicant is not proposing to use the tunnel at this time.

The existing sidewalks along all the four streets are in brick with some street trees (mainly on Exchange Street).

**Existing Licenses:** There are two licenses associated with these properties. The first is a license granted by the City of Portland for the area occupied under sidewalks on Exchange, Federal, and Market Streets. The second license is for the installation and maintenance of a tunnel under Congress Street from the proposed building to 385 Congress Street. The following language on the survey explains it in more detail:

**EXCEPTION NO. 10:** LICENSE GRANTED BY THE CITY OF PORTLAND, DATED DECEMBER 11, 1922, TO OCCUPY UNDER THE SIDEWALKS IN FRONT OF 11-119 EXCHANGE STREET, 175-179 FEDERAL STREET AND 120-126 MARKET STREET, IS SUBJECT TO THE RIGHTS OF THE CITY TO CONSTRUCT OR MAINTAIN CONDUITS FOR WIRES OR SEWERS IN SUCH SPACES OR TO TAKE SPACE UNDER SUCH SIDEWALKS FOR ANY PUBLIC USE.

**SURVEY FINDINGS:** THE LICENSE AREA DESCRIBED AS BEING WITHIN EXCHANGE, FEDERAL AND MARKET STREETS ARE SHOWN BASED ON THE DIMENSIONAL ELEMENTS LISTED IN THIS DOCUMENT. THE AREA LYING WITHIN MARKET STREET HAS AN APPARENT VAULT AREA WITH ASSOCIATED VENTS AS SHOWN. THE AREA LYING WITHIN FEDERAL STREET HAS A PORTION OF THE LOCUS BUILDING WITHIN THE LIMITS OF THE LICENSE, THE NORTHEAST AND SOUTHEAST PORTIONS OF THE BUILDING LIE OUTSIDE THIS LICENSE. THE AREA LYING WITHIN EXCHANGE STREET HAS A POSSIBLE SEWER SERVICE FROM THE BUILDING ON THE LOCUS PARCEL RUNNING INTO EXCHANGE STREET AS SHOWN.

**EXCEPTION NO. 11:** LICENSE WITH THE CITY OF PORTLAND TO INSTALL AND MAINTAIN A TUNNEL WITHIN AND ACROSS THE LIMITS OF CONGRESS STREET FROM THE SUBJECT PARCEL TO 390 CONGRESS STREET IS SUBJECT TO THE TERMS AND CONDITIONS OF THAT LICENSE AGREEMENT WITH THE CITY.

**SURVEY FINDINGS:** A TUNNEL EXISTS WITHIN THE LIMITS OF CONGRESS STREET ALONG THE NORTHERLY PORTION OF THE SUBJECT PARCEL AS SHOWN HEREON. SEE ORDER 127 ISSUING A BUILDING PERMIT AS PASSED BY THE MUNICIPAL OFFICERS OF THE CITY OF PORTLAND DATED MARCH 1, 1965.

#### IV. PROPOSED DEVELOPMENT

The applicant is proposing to convert and operate a 110-room luxury boutique hotel in the former Gannett Building. The property has maintained a prominent role in the City's Downtown District for almost a century as the home to Guy Gannett Publishing and the Portland Press Herald production facilities. The development site is bounded by Congress, Exchange, Federal and Market Streets. The project is a reuse of a former office high-rise property, which has been vacant for the past few years. The development includes primarily interior refit construction to create the 110-room hotel layout. The plans include the installation of the following:

1. An 80-seat restaurant and kitchen on the first floor level (street grade). The restaurant's primary access will be off Congress Street and the hotel entrance will be off Exchange Street.
2. 110 room units on Floors 2-7.
3. A pool area within the basement space.

The building's exterior will remain unchanged except for the renovation of the entrances on all public streets. Modifications to the hotel entrance off Exchange Street are also necessary to allow the entry to meet ADA requirements. The entrance on Congress Street will be improved to provide a new entry door to match the existing. Similarly, a new entry door will be installed on the Market Street side where currently there are overhead doors. Finally, a new door will be installed at the existing Federal Street entrance. The building is within the Congress Street Historic District and exterior changes must be reviewed by the Historic Preservation Board for a certificate of appropriateness. A public hearing on this proposal before the Historic Preservation Board is scheduled for February 6, 2012.

The applicant is proposing to reconstruct portions of the sidewalks around the building in brick and to create a bump-out of the curb line on Exchange Street at the building entrance. At the primary hotel entrance, the applicant is proposing to install 8" x 12" granite stones in the sidewalk beneath the existing canopy. The rest of the bump-out will be a patterned brick sidewalk. The applicant is proposing to install a radiant snow melt system beneath the entrance area. The exterior work will also include waterproofing the basement space. This will require removal and excavation of the existing sidewalk system around the perimeter of the building. Also as part of the project, the sidewalk along the Federal Street frontage will be extended from eleven (11) feet to fifteen (15) feet. New brick sidewalks will be constructed as part of the waterproofing process.

#### V. PUBLIC COMMENT

The neighborhood meeting for this project was held on October 11, 2012. The minutes for the meeting are included in Attachment C. As of the date of writing this report, there has been no public comment have been submitted.

## VI. RIGHT, TITLE AND INTEREST AND FINANCIAL/TECHNICAL CAPACITY

- a. The owner of the property is MTM Portland Properties, L.L.C. The applicant has provided a copy of sale and purchase agreement (Attachment I). Right, title and interest in the property has not been submitted and will need to be submitted for the final review of the project.
- b. The estimated cost of the development is \$ 8 Million. The applicant has submitted a financial capacity letter from Bangor Savings Bank, dated December 27, 2012 as demonstration of their financial capacity to complete the proposed development (Attachment K).

## VII. ZONING ASSESSMENT

### A. ZONING REVIEW- Marge Schmuckal

This project is to change the use of the previous Press Herald/Guy Gannett building. The proposed use is a 110 room hotel with amenities along with an 80 seat restaurant. A new elevator tower is proposed on the rear roof. The entire property is located within the B-3 Downtown Business Zone. Both the hotel and restaurant are allowable uses in the B-3 zone. There is also a Historic overlay zone and a Pedestrian Activities Encouragement District and a Downtown Entertainment Overlay Zone on this property. The DEOZ refers more to the dispersal of entertainment licenses through the City Clerk's office.

Per the submitted elevations, the current building is approximately 77' high for the portion of the building that is highest. The downtown height overlay map allows a maximum structure height of 125' with a 90' maximum street wall height. The current building will be meeting the current height regulations.

The B-3 zone does not require any parking to be shown for changes of use. The Historic District overlay also does not require any more parking other than what may be currently on site. However, it is understood that the hotel use will want to provide parking for their guests to be competitive.

All other B-3 zone requirements are being met.

Separate permits are required for any new signs. HVAC systems will need separate permits and will need to meet the maximum noise regulations within the B-3 zone. The applicants will be required to detail the emitting dBAs for the units being installed at the time of permitting.

### B. SITE PLAN STANDARDS (Section 14-526)

The proposed development has been reviewed by staff for conformance with the relevant review standards of Portland's site plan ordinance and applicable regulations. Staff comments are listed below.

#### 1. Transportation Standards

The property is situated on a block that is surrounded by four streets: 1) to the north of the property is Congress Street; 2) to the south is Federal Street; 3) to the west is Exchange Street; and 4) to the east is Market Street. The building has entrances on all four streets. Congress Street is the main downtown street which permits traffic movement in both directions. Exchange Street permits one way movement from Congress Street towards the Old Port, while Market Street allows one way movement towards Congress Street. There are approximately six (6) parallel on-street parking spaces on Exchange Street, three (3) parallel spaces on Federal Street and eleven (11) angled spaces on Market Street. Four spaces on Exchange Street are metered while the remaining spaces are unmetered. Parking meters are not located along a portion of the sidewalk due to the basement extending below the public sidewalk. There is a license in place that the applicant refers to on the survey plan (see paragraph III above). There is no parking on Congress Street in front of the site.

As part of the project proposal, the work will include a sidewalk extension (bump out) into Exchange Street and the raising of the sidewalk grade to provide flush sidewalk access into the door entry area. The sidewalk extension is to allow the sidewalk grades to match into the entry to make the entrance ADA

accessible. The entry will consist of different sidewalk material other than the City approved brick, as well as a snow melt system. The applicant will need City Council approval for the granite stone being proposed for the entrance. The applicant will need to enter a maintenance agreement for the granite stones and an easement for the radiant snow melt system.

According to the application, the reason for the material change is for the following reason:

To enhance the sense of arrival since the very small existing canopy does little to identify the arrival point or entry to this sizable building. The Applicant is proposing a change in surface treatment to provide a distinguishing visual effect. The expectation is that the surface will transition smoothly from the reconstructed brick (meeting City Standard) to the entrance. This entrance surface may consist of a granite stone or similar architectural brick treatment similar to others found in the City.

Tom Errico, Consultant Traffic Engineer, has reviewed the final application and offers the following recommendation regarding the proposed bump out on Exchange Street:

Based upon a need to provide an ADA compliant entrance, and a need for added sidewalk width to meet sidewalk cross-slope grade standards, I find the "bump-out" to be acceptable. I would note that the design should include streetscape features that prevent its use as a drop-off location for hotel guests so that Exchange Street traffic flow is not impeded.

A potential condition of approval:

*The design of the extension of the sidewalk on Exchange Street (i.e. bump-out) shall include streetscape features that prevent its use as a drop-off location for hotel guests so that Exchange Street traffic flow is not impeded.*

The proposal is to expand the Federal Street sidewalk to fifteen (15) feet wide, while maintaining the three parallel spaces. Currently, the sidewalk width is approximately eleven (11) feet with three parallel non-metered parking spaces between Market Street and Exchange Street. Due to the extension of the sidewalk, four street trees will be introduced on this block of the street. According to the applicant, the purpose of the sidewalk extension is to "provide improved pedestrian safety, space for the bicycle rack(s) and the ability to provide street trees along the Federal Street frontage".

The applicant is also proposing to remove the on-street parking spaces from the lower portion of Exchange Street to the Federal Street for valet service. John Peverada, Parking Division Director, has requested that this area be labeled as 'Hotel Drop-Off Area' instead of 'Valet Area'.

A potential condition of approval:

*The 'Valet Area' on the site plan shall be noted as "Hotel Drop-Off Area" on the final site plan and traffic signage.*

The removal of any on-street parking will require City Council approval. Currently the on-street parking spaces on Market Street are head-in angle and the applicant has requested that these spaces be converted to back-in angle parking spaces. Mr. Errico is in support of this change, but the applicant will need to evaluate effective means to implement and educate drivers on the re-orientation of the parking spaces.

The applicant is proposing to use the surface parking lot at the former printing press building at 385 Congress Street (across from Central Station). The total number of parking spaces to be leased is fifty (50) spaces (Attachment J). The parking lot can be accessed through a tunnel under Congress Street to the building at 385 Congress Street or by crossing at the Congress/Market intersection. The applicant has

stated in their application that they intend to lease additional parking spaces at the Temple Street garage; however, a letter of intent is not included in the application. The proposed parking for 50 spaces is less than the number of parking spaces required for recently approved hotel projects; however, the reuse of an historic structure in the B-3 zone does not require parking beyond what is currently available on-site.

Mr. Errico has the following comments in regard to the proposed project; please see Attachment 2 for his complete review:

- i. The project will be upgrading sidewalks surrounding the building. Coordination with DPS on appropriate sidewalk ramp design and ADA compliance will need to take place.  
**Status: Specific sidewalk comments are noted below:**
  - a. The tree planters at the main entrance on Exchange Street should not be located in the sidewalk and obstruct the primary pedestrian route.
  - b. Based upon the specialty sidewalk material and an underground snow melt system, a maintenance agreement should be executed for the main entrance on Exchange Street such that the applicant is responsible for maintaining the "bump-out" area.
  - c. A sidewalk ramp should be constructed on Congress Street at the existing crosswalk at the southwest corner of the Market Street intersection.
  - d. The applicant is proposing the relocation of the existing curbing on Federal Street between Market Street and Exchange Street to provide a wider sidewalk. I find the resultant roadway width of Federal Street to be acceptable. I would note that the travel lane alignment for westbound traffic will require a slight shift by motorists. Based upon low travel speeds and volumes, I expect conditions to operate safely. However, I would suggest that a condition of approval be established that requires conditions to be monitored. If post-improvement conditions indicate a deficiency, the applicant would be responsible for any required pavement marking and/or signage changes to mitigate the identified deficiency.
- ii. Parking regulation changes on abutting streets may need City Council action. If necessary, the applicant shall be responsible for providing all necessary materials for seeking a parking schedule change within the City Ordinance.
  - a. **Status:** The proposed on-street parking changes will require City Council approval. It should be noted that Council approval will require a review by the TS&E Committee prior to going to the full Council. Accordingly, the applicant should plan on the appropriate amount of time to work through this process.

A potential condition of approval:

*The traffic conditions, specifically the travel lane alignment for westbound traffic, on Federal Street shall be to be monitored one year after the issuance of the certificate of occupancy. If post-improvement conditions indicate a deficiency, the applicant shall be responsible for any required pavement marking and/or signage changes to mitigate the identified deficiency.*

*The tree planters at the main entrance on Exchange Street shall not be located in the sidewalk and obstruct the primary pedestrian route.*

## 2. Environmental Quality Standards

### a. Landscaping and Landscape Preservation

There are a few street trees on Exchange Street that applicant is proposing to keep. Since the sidewalk on Federal Street is extending to fifteen feet, four street trees are proposed along the frontage. Jeff Tarling, City Arborist, has reviewed the final application and offers that following recommendations:

- i. Street Trees - The existing conditions present six 'Armstrong' Red Maple trees approximately 4" caliper in size, three along Exchange Street and three along Market Street. All six trees are on the Congress Street end due to underground limitations on the Federal Street end. The six trees were listed in "fair" condition in our recent survey in September 2012 due to compaction, decline due to deicing salts. The project should include tree replacement options if the existing trees decline during construction. Upright Pin Oak, Quercus palustris 'Green Pillar' Oak might be a more tolerant of these urban conditions. Improving the existing tree wells or tree pits should be considered if the existing trees survive the construction phase. Limiting damage to the existing trees is noted on the plan.

Proposed 'street-trees' for Federal Street - the plan proposes four new trees along Federal Street between Exchange Street & Market Street in curbed tree pits. We may want to improve or enlarge the tree pits to contain greater soil volume to help the trees survive. This could be going from 3' x 5' to (5' x 7') sized tree well. Options for the curbing can be vertical curbing, 5" x 12" granite with thermal cut finish versus typical 'saw cut', this would be similar to ones used at the Portland Public Library project on Congress Street. The thermal finish is more natural, rough finish versus the smooth street type curb; the second option would be to use the slope granite style as found in Boothby Square on Fore Street. We have also seen larger more ornate granite used with good results - this would be an option if the project team wanted to select. Tree type options: Ginkgo, 'Princeton' American Elm, 'Allee' Lacebark Elm, 'Musashino' Zelkova.

- ii. Exchange Street Entrance Landscape - willing to work with the project team to review options for this area.

A potential condition of approval:

*Prior to the issuance of a building permit, the applicant shall submit a final landscape plan that addresses items 1 and 2 of the City Arborist memorandum dated January 16, 2013 for review and approval by the City Arborist and Planning Authority.*

The applicant is leasing parking spaces on the surface parking lot across the street (this property is not owned by the applicant). The lots are approved parking lots. Mr. Tarling had suggested landscaped improvements to the parking lot; however, that is beyond the jurisdiction of the City's review.

b. Water Quality, Storm Water Management and Erosion Control

David Senus, Consultant Engineer with Woodard and Curran, has reviewed the site plans and recommends that "the existing catch basin within Federal Street should be replaced, and the new basin should be situated along the gutter line with a standard grate and curb inlet in accordance with the City's standard details".

David Margolis-Pineo, Deputy Engineer with the Department of Public Services, has also reviewed the plans and is satisfied with the drainage on site. He recommends that a note be added to the final plans that "All work within the street right of way with meet City of Portland Technical Standards". Please refer to Attachment 4 for a Mr. Margolis-Pineo's full comments and recommendations.

A potential condition of approval:

*The existing catch basin within Federal Street shall be replaced, and the new basin shall be situated along the gutter line with a standard grate and curb inlet in accordance with the City's standard details. The final site plan shall be updated to show this change. A note is to be added that all work within the street right of way with meet City of Portland Technical Standards.*

### 3. Public Infrastructure and Community Safety Standards

#### a. Sidewalks

The existing sidewalks along all four streets (Congress, Exchange, Federal and Market) are in brick. Upper Exchange Street and lower Market Street is in the Pedestrian Activities District Overlay Zone. As part of the waterproofing of the basement space, the work will require removal and excavation of the existing sidewalk system around the perimeter of the building. New brick sidewalks will be constructed on the portions of the sidewalk that are undergoing the waterproofing process. David Margolis-Pineo, Deputy City Engineer, has recommended that the two ramps on Congress Street need to show appropriate detectable warning panels as shown for the corners on Federal Street. The sidewalk ramp detail should reflect the standard for historic districts. The plans would need to be updated to show these changes. There is an existing crosswalk on Congress St from City Hall ending with vertical granite curbing at the applicant's property. A sidewalk ramp should be constructed on Congress Street at the existing crosswalk at the southwest corner of the Market Street intersection.

A potential condition of approval:

*The two ramps on Congress Street shall show the appropriate detectable warning panels as required by the City's Technical Manual. The sidewalk ramp detail shall reflect the standard for historic district. A sidewalk ramp shall be constructed on Congress Street at the existing crosswalk at the southwest corner of the Market Street intersection. The final plans shall reflect these changes.*

#### b. Construction Management Plan

A Construction Management Plan is addressed generally in the final application. City staff would like to see a final plan that shows the logistics of sidewalk closings for construction, handling of parking around the perimeter, and duration of construction on site. It is understood that such a plan cannot be fully addressed until a contractor is selected. It is agreed that the owner, City and selected contractor will work together to develop an agreeable plan prior to the issuance of a building permit.

A condition of approval:

*A construction management plan shall be submitted for review and approval prior to the issuance of a building permit.*

#### c. Public Safety and Fire Prevention

Captain Chris Pirone of Fire Department has reviewed the submitted site plans and finds the proposed site plan to be acceptable

#### d. Availability and Adequate Capacity of Public Utilities

The applicant will need to submit capacity letters for the proposed utilities as part of the final application. Since a restaurant is being proposed in the building, a grease trap will need to be installed. The applicant is proposing 1,500 gallon grease trap to be located in the Exchange Street sidewalk. A sampling manhole will also be required per City of Portland Technical Manual standards. Since this will be a permanent structure in the right of way, an easement is required to install and maintain the proposed grease trap. Mr. Margolis-Pineo has requested that a note be added to the final plans to contact Brad Roland (400-0640) to review and approve design before ordering structures.

A potential condition of approval:

*The plans for the 1,500 gallon grease trap shall be submitted for review and approval by Brad Roland, Department of Public Services, and the Planning Authority prior to ordering structures and prior the issuance of a building permit. This note must appear on the site and utility plans.*



#### 4. Site Design Standards

##### a. Snow and Ice Loading

The site is located in the Portland Downtown District (PDD) and therefore PDD, along with the City, will be responsible for plowing of sidewalks.

##### b. Historic Resources

The project site is located in the Congress Street Historic District and is in the review process by the Historic Preservation Division. The public hearing for this item is tentatively scheduled for February 6, 2013.

A potential condition of approval:

*Prior to the issuance of a building permit, the applicant shall obtain Certificate of Appropriateness from the Historic Preservation Board.*

##### c. Exterior Lighting

The applicant has conducted some lighting analysis of the site. Based upon a conversation with Mr. Lloyd on January 18<sup>th</sup>, the lighting engineer has identified several low lit areas along Market and Federal Streets. The applicant is considering the installation of street lights meeting the City's standards, but the plans have not yet been submitted for review. The applicant has proposed some exterior lighting fixtures for the building that are undergoing Historic Preservation review. A photometric plan and catalogue cuts for the proposed lighting fixtures must be submitted for review under the site plan ordinance. The Historic Preservation Board will review and approve the lighting fixtures and the Planning Authority will need to review the photometric plan. The Planning staff recommends a condition of approval that requires a final lighting plan to be submitted for review and approval by the Planning Authority.

A potential condition of approval:

*A final lighting plan, including a photometric plan and catalogue cuts for the proposed exterior lighting fixtures, and any proposed street lights meeting the City's technical standards, shall be submitted for review and approval by the Planning Authority prior to the issuance of a building permit.*

##### d. Noise and Vibration

The applicant is proposing new HVAC and mechanical equipment. The proposed noise levels for all the HVAC and mechanical equipment must be submitted as part of the final plan.

A potential condition of approval:

*Prior to a building permit, the applicant shall submit the noise levels for all the HVAC and mechanical equipment for review and approval by the Planning Authority.*

##### e. Signage and Wayfinding

A signage and wayfinding plan has been submitted as part of the final site plan.

##### f. Zoning Related Design Standards

The site is located in the Downtown Business B-3 Zone and in the Congress Street Historic District. Since the site is a historic district, the Historic Preservation will be reviewing the exterior design of the building.

#### **VIII. PLANNING RECOMMENDATION**

The Planning Division recommends approval of the site plan with the recommended conditions of approval listed under the proposed Planning Board motion.

## IX. PROPOSED PLANNING BOARD MOTION

On the basis of the application, plans, reports and other information submitted by the applicant, findings and recommendations contained in Planning Board Report # 04-2013 for application # 2012-602 relevant to the Site and other regulations, and the testimony presented at the Planning Board hearing, the Planning Board that the plan [is / is not] in conformance with the site plan standards of the Land Use, subject to the following condition(s) of approval to be met prior to the issuance of a building permit, unless stated otherwise below:

1. The applicant shall submit the proposed easements for the snow melt system and grease trap, the proposed license agreement for the planters in the right-of-way, the proposed maintenance agreement for the sidewalk material for review and approval by Corporation Counsel prior to the issuance of a Certificate of Occupancy. The proposed easement and change in sidewalk material will require the review and approval of the City Council.
2. The design of the extension of the sidewalk on Exchange Street (i.e. bump-out) shall include streetscape features that prevent its use as a drop-off location for hotel guests so that Exchange Street traffic flow is not impeded.
3. The 'Valet Area' on the site plan shall be noted as "Hotel Drop-Off Area" on the final site plan and traffic signage.
4. The traffic conditions, specifically the travel lane alignment for westbound traffic, on Federal Street shall be to be monitored one year after the issuance of the certificate of occupancy. If post-improvement conditions indicate a deficiency, the applicant shall be responsible for any required pavement marking and/or signage changes to mitigate the identified deficiency.
5. The tree planters at the main entrance on Exchange Street shall not be located in the sidewalk and obstruct the primary pedestrian route.
6. Prior to the issuance of a building permit, the applicant shall submit a final landscape plan that addresses items 1 and 2 of the City Arborist memorandum dated January 16, 2013 for review and approval by the City Arborist and Planning Authority.
7. The existing catch basin within Federal Street shall be replaced, and the new basin shall be situated along the gutter line with a standard grate and curb inlet in accordance with the City's standard details. The final site plan shall be updated to show this change. A note is to be added that all work within the street right of way with meet City of Portland Technical Standards.
8. The two ramps on Congress Street shall show the appropriate detectable warning panels as required by the City's Technical Manual. The sidewalk ramp detail shall reflect the standard for historic district. A sidewalk ramp shall be constructed on Congress Street at the existing crosswalk at the southwest corner of the Market Street intersection. The final plans shall reflect these changes.
9. A construction management plan shall be submitted for review and approval prior to the issuance of a building permit.
10. Prior to the issuance of a building permit, the applicant shall obtain Certificate of Appropriateness from the Historic Preservation Board.
11. A final lighting plan, including a photometric plan and catalogue cuts for the proposed exterior lighting fixtures, and the proposed street lights meeting the City's technical standards, shall be submitted for review and approval by the Planning Authority prior to the issuance of a building permit.

12. Prior to a building permit, the applicant shall submit the noise levels for all the HVAC and mechanical equipment for review and approval by the Planning Authority.
13. The plans for the 1,500 gallon grease trap shall be submitted for review and approval by Brad Roland, Department of Public Services, and the Planning Authority prior to ordering structures and prior the issuance of a building permit. This note must appear on the site and utility plans.

**ATTACHMENTS:**

**PLANNING BOARD MEMO ATTACHMENTS**

1. Marge Schmuckal Review 01.16.2013
2. Tom Errico Review 01.16. 2013
3. David Senus Review 01.03.2013
4. David Margolis-Pineo Review 01.16.2013
5. Jeff Tarling Review 01.16.2013

**APPLICANT'S SUBMITTAL- December 28, 2012**

- A. Written Description of Project
- B. Application
- C. Neighborhood Meeting Minutes
- D. Development Description
- E. Existing Site Photographs
- F. Maps
- G. Utility Capacity Availability Letters
- H. Technical and Financial Capacity
- I. Purchase and Sale Agreement
- J. Parking Lease
- K. Financial Capacity Letter
- L. Conformity with Applicable Design Standards

**APPLICANT'S REVISED SUBMITTAL- January 16, 2013**

- A. Applicant Responses to Staff Comments
- B. Draft license Agreement and Easement Documents
- C. Capacity Letters from Portland water District and Portland Public Services Division
- D. Bike Rack Detail
- E. Stono Bollard Detail
- F. Site Layout Site Improvement Plan
- G. Utility and Grading Plan
- H. Construction Management Plan

**PLANS**

- Plan 1 Cover Sheet
- Plan 2 General Notes and Legend
- Plan 3 Alta/Acsm Land Title Survey
- Plan 4 Existing Conditions Plan
- Plan 5 Site Improvement Plan
- Plan 6 Utility and Grading Plan
- Plan 7 Details
- Plan 8 Details
- Plan 9 Cross Sections
- Plan 10 Sub-Basement and Basement Floor Plans

Plan 11 First and Second Floor  
Plan 12 Third and Fourth Floor Plan  
Plan 13 Fifth and Sixth Floor Plan  
Plan 14 Seventh Floor and Roof Plan  
Plan 15 Elevations  
Plan 16 Elevations  
Plan 17 Elevations  
Plan 18 Entries  
Plan 19 Entries

Att. 1

**Shukria Wiar - 119 Exchange Street**

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**From:** Marge Schmuckal  
**To:** Shukria Wiar  
**Date:** 1/16/2013 2:22 PM  
**Subject:** 119 Exchange Street

---

Shukria,  
My comments of 10/3/2012 are still in force. I have not seen anything on the plans that would violate any zoning requirements. So this would be my final comment on the proposal.

Marge

1.a

119 Exchange Street – 032-C-1 & 2  
2012-602 - B-3 Zone with Historic – PAD and DEOZ  
10/3/2012

This project is to change the use of the previous Press Herald/Guy Gannett building. The proposed use is a 110 room hotel with amenities along with an 80 seat restaurant. A new elevator tower is proposed on the rear roof. The entire property is located within the B-3 Downtown Business Zone. Both the hotel and restaurant are allowable uses in the B-3 zone. There is also a Historic overlay zone and a Pedestrian Activities Encouragement District and a Downtown Entertainment Overlay Zone on this property. The DEOZ refers more to the dispersal of entertainment licenses through the City Clerk's office.

Per the submitted elevations, the current building is approximately 77' high for the portion of the building that is highest. The downtown height overlay map allows a maximum structure height of 125' with a 90' maximum street wall height. The current building will be meeting the current height regulations.

The B-3 zone does not require any parking to be shown for changes of use. The Historic District overly also does not require any more parking other than what may be currently on site. However, it is understood that the hotel use will want to provide parking for their guests to be competitive.

All other B-3 zone requirements are being met.

Separate permits are required for any new signs. HVAC systems will need separate permits and will need to meet the maximum noise regulations within the B-3 zone. The applicants will be required to detail the emitting dBAs for the units being installed at the time of permitting.

Marge Schmuckal  
Zoning Administrator

Att. 2

**Shukria Wiar - 119 Exchange Street - Final Traffic Comments**

**From:** Tom Errico <thomas.errico@tylin.com>  
**To:** Shukria Wiar <SHUKRIAW@portlandmaine.gov>  
**Date:** 1/16/2013 12:02 PM  
**Subject:** 119 Exchange Street - Final Traffic Comments  
**CC:** David Margolis-Pineo <DMP@portlandmaine.gov>, Katherine Earley <KAS@port...

Shukria -- The following summarizes my final comments and reflect a status report from my October 11, 2012 comments.

- The applicant is requesting a waiver for providing bicycle parking. In my professional opinion this project does not warrant a waiver from City standards.  
**Status:** A waiver is no longer being requested and therefore I have no further comment.
- The applicant needs to provide justification for the "bump-out" on Exchange Street. Minimizing the loss of on-street parking is important. I also do not believe the bump-out is necessary as a traffic calming strategy given existing traffic characteristics.  
**Status:** Based upon a need to provide an ADA compliant entrance, and a need for added sidewalk width to meet sidewalk cross-slope grade standards, I find the "bump-out" to be acceptable. I would note that the design should include streetscape features that prevent its use as a drop-off location for hotel guests so that Exchange Street traffic flow is not impeded.
- The proposed project will be providing 50 parking spaces at 385 Congress Street. Based upon similar type projects in the City, the proposed parking supply is not expected to meet the parking needs of a hotel with 110 rooms and an 80 seat restaurant.  
**Status:** The project is not required to provide parking by City Ordinance and therefore I have no further comment.
- The applicant should provide information on truck deliveries including types of vehicles, times of unloading activity, and how they will be accommodated on the street system.  
**Status:** The applicant has indicated that deliveries will occur on Market Street and given the size of the vehicle, it may block the street for short durations of time. Given other route options, I find this plan to be acceptable.
- The applicant has made a request to convert the head-in angle parking spaces to back-in angle parking spaces. I support this change and will need to think about implementation and driver education actions.  
**Status:** I find conditions to be acceptable and no further action is needed by the applicant.
- The project will be upgrading sidewalks surrounding the building. Coordination with DPS on appropriate sidewalk ramp design and ADA compliance will need to take place.  
**Status:** Specific sidewalk comments are noted below:
  - The tree planters at the main entrance on Exchange Street should not be located in the sidewalk and obstruct the primary pedestrian route.
  - Based upon the specialty sidewalk material and an underground snow melt system, a maintenance agreement should be executed for the main entrance on Exchange Street such that the applicant is responsible for maintaining the "bump-out" area.
  - A sidewalk ramp should be constructed on Congress Street at the existing crosswalk at the southwest corner of the Market Street intersection.
  - The applicant is proposing the relocation of the existing curbing on Federal Street between Market Street and Exchange Street to provide a wider sidewalk. I find the resultant roadway width of Federal

Street to be acceptable. I would note that the travel lane alignment for westbound traffic will require a slight shift by motorists. Based upon low travel speeds and volumes, I expect conditions to operate safely. However, I would suggest that a condition of approval be established that requires conditions to be monitored. If post-improvement conditions indicate a deficiency, the applicant would be responsible for any required pavement marking and/or signage changes to mitigate the identified deficiency. 2.a

- Parking regulation changes on abutting streets may need City Council action. If necessary, the applicant shall be responsible for providing all necessary materials for seeking a parking schedule change within the City Ordinance.

**Status:** The proposed on-street parking changes will require City Council approval. It should be noted that Council approval will require a review by the TS&E Committee prior to going to the full Council. Accordingly, the applicant should plan on the appropriate amount of time to work through this process.

If you have any questions or comments, please contact me.

Best regards,

Thomas A. Errico, PE  
Senior Associate  
Traffic Engineering Director  
**TYLIN INTERNATIONAL**  
12 Northbrook Drive  
Falmouth, ME 04105  
207.347.4354 direct  
207.400.0719 mobile  
207.781.4753 fax  
[thomas.errico@tylin.com](mailto:thomas.errico@tylin.com)  
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F 207.774.6635

Att. 3

## MEMORANDUM

TO: Shukria Wiar, Planner  
FROM: David Senus, P.E.  
DATE: January 3, 2013  
RE: 119 Exchange Street, Final Level III Site Plan Application



Woodard & Curran has reviewed the Final Level III Site Plan Application for the conversion of the former Gannett Building at 119 Exchange Street in Portland, Maine. The project proposes to redevelop the existing building to accommodate a new 110-room hotel, 80-seat restaurant and ancillary hospitality functions.

### Documents Provided By Applicant

- Final Level III Site Plan Application with cover letter and attachments dated December 28, 2012, prepared by DeLuca-Hoffman Associates, Inc., on behalf of 119 Development, LLC.
- Engineering Plans, Sheets C-1.0, C-1.1, C-2.0, C-2.1, C-3.0, C-3.1, C-4.0, C-4.1 and C-4.2 revised December 28, 2012, prepared by DeLuca-Hoffman Associates, Inc., on behalf of 119 Development, LLC.

### Comments

1. The existing catch basin within Federal Street should be replaced, and the new basin should be situated along the gutter line with a standard grate and curb inlet in accordance with the City's standard details.

Att. 4

October 12, 2012  
October 24, 2012  
November 15, 2012  
January 16, 2013

TO: Shukria Wiar  
Barbara Barhydt  
FROM: David Margolis-Pineo  
Dept. of Public Services  
RE: Preliminary Review Comments: 119 Exchange Street – Hotel Conversion  
Gannett Building

This Department has the following preliminary comments. Final comments may differ from the comments listed here.

1. Survey plan needs surveyor's stamp.  
*Survey plan not stamped.*  
*Survey plan now stamped.*
2. Elevations are required to be based on NGVD 1929 Datum. Please state which datum was used.  
*Issue not addressed.*  
*Issue is now addressed*
3. Question need for easements or licenses for canopies and underground vaults. What about license dated Dec 11, 1922?  
*Issue addressed on survey plan. No further action needed.*
4. The applicant is proposing an 80 seat restaurant. An external grease trap will be required. Please use Figure 11-19 of Portland's Technical Standards for sizing and design requirements. The city would be receptive to reviewing a license agreement to allow the grease trap within the road right of way. The Exchange St. right of way seems to be a possible logical location.  
*Issue not addressed.*  
*The applicant now shows a proposed 1,500 gallon grease trap located beneath the Exchange Street sidewalk. A sampling manhole will also be required per City of Portland Technical Manual standards. An easement from the City will be required to install and maintain this grease trap. Please add note to plans to contact Brad Roland (400-0640) to review and approve design before ordering structures.*
5. Show location of bike racks. Are the two proposed bike racks enough? Applicant is requesting a waiver of the bike standards due to use. Also requesting a waiver of scooter and motorcycle parking. Staff discussion is needed.  
*Issue addressed. No further action needed. It is noted that the application states that only two bike racks will be provided but more are shown.*
6. License for fire escape on Federal St? It is proposed to keep the fire escape landings and to remove the stairs between landings. The bottom flight will be removed.  
*This issue has not been addressed.*

*Plan A1.02 states that the existing external fire escape landings will remain while the ladders will be removed. Sheet A2.03 states the fire escape will be removed. Please clarify. Will a license with the City be required?*

- 7. The applicant states that all stormwater runoff is proposed to discharge to the Fore River. If so, please show how and redirect all roof water runoff to that system.  
There has been no further follow up on this issue.  
*No further comments needed on this issue.*

- 8. The sidewalk ramps at all four corners on this block are being reviewed by the City's Bike/Ped Coordinator for possible revisions.  
**The sidewalk and access ramps have been review by Bruce Hyman, the City's Bike and Pedestrian Coordinator. It is requested that Bruce's name and cell number (400-9243) be placed in the general notes requesting that Bruce be consulted prior to work being started on the sidewalks and sidewalk ramps.**

Note not placed on plans.

Currently the applicant is proposing to replace approximately 60% of the sidewalk area. With the requested changes stated below, we are hopeful the applicant may reconsider and do 100% of the sidewalk area so that all bricks will be the Pine Hall Paver, the City standard brick.

What the applicant is proposing is acceptable.

Bruce's comments are as follows:

- a. The curb ramps at Federal/Exchange and at Federal/Market are in fair/poor condition and poor ADA compliance - two crosswalks are served by one ramp and not the preferred city configuration per our technical standards. Please review and recommend improvements.
- b. Curb ramp at Market St/Congress and Exchange/Congress Street intersection is in poor condition and not ADA compliant - only one ramp across both Market and Exchange Streets are required for the single crosswalk. Please show reconfiguration per technical standards.
- c. The applicant is proposing to install new vertical granite curbing to close a cut on Market St but is proposing to leave a curb cut open on Market. What is the reasoning behind this?

Please see following comments:

All four corners of this block show revised sidewalk ramps. The two ramp on Congress St need to show appropriate detectable warning panels similar to the corners on Federal St. The sidewalk ramp detail should reflect the standard for historic districts.

The applicant has shown a sidewalk material outside the main entrance on Exchange St. with a material other than brick the required sidewalk material for this area. This material may be used but may require the approval of the City Council. If approved by Council, the City would require an agreement that the applicant/owner would be responsible for all maintenance/repairs of this section of walk and that if the applicant/owner failed to keep this section of walk in good repair that the City would have recourse to repair and be compensated by the applicant/owner.

The applicant is showing a sidewalk ramp mid-block on Market St with a detectable warning strip. There is no cross walk shown. What is the intent of this ramp?

9. *The applicant is now requesting to reserve the right to install a snow/ice melt system under the Exchange Street sidewalk at the hotel entrance. The City is agreeable with this request pending an easement agreement holding the City harmless and the applicant responsible for any repairs of damage to the City infrastructure as a result of the melt system. Corporation Counsel would negotiate this easement.*
10. *With the proposed sidewalk widening at Federal Street, a catch basin will be impacted. Please add a note to the plans that "All work within the street right of way with meet City of Portland Technical Standards."*
11. *There is an existing crosswalk on Congress St from City Hall ending with vertical granite curbing at the applicant's property. The applicant is requested to install a curb ramp in the sidewalk on Congress St.*
12. *The applicant is proposing to granite to accent the entrance on Exchange St. Granite used for sidewalk construction is not allow without Council approval. Public Services is agreeable to waiving this sidewalk material with the understanding that the applicant would be required to make any necessary repairs is necessary. This would be the same area where the applicant is considering installing a sidewalk heating system.*
13. *A Construction Management Plan is addressed generically. It is understood that such a plan cannot be fully addressed until a contractor is selected. It is agreed that the owner, City and selected contractor will work together to develop an agreeable plan when required.*

*We have no further comments.*

Att. 5

**Shukria Wiar - 119 Exchange Street**

**From:** Jeff Tarling  
**To:** Shukria Wiar  
**Date:** 1/16/2013 4:43 PM  
**Subject:** 119 Exchange Street  
**CC:** David Margolis-Pineo

Hi Shukria -

In review of the 119 Exchange Street project landscape comments -

**a) Street-trees** - The existing conditions present six 'Armstrong' Red Maple trees approximately 4" caliper in size, three along Exchange Street and three along Market Street. All six trees are on the Congress Street end due to underground limitations on the Federal Street end. The six trees were listed in "fair" condition in our recent survey in September 2012 due to compaction, decline due to deicing salts. The project should include tree replacement options if the existing trees decline during construction. Upright Pin Oak, *Quercus palustris* 'Green Pillar' Oak might be a more tolerant of these urban conditions. Improving the existing tree wells or tree pits should be considered if the existing trees survive the construction phase. Limiting damage to the existing trees is noted on the plan.

Proposed 'street-trees' for Federal Street - the plan proposes four new trees along Federal Street between Exchange Street & Market Street in curbed tree pits. We may want to improve or enlarge the tree pits to contain greater soil volume to help the trees survive. This could be going from 3' x 5' to (5' x 7') sized tree well. Options for the curbing can be vertical curbing, 5" x 12" granite with thermal cut finish vs typical 'saw cut', this would be similar to ones used at the Portland Public Library project on Congress Street. The thermal finish is a more natural, rough finish vs the smooth street type curb; the second option would be to use the slope granite style as found in Boothby Square on Fore Street. We have also seen larger more ornate granite used with good results - this would be an option if the project team wanted to select. Tree type options: Ginkgo, 'Princeton' American Elm, 'Allee' Lacebark Elm, 'Musashino' Zelkova.

**b) Exchange Street entrance landscape** - willing to work with the project team to review options for this area.

**c) Off-site parking lot** - consideration should be made to improve the off site parking lot area to

5,a

meet the current  
parking lot tree & landscape standard. If the use of this area is tentative for less than five years,  
contribution to the Planning  
Tree Fund could be an option to replant trees in vicinity of the project. The City Arborist could  
review with the project team  
possible tree planting sites near the project.

Overall - it will be good to see the reuse of this site and the greening components improve this end  
of the Old Port.

Jeff Tarling  
City Arborist