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Planning & Urban Development Department

Jeff Levine, AICP, Director

Planning Division

Alexander Jaegerman, Director

April 16, 2013

Greg Shinberg
Shinberg Consulting
477 Congress Street
Portland, ME 04101

Cow Plaza Hotel, LLC
100 Commercial Street
Suite 306
Portland, ME 04101

Project Name: Canal Plaza Hotel
Address: 433 Fore Street
Applicant: Cow Plaza Hotel, LLC, Applicant
Planner: Nell Donaldson

Project ID: 2012-558
CBL: 32-I-40

Dear Mr. Shinberg:

On November 5, 2012, the Planning Board approved your application for an 80,000 SF development, the Canal Plaza Hotel, at 433 Fore Street. As a condition of approval, the Planning Board requested detailed plans both for managing traffic in the porte cochere and for handling large truck deliveries to the hotel.

In the intervening time, correspondence addressing this condition has been provided (see attached). Regarding the porte cochere traffic, it has been noted that the hotel's staffing plan will ensure that vehicles entering the porte cochere do not block the Fore Street sidewalk. Regarding truck deliveries, the city's Department of Public Services has requested that all large truck deliveries between 7 am and 7 pm take place on Union Street. Large truck loading shall be permitted on both Fore and Union Streets at other times.

If there are any questions, please contact Nell Donaldson at (207) 874-8723.

Sincerely,

Barbara Barhydt
Development Review Services Manager

Attachments:

1. 1/17/2013 Letter regarding traffic flow at hotel entrance from Commonwealth Hotels, LLC
2. 1/31/2013 Response from Thomas Errico, PE
3. 3/29/2013 Letter regarding hotel deliveries from Commonwealth Hotels, LLC
4. 4/12/2013 Response from Thomas Errico, PE



COMMONWEALTH HOTELS, LLC

January 17, 2013

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

Subject: Traffic Flow at Hotel Entrance

Dear Greg,

I believe my previous letter to Tim Soley dated October 19, 2012 and the Parking Study and the Parking Demand Update dated September 18, 2012 addressed the concerns regarding traffic flow at the entrance to the proposed Hyatt Place – Portland.

It is essential that arriving guests are met in a professional and prompt manner. We have only one opportunity to deliver a perfect arrival for our guests. We will staff the valet function to keep traffic moving and allow a comfortable flow to the entrance of our hotel based on projected guest traffic. This is simply good business and a necessary service to provide our guests.

We have operated full and select service hotels across the country in a variety of urban environments for over twenty-five years. We have never encountered a property where we were unable to manage traffic flow and I am confident we will be able to do so here as well.

Sincerely,

Brian Fry
Vice President Development

Helen Donaldson - Canal Plaza Hotel -- Hotel Pick-Up/Drop-off Activity

From: Tom Errico <thomas.errico@tylin.com>
To: HCD@portlandmaine.gov
Date: 1/31/2013 8:04 AM
Subject: Canal Plaza Hotel -- Hotel Pick-Up/Drop-off Activity
CC: JST@portlandmaine.gov; JBartlett@portlandmaine.gov; KAS@portlandmaine.gov...

Nell – I have reviewed the materials provided by the applicant noting that the hotel will provide sufficient staff to ensure that back-ups onto Fore Street are avoided. I find their general response to be acceptable. I would continue to remind the applicant that one condition of approval is that vehicles entering the hotel shall not block the sidewalk on Fore Street. Their staffing plan shall ensure that blockage of the sidewalk does not occur.

If you have any questions, 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
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COMMONWEALTH HOTELS, LLC

March 29, 2013

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

Subject: Hotel Deliveries

Dear Greg,

In reference to the plan for managing deliveries at the Hyatt Place – Portland Old Port, we will follow a similar protocol to our other thirty five hotel properties. Like all of our neighbors in the Old Port, we will focus on maintaining traffic flow on Fore and Union Streets.

We will make a policy of negotiating deliveries from smaller trucks whenever possible and utilize the service entrance behind the hotel.

We will schedule deliveries whenever possible for times when traffic is lighter.

We will coordinate staff to assist with the delivery process as needed and ensure efficiency and minimal disruption to our business and those of our neighbors.

As you know we find it essential to our business to not disrupt the primary means of egress to our hotel. Our guests will stay with us to experience the charm of Portland's Old Port and keeping our property accessible and the traffic around our hotel moving smoothly is critical.

Sincerely,

Brian Fry
Vice President Development

Helen Donaldson - Canal Plaza Hotel - Large Truck Deliveries

From: Tom Errico <thomas.errico@tylin.com>
To: Helen Donaldson <HCD@portlandmaine.gov>
Date: 4/12/2013 3:44 PM
Subject: Canal Plaza Hotel - Large Truck Deliveries
CC: David Margolis-Pineo <DMP@portlandmaine.gov>, John Peverada <JBP@portlan...>

Nell – Based upon information provided by the applicant, it is my recommendation that all large truck deliveries take place on Union Street between 7am and 7pm. Large truck loading shall be permitted on both Fore Street and Union Street during other times. Given that they are not expecting many large truck deliveries and support minimizing peak period traffic disruptions, I believe this condition seems reasonable.

If you have any questions, please contact me.

Best regards,

Thomas A. Errico, PE
Senior Associate
Traffic Engineering Director

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