



June 29, 2012

Rick Knowland, Senior Planner  
**CITY OF PORTLAND**  
389 Congress Street  
Portland, Maine 04104

Dear Rick:

Enclosed are our initial responses and related information to comments received to date regarding the preliminary site plan application for the proposed renovation of the Cumberland County Civic Center. Please let me know if you would like a hardcopy of attached information as well. We look forward to discussing this project with the Planning Board on June 5<sup>th</sup>. Please let me know if you have any questions or additional comments. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "John Kenney". The signature is fluid and cursive, with a long horizontal stroke at the end.

John Kenney, PE LEED<sup>AP</sup>  
Civil Engineer

Enc: Revised site plans, chiller sound data, email from Brad Roland – Portland Public Services, Woodard & Curran review letter, architectural plans (reduced), site lighting cutsheets, elevations, area plans

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**Preliminary staff review comments on the Cumberland County Civic Center site plan submitted on May 11, 2012 received to date prepared by Rick Knowland (attached).**

1. Eliminate planning board signature block and related language. ***Signature block removed, see revised cover sheet.***
2. Provide a square footage break down of the 61,308 sf increase in space. We don't need to know in micro details but the square footage increase for each general category such as offices, lobby area, locker area, etc. ***The overall increase in square footage has been revised from 61,308 SF to 45,213 SF. Below is a breakdown based on category of use. See attached area plans for additional information (new areas are shown in dark green).***

<b><u>Category</u></b>	<b><u>Area (sf)</u></b>
<b>Lobby</b>	<b>17,062</b>
<b>Storage</b>	<b>4723</b>
<b>Loading/Staging</b>	<b>7138</b>
<b>ADA Ramp</b>	<b>382</b>
<b>Suites</b>	<b>6458</b>
<b><u>Sky Club</u></b>	<b><u>9456</u></b>
<b>Grand Total</b>	<b>45,213</b>

3. I'm assuming that the black triangles represent entrances. Could you clearly indicate which entrances are public entrances? Also I'm assuming some entrances are limited to exiting so if that is the case please label accordingly. Other entrances may be non-public which is ok but we need to know which ones are used by the public so we can understand pedestrian circulation issues. ***See labels for exterior entrances on revised sheet CP101 – Site Layout Plan.***
4. Please clarify the treatment of sidewalks along project site frontage. Page 27 of the submitted narrative seems to be indicate that all the sidewalks along the entire project frontage will be replaced. A review of the site plan is less definitive. Please clarify. ***All sidewalks surrounding the Civic Center will be removed and replaced or provided with new. Existing brick pavers will be reset if condition is acceptable. The loading dock entrance on Center Street and a small linear section along Spring Street will be concrete. Otherwise, all sidewalks will be brick within the project area. The linear section only Spring Street will match existing conditions. See revised sheet CD101 – Site Removals Plan and sheet CP101 – Site Layout Plan for more information.***
5. As discussed Spring Street is located in a brick district. If you intend to pursue concrete, I'll need to confirm whether your waiver request for concrete sidewalks is reviewed by the planning board or city council. Our recommendation is that brick should be used. ***The loading dock entrance on Center Street and a small linear section along Spring Street will be concrete. Otherwise, all sidewalks will be brick within the project area. The applicant is requesting a waiver. We understand that this may require planning board or city council approval.***
6. On sheet CP101 it appears the existing grass esplanade along Spring Street is not labeled. Please clarify accordingly. Also near the Spring/Center entrance, along Spring St. adjacent to the

building is an unlabeled triangular area. Is it grass, concrete or some other material? **Grass esplanade has been labeled. Unlabeled triangular area will be concrete. See revised sheet CP101 – Site Layout Plan for more information.**

7. The sidewalk along Spring St. is shown as 8 feet wide however given the volume of civic center pedestrians a wider sidewalk of a min. 10 feet is appropriate. **The referenced sidewalk width has been increased to 10'. See revised sheet CP101 – Site Layout Plan for more information.**
8. We have conducted a pedestrian accessibility assessment in the vicinity of the civic center. While new pedestrian handicap ramps are proposed along the perimeter of the civic center property, the receiving handicap ramps on the opposite sides of the street are not. I will send you a drawing of these deficiencies shortly. These should be addressed as part of the project to assure handicap accessibility and pedestrian safety. **The applicant is proposing to re-construct the existing ADA ramps to current guidelines adjacent to the Civic Center on Free Street, Center Street and Spring Street. The existing crosswalks will be re-striped within the project area according to City standards.**
9. Do you need that many bollards in front of Spring/Center entrance? Also are handicap ramp users being crowded by the bollards directly adjacent to the handicap ramp? **The bollards are intended to protect the building entrance from possible vehicle impacts. The bollard layout has been revised to provide additional access adjacent to the handicap ramp. See revised sheet CP101 – Site Layout Plan for more information.**
10. On sheet CU101, please clearly indicate where the water service comes into the building. Are the new sewer lines replacing existing lines? Wasn't sure if the plan indicated location of existing lines. Letters from Portland Water District and City of Portland regarding utility capacity are needed. **Water service and sewer service is indicated on revised sheet CU101 – Site Utility Plan. We have contacted the Portland Water District for a capacity letter for water and wastewater treatment and the City of Portland Public Services for a sewer capacity letter. Initial discussions with the District and the City of Portland indicate adequate capacity is available for this project. Capacity letters will be submitted with the final site plan application submission.**
11. The legend for street lighting on CP101 is confusing. It doesn't match what appears to be new lighting proposed on the plan. The height of the street light pole is shown as 12 ft 6 in. on sheet C503. I'll need to confirm whether that is the right height for this location. **The site light symbols on sheet CP101 – Site Layout Plan have been revised. We are proposing pedestrian lighting (12'-6" high) on Free Street, Center Street and Spring Street per City of Portland Design Manual standards.**
12. On page 41 of project narrative it states: "All proposed exterior site lighting will be full cut-off building-mounted fixtures...". Site plan didn't indicate exterior building mounted fixtures. If such lighting is proposed indicate location, provide catalog cut of the fixture and photometric plan. **Building-mounted site lighting cutsheets are attached. The location of these lights are located on the layout plan (wall packs at all exterior entrances and recessed under the balcony). Legend has been updated, as well.**

13. Need elevations of the building indicating materials and dimensions. Also I thought the side by side photo comparison of the existing building and proposed façade was very effective. How about for the other sections of the façade that are being revised? ***Revised building elevations indicating materials and dimensions are attached. A rendering of the loading dock area will be provided under separate cover.***
14. Is there a plan sheet that indicates all of the upper story additions? Sheet CP 101 appears to show several of the additions. Does it show all of them? ***Sheet CP101 – Site Layout Plan shows the existing building footprint and the footprint of all proposed building additions only.***
15. Roof top HVAC and emergency generator provide noise info. ***Sound data for the two (2) proposed air-coolers chillers is attached. These new chillers will replace one (1) exterior existing cooling tower and will be located on the renovated loading dock new roof. The existing ice chillers will be relocated to the renovated loading dock new roof, as well. There is no anticipated change in sound levels for the existing equipment. A new generator will be provided with sound attenuation along the exhaust. Screening will also be provided around the mechanical equipment, which will attenuate sound generation and minimize view of the proposed equipment.***
16. Need more specific info on proposed signage include size, type and dimensions. ***Proposed signage shown on renderings is currently being reviewed by the design team, construction team and Cumberland County Civic Center facilities staff. All proposed signage shall meet the City of Portland Design Manual Standards.***
17. Need more info on graphic design panels along Spring St. As discussed at our May 9<sup>th</sup> meeting the historic theme may not be the most appropriate. Perhaps you may want to explore more of an arts and cultural theme. Given the tight time frame of the CCCC development review process, it may not be possible to work out the design details of the mural panels. Perhaps this logically becomes a condition of approval. ***The applicant indicates that a condition of approval is acceptable for the design panels. More information forthcoming as it developments and the applicants coordinates with other special interest groups for feedback.***
18. We'll need to confirm prior to the public hearing the number and content of the various waiver requests. ***Three (3) waiver requests are proposed. Two are indicated in Section 7 of the preliminary site plan application submittal (street trees along Free Street, curb cut along Center Street) and the third concerns the proposed linear section of concrete sidewalk along Spring Street. No additional waivers are anticipated at this point.***

**Comments received from Brad Roland, Senior Project Engineer, Portland Public Services, May 23, 2012 (attached).**

19. All proposed connections to catch basins have been eliminated. Two (2) new sanitary service connections are proposed, one (1) on Free Street to accommodate a new toilet room and one

(1) on Spring Street to accommodate a new commissary kitchen service with exterior grease trap. A new sewer manhole is proposed on Free Street because no existing sanitary services are located in the vicinity. The grease trap service connection is shown tying into existing manhole MH-5177 on Spring Street, but will tie into the existing service line if possible. See revised sheet CU101 – Site Utility Plan for more information.

**Comments received from David Senus, P.E. & Ashley Auger, E.I.T., Woodard & Curran, May 24, 2012 (attached).**

20. As noted, additional documents will be submitted for the final application, including letters from utilities confirming capacity to serve the proposed development and a Construction Management Plan. Initial discussions with the District and the City of Portland indicate adequate capacity is available for this project. The applicant's construction team will provide a copy of the construction management plan.
21. All revised site plans and details will be stamped by a Maine Professional Engineer.
22. A stormwater management plan will be submitted for the final application. The stormwater management plan will address basic standards, general standards, and flooding standards. We anticipate that the increase in stormwater volume and peak flow from the site following construction will be minimal due to the relatively small increase in impervious area. Stormwater treatment will be proposed to treat stormwater runoff from an area of impervious surface equivalent to the proposed increase in impervious surface. The applicant is reviewing possibly of constructing a green roof or a filter system, depending on construction cost of each system.
23. The stormwater management plan will include a stormwater inspection and maintenance plan.

**Comments received from Tom Errico, TY Lin, May 25, 2012 (see attached).**

24. The plans illustrate a painted crosswalk along Center Street in the vicinity of the Loading Dock area. I would suggest that a permanent material be considered. ***A CIP concrete pad is proposed in this area due to the pending traffic loads of the tractor trailers utilizing this area. A painted crosswalk in this area to provide a pedestrian route along this area.***
25. The City standard for crosswalks at signalized or controlled intersections is parallel lines. The crosswalks at the Spring Street/Center Street intersection should reflect this standard. ***Pavement markings have been revised (see CP101 – Site Layout Plan).***
26. It should be noted that many of the curb-side street changes will require City Council action as it relates to on-street parking regulation changes. The applicant would be expected to support City staff in preparing materials for City Council action. ***The applicant will provide materials as needed and relevant to the proposed renovation project.***
27. I would suggest that curb extensions be considered for crosswalks illustrated on the plan on Free Street and possibly Spring Street. ***The applicant will review this suggestion as it relates to the proposed renovation project.***

28. It should be noted that the crosswalks noted will be an agenda item at the upcoming City Crosswalk Committee meeting for their feedback and therefore is subject to change. ***The applicant will review the outcome of this meeting once conducted and will address accordingly.***
29. I concur with the conclusion of Gorrill-Palmer Consulting Engineers, Inc. that the proposed project will not be expected to create traffic problems and accordingly a traffic impact study is not suggested. ***A response is not required at this time.***
30. The Center Street/Free Street intersection has significant pedestrian and vehicle activity and I would like to see if it warrants the consideration of four-way STOP control. Accordingly, an evaluation of this should be performed. ***The applicant will add a “stop” sign at the reference intersection if warranted and requested by the City of Portland.***
31. The applicant should provide details on the Center Street typical section between Free Street and Spring Street. Based upon the plans provided, changes to pavement markings are being proposed. Details on travel and parking lane widths should be provided as well as what approach lane configurations are proposed at each abutting intersection. I would also note that a recommendation in the Congress Street Bus Priority Study was to reverse the direction of Center Street between Congress Street and Free Street, and lane configurations should be compatible with this change. ***See revised sheet CP101 – Site Layout Plan.***
32. Given excess traffic capacity along Spring Street, I would like to investigate the possibility of eliminating the 15 minute drop-off area and using the entire curb area for on-street parking opportunities. I will provide guidance in the future on this issue. ***A response is not required at this time.***
33. I have reviewed the turning template for truck maneuvers into the loading dock and find conditions to be acceptable for backing entry movements. The applicant should illustrate exiting truck maneuvers through the Center Street/Free Street intersection (the alignment of the loading dock will require movements towards Free Street only). ***Exiting trucks will enter Center Street and proceed north to Congress Street and then east to Franklin Street Arterial.***
34. The loading dock curb cut does not meet City standards for width and will require a formal waiver request. I support a waiver given site characteristics. ***A waiver for the loading dock curb cut has been requested.***
35. A detailed maintenance of traffic plan should be provided in support of closing Center Street and impacts to Spring Street and Free Street during construction activities. Some initial comments are noted below. ***The applicant’s construction team is in the process of developing a construction management plan that will be submitted as part of the final submission. The following items will be considered.***
  - Center Street must maintain a pedestrian connection at all times during construction, or provide a reasonable detour alternative.
  - Sidewalk closures must include details on a proposed detour route. These detours must be safe and reasonably direct.
  - Taking a lane of traffic on Spring Street seems reasonable from a traffic perspective. I would suggest that a temporary sidewalk be provided along the same frontage.

- Use of the parking lane on Free Street seems reasonable from a traffic perspective. Details on how pedestrians will be routed during this construction stage should be provided.