May 22, 2012

To: Mr Ray Bolduc, WBRC

From: Richard Knowland, Senior Planner

RE: Cumberland County Civic Center Staff Comments #1

Below are preliminary staff review comments on the Cumberland County Civic Center site plan submitted on May 11,2012 received to date.

Eliminate planning board signature block and related language.

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.

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.

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.

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.

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?

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.

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.

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?

On sheet CU 101, 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.

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.

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.

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?

Is there a plan sheet that indicates all of the upper story additions? Sheet CP 101appears to show several of the additions. Does it show all of them?

Roof top HVAC and emergency generator provide noise info.

Need more specific info on proposed signage include size, type and dimensions.

Need more info on graphic design panels along Spring St. As discussed at our May 9th 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.

We’ll need to confirm prior to the public hearing the number and content of the various waiver requests.

At this point I have not reviewed the project under the B-3 downtown urban design guidelines.

These are the comments I have to date. As other comments become available I will forward them to you accordingly. The project was introduced at our May 16th staff review meeting so I expect we will have more staff comments for you over the next week or so.