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| --- |
| **LEVEL III REVIEW (14-526): MMC 2400-space employee garage(ground level + 8 tiers) w/ 52 adjoining surface parking spaces (replacing 283 spaces in ‘First Atlantic Lot’)****Institutional Overlay Zone****IX. ZONING ANALYSIS** 1. *Use*
2. *Dimensional Requirements*

~~Staff has requested that the applicant provide an elevation documenting that building height complies with the IOZ dimensional standards. The project is meeting requirements related to building length and setbacks.~~1. *Design*

~~New buildings within the IOZ are required to adhere to the design guidelines of the IDP. This is discussed in more detail under site plan review below.~~ 1. *Signs*

Signs within the IOZ are required to be designed to conform to a unified, campus-wide signage plan and in proportion and character with building facades and adjacent street typology. Waiting on signage plan. Check in ePlan.1. *Transportation*

TDM: Continued comments on TDM plan – to be highlighted in the memo, with resolution deferred until coordinator is hired.Waiting on revised TDM plan. Check in ePlan. Parking: Parking analysis in IDP, Randy’s memo, and TDM plan still don’t entirely jibe.Check on this. 1. *Environment*
2. *Mitigation Measures*
3. *Neighborhood Integration & Neighborhood Engagement*
4. *Construction Management*

The applicant has provided a construction management plan in the preliminary submittal *(Attachment F)*. **Construction Management Plan (15 months duration, beginning Sept 2018)** * Proximity to 210 St. John? Potential for damage to buffer plantings?
* Construction easements on Union Station lot?
* Timing of deliveries
* Temporary parking for displaced employees
* Clarify which three spaces are being taken on St. John Street
* Truck routing shows ingress at Eagles and through Union Station?
* Crosswalk at 210?

**Quarterly updates – update on construction schedule, delivery impacts to traffic, off-hours work, notice of impactful work, street openings)****Pre-construction survey for vibration**1. *Other*

Snow ban parking arrangement? Say will provide. Doublecheck. |
|  |  | **Preliminary Review** | **2nd Review** |
| **Transportation** | * 1. Impact on Surrounding Street Systems
 | * Confirm that Tom/Bruce/Jeremiah are okay w/ methods
* Look at St. John signal warrant & check that MaineDOT is okay
 | Defer to Tom on methodologyStill working on signal warrant.  |
| * 1. Access and Circulation
 | * Intersection design
* ~~Confirm approach to bike lane (See southbound right turn/bike conflicts. Is the current design the safest/best way to do this? Would we rather have RTL afterall?)~~
	+ ~~Bruce will look at this and Tom E will have his firm give Bruce feedback~~
* ~~Give MMC direction on paint specs, treatments through the intersection~~
	+ ~~Jeremiah will look up thepaint specifications~~
* ~~Confirm ramp & crosswalk design meets standards~~
	+ ~~Considering whether a 4~~~~th~~ ~~cross walk is needed~~
	+ ~~Want more information regarding D street – curb line, curb cuts, sidewalk width seems narrow (6.5 ft) , curb to ROW distance and curb on opposite side. 60 foot ROW and street width is 36- to 38.~~
	+ ~~Pole clearances~~
* ~~Check lane alignment to D Street~~
	+ ~~Tom Errico will look at the above points for the entrance near Margaritas~~
* Pedestrian routes
* ~~Check D Street sidewalk design~~
* ~~Want 9’, with 36’ curb to curb?~~
* ~~Conflicts with existing trees, curb cuts, etc.~~
	+ ~~See comments above about more information for D Street~~
* ~~Need to request curbing on south side of D Street?~~
* ~~Check on improvements to A Street, other~~
* Look at Western Prom paths. Do we want them to formalize direct connection up hill to Dana Center? (Existing paved path switches back and forth, so it’s indirect.)(Would need to check with Deb on this.)
	+ David Senus had designed the switchback when MMC expanded last time. It is difficult clearing and there are some desire lines. Could ask MMC to evaluate and provide recommendations. Lighting is generally good, but should be looked at along with surveillance cameras (connected to MMC security) or possibly call boxes. (comments from Jeff Tarling and Mike Thompson) HP reviewed improvements last time so probably required.
 | * See concept from Bruce Hyman re St. John bike lane.
* D Street
* Want 38’ curb to curb (per Bruce’s section), except with 6’ sidewalk & 4’ esplanade on north side (including street lights and street trees)
* Need to confirm curb cut locations
* Need to finalize Valley Street island design, pending truck movements
* Waiting on W. Prom assessment

  |
| * 1. Public Transit Access
 | * Confirm how we want to deal with the public transit access standard. Triggers requirement. METRO would prefer shelter at Congress/Union Station to shelter on St. John. Can we make this happen?
	+ Maine Med has the information they need (BH)
 | * + Confirm location of bus stop south of Eagles’ entrance
 |
| * 1. Parking
 | * Need to confirm parking analysis
	+ Tom will do
* ~~Need to confirm that bike parking is provided – 40 spaces (needs waiver) Change location~~
* Snow ban parking arrangement? Say will provide
 | * CHECK on tHIS.
* CHECK ON 222 Parking analysis
 |
| * 1. Transportation Demand Management (TDM)
 | * Need to review TDM plan. (FYI - Apparently they have just made an offer to a TDM coordinator.)
	+ Bruce and Nell will do
 | ~~Review TDM~~ |
| **Environmental Quality** | 1. Preservation of Significant Natural Features
 | * N/A
 |  |
| 1. Landscaping and Landscape Preservation
 | * Review proposed buffers to residential properties (Confirm we’re okay with fence design?)
* Clarify which fence detail goes with which location.
	+ Didn’t address
* Ensure construction management plan protects existing buffers to extent possible
	+ Asked Jeff to look at this.
* Check on viability of checkerboard pavers in utility access area (Does Jeff think these will work?)
	+ Everyone was skeptical. Fire wants access all the way across, but staff asked if it could be shorter or if the equipment could be located closer to drive. Wanted more information on purpose, longterm maintenance (no salt). Jeff T was going to look at it, Wright Pierce to look at it as well.
* Need to review parking lot landscaping standards
* Check on sufficiency of screening on utility structures at front of the building?
 | Check on this. Fence specs?Asked Jeff |
| 1. Water Quality, Storm Water Management and Erosion Control
 | * Check on capacity of downstream systems, both in St. John Street (which will receive front of site) and County Way (which will receive all parking runoff)
	+ Mike G. will talk with Brad Roland
 |  |
| **Public Infrastructure and Community Safety**  | 1. Consistency with Master Plans
 |  |  |
| 1. Public Safety and Fire Prevention
 | * ~~Confirm that fire has sufficient access~~
	+ ~~Three sides – okay. Paver to hold fire truck are good. Want it to go all the way over M. Thompson~~
* ~~Confirm that we don’t need ambulance access or if we do, that there is clearance~~
	+ ~~Not required M. Thompson~~
* ~~Confirm that plans show private hydrant at back of lot as opposed to new hydrant on St. John~~
	+ ~~Don’t need on along St. John as plenty of hydrants~~
* Review for CPTED (See fencing for area behind 210? Between garage and tracks? Additional natural surveillance possibilities?)
	+ No suggestions at meeting. Asked that staff look at it.
* Need for call boxes w/in Western Prom along path?
	+ Talked about surveillance rather than call boxes as a possibility.
 | * CPTED evaluation
 |
| 1. Availability and Adequate Capacity of Public Utilities
 | * Need capacity to serve
* Chain link dumpster enclosure. Provide wood
 | * Need pwd capacity.
* Not doing wood dumpster enclosure. Why?
 |
| **Site Design** | 1. Massing, Ventilation and Wind Impact
 | * Wind study?
 |  |
| 1. Shadows
 |  |  |
| 1. Snow and Ice Loading
 |  |  |
| 1. View Corridors
 |  |  |
| 1. Historic Resources
 | * Get something from Deb on compatibility with 222 St. John question
 |  |
| 1. Exterior Lighting
 | * ~~Check on street lighting specs w/ Caitlin~~
	+ ~~Caitlin confirmed it is cobra heads~~
* ~~Check on lighting design in front of building~~
* Need waiver request for average illumination levels
* Confirm approach to lighting within Western Prom
	+ Caitlin said the city is looking to replace the lighting on Western Prom. Changes would need to go through Jon Jennings and HP
 | * Lighting on building top?
 |
| 1. Noise and Vibration
 |  |  |
| 1. Signage and Wayfinding
 | * Review freestanding sign proposal – section 6?
 |  |
| 1. Zoning Related Design Standards
 | * Confirm Caitlin is okay with spacing of spandrels, pedestrian entrance from surface parking
* See Ian Jacob’s concern about activation of the space (Any way to promote this through building design?)
	+ Caitlin will follow-up with Nell
* Get samples for Planning Board
 | * Still need samples.
 |

**Construction Management Plan (15 months duration, beginning Sept 2018) Tom Errico is looking at the Construction Management Plan**

* Proximity to 210 St. John? Potential for damage to buffer plantings?
* Construction easements on Union Station lot?
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**Quarterly updates – update on construction schedule, delivery impacts to traffic, off-hours work, notice of impactful work, street openings)**

**Pre-construction survey for vibration**

**RTI/Easements**

* Get copy of land lease (have)
* Copy of P&S with Eagles (need to see Exhibit A )
* Check on easement for access across on Union Station lot (have)
* Stormdrain easement from Union Station (have this)
* Check on cross-access easements with 222 St. John (if lot split is proposed) – need survey showing easements?
* Construction easements with Eagles, 210, 222, and Union Station Plaza

**Waivers (re-upload form – can’t read)**

Bicycle parking – providing 40 spaces (138 required)

Maximum driveway width – 30 feet (24 max)

Parking dimensions

Aisle width

Illumination

**Other**

* ~~Valley Street paving project and installation of gas line & median treatment (add to existing contract?) Keith is aware of this. Discussed sending comments and scheduling a meeting prior to the paving to either amend the contractor’s scope of work or have MMC do the work.~~
* ~~Probability that public will use green space. Does this need to be formalized?~~

**Zoning**

~~Get average grade calculations (on elevations?)~~

**Other Permits Required**

ME Construction General Permit

FAA Aeronautical Study for Determination of Hazard (crane height and final completed building height)

MEDEP Stormwater Permit (city delegated review)

**Conditions**

HVAC condition

Eagles entrance

W. Prom Assessment & improvements

Valley Street paving & island