

# CITY OF PORTLAND, MAINE

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## PLANNING BOARD

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April 8, 2008

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Mr. Paul D. Gray  
Vice President Planning  
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**Re: Maine Medical Center Charles Street Additions  
Vicinity of Bramhall, Congress and Gilman Streets  
Planning Board Condition of Approval vi of the May 2005 Site Plan and Site Location of  
Development Approval**

**CBLs: 53D001, 53D002, 53D007, 53E001, 53E002, 53E010, 53E013, 53G001, 53G013, 54C006, .  
54C010, 54D006, 54D007, 54H001, 64C001, and 64C002.**

Dear Sirs,

On March 25, 2008 the Portland Planning Board considered the Maine Medical Center Travel/Transportation Demand Management Plan (TDM) dated March 2008. The Planning Board reviewed the proposed TDM for compliance with Condition vi of the Planning Board Site Plan and Site Location of Development Approval of May 31, 2005.

The Planning Board voted 7-0 that the proposed TDM was in compliance with Condition vi, with the following motion and conditions as presented below:

On the basis of the plans and materials submitted by the applicant and on the basis of information contained in Planning Report #16-08 relevant to standards for site plan regulations and the requirements of the Contract Zone Agreement, and other findings as follows:

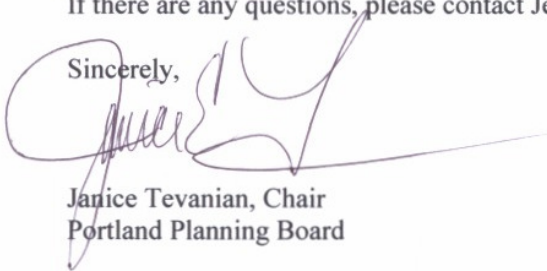
1. That the proposed MMC Travel/Transportation Management Plan (TDM Plan) dated March 2008 is in compliance with Condition vi. of the May 2005 site plan and site location of development approval, subject to the following conditions of approval:
  - i. That a wider range of informational and publicity documents (and website presentations) shall be prepared for all vehicle users (including vendors and contractors) attending MMC that promotes and supports the use of the garages and associated valet service. An explanation on how this information is disseminated to those outside MMC, such as visitors, shall also be provided. Copies of these materials for distribution, and strategies, shall be provided to the City for review and comment prior to September 1, 2008; and

- ii. That details of the rideshare program regarding the potential spaces to be utilized and the location of preferential parking (as described in Tom Errico's e-mail of March 20, 2008) shall be submitted for staff review and approval prior to the issuance of a temporary CO for the new parking garage; and
- iii. That details of the number and location of bicycle racks and lockers and other incentives and facilities for walkers (as per Tom Errico's e-mail of March 20, 2008), shall be submitted for review and approval prior to the issuance of the CO for the new parking garage, and that these be in place by 1 June, 2008; and
- iv. That proposals for cash out incentives to staff for bicycling, walking, public transit, carpooling and vanpooling (including the basis for any payroll deductions or payments) shall be submitted to staff by 1 June, 2008; and
- v. That further information and supporting data reasonably available regarding flextime feasibility shall be submitted to staff in accordance with Tom Erricos' comments of March 20, 2008; and
- vi. That the Parking Management Plan shall be revised and resubmitted in order to develop and include monitoring information and set out strategies and implementation timetables that reduce the number of MMC-related vehicles driving and parking on the streets in the vicinity of MMC (to address the comments of Tom Errico and John Peverada dated March 20, 2008), for staff review and approval within 3 months following the issuance of the temporary CO for the new parking garage; and
- vii. That the Transportation Coordinator shall provide copies of all meeting notes of the MMC TDM Advisory Committee to the City's Planning, Parking and Transportation Departments, and meet with the City staff at least once every three months for the first year following the date of this approval and then at least once a year thereafter, for the purpose to update re the employee survey and progress on other measures, and to share data, ideas and specifics of the TDM programs; all designed to accomplish the purpose of para 18 of the Conditional Zoning Agreement of April 25, 2005.

The approval is based on the submitted plans and the findings related to site plan review standards as contained in Planning Report #16-08, which is attached.

If there are any questions, please contact Jean Fraser at 874-8728.

Sincerely,



Janice Tevanian, Chair  
Portland Planning Board

Attachments:

1. Tom Errico (City's Traffic Engineering Reviewer) e-mail dated March 20, 2008
2. John Peverada (City's Parking Manager) e-mail dated March 20, 2008
3. Planning Board Report #16-08

**Electronic Distribution:**

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Jane Ward, Public Works  
Captain Greg Cass, Fire Prevention  
Jeff Tarling, City Arborist  
Tom Errico, Wilbur Smith Consulting Engineers  
Dan Goyette, Woodard & Curran  
Assessor's Office  
Approval Letter File

**Hard Copy:** Project File

**From:** "Errico, Thomas A" <TERRICO@wilbursmith.com>  
**To:** "Jean Fraser" <JF@portlandmaine.gov>  
**Date:** 3/20/2008 2:32:12 PM  
**Subject:** MMC TDM Plan

Jean -

The following outlines my comments as it relates to the March 2008 MMC TDM Plan. Go ahead and copy and paste into your report.

1. Identification of a Transportation Coordinator

No Comment

2. Transportation Demand Advisory Committee within MMC

MMC shall provide the City Planning Department with a copy of meeting notes

3. Educational/Promotional Materials

Copies of materials for distribution shall be provided to the City for review and comment. For visitors an explanation on how this information is disseminated to those outside MMC should be provided.

4. Implement Rideshare/Vanpool Program

A plan shall be provided that illustrates the location of preferential parking spaces, how they will be marked and signed, and the total number of spaces to be provided. An explanation should also be provided on the operations program, such as how will vehicles be identified as a carpool vehicle. Additional details on the vanpool program should be provided. How many vehicles will be utilized, what are the anticipated routes, etc.

5. Encourage Use of Transit

Subsidized transit passes will be provided and therefore I have no comment.

6. Bicycling and Walking Program

Plans should be provided that illustrate existing and proposed bicycle racks. Additionally, plans should be provided that depict locations of the bicycle storage facilities. MMC should expand on implementation of the walking discount and clothing program.

7. Use of Flexible Hours, Staggered Shifts, and Other Hourly Incentives

More detail is needed to fully review and understand hospital operations and sign-off on flextime feasibility. Information on specific employee operations should be provided inclusive of employee numbers per department and shift constraints, etc.

8. Prepare and conduct a transportation survey of employees

No comment.

9. Multiyear TDM Plan

The City should participate in the review of the program within 6 months of Certificate of Occupancy. Annual review of the TDM program should begin in June 2009.

10. Timetable for plan action items

No comment.

MMC's Parking Plan

In my professional opinion parking and TDM provisions are related and therefore the following comments should be considered. For example, employees and visitors circulating to find parking spaces within the West End negatively impacts traffic flow.

- \* The Chadwick lot currently impacts the local roadway system and proactive strategies that avoid similar problems should be implemented.
- \* MMC needs to implement internal management strategies to prevent employees, vendors, visitors from using on-street parking spaces.

Thomas A. Errico, P.E.

Senior Transportation Engineer

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CC: "James Carmody" <[JPC@portlandmaine.gov](mailto:JPC@portlandmaine.gov)>

**From:** John Peverada  
**To:** Jean Fraser  
**Date:** 3/20/2008 8:44:30 AM  
**Subject:** Re: MMC TDM

Jean, my comments are as follow:

1. Who is eligible to utilize the valet service ? And how will potential users of the valet service know that it is available ?

My other concerns remain the same as those that I mentioned in an e-mail to Rick Seeley & Alex on May 19, 2005. The following is a copy of that e-mail.

Rick, I am satisfied with the conditional zone agreement language as it relates to snow ban parking, and for vendor and contractor parking during construction, however it does not address vendor and contractor parking (on street) upon completion of the project.

**I propose that the following items be listed as conditions of approval if they are not already addressed in another fashion:**

**1. The hospital will provide off street parking for all of their vendors/sub contractors, alleviating the need for them to purchase on street occupancy permits and tying up valuable on street parking spaces needed by residents and for turnover parking.**

2. ~~During construction, all subcontractors will be required to park off site.~~

3. The City will approve prototypes of newly proposed directional signage. Done ?

**4. The hospital will show the City prototypes of newly proposed literature on parking to be sent to ALL patients with their pre-visit materials.** This was discussed during their approval 1998 , but as far as I know it was never implemented. They may also consider posting info on parking at Each elevator and in the emergency room.

END

Jean, I assume that the above items became conditions of approval, but can you confirm this ? IF they are not conditions of approval then they should be worked into the TDM plan.

By requiring the hospital to have all vendors park off street, we will address many of the concerns outlined in the workshop discussion.

Thanks

John

**CC:** Terrico@wilbursmith.com

7.

**Attachment 3**

[Planning Board Hearing Report to be attached here]