



601-F-4

Ped. & Vehicular  
improv.

Waynflete  
Campus

Waynflete  
School

**CITY OF PORTLAND, MAINE**  
**PLANNING BOARD**

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Mark Malone, Vice Chair  
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July 22, 2003

Jane Begert  
Waynflete School  
360 Spring Street  
Portland, ME 04101

RE: Pedestrian and Vehicular Improvements- Waynflete Campus

CBL: 061 F006001

Dear Ms. Begert:

On July 8, 2003, the Portland Planning Board voted unanimously (5-0; Lowry, Beal absent) to approve the conditional use and site plan for the pedestrian and vehicular improvements on the Waynflete campus.

The approval site plan approval was granted for the project with the following conditions:

That prior to the commencement of site work, the applicant shall submit a plan for review and approval by the City Arborist for the planting of up to 4 additional street trees along the Spring Street frontage of the campus.

That prior to commencement of site work, the applicant shall submit lighting specifications for Planning staff review and approval.

That prior to commencement of site work, the applicant shall amend the plans and details as outlined in Mr. Lombardo's comments of 5/9/03 and as outlined in James Seymour's memo of June 16, 2003.

That the removable basketball hoop shall be installed no earlier than 7:30 am nor later than 5:30pm Monday through Friday and not during summer recess.

The approval is based on the submitted site plan and the findings related to site plan review standards as contained in Planning Report #27-03, which is attached.

Please note the following provisions and requirements for all site plan approvals:

1. Where submission drawings are available in electronic form, the applicant shall submit any available electronic CADD.DXF files with seven (7) sets of the final plans.

(A.8)

(B)

3/4" EDGE TRIM  
COND

MEMBRANE  
FLASHING BEYOND

ADHERED MEMBRANE ROOFING TYP

TAPERED INSUL, SLOPE 1/4"/FT TYP

4" RIGID INSUL

FLASHING W/ LAP SEALANT TYP

P.T. 2x BLOCKING TYP

T.O.S. @ LINK

EL 180'-7 5/8"

PREFORMED MTL ROOF  
EDGE W/ CLEATS TYP

BLDG PAPER TYP

3/4" EXT PLYWD SHEAT

FLAT INTERLOCKING  
METAL SIDING PANELS  
BEYOND, FLASH TO  
CURVED ROOF SURFACE

MTL DECK, SEE  
DUCT

1" GWB TYP  
FIRE RETARDER TYP  
2" MTL FURRING  
16" O.C.

7'-8 7/8"

FLAT INTERLOCKING, O'  
METAL SIDING PANELS  
FASTENERS @ EACH EN  
GLAZING SYSTEM

1/2" MIN INSUL GLASS  
REFRONT SYSTEM

1/2" PT D MTL HANDRAIL,  
10' TEN @ EA MULLION

1/2" PT D WOOD  
SILL

1/2" WOOD MOLDING,  
FIN SCHED

1/2" WOOD TRIMMING, SEE  
SCHEDULE

1/2" V 3/4" T&G  
WOOD DECK, 2x6  
STS @ 16" O.C.

1/2" V 1/2" SOUND  
UL BATT

6'-8 3/8" R.O.

FLASHING W/ LAP SEA  
LAP 8" MIN UP WALL TYP



CONT BLOCKING,  
THICKNESS AS REQ'D

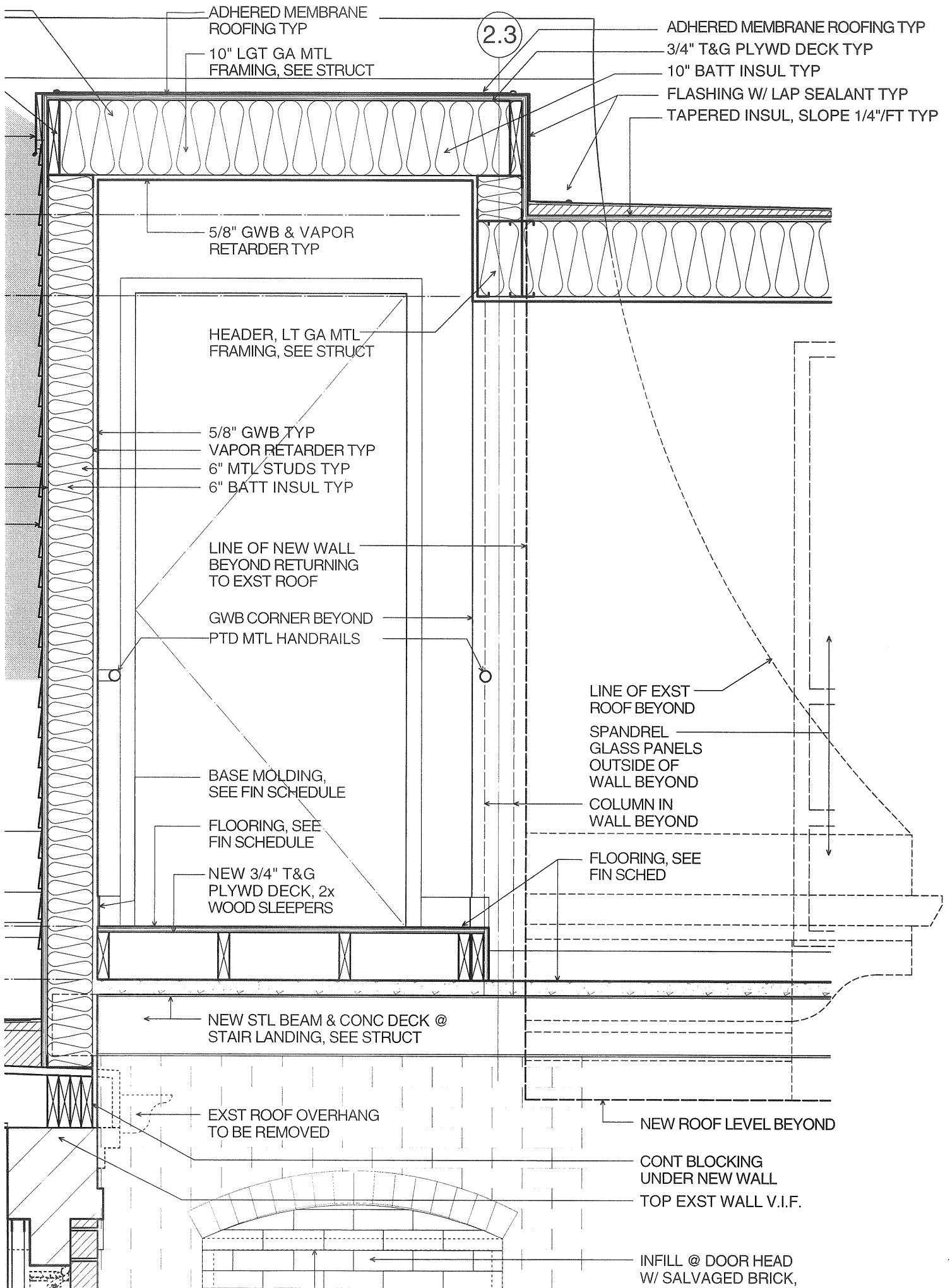
6" MTL STUDS TYP

6" BATT INSUL TYP

3"

P.T. BLOCKING TYP





*Handwritten notes:*  
20/1/99  
11/1/99

**BUILDING ADDITION CONNECTING 338 AND 342 SPRING STREET  
CONDITIONAL USE, SITE PLAN AND HISTORIC PRESERVATION REVIEW**

**WAYNFLETE SCHOOL, APPLICANT**

*Meeting notes*

*by the way*

*Waynflete*

*value to neighborhood*

*code to 1900*

*Waynflete*

*design*

*10/1/99*

*Handwritten notes:*  
10/1/99  
11/1/99

Submitted to:

Portland Planning Board  
Portland, Maine

June 22, 1999

## **I. INTRODUCTION**

Waynflete School requests approval to construct a building addition that will connect two of its campus structures, Morrill House at 338 Spring Street and Cook Hyde House at 342 Spring Street. The subject structures are located within the R4 zone and the Western Promenade Historic District. The project will be reviewed for conformance with the site plan and historic preservation ordinances, as well as the zoning ordinance's conditional use standards.

Although a relatively small scale project, the proposed connector is subject to major site plan review because Waynflete's two pending building addition projects (a proposed addition to 64 Emery is also currently before the Board) total more than 10,000 square feet of added space. Also, because this is being reviewed as a major development, it is the Planning Board that will make the final decision regarding the project's conformance with the standards of the historic preservation ordinance, with a recommendation by the Historic Preservation Committee. The Committee has completed its review of the project; its recommendation is included in this report.

564 notices were sent to area residents. A legal ad appeared in the 6/14/99 and 6/15/99 editions of the Portland Press Herald.

## **II. SUMMARY OF FINDINGS**

Zone:	R4
Overlay Zone:	Western Promenade Historic District
Footprint of Addition:	971 sq. ft.
Total Footprint of Combined Structures:	5,132 sq. ft.
Total Square Footage of Addition:	2,318 sq. ft. (3 floors)
Setback of Addition:	25' from front facades of adjoining buildings, 45' from sidewalk (third floor is set back additional 18')
Height of Addition:	35' (adjoining buildings are 40' high)
Adjacent Land Uses:	school, single family homes

## **III. PROPOSED DEVELOPMENT**

Waynflete School proposes to construct a three story building addition that will connect the school's Cook Hyde and Morrill houses located at 338 and 342 Spring Street. The two buildings are historic residential structures that received previous Board approval for institutional use. The addition is proposed in order to bring most of Waynflete's Middle School program under one roof and make the adjoining buildings code compliant and handicap accessible. No increase in enrollment or staffing is projected with this project; it is intended only to consolidate and improve facilities for the middle school program. Because the two subject buildings are located near the corner of Spring and Storer Streets, both the front and rear (campus-facing) elevations of the proposed connector will be clearly visible from a public way.

The proposal calls for connecting the two buildings such that the front facade of the connector will be set back approximately 25 feet from the fronts of the adjoining structures and approximately 45 feet back from the Spring Street sidewalk. At the rear, the addition will be almost flush with the rear walls of the

flanking buildings. The link will be two stories high closest to Spring Street with a narrow third story set back an additional 18' from Spring St. The overall height of the addition is 35'; the structures it adjoins are approximately 40' tall.

The final proposed design for the Spring Street facade calls for continuous bands of windows on all three floors. On the first two floors the glazing is set within a dark brick frame. The top floor features full glazing on both faces, creating a fairly transparent link at this level. The 18' setback for the third floor allows the cornices of the two historic structures to remain intact as viewed from the street. (The actual connections at this level occur at the backs of the two main blocks (see enclosed third floor floorplan.)

The rear or campus-facing facade is distinctly different both in massing and design. Here, the addition abuts the two rear ells of the Cook Hyde and Morrill houses, which are smaller scale (two story) and utilitarian in design. Where the challenge of the Spring Street facade was to design a fairly neutral foil against which the richly detailed Victorian residential structures would visually dominate, the plainness of the existing rear ells allowed for a more expressive design on the campus-facing elevation. The connector's rear facade features a variety of setbacks and is sheathed in a combination of clapboard and matchboard siding with a high degree of contemporary glazing.

Site features are limited, given the constrained project site. At the rear, a concrete entry slab is proposed. (Landscaping was not proposed as this area serves a major circulation function within the interior of the campus.) On the Spring Street side, a combination of yews and azaleas are to be planted immediately in front of the connector. In response to requests from neighbors at previous public hearings who asked for a mature tree to obscure the connector's visibility, a 4" flowering crab is now proposed to be planted near the sidewalk line (although not yet shown on the site plan.)

#### **IV. PROJECT'S CONFORMANCE WITH CAMPUS MASTER PLAN**

In 1995, Waynflete completed a campus master plan based on projected programmatic and infrastructure needs. The campus master plan was undertaken at the urging of the Planning Board, which stated that no further conditional use requests, building or infrastructure projects would be considered until Waynflete addressed its campus needs in a comprehensive planning effort.

Shortly after completion of the master plan, Waynflete presented to the Planning Board a proposed campus site plan which showed substantial building additions proposed for several of the school's existing buildings. Included in the proposed site plan was the footprint of an addition linking Cook Hyde and Morrill House. While strictly conceptual at the time, the site plan showed a substantially larger addition than is now being proposed. However, it should be noted that the site plan suggested that the addition would be located behind the rear ells of Cook Hyde and Morrill, a considerable distance away from Spring Street and not attached to the principal residences themselves.

While undertaken at the request of the Planning Board, the campus master plan and the building projects it suggested did not require formal approval by the Board or the Historic Preservation Committee. The master plan was presented in informational workshops only, with the understanding that any specific project would be subject to formal review and approval as plans developed.

#### **IV. HISTORIC PRESERVATION COMMITTEE REVIEW AND RECOMMENDATION**

The Historic Preservation Committee, which began its review on April 21st, held two workshops on the proposed connector, including an on-site workshop to better assess the project's context, its visual impact

on the abutting structures and its visibility from various vantage points. On May 19, a public hearing was held, followed by formal deliberations. On that date, following extensive discussion, the Committee voted unanimously to table the application pending reconsideration of the third floor and submission of alternative design solutions for the Spring Street facade. (For a detailed summary of the Committee's comments and concerns, see June 7 HP staff memo--Attachment 6.) The Committee also requested that the Maine Historic Preservation Commission be asked to review and comment on the design as proposed with respect to its conformance with the *Secretary of the Interior's Standards for Rehabilitation* (Portland's review standards are based directly on the Secretary's Standards).

Public comment at the May 19 hearing was sharply divided. Waynflete parents and trustees who live in the neighborhood, as well as other area residents, expressed support for the connector as presented, stating that it met both Waynflete's programmatic needs and the ordinance's requirements for compatibility. Several of the immediate abutments and other neighborhood residents expressed opposition to the very presence of a connector, arguing that it would unduly compromise the historic structures and, by joining the two residential scale structures, create an institutional scale structure which would be at odds with the prevailing development pattern in the area. Still others, including representatives of Greater Portland Landmarks, expressed the view that a connector, if sensitively designed, could preserve the essential form and architectural integrity of the two historic structures and be compatible with the character of the neighborhood. However, they argued that the design and materials as presented failed to meet the test of compatibility. It should be noted that most of the debate focused on the Spring Street elevation; there appeared to be less concern about the campus-facing facade, which is also visible from a public way.

On June 1st, planning staff met with representatives of the Maine Historic Preservation Commission (MHPC) and the project architect to review Waynflete's May 19 proposal, as well as earlier design alternatives which had been explored by Waynflete. Enclosed with Attachment 6 is the Commission's analysis of the designs presented and their conclusion that they did not meet the *Secretary's Standards*.

MHPC's concerns and comments were consistent with those expressed by the Historic Preservation Committee throughout its review process. Briefly, it was the position of MHPC that although the connector had been set back considerably from the front plane of the two existing buildings thereby maintaining a sense of separation, its opacity (a solid brick wall punctuated by residential scale windows on the first two floors and a solid wall on the third) fundamentally altered the perceived mass of the combined structures. Also, the materials proposed (red brick for the lower floors and architectural shingles at the third floor) did not provide a sufficiently clear distinction between the historic buildings and the new addition, as is required by the preservation standards.

During the June 1st hearing, several alternative approaches were discussed, including one which incorporated large expanses of glass within a relatively minimal dark brick frame and a consistent fenestration pattern on all three floors. It was felt that this treatment would reduce the connector's mass and unify the design of the addition in such a way that it would become a more neutral - and clearly contemporary - foil for the two historic structures. Note that MHPC's report was written before receiving the final revised design based on this discussion.

On June 7th, Waynflete returned to the Historic Preservation Committee with a substantially revised design approach. The new design included changes in both plan and elevation and was a direct response to the ideas discussed at the June 1st meeting. In fact, with further design development the project architect was able to achieve greater transparency and a deeper setback for the third floor than he had previously thought feasible.



Public comment was taken at the June 7th meeting, but was confined to the design revisions made after last hearing. The response continued to be mixed, but was much more limited, given the fact that many of those attending had not yet had an opportunity to review the revised design.

Following further discussion by the Committee, a clear concensus developed that the revised design met the applicable review standards of the historic preservation ordinance. By a vote of 6-0, the Committee voted to recommend to the Planning Board approval of the application for a Certificate of Appropriateness, subject to conditions. (See decision letter for recommended conditions - Attachment 5) The Planning Board will also note that, in response to public comment, the Committee is suggesting consideration of two site plan conditions as well, both of which address the visual impact of the addition.

Note: This detailed chronology and description of earlier design proposals is provided in an effort to put the enclosed public comments in the context of this project's evolving design. Many of the letters make reference to previous design proposals. Whether the positions expressed have changed with the final design remains to be seen.

## **VI. STAFF REVIEW**

In addition to the Historic Preservation Committee's review, the proposal has been reviewed by planning, legal, zoning engineering, traffic, and parking staff for conformance with the site plan ordinance and the conditional use standards of the Land Use Code.

## **VII. HISTORIC PRESERVATION REVIEW**

A detailed discussion of the Historic Preservation Committee's review process and final recommendation appears in Section V of this report. In reviewing the proposal's conformance with the standards of the Historic Preservation ordinance, five of the ten review standard are applicable in this instance. The are as follows:

- Standard #1: Every reasonable effort shall be made to provide a compatible use for a property which required minimal alteration to the character-defining features of the structure, object or site and its environment or to use a property for its originally intended purpose.
- Standard #2: The distinguishing original qualities or character of a structure, object or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- Standard #5: Distinctive features, finishes and construction techniques or examples of skilled craftsmanship which characterize a structure, object or site shall be treated with sensitivity.
- Standard #9: Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant cultural, historical, architectural or archeological materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the size, scale, color, material and character of the property, neighborhood or environment.

Standard #10: Whenever possible, new additions or alterations to structures and objects shall be undertaken in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the historic property would be unimpaired.

Two other documents are instructive in reviewing this project: the City of Portland's *Historic Resources Design Manual*, which contains illustrated guidelines and is incorporated by reference in the historic preservation ordinance, and *Preservation Brief #14: New Exterior Additions to Historic Buildings: Preservation Concerns*. These are enclosed as Attachments 7 and 8.

As noted above, by a vote of 6-0 (Parker abstaining) the Committee found that Standards #1, 2, 5, 9, and 10 (Sec. 14-650) had been met, and is recommending that the Planning Board approve the Certificate of Appropriateness.

The Committee also recommended a number of conditions of approval, which are itemized in the decision letter (Attachment 5). The final proposal now before the Planning Board has been revised to satisfy most of these conditions. Two conditions remain to be satisfied:

- \* That a sample mock-up of the brickwork be reviewed and approved by staff prior to commencing with work.
- \* That a revised window detail be submitted for staff review and approval.

### VIII. SITE PLAN REVIEW

#### 1/2. Traffic and Parking

The proposed project will have no impact on existing vehicular circulation, traffic, or parking at or around the school. The project represents a consolidation of existing programs and does not entail an increase in enrollment or staff.

Mr. Ash and Mr. Peverada have reviewed the plans and visited the area to assess current traffic and parking patterns. They are satisfied that the existing facilities and management techniques implemented with the campus master plan are effective in meeting Waynflete's current needs. (See Attachments 11 and 12).

Should parking or traffic be raised as a remaining issue, staff recommends that it be addressed at the time Waynflete's proposed Emery Building addition is reviewed by the Board.

#### 3/4. Bulk, Location, Height & Use

While an existing view corridor into the campus will be closed, the proposed addition will not result in a reduction in light and air, or a significant increase in winds or snow loads which would cause health or safety problems for abutting uses.

By setting the addition back a considerable distance from Spring Street and the front facades of the adjoining buildings, the impact of the increased mass has been reduced and the essential scale and form of the residential structures is retained. This also minimizes any potential diminution in value of surrounding residences.

5. Sewer, Storm Drain, and Water

The existing buildings are served by public water and sewer from Spring Street. No increase in staff or student enrollment is proposed with the development, therefore no additional sewer flow is expected, or increased burden on existing utilities.

6. Landscaping

No landscaping is proposed on the campus side of the addition, as this is a prime circulation area. On the Spring Street side, yews and azaleas are proposed immediately in front of the addition. In response to a request from neighbors who seek to minimize the visibility of the addition, Waynflete proposes to add a 4" caliper crabapple tree near the sidewalk. See Attachment 2a for illustration of proposed tree at maturity. (The site plan has not yet been revised to reflect this change.)

The project site features no significant existing vegetation.

7. Drainage

The proposed building link will have a flat roof and will be drained internally. Roof drains will be tied to the combined sewer in Spring Street with a separate storm drain. At the rear of the addition the proposed concrete slab will pitch away from the building. According to Jim Wendel, topo lines on submitted site plan are misleading and would suggest that ponding would be created on the Spring Street side of the addition. A site visit has confirmed this not to be the case. Mr. Wendel is satisfied that the drainage provisions are adequate. (See Attachment 10.)

8. Lighting

Both Hyde House and Morrill have existing small wall mounted flood lamps above or adjacent to the rear entrances, which are characterized as "residential in character". The existing lighting does not cause glare or direct spillover to residential abutters. A recessed can lamp is proposed directly over the new entrance.

No exterior lighting is proposed for the Spring Street elevation of the connector. However, neighbors have expressed concern about the impact of interior lights, particularly as the addition features a high degree of glazing. On the lower floors, Waynflete is proposing recessed can lamps (incandescent) for the interior space closest to Spring Street. On the third floor, incandescent wall sconces will be installed at either end of the connector. While this is staff's understanding of Waynflete's intentions, the plans do not include this detail. The Board might consider a condition of approval which confirmed this scheme.

9. Fire/Life Safety

The proposed addition significantly improves life safety provisions for the two existing buildings, which currently do not meet code.

10. City Infrastructure

The proposed addition will not affect existing City infrastructure, existing or planned.

11. View Corridors

The placement and massing of the proposed addition will obstruct the existing view into the campus from Thomas Street. However, this view corridor is not identified in the View Corridor Protection Plan, and no significant landmarks or natural features will be obscured by the addition.

12. Natural Resources

The project will have no significant impact on existing natural resources, including groundwater, wetland, etc.

**IX. CONDITIONAL USE REVIEW**

1. General Conditional Use standards (Sec 14-474)

- a. There are unique or distinctive characteristics or effects associated with the proposed use;
- b. There will be an adverse impact upon the health, safety or welfare of the public or the surrounding area; and
- c. Such impact differs substantially from the impact which would normally occur from such a use in that zone.

The unique characteristics of this project have been discussed in the sections concerning historic preservation review. The project is a challenging one in that it calls for connecting at relatively close viewing distance two architecturally significant residential scale structures within the Western Promenade Historic District. Such a project has the potential of fundamentally altering the scale and prevailing development pattern in this R4 zone, as well as undermining the integrity of the historic buildings. However, it was the conclusion of the Historic Preservation Committee that the setback of the proposed addition, together with its neutral design treatment, allows the historic buildings to read as separate structures with minimal loss to their character-defining features and to visually dominate the streetscape.

In staff's view the project will not have an adverse impact upon the health, safety or welfare of the public or surrounding area. And, while the proposed connector represents an alteration which is not typical for the largely residential R4 zone, the proposal must be evaluated in the context of the particular use. Building additions are often necessary in order for institutions to remain in residential scale structures which, when built, did not anticipate handicap accessibility or code requirements. The question is usually not whether, but how, such additions can be successfully introduced.

2. Institutional Conditional Use Standards Applicable in the R4 Zone

- a. Expansion beyond existing lot; Utilization of existing facilities

The proposed project is contained within Waynflete's current campus and responds to the underlying directive included in this standard in that it proposes to make more efficient use of existing facilities.

b. Residential Displacement

The project does not entail displacement of existing residential uses. While the Cook Hyde house was initially required to retain its residential use on the upper floors following Waynflete's acquisition of the building, the Planning Board later voted to allow expansion of the institutional use throughout the entire structure.

**XI. MOTIONS FOR THE BOARD TO CONSIDER**

On the basis of plans and material submitted by the applicant and on the basis of information contained in Planning Report #25-99 relevant to the standards of the Site Plan and Historic Preservation ordinances and the Zoning ordinance's conditional use standards, the Planning Board finds:

- i. That the proposed development is/is not in conformance with the Historic Preservation Ordinance of the Land Use Code and approves/denies the applicant's request for a Certificate of Appropriateness.

Potential Conditions of Approval:

- \* that a sample mockup of the brickwork be reviewed and approved by staff prior to commencement of the work
- \* that a final window detail for the Spring Street facade be submitted for staff review and approval.

- ii. That the proposed development is/is not in conformance with the Site Plan Ordinance of the Land Use Code.

Potential Conditions of Approval:

- \* that the site plan be revised to show a 4" caliper crabapple to be planted in front of the addition, near the Spring Street sidewalk.
- \* that recessed incandescent light fixtures be installed in that portion of addition's interior closest to Spring Street. On the third floor, fixtures to be installed only on either end of the connector, not visible from the street.

- iii. That the proposed development is/is not in conformance with the Conditional Use standards of the Land Use Code.

**ATTACHMENTS**

1. Perspective drawing of proposed addition
2. Written statement by Land Use Consultants re: Site plan provisions
3. Floor plans, elevations and details
4. Site plan and site details
5. Historic Preservation Committee's letter of recommendation
6. Portions of staff report from June 7 HP meeting, including correspondence from Maine Historic

7. Preservation Commission, previous design proposal
8. Preservation Brief #14
9. Excerpt from Historic Resources Design Manual
10. Petition and Letters
11. Memo from DRC
12. Memo from Parking Manager
13. Memo from Traffic Engineer1

My name is Marjorie Shaw. I am Vice President of Greater Portland Landmarks. Our Director, Martha DePrez, could not be here tonight, so I have been asked to make this statement on behalf of Landmarks:

Landmarks shares the concerns about bringing an institutional scale to this residential neighborhood. However, we are also cognizant of the careful balancing required to promote continued viability of existing institutional uses without allowing them to overwhelm their residential neighbors. In this balancing, it has always been the policy of the City to encourage institutions to optimize the utility of structures within their campus. This has generally been viewed as much preferable to trying to expand into adjacent residential areas.

Waynflete's proposal is consistent with that policy of optimizing use of existing structures within its campus. However, if this connector is going to be allowed, it's impact should be minimized as much as possible. The goal should be to have the two buildings continue to be perceived as separate entities, in keeping with the scale of the surrounding structures.

The setback accomplishes this in part. Aggressive landscaping may help hide this connector even more.

But even given the setback and landscaping, the third floor remains problematic. At least from the Thomas Street perspective, it will change the skyline and merge the buildings into one mass. It would seem relevant for the Committee to focus on how necessary this third floor connector really is. Could a major portion of Waynflete's programmatic needs be met without this most intrusive part? What would be lost if the third floor of the connector was eliminated entirely? How far would that go in making the proposed addition more appropriate under the historic standards? Short of eliminating the third floor entirely, the Committee could also ask the applicant to explore the use of different materials for this portion. Would a transparent glass "skywalk" work? Could it be designed to reinforce the sense of two separate buildings?

While we believe that Waynflete has done a good job of minimizing the footprint of the connector and pulling it back from Spring Street, we believe unresolved issues remain with regard to the necessity of the third floor and the exterior materials, particularly on the Spring Street elevation.

299 Danforth Street  
Portland, ME 04102

May 23, 1999

Joseph E. Gray, Jr.  
Director of Planning and Urban Development  
City Hall, 4<sup>th</sup> Floor  
389 Congress Street  
Portland, ME 04101

Dear Mr. Gray:

As a neighbor and abutter of Waynflete School, I am directly impacted by the school's proposed expansion plans and would appreciate your considering my input. While I fully understand the school's need to meet the challenges of growth, changing space needs and public access, I think they could accomplish these objectives with more sensitivity toward the historic character of the neighborhood.

Below are my comments about each of the two proposed projects:

Building Addition to Connect 338 and 342 Spring Street

- The proposed design creates a dark void between the two properties. The new connector building will block any southern light into this area. The landscaping solutions to soften or screen the new construction that were proposed by the school need to be considered realistically given the lack of sun and northern exposure.
- The two square windows on the north elevation, while clearly modern, do not in my opinion respect the scale and pattern of the existing properties and, in turn, only call attention to themselves. Rather than a simple "hyphen" connector, this façade becomes a "bulls eye" target at the end of Thomas Street.
- The connection of these buildings and future buildings will impact the historically residential character of this neighborhood forever.
- I would suggest that a design that incorporates the use of a glass curtain wall would be more appropriate, and would accomplish most of the school's objectives

Building Addition at 64-66 Emery Street

- The proposed addition is extremely large and seriously encroaches on very limited campus green space.
- The 45-degree rotation of the building will cause the massing to look even larger than it really is and disrupt the landscape more than necessary. The presentation drawings to date have not accurately represented the effect this building will have on its immediate environment. While this location seems to be back and behind the

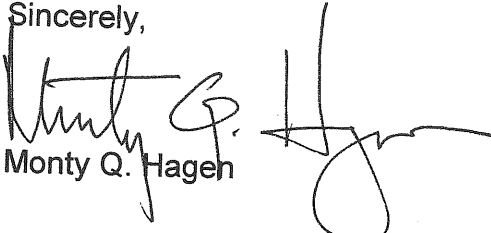


building, it will be very visible from Emery, Danforth and Storer Streets. The fence between the Headmaster's house and this addition will need to come down to accommodate campus circulation. Drainage due to the roof gables will be problematic. The historic campus passageway and green space from Emery Street will be lost.

- The proposed elevation designs are not harmonious with the original design in scale or proportion and do not allow the older building to predominate. Again, the 45-degree rotation is calling attention to itself.
- The Science Addition Study - Schemes A-F, dated 4/30/99, is an attempt by the school to demonstrate why Scheme A (45-degree rotation design) is the best solution when compared to the alternatives. I'd like to suggest that the School explore a more compatible design with existing buildings and one that does not consume the bulk of the campus passageway.
  - Could there be a Scheme G, where the courtyard is filled in and an additional floor(s) is added above the library? The John Calvin Stevens addition would remain untouched.
  - Or a Scheme H, where the height ordinance, which is causing the multi-gabled roof form, could be lifted to allow for a 4<sup>th</sup> floor meeting room to occur, without all of the acrobatics to accomplish the same goal. The multi-gable feature of the proposed design, which I don't find to be sensitive to the existing building structures, seems to be a high cost to pay for an additional meeting room.

Thank you for your consideration and please feel free to call me at 871-8239 if you have questions about my comments.

Sincerely,

  
Monty Q. Hagen

2 THOMAS STREET  
PORTLAND, MAINE  
04102

May 16, 1979

Dear Mrs. Gray,

Our home, directly across Spring Street from Waynflete School, is in the West End's Historic District which restricts exterior modifications or additions.

It is difficult for me to reconcile either Waynflete's proposed construction to connect two architecturally distinct historic residences or their proposed tower on Emery Street with any sincere Waynflete commitment to Historic Preservation or to the neighborhood for which they profess sensitivity.

Sincerely,

Richard G. Wane, Jr.

c/ Susan Wroth, Chair  
Historic Preservation Committee.

# Richardson, Whitman, Large & Badger

A Professional Corporation

Attorneys at Law

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P. O. Box 9545

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\*Resident in Bangor Office

In Reply Refer To:

June 4, 1999

Karen Geraghty, City Councilor  
City Hall  
389 Congress Street  
Portland, ME 04101

Re: Renovations at Waynflete School

Dear Karen:

I am writing in support of Waynflete School's plans to connect Ruth Cook Hyde and Morrill House, and to build an extension to the Emery Street building.

I have looked at the plans and attended the neighborhood meeting. I am convinced that Waynflete School is doing everything it can to reduce the effect of these changes on our neighborhood.

The connection between Ruth Cook Hyde and Morrill House is sufficiently back from the facades as to leave the impression of two older houses on Spring Street. With appropriate plantings, I don't think this connector is going to make that much of a difference. As a practical matter, the view between the two buildings is not that attractive.

I understand there is some thought of having a connector of aluminum and glass. I think that would be far less appropriate than what is being suggested. With the exception of a greenhouse or two, I cannot think of another aluminum and glass structure anywhere in the neighborhood.

The additions to the Emery Street building will have almost no impact on the neighborhood. The additional structure is entirely contained within the Waynflete School property, and will be visible from very few angles. While I initially had reservations

June 4, 1999

Page 2

about adding a four-story structure to the existing building, but I now believe the extension and planned renovations are not only necessary to the school's programs but will improve the overall appearance of the building. Again, I think the school has done everything that it can to make sure that the street scape is as little changed as possible.

I am concerned that Waynflete School stay in its charming, century-old buildings and remain as a member of our neighborhood. I think we have to be flexible to allow the changes necessary to let the school make the necessary improvements to carry on its programs. I do not believe that the proposed changes will have any significant adverse impact on the neighborhood.

Thank you for your consideration.

Sincerely,

Wendell G. Large

(1417 Vaughan St.)

WGL:bcd

cc: Joseph E. Gray, Jr., Director of Planning ✓  
98902

116 Pine Street  
Portland, Maine 04102  
May 30, 1999

Mr Joseph E. Gray Jr  
Director of Planning  
City Hall, 4th Floor  
389 Congress Street  
Portland, Maine 04101

Dear Mr. Gray,

I am writing to support the expansion/renovation plans proposed by Waynflete School. I have viewed the school's plans and consider them to be sensitive to the historic nature of the West End. The proposed plans respect the residential needs of this neighborhood by striving to preserve the maximum "green" area, which has always been accessible to residents of this area. I understand that the school is responding to their internal program goals, and the size, design and choice of materials is tasteful and appropriate.

Waynflete School is an asset to this neighborhood. I have lived at this address for twenty-one years. The school maintains the campus beautifully. They welcome nearby neighbors to use their facilities appropriately.

ie. parking during snow storms,  
playing on their playgrounds,  
paddling on their hills and  
perhaps walking through  
the campus.

The West End is a multi-  
use neighborhood. My  
experience is that Wapinita  
School has always been a  
responsive, responsive part  
of my neighborhood and I  
hope that their proposal is  
accepted.

Yours truly,  
Michael Bednarek

CHRISTOPHER M. HARTE  
364 SPRING STREET  
PORTLAND, MAINE 04102

June 1, 1999

Mr. Joseph E. Gray, Jr.  
Director of Planning  
City Hall, 4<sup>th</sup> Floor  
389 Congress Street  
Portland, Maine 04101

Dear Mr. Gray,

I am writing to express my support for Waynflete School's proposed plans to connect the Ruth Cook Hyde and Morrill houses, and build an extension on the Emery Street building.

As a next door neighbor of Waynflete School, I am very impressed with the school's willingness to address the neighborhood's concerns with these projects. I believe Waynflete has made every effort to minimize the footprint of the new construction while making better use of interior space through extensive renovations. These renovations not only meet all appropriate and necessary safety codes, but they are also working to ensure that the school is accessible to all persons with disabilities. I am especially impressed by Waynflete's maintaining as much green space on campus as possible, and using brick and similar materials that I believe will reflect the surrounding neighborhood.

My son attends Waynflete and I am a trustee of the school and, as a result, I have visited many classes in lower, middle and upper schools. Waynflete clearly needs a major upgrade of its science facilities, and it also needs a major renovation of its middle school classrooms and facilities. I believe the school has done as good a job as is possible without expending millions of additional, unproductive dollars to comply with the ADA and with city historic preservation ordinances.

I also write as an owner of an historic house that is next door to the school's administration building on Spring Street. I know firsthand what is required to keep the neighborhood viable and maintain its historic character. I believe Waynflete is an important asset to Portland and the West End and that its plan should be approved.

If you would like to talk with me further, please do not hesitate to contact me at my office, 772-2717.

Sincerely,



Christopher M. Harte

cc: Karen Geraghty, City Councilor, City of Portland  
Anne C. Hagstrom, Assistant to the Headmaster, Waynflete School

1 June 1999

Mr. Joseph Gray, Jr.  
Director of Planning  
City Hall, 4<sup>th</sup> Floor  
Portland, Maine 04101

Dear Mr. Gray:

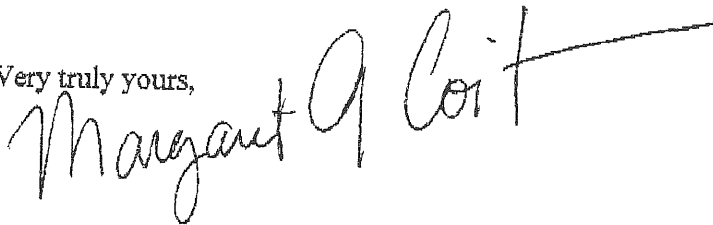
I am writing on behalf of the building proposal initiated by Waynflete School. I am a resident of Portland and have been living with my husband on Carroll Street in the West End for seventeen years. In addition, I have two children who attend Waynflete.

Several days ago I reviewed the plans to connect Ruth Cook Hyde and Morrill House and build an extension on the Emery Street building. These construction plans appear to fulfill a need for the schoolchildren with disabilities to have access to the classrooms on the upperfloors of these old buildings. It is important that all Waynflete students have safe entry and exists to the learning spaces and these modifications would allow increased use of the upperfloors.

It can be a difficult balance to harmoniously combine the old with the new and I applaud Waynflete's sensitivity to the architectural integrity of these stately buildings with the intended use of compatible materials. I believe that the design and materials have been thoughtfully considered by the school so as to cause as little disruption as possible to the appearance of the existing structures, while fulfilling necessary modifications.

In my years of association with Waynflete School, I have found them to be a responsive and responsible neighbor. I would support the School's proposal to construct the needed additions. With kind regards, I am

Very truly yours,

A handwritten signature in cursive script that reads "Margaret A. Coit". The signature is written in black ink and is positioned to the right of the typed name "Margaret A. Coit".

cc: Karen Geraghty, City Councilor  
Ann. C. Hagstrom, Assistant to the Headmaster Waynflete School



SETH AND LAURA F. SPRAGUE

June 1, 1999

Historic Preservation Committee  
Planning Department  
City Hall, Fourth Floor  
389 Congress Street  
Portland, ME 04101

BY FAX TRANSMISSION 756-8258

Dear Members of the Committee:

**RE: WAYNFLETE SCHOOL APPLICATION**

We are writing to urge that the Historic Preservation Committee approve proposed renovations at Waynflete School. We have lived on Orchard Street next to Waynflete for eighteen years. Our child is a student there. We are supporters of the Historic Preservation Ordinance.

At a Waynflete neighborhood meeting, we heard a presentation by the School, viewed the plans for construction and renovations, and heard concerns of various neighbors. Waynflete has carefully planned its improvements to have the least impact on the neighborhood. While the Historic Preservation Committee may have suggestions regarding exterior details, we believe the application should be approved. The Historic Preservation Ordinance should not be allowed to be used to thwart the School's improvement efforts when Waynflete has clearly tried to conform to the Ordinance's requirements.

Thank you for your kind consideration.

Sincerely,

188 Pine Street  
Portland, Maine 04102  
May 26, 1999

Mr. Joseph Gray, Jr.  
Director of Planning  
389 Congress Street  
Portland, Maine 04101

Dear Joe,

When I went to vote for city elections in early May at the Waynflete gym, I ran into a friend of mine who works at Waynflete. She gave me a impromptu tour of the school to show me where planned changes would be to Hyde and Cook Houses and to the Emery building.

Several things struck me as I walked around the small campus. One, how much more polite the students were than when we first came to town 25 years ago. Two, how very much better the campus looked—buildings and grounds—since Mark Segar has been Headmaster. These changes represent real progress and real pride in place. Three, the changes Mrs. Stockmeyer pointed out made sense for the school, particularly one committed to the neighborhood and to using its buildings well.

Even though I didn't know the furor the planned changes had caused among certain neighbors, I spontaneously called my Councilperson, Karen Geraghty, to tell her that I believed Waynflete had made substantial progress in becoming a good neighbor in act, in deed and in appearance to the West End. She filled me about how some neighbors had not liked the plan, particularly in regards to Historic Preservation issues.

I then asked around the neighborhood and talked to people at the school. Several issues stood out. One, some neighbors continue to complain about the neighbor Waynflete used to be—the school has changed, and these neighbors should recognize this.

Two, the changes Waynflete suggests appear to be tasteful in observing its neighboring buildings—small footprint, appropriate materials, upgrading greenspace, a space open to all.

Three, the changes are changes a school should make to use existing buildings fully, to make the school handicap accessible, to improve its programs such as science.

In the 1970's I served on the Greater Portland Landmarks board which was learning to be a good neighbor as it helped Portland make important changes to preserve its historic buildings and neighborhoods. But I found the way some members would suggest changes to be inappropriate and embarrassing for GPL. I hope neighbors are now not making the same mistakes in regards to Waynflete.

The school adds to the West End and the City in several important ways. Children, whether attending Reiche or King or Waynflete, help a neighborhood stay in touch with the younger generation. We all know why this is important. The Waynflete school buildings preserve an area green and treed within an relatively congested area of the West End, a space that is open to the community. Would the public schools' grounds looked as well.

A good independent school serves to support all of Portland by influencing positively higher standards at public schools, by modeling educational practices that may take longer for public school bureaucracy to adopt, by being a school for the whole region.

I hope the several West End neighbors in disagreement with the school will start to work with the the whole neighborhood which includes Waynflete.

Sincerely,



Joan Amory

Cc Karen Geraghty  
Anne Hagstrom

Alison P. Smith 43 Carleton Street Portland, ME 04102

Tuesday, May 25, 1999

Joseph Gray, Jr.  
Director of Planning, City of Portland  
389 Congress Street, 4th Floor  
Portland, ME 04101

Dear Mr. Gray,

I write today in support of the proposed improvements to Waynflete School.

In planning for the current and future needs of the school, Waynflete has made several decisions that benefit our community. One is the decision not to increase the number of students. Another is the decision to remain in downtown Portland. The third is Waynflete's decision to meet the evolving needs of the school by developing a comprehensive master plan that preserves historic buildings and open space, minimizes the intrusion of necessary new construction and uses design and materials that fit comfortably with the architecture and atmosphere of the neighborhood.

As a resident of Portland's historic West End, I am well aware of the value of various land uses coexisting in harmony. Along with many single and multi-family residences, the neighborhood is home to hospitals, medical offices, retail stores, churches, playgrounds, inns and schools. This diversity of uses gives the neighborhood much of its character.

As an owner of one of the neighborhood's old homes, I am also aware of the tremendous responsibility that such ownership entails. Maintenance, renovation and restoration are costly, often inconvenient and never-ending. It takes a real commitment.

Waynflete has made such a commitment, and has undertaken a systematic effort to maintain and improve its buildings, including raising significant funds to do this. The community benefits greatly from this effort. Waynflete's investment in the property ensures that development is not haphazard, that surrounding property values do not suffer and that traditional public use of the property can continue.

Waynflete has not shirked its obligation to be accountable to the neighborhood, the City of Portland and the school community in any phase of the recent planning. On the contrary, the entire process has been open, with ample opportunity for public input. The result, I believe, is a design that satisfies both the school's and the neighborhood's needs.

Waynflete is a good neighbor and has made every effort to create an attractive proposal that will enhance the school and the neighborhood. I urge you to allow their plans to move forward.

Sincerely,



Alison P. Smith

**Daniel A. ZILKHA**  
150 Vaughan Street  
Portland, Maine 04102  
(207) 879 0190

May 25, 1999

Mr. Joseph E. Gray, Jr.,  
Director of Planning  
City Hall, 4<sup>th</sup> Floor,  
389 Congress Street,  
Portland, Maine 04101

Dear Mr. Gray,

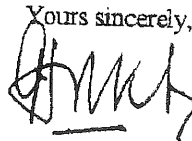
I am writing to you as a resident of Vaughan Street, and as a neighbor of the Waynflete School, in support of Waynflete's plans to rationalize and improve their campus.

Having had four children at Waynflete, I am keenly aware of the various infrastructure needs of the School. I also know from these years of involvement that it has been Waynflete's practice to make every attempt to be a good and responsible neighbor. The proposed plans to connect the two houses (Hyde and Morrill), and the extension of the Emery Street building, have sought to address these needs, but with very much the residential character of our neighborhood in mind: the architecture is pleasant, the use of materials judicious and elegant, and the footprint of the construction seems to have reached a good balance between need and discretion. This design is to my mind an example of the School's thoughtfulness towards our neighborhood.

I regularly stroll through the School grounds, and enjoy doing so a great deal. The various functions held there, whether social or civic, are made all the more pleasant by the open spaces and landscaping. My wife and I feel that improvements such as the ones contemplated at this time by the School will not deter in any way from this enjoyment, and will only help the School be a better and safer environment. We support them wholeheartedly.

With kind regards,

Yours sincerely,



Rosa W. Scarcelli  
71 Bowdoin Street  
Portland, Maine 04102

Mr. Joseph E. Gray, Jr.  
Director of Planning  
City Hall, 4<sup>th</sup> Floor  
389 Congress Street  
Portland, Maine 04101

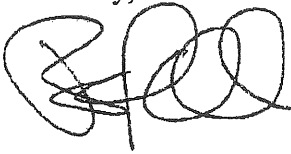
Via Fax 756-8258

Dear Mr. Gray;

I am a resident of the West End and a neighbor to Waynflete School. Waynflete has been a significant part of my experience living in Portland for more than twenty years. It is a wonderful environment that blends seamlessly into the West End and has for many years. I have used the school property in many ways and have always felt it was an available resource for me as a West End resident.

I support the building plans to connect Ruth Cook Hyde and Morrill House and to build an extension to the Emery Street building. I hope that the small footprint of the additions, preservation of green space, and especially the use of traditional and like materials will be considered in the approval of these additions.

Sincerely,



Rosa W. Scarcelli

Cc: Karen Geraghty, via fax 874-8669  
Anne Hagstrom, via fax 772-4782

**Jesse Deupree  
314 Danforth St.  
Portland, ME 04102**

May 26, 1999

Mr. Joseph E. Gray, Jr.  
Director of Planning  
City Hall, Fourth Floor  
Portland, ME 04101

Dear Mr. Gray,

I'm writing with regards to the project Waynflete School is proposing for 338-342 Spring Street. This project is currently under city review, by both the Historic Preservation Committee and the Planning Board.


I am writing in favor of this project as Waynflete has proposed it. I am a direct neighbor to the school, living across Danforth Street from the campus. I first became aware of this project when Waynflete began soliciting neighborhood input as part of preparing the Master Plan for the campus that they submitted to the Planning Board 4-5 years ago, when the non-residential use of these buildings was approved. At the time, I, and a number of other neighbors, came to agree that preserving green space and the residential appearance of much of the campus would be best achieved by making selected additions to existing buildings and minimizing additional parking lots. This Master Plan showed the currently proposed addition at 338-342 Spring Street.

Nothing has caused me to change my mind since that time. Waynflete has put a lot of work into controlling parking- the major impact the school has on the neighborhood- and their efforts have been successful. I understand this current addition and the others proposed for the campus will not result in any increase in students or staff. I have attended the meetings Waynflete has held for the neighborhood and seen the drawings for this proposed addition and think the approach of a small addition and a discreet design using historical materials is the correct one for this situation.

I have also attended the workshops and the Public Hearing held by the Historic Preservation Committee, and have been astonished by their discussions of sheet aluminum and glass curtain walls for this proposed addition. Waynflete has made a committed effort for a number of years to blend its campus into the neighborhood, an approach that has had the support of the vast majority of those of us that live near the school. For the Historic Preservation Committee to try and impose its own architectural vision on the school is an extraordinary betrayal of that Committee's purpose, and an absurd distortion of the standards under which it is operating.

I urge you to approve Waynflete's proposal, and I urge you as well to review the conduct of the Historic Preservation Committee in this matter.

Sincerely,

  
Jesse Deupree

cc: Karen Geraghty

32 Orchard Street  
Portland, ME 04102

(207) 774-3968

May 25, 1999

BY FAX

Joseph E. Gray, Jr.  
Director of Planning  
City of Portland  
389 Congress Street, 4th Floor  
Portland, ME 04101

Dear Mr. Gray,

Re: WAYNFLETE SCHOOL

I write in support of Waynflete School's plans for construction and renovations at its campus in the West End. I am in favor of the plans both to connect two buildings on Spring Street, and to construct an extension behind the school building on Emery Street.

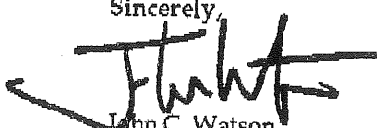
I am a neighbor of the school, a parent of both a current student, and a recently-graduated student, of the school, and a frequent user of its facilities. I am also a member of the board of Greater Portland Landmarks, and so am well aware of the issues of working within the constraints imposed by an historic environment.

It seems to me that the school has worked very hard to minimize the impact of the proposed building plans as far as is realistically possible, and has expressed an extraordinary willingness to work with the neighborhood and with the Historic Preservation Committee over details of its plans. Indeed, I believe that, overall, the school has in recent years done an excellent job as a neighbor, and, it seems to me, leans over backwards to address in a constructive fashion the various irritations which are inevitable when an institution such as this is located in a residential area. I wish that it was given more credit for this.

But I also believe that the school has a pressing need to upgrade its facilities, to bring them up to code, and to make them accessible to people with disabilities. No institution, let alone a school, can afford to rest on its laurels, and Waynflete is at a decisive turning point in its history which does, unfortunately, mandate attention to its fabric.

Thank you for your attention.

Sincerely,



John C. Watson  
EMail: jcwcp@gwi.net

cc By Fax - Karen Geraghty, City Council

**Alan McIlhenny, Jr.**  
**22 Neal Street**  
**Portland, ME 04102-3527**  
**Ph./fax 207-775-7346**

May 24, 1999

Mr. Joseph E. Gray, Jr.  
Director of Planning  
City Hall, 4<sup>th</sup> Floor  
389 Congress Street  
Portland, ME 04101

RE: Waynflete School building projects

Dear Mr. Gray:

I am a neighbor of Waynflete School and I strongly support the school's plans to build a connector between Ruth Cook Hyde House and Morrill House, and an extension to the Emery Street building. I think both designs show a strong degree of sensitivity to the visual integrity of the neighborhood. The buildings proposed have been sited and sized to minimize their impacts and preserve greenspace, and the materials proposed, predominately brick, are fully in keeping with their surroundings. I sincerely hope that the Historic Preservation Committee and the Planning Board will show good judgment and approve the two designs as presented. I sincerely fear that the Historic Preservation Committee's suggestion that aluminum might be preferable to brick would create a eyesore that no one would want, especially the Committee!

Waynflete is a school in an otherwise residential neighborhood and there will inevitably be conflicts. But the school is a good neighbor. I know that many families, mine included, live in the West End precisely because the school is located here. Further, I believe there has been a very genuine, thorough and good-faith effort made by Waynflete to inform the neighborhood of the school's needs and plans, and to listen and respond to the views, concerns and complaints of a few neighbors. I think the school is working hard to minimize the traffic and parking issues that are an occasional source of irritation to some, and it should be noted that these two building projects will not lead to an increase in the number of students and related traffic.

Institutions must be allowed to evolve and change to meet changing needs, otherwise they will perish. These two building projects will provide Waynflete with modern science labs, much needed meeting spaces and permit access for students with disabilities. None of these are possible without new construction. The two buildings proposed have been thoughtfully and creatively designed to meet the needs of the school and to fit into this beautiful neighborhood. I am sure they will both be viewed in the years ahead as worthy additions to the area.



I know your department will thoroughly review these two projects, and that the opinions of both sides that are relevant to the questions at hand will be carefully heard. These are well thought-out designs that serve the school and the neighborhood well. I strongly urge your department to accept these projects as presented and issue Waynflete the permits it requires.

Sincerely,

A handwritten signature in cursive script that reads "Alan McIlhenny, Jr." with a small flourish at the end.

Alan McIlhenny, Jr.  
Waynflete Trustee

Cc: Councilor Karen Geraghty

May 6, 1999

Dear Mr. Gray,

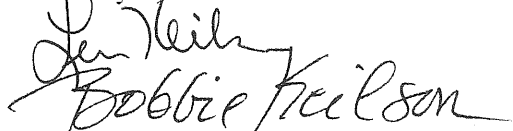
We are writing to share our thoughts about the Waynflete School's Master Plan and the effects of the proposed projects on the immediate neighborhood. We live on the corner of Spring and Storer St. and abut the school. We have lived here for twenty years and have been Waynflete parents for only five of those years. Subsequently we have equal concerns and commitments to both the school and the surrounding neighborhood.

We'd first like to say that living near a school, any school, has both rewards and challenges. Part of our initial attraction to this neighborhood, prior to having a family, was both Waynflete and Reiche, where our daughter attended elementary school. Children and young people bring vibrancy to a neighborhood that many value and to our way of thinking far outweigh the ½ hour line-up of cars at the end of the school day. All neighborhoods that encompass schools must accept this to a certain degree. We personally find the 3 PM cacaphony pleasurable. In regards to Waynflete, in particular, we also feel the benefit of lovely and well-maintained grounds near our home.

It has also been our experience that Waynflete has been an exceptionally responsible neighbor. Over the past twenty years we have been alerted to any and all changes, events, and discussions as neighbors, and more recently as parents as well. The changes to the physical grounds have always appeared to be undertaken with a commitment to maintaining the feel, the intimacy and the aesthetics of the neighborhood. It is our understanding that the Master Plan will take these issues into consideration. Based on both what we know of the plan and on past experience we have no reason to doubt or worry about this. It is also our understanding that the changes will not lead to an increase in enrollment or an alteration in foot or car traffic as it exists today.

Having said this we sympathize with those who feel put upon by parking difficulties. However, it's not clear that blocking Waynflete's plan will provide relief or any insurance against further changes. Portland itself is a changing city. We live in a time where cars are a part of many people's daily experience. To suggest that Waynflete is uniquely or individually responsible for parking inconveniences in the neighborhood seems inappropriate. Schools, all schools, bring value to our neighborhoods and deserve thoughtful support.

Thank you,

A handwritten signature in cursive script that reads "Bobbie Keilson". The signature is written in dark ink and is positioned above the typed name.

Dr. Leonard and Bobbie Keilson  
330 Spring St.  
Portland, Maine 04102

34 Taylor Street  
Portland, Maine 04102  
May 10, 1999

City of Portland Maine  
Historic Preservation Committee  
City Hall  
389 Congress Street  
Portland, Maine 04101

Dear Mr. Gray,

As residents and property owners on Taylor Street, we have over the years had to contend with the students from Waynflete School parking on this street, thus using the already limited parking available to residents. Several of the buildings on this street have no off street parking and most have an average of three other cars belonging to the tenants in the buildings.

The school's policy is that students are not to park on Taylor Street, but this is not a deterrent; and calling the school to complain has limited and only short term success. Our concern then, with any expansion proposals by the school at either location, is how it will impact an already difficult situation with parking by students in this neighborhood.

Thank you for your interest in the comments and concerns of the neighbors of Waynflete School.

Sincerely yours,



Carl D. and Donna E. Pabst

Hilary Bassett  
27 Storer Street  
Portland, Maine 04102  
(207) 772-1254  
basoleary@mail.gwi.net

May 18, 1999

Mr. Joseph E. Gray, Jr.  
Director of Planning and Urban Development  
City Hall, 4th Floor, 389 Congress Street  
Portland, ME 04101

Dear Mr. Gray:

I write to register my concern about Waynflete School's proposal to connect the buildings at 338 and 342 Spring Street. I live adjacent to the school at 27 Storer Street, and have walked the site and considered the impact of the proposed changes on the historic and residential character of the neighborhood.

By creating an institutional scale building and losing the space between houses that typifies Spring Street, the proposed project damages a historic streetscape that has remained intact for nearly 100 years. Spring Street from Vaughan to Emery is an exceptional representation of how Portland looked at the turn of the century. Most of the buildings are intact and one gets a sense of how the growing City of Portland might have been 100 years ago. My major concern with the proposed joining of the buildings is that the joined buildings will change the residential nature of the two houses to an institutional/atypical building.

By setting separate, possibly less rigorous, standards for institutions, as opposed to residences, the City will set harmful precedents for other institutions that exist within the boundaries of historic districts. Homeowners must comply with historic district guidelines and rigorous review for changes and additions to the exterior of their houses, fences, out-buildings, and grounds -- why shouldn't institutions?

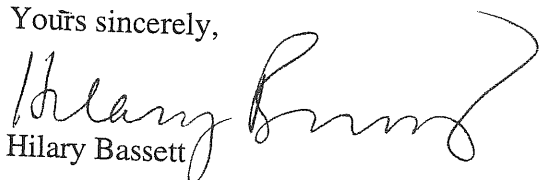
I am sympathetic to the need to bring buildings up to code for educational use, but question whether all options have been explored. Morrill House is already usable as it is, yet the proposed structure insists on placing a "stair tower" to the third floor level of Hyde that stretches across the Morrill, when possibly an internal lift/elevator would allow compliance. That third floor hallway adds volume and height to the project, that frankly, may not be necessary. Could larger meeting rooms be focused on the interior building at the center of the Waynflete campus, rather than on the Spring Street buildings.

I'd like to see Spring Street retain its residential quality -- blending with the neighborhood. I am less concerned with developments on the interior of the campus which do not impact on the residential character of the neighborhood streetscape. The view of the campus from our front porch -- the garage/locker room and driveway off Storer Street, the new paved "basketball court," and the back of Morrill and Hyde is already quite institutional. I do not support an increase in the institutional nature of the most publicly visible part of the campus in this residential neighborhood.

Lastly, I applaud the public process conducted by the City of Portland and the neighborhood meetings sponsored by Waynflete to promote public discussion of the proposed project.

Thank you very much for your consideration.

Yours sincerely,

  
Hilary Bassett

cc: Margaret Morfit and Nancy Brain, Waynflete trustees

1 Thomas Street  
Portland, ME 04102  
May 16, 1999

Joseph E. Gray, Jr., Director of Planning and Urban Development  
and  
Susan Wroth, Chair of Historic Preservation Committee  
City Hall  
389 Congress Street  
Portland, ME 04101

Members of the Planning Board and Historic Preservation Committee,

We are writing regarding Waynflete School's proposed plan to connect two of its houses located at 338 and 342 Spring Street. We are the closest neighbors of these two buildings and we would be impacted the most by this proposal, since we would have to see this connecting structure from our windows. Our home is on the corner of Spring and Thomas Streets.

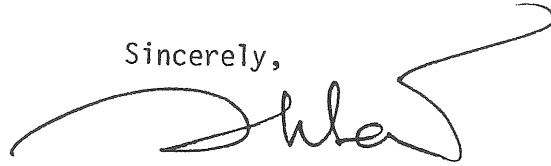
We are dismayed that this proposal is even being considered by the Planning Board and the Historic Preservation Committee. Just a glance at the architect's drawing--which is usually more appealing than reality--shows how incongruous and ugly this connection would be. The two existing buildings have brick of different colors, the roof styles are sharply divergent, the foundations are of unequal height, the window styles have little in common. The proposed connection would add brick of a third color, a third roof style, different windows still, etc. The two existing houses would totally and permanently lose their look of historical residential buildings and this ungainly and very visible wall-like structure would destroy the architectural integrity and residential appearance of this part of Spring and Thomas Streets, which are currently lined on both sides with graceful residential facades. The planned connection goes directly against the goals of the Historic Preservation Ordinance (especially numbers 1 and 2) and adversely affects the aesthetics and potentially the property values of this neighborhood. This would be the first serious breach of the Historic Preservation Ordinance here and we fear it would serve as the proverbial "foot in the door" which would lead to further architectural degradation of this area. Waynflete School has already forgotten that in 1987 it promised the neighborhood that the house at 342 Spring Street would be used for offices and faculty residences, and not for classrooms which necessitate serious modifications.

We appeal to the Planning Board and the Historic Preservation Committee to enforce the standards in a fair and equitable manner and hold Waynflete School to the same requirements that individual homes are being held to. Would any of us be allowed to build such an addition? We are required to make historically appropriate constructions, even if this causes extra expense for us. Why should Waynflete School not be asked to make the same commitment to its neighborhood? At a recent neighborhood meeting the headmaster of Waynflete conceded that it would be possible to build a separate addition to the rear of each building, but that that would be more expensive. This solution would save the facades facing Spring Street. We think it is time Waynflete School should be asked to live up to its repeatedly stated pronouncement that it values its location in a historic

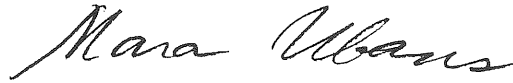
neighborgood instead of again being permitted to undermine it.

Please do not allow this tax-exempt institution to ruin the neighborgood for those of us who live here, who support it with our taxes, with our careful renovations and with our commitment to the Historic Preservation Ordinance.

Sincerely,

A handwritten signature in black ink, appearing to read "Juris Ubans". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Juris Ubans

A handwritten signature in black ink, appearing to read "Mara Ubans". The signature is cursive and elegant, with a long, sweeping underline that extends to the right.

Mara Ubans

S. MASON PRATT, JR.

ONE MONUMENT SQUARE  
PORTLAND, MAINE 04101  
207-773-6411

May 17, 1999

Joseph E. Gray, Jr.  
Director of Planning and  
Urban Development  
City Hall, 4<sup>th</sup> Floor  
389 Congress Street  
Portland, ME 04101

RE: *Waynflete School*

Dear Joe:

I am writing to you to comment on the plans by Waynflete School to make certain improvements in connection with their master plan as amended and as presented to and discussed with neighbors this last Wednesday evening, May 12.

I understand that their plans will come to both the Historic Preservation Committee and the Portland Planning Board for approval.

My wife, Carol, and I would like to express our support for Waynflete's new plans. Waynflete should be commended, just as I told them last Wednesday evening, for their thoughtfulness and sensitivity to our concerns as neighbors. Their new plans have taken our concerns into account, and we are very satisfied and pleased with them, and we encourage you to approve them without further delay.

We are aware that other immediate neighbors to the School are similarly pleased with Waynflete's new plans. We heard some opposition by neighbors further removed from the School property last Wednesday evening, but, quite frankly, those concerns that were voiced would have been louder and more forceful had Waynflete not changed their earlier master plan. In short, Waynflete has taken major steps to address the neighbors concerns. In this regard, they have sought to preserve green or open space within the campus, especially in areas adjacent to neighbors like ourselves. They have reduced the intrusiveness of the new additions, and, in many cases, for example, in the changes to Morrill and Ruth Cook Hyde houses, their changes greatly diminish the visibility of the addition there. Their proposed changes to fill in the space between existing library space and the old Home for Aged Women building now housing their high school, are sensitive to sightlines and existing architecture. We realize that their plans are less far along when it comes to the modest expansions to Sills Hall. There again, there is a clear

Page 2  
May 17, 1999

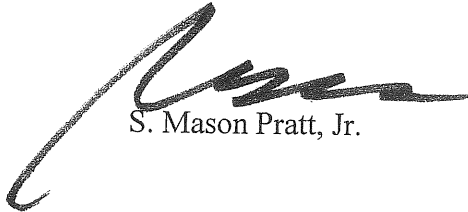
need and justification for that change as well, and it provides an opportunity for improvement to the appearance of Sills Hall on the side that fronts Danforth Street.

All in all, the plans as amended are a great improvement and should be approved.

Finally, let me comment that Waynflete has done a Herculean job of administering and enforcing parking rules and regulations for their students, faculty and visitors in a way that substantially lessens any parking impact the School may have on the neighbors. We completely agree with Waynflete's current approach which is not to create additional interior parking spaces by converting and/or eliminating existing green space and by paving over areas so as to alter the nature of the School and its residential character.

Thank you for the opportunity to comment.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'S. Mason Pratt, Jr.', with a large, sweeping flourish on the left side.

S. Mason Pratt, Jr.

SMP/jeb

cc: Headmaster Mark Segar  
Jesse Deupree, Trustee, Neighbor



2 THOMAS STREET  
PORTLAND, MAINE  
04102

Joseph E. Gray, JR.  
Director of Urban Planning & Development  
City Hall  
Portland, ME

May 16, 1999

Dear Mr. Gray:

I want to express my concerns regarding Waynflete School's proposal to build an addition connecting two of its buildings on Spring Street, No. 338 (Morill House) and No. 342 (Hyde House).

In 1987 the school was granted a conditional use permit allowing it to convert the 1<sup>st</sup> floor of Hyde House (a residential home) to institutional use. The remaining two floors retained residential status.

Then in 1997 the remainder of the house fell to the same process and came under institutional use.

Now, the school would like to connect this house to an adjoining building (also a former residence) thereby creating a single unit and massive structure at the head of Thomas Street.

Both buildings are in the city's R-4 residential zone. Section 14-101 of the city code for this zone states that its purpose is: "to preserve the unique character of the Western Promenade area of the city".

In addition these two buildings with very different architectural styles, are in a historic district, a district whose aim is to minimize:


2 THOMAS STREET  
PORTLAND, MAINE  
04102

"alterations to the character-defining features of the structure, object or site and its environment."

Such an addition appears to be at cross purposes with both the city code and the historic ordinance.

While Waynflete claims sensitivity to its residential and historic location, at the same time it is asking to change the very nature of its surroundings.

This proposal is not a compatible development, but a project that would drastically alter the residential appearance of the Thomas and Spring Street area; one that I urge the Board to reject.

Sincerely  
  
(NORMA WARE)

c/ Susan Wroth, chair  
Historic Preservation Committee

Ms. Susan Wroth, Chair  
City of Portland Historic Preservation Committee  
C/O Ms. Deborah Andrews, Senior Planner, Planning Department  
City Hall, 389 Congress Street, Portland Maine, 04101

13 May, 1999

Dear Ms. Wroth and Members of the Historic Preservation Committee,

As an interested neighbor of Waynflete School, I am writing to express concerns and opposition to the current proposal made by the school to connect the historic Morrill and Ruth Cook Hyde Houses on Spring Street, (338-342 Spring Street). This proposal erodes and degrades the residential character of the surrounding historic neighborhood by creating a barrier wall of institutional mass at the foot of Thomas Street which will forever close the sky vista enjoyed for over a century as the processional termination to Thomas Street.

The current proposal challenges Portland's Historic Preservation Ordinance in large and in small ways. The primary conceptual issue is the proposed creation of an opaque linkage between two existing historic houses which will result in institutional massing with substantial change to the residential streetscape. The related issue is the proposal to use opaque materials instead of creatively using glass curtain walls to preserve the appearance of structural separation. Using engineered glass curtain walls would preserve and celebrate the open sky vista at the foot of Thomas Street which is part of the public domain, not something to be given away without the thoughtful consideration of other design solutions.

Consider the design choices/solutions proposed by Waynflete School to meet its important program needs. No one proposes stopping work needed to improve life safety issues or accessibility demands. The question before the community is the design choices being made. The choices proposed are not, in my opinion, good enough for the neighborhood, the Historic Preservation Ordinance or the tax-exempt educational role of this private school.

What double standards appear to exist when the owners of the apartment house at the corner of Emery and Spring Streets are required to replace their entry door details while just a block away Waynflete is allowed to remove the original cast iron fence running along Spring Street in front of Morrill House, the same house which appears as the logo for the school on its stationery, the same house at risk of being forever linked to its neighbor, the Ruth Cook Hyde House.

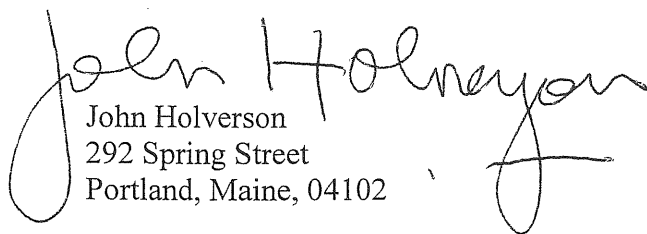
What does this fence removal say about the applicant's sensitivity to the neighborhood, its character, and the trusteeship one expects from an educational institution which benefits from public property tax exemptions and is located in the heart of one of Maine's most significant historic districts?

Help me to understand how the linkage proposed by Waynflete School meets Standard #1 which seeks "...compatible use for a property that requires minimal alteration of the structure..." Is creating a massive institutional wall of masonry which blocks the vista at the end of Thomas Street a minimal alteration?

Please help me understand how the linkage proposed by Waynflete School meets Standard #2 which seeks that "...distinguishing original qualities or character of a structure, object or site and its environment shall not be destroyed." How does the opaque linking of two domestic structures creating a dark institutional mass preserve original qualities, sites, or environments?

I urge the Committee to reflect on this project and to consider the potential it presents for the creation of a double standard under Portland's Historic Preservation Ordinance - one standard for individual property owners, another for entitled institutional owners. I know the political realities Waynflete expects to exert on the Planning Board which can override your conclusions in this matter. But I urge the members of this important committee to stand up for the word and for the intent of Portland's Historic Preservation Ordinance. If you do not, you run the risk of making a mockery of your public trust, your credibility, and the work achieved by so many over the years since the demolition of Union Station.

Sincerely,

  
John Holverson  
292 Spring Street  
Portland, Maine, 04102



LAND USE CONSULTANTS INC

J. David Haynes, RLA  
David A. Kamila, PE  
Frederic J. Licht, Jr., PE  
Thomas N. Emery, RLA

Att 2

Timothy A. Patch, PLS  
Edward M. Lawrence, PLS

June 17, 1999

3295

**Deb Andrews**, Historic Preservation Coordinator  
Department of Planning & Urban Development  
City of Portland, City Hall  
389 Congress Street  
Portland, ME 04101

**Waynflete School Middle School Facility Addition  
Conditional Use/ Site Plan Review – Final Submission**

**Dear Deb:**

On behalf of our client HKTA/ architects I am pleased to submit the attached (7 copies) of revised Documentation and Final Plans for your review prior to the Public Hearing scheduled for June.

The following Site Plans are being submitted:

- L-1 Final Site Plan including 1"=80' Context Plan; 1"=20' Site Plan; 1"=10' Detail Site Plan.
- L-2 Site Details and Notes

The following revised exhibit is attached hereto:

Fig. 4. "Tree Planting" Photo-imaging of Ornamental tree planting Spring St. view

**Project Description:**

Waynflete School is proposing an Addition (link) and Renovations to the Middle School Facility located at the corner of Spring and Storer Streets. The Addition will connect the R.C. Hyde House (west) and Morrill House (east). The south side, ground floor of the link will provide a new main entrance and interior gathering area for the Middle School Facility. A large ornamental flowering tree (4 ½ inch caliper crabapple) is proposed to screen the view of the addition from Spring St.

The proposed addition has a footprint of approximately 971 sf. The total building footprint for the two "houses" and the new link will be approximately 5,132 sf.

The proposed project will not increase staffing or enrollment. No new drives or parking are proposed. Site work will be limited to removal of shrubs; removal of bituminous pavement, relocation of existing stone slabs used for seating, a new concrete pavement at the building entrance, landscaping to replace shrubs, and recessed soffit lighting at the entrance. As requested, the existing basketball pole, backboard and a tetherball pole will be removed.

A new covered entrance is proposed to the basement level of Hurd House on . The small building addition on the south side will require the removal of approximately 6 lf. of dry laid stone wall and construction of a small concrete sidewalk pad. Loam and sod is proposed to replant disturbed lawn area.

**Pedestrian and Vehicular Circulation:**

The proposed addition will not alter the existing pedestrian or vehicular circulation. Pedestrians can approach the building from Spring St. via Storer St. or along a sidewalk on the westerly side of Hyde House. The site is also connected by bituminous sidewalks to a vehicular drop-off area and parking lot behind the Thomas Building, to the west of the Middle School Facility.

LAND USE CONSULTANTS INC

Utilities:

The existing facility is served by public water and sewer from Spring Street. The Hyde building is also sprinklered. Electric power is fed from a utility pole on Spring Street, overhead to a meter panel on the west side of Morrill House. The building subcontractor is doing mechanical and electrical design. We will be submitting a letter from the Portland Water District. No increase in student or staff enrollment is proposed so no additional sewer flow is proposed.

Storm Drainage:

The front of the building drains toward Spring Street to a curb inlet at Spring near Storer St. The rear area of the building sheet flows easterly toward Storer St. and westerly toward the campus and eventually infiltrating plant beds or lawns. A parking area located to the east of the Gym drains to a catch basin. Storer St. appears to sheet flow to the south to Danforth St. and in turn, follows the gutter along the northerly side of Danforth St. to a curb inlet on the easterly side of the intersection of Danforth and Fletcher St. David Kamila, PE has prepared a brief storm water summary that is attached hereto. The proposed building link will have a flat roof which will be drained internally. Roof rains will be tied to the combined sewer in Spring Street with a separate storm drain. We do not anticipate this drain being larger than 4"-6". The size will be determined by the mechanical design-build contractor. The 24" sewer in Spring St. is approximately 8.5 ft. deep.

Lighting:

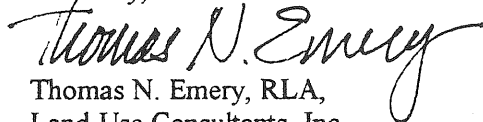
Lighting to the rear of the Middle School Facility is very much residential in character. Both Hyde and Morrill have small, wall mounted flood lamps above or adjacent to the rear entrances. The garage (locker building) behind Hyde/Morrill has a small wall pack light soffit mounted above the door on the westerly side of the building. Hurd House has a wall pack light mounted at about 16 ft. on the northerly side of the building. There is a utility light (250 w Mercury vapor) mounted on the back (westerly) side of Hurd that illuminates the HC Lift and lawn on the easterly side of Daveis Hall. There is a soffit mounted wall pack light on the back of the small garage on the southwesterly side of Hurd House.

Solid Waste:

Waynflete School is served by Waste Management. Solid waste is stored in containers in the garage located on the southerly side of Hurd House. Containers include 2-3 yard dumpsters for regular trash, 1-3 yard dumpster for cardboard recycling, and 6 bins for paper recycling. There will be no increase in solid waste as a result of the new addition. Construction debris will be removed to a licensed disposal facility.

We are looking forward to attending the public hearing in June at which time HKTA/ architects will present a rendering of the new addition that will show the proposed façades and demonstrate how the addition links the existing building and complements the historic, Waynflete Campus and west end neighborhood. Please call me with any questions, comments or requests for additional documentation.

Sincerely,



Thomas N. Emery, RLA,  
Land Use Consultants, Inc.

cc: Robert E. Howe, AIA, HKTA/ architects

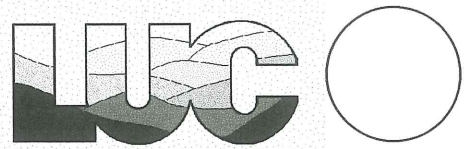
encl.

• REFERENCE HKTA/ architects Sketch

PROPOSED PINK FLOWERING OR  
JAPANESE FLOWERING  
CRAB APPLE. 4" CALIPER



**Spring Street View**



**LAND USE CONSULTANTS, INC.**  
Land Planners ♦ Engineers ♦ Surveyors  
966 Riverside Street  
Portland, Maine 04103  
Tel. 207.878.3313 Fax. 207.878.0201

• **PREPARED FOR:**  
**Waynflete School  
Middle School Facility**  
338-342 Spring St.  
Portland, Maine

• **TITLE:**  
**TREE PLANTING**

• **DATE:**  
6-07-99

• **SCALE:**  
NTS

• **JOB NO.:**  
3295

• **FIGURE NO.:**  
4..

att 5

**CITY OF PORTLAND, MAINE**  
**HISTORIC PRESERVATION COMMITTEE**

---

Susan Wroth, Chair  
Edward Hobler, Vice Chair  
Camillo Breggia  
Robert Parker  
Rick Romano  
Steve Sewall  
Cordelia Pitman

June 14, 1999

Hymie Gulak  
Waynflete School  
360 Spring Street  
Portland, Maine 04102

Re: Building Addition connecting Morrill House and Cook Hyde House

Dear Mr. Gulak:

On June 7, 1999, the City of Portland's Historic Preservation Committee voted 6-0 (Parker abstaining due to late arrival) to recommend to the Portland Planning Board approval of your application for a Certificate of Appropriateness. The recommendation is for the construction of a building addition that will connect Morrill House and Cook Hyde House, at 338 and 342 Spring Street. The decision is based on revised plans and specifications submitted for the 6/7/99 meeting.

The Historic Preservation Committee's recommendation is subject to the following conditions:

- \* That the brick proposed for the Spring Street facade be Morin's "All Black" Old Port blend, which was presented as an option at the meeting. Mortar to be tinted dark gray with concave tool joints. Staff to review and approve test patch prior to commencement of final bricklaying.
- \* Plans may be revised to feature operable windows on the Spring Street facade, provided such windows are installed across the entire width of each floor to ensure visual consistency. (It is understood that the overall design of the window will remain essentially the same.) A detail showing the revised windows shall be submitted to staff for final review and approval.
- \* That the windows proposed for the Spring Street facade be non-reflective and untinted.
- \* That the aluminum window frames feature a painted, as opposed to anodized, finish.

In addition, based on public comment the Historic Preservation Committee will ask the Planning Board to consider the following suggested conditions of approval as part of the Board's site plan review:

- \* To minimize impact on abutting residential structures at night, recessed incandescent downlights are recommended in the connector. Waynflete is also asked,




as a general policy, to turn off the lights in the connector after hours.

\* That a mature tree be planted near the Spring Street sidewalk line.

The Historic Preservation Committee's recommendation will be forwarded to the Portland Planning Board for consideration at its June 22, 1999 meeting. The Planning Board will make a final decision regarding the issuance of a Certificate of Approval in conjunction with their site plan and conditional review of the project.

Provided the Planning Board approves the requested Certificate of Appropriateness, all improvements shall be carried out as shown on the plans and specifications submitted for the June 7, 1999 meeting, except as to comply with any conditions imposed by the Planning Board, which may or may not include the foregoing recommended conditions. Changes to the approved plans and specifications and any additional work which may be undertaken must be reviewed and approved by the planning office prior to construction, alteration, or demolition. If, during the course of completing the approved work, conditions are encountered which prevent completing the approved work, or which require additional or alternative work, you must apply for and receive a Certificate of Appropriateness or Non-Applicability PRIOR to undertaking additional or alternative work.

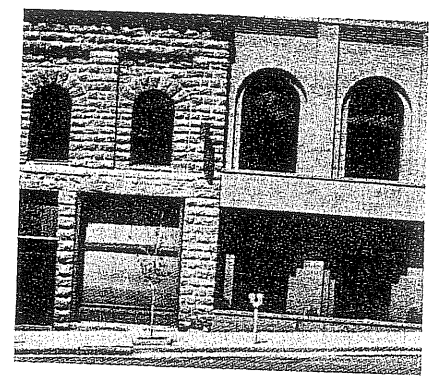
Sincerely,

A handwritten signature in cursive script that reads "Susan Wroth". To the right of the signature is a circular stamp containing the initials "WA".

Susan Wroth, Chair  
Historic Preservation Committee

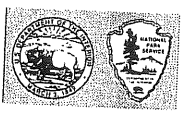
cc: Approval Letter File  
Portland Planning Board  
Deborah Andrews, Senior Planner  
Robert Howe, HKTA Architects

# 14 PRESERVATION BRIEFS



## New Exterior Additions to Historic Buildings: Preservation Concerns

Kay D. Weeks



U.S. Department of the Interior  
National Park Service  
Cultural Resources  
Heritage Preservation Services

Because a new exterior addition to a historic building can damage or destroy significant materials and can change the building's character, an addition should be considered only after it has been determined that the new use cannot be met by altering nonsignificant, or secondary, interior spaces. If the new use cannot be met in this way, then an attached addition may be an acceptable alternative if carefully planned. A new addition should be constructed in a manner that preserves significant materials and features and preserves the historic character. Finally, an addition should be differentiated from the historic building so that the new work is not confused with what is genuinely part of the past.

Change is as inevitable in buildings and neighborhoods as it is in individuals and families. Never static, buildings and neighborhoods grow, diminish, and continue to evolve as each era's technological advances bring conveniences such as heating, street paving, electricity, and air conditioning; as the effects of violent weather, uncontrolled fire, or slow unchecked deterioration destroy vulnerable material; as businesses expand, change hands, become obsolete; as building codes are established to enhance life safety and health; or as additional family living space is alternately needed and abandoned.

Preservationists generally agree that the history of a building, together with its site and setting, includes not only the period of original construction but frequently later alterations and additions. While each change to a building or neighborhood is undeniably part of its history—much like events in human life—not every change is equally important. For example, when a later, clearly nonsignificant addition is removed to reveal the original form, materials, and craftsmanship, there is little complaint about a loss to history.

When the subject of *new* exterior additions is introduced, however, areas of agreement usually tend to diminish. This is understandable because the subject raises some serious questions. Can a historic building be enlarged for a new use without destroying what is historically significant? And just what is significant about each particular historic building that should be preserved? Finally, what new construction is appropriate to the old building?

The vast amount of literature on the subject of change to America's built environment reflects widespread interest as well as divergence of opinion. New additions have been discussed by historians within a social and political, framework; by architectural historians in terms of construction technology and style; and by urban planners as successful or unsuccessful contextual design. Within the historic preservation programs of the National Park Service, however, the focus has been and will continue to be the protection of those resources identified as worthy of listing in the National Register of Historic Places.

### National Register Listing—Acknowledging Change While Protecting Historical Significance

Entire districts or neighborhoods may be listed in the National Register of Historic Places for their significance to a certain period of American history (e.g., activities in a commercial district between 1870 and 1910). This "framing" of historic districts has led to a concern that listing in the National Register may discourage any physical change beyond a certain historical period—particularly in the form of attached exterior additions. This is not the case. National Register listing does *not* mean that an entire building or district is frozen in time and that no change can be made without compromising the historical significance. It also does not mean that each portion of a historic building is equally significant and must be retained intact and without change. Admittedly, whether an attached new addition is small or large, there will always be *some* loss of material and *some* change in the form of the historic building. There will also generally be some change in the relationship between the buildings and its site, neighborhood or district. Some change is thus anticipated within each rehabilitation of a building for a contemporary use.

### Scope of National Park Service Interest in New Exterior Additions

The National Park Service interest in new additions is simply this—a new addition to a historic building has the potential to damage and destroy significant historic material and features and to change its historic character. A new addition also has the potential to change how one perceives what is genuinely historic and thus to diminish those qualities that make the building eligible for listing in the National Register of Historic Places. Once these basic preservation issues have been addressed, all other aspects of designing and constructing a new addition to extend the useful life of the historic building rest with the creative skills of the architect.

The intent of this Brief, then, is to provide guidance to owners and developers planning additions to their historic

buildings. A project involving a new addition to a historic building is considered acceptable within the framework of the National Park Service's standards if it:

1. Preserves significant historic materials and features; and
2. Preserves the historic character; and
3. Protects the historical significance by making a visual distinction between old and new.

Paralleling these key points, the Brief is organized into three sections. Case study examples are provided to point out acceptable and unacceptable preservation approaches where new use requirements were met through construction of an exterior addition. These examples are included to suggest ways that change to historic buildings can be sensitively accomplished, not to provide indepth project analyses, endorse or critique particular architectural design, or offer cost and construction data.

### 1. Preserving Significant Historic Materials and Features

Connecting a new exterior addition always involves some degree of material loss to an external wall of a historic building and, although this is to be expected, it can be minimized. On the other hand, damage or destruction of *significant* materials and craftsmanship such as pressed brick, decorative marble, cast stone, terra-cotta, or architectural metal should be avoided, when possible.

Generally speaking, preservation of historic buildings is enhanced by avoiding all but minor changes to primary or "public" elevations. Historically, features that distinguish one building or a row of buildings and can be seen from the streets or sidewalks are most likely to be the significant ones. This can include window patterns, window hoods, or shutters; porticoes, entrances, and doorways; roof shapes, cornices, and decorative moldings; or commercial storefronts with their special detailing, signs, and glazing. Beyond a single building, entire blocks of urban or residential structures are often closely related architecturally by their materials, detailing, form, and alignment. Because significant materials and features should be *preserved*, not damaged or hidden, the first place to consider constructing a new addition is where such material loss will be minimized. This will frequently be on a secondary side or rear elevation. For both economic and social reasons, secondary elevations were often constructed of "common" material and were less architecturally ornate or detailed.

In constructing the new addition, one way to minimize overall material loss is simply to reduce the size of the new addition in relationship to the historic building. If a new addition will abut the historic building along one elevation or wrap around a side and rear elevation, the integration of historic and new interiors may result in a high degree of loss—exterior walls as well as significant interior spaces and features. Another way to minimize loss is to limit the size and number of openings between old and new. A particularly successful method to reduce damage is to link the new addition to the historic block by means of a hyphen or connector. In this way, only the connecting passageway penetrates a historic side wall; the new addition can be visually and functionally related

while historic materials remain essentially intact and historic exteriors remain uncovered.

Although a general recommendation is to construct a new addition on a secondary elevation, there are several exceptions. First, there may simply be no secondary elevation—some important freestanding buildings have significant materials and features on all sides, making any aboveground addition too destructive to be considered. Second, a structure or group of structures together with their setting (for example, in a National Historic Park) may be of such significance in American history that any new addition would not only damage materials and alter the buildings' relationship to each other and the setting, but seriously diminish the public's ability to appreciate a historic event or place. Finally, there are other cases where an existing side or rear elevation was historically intended to be highly visible, is of special cultural importance to the neighborhood, or possesses associative historical value. Then, too, a secondary elevation should be treated as if it were a primary elevation and a new addition should be avoided.

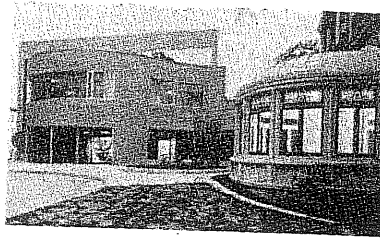
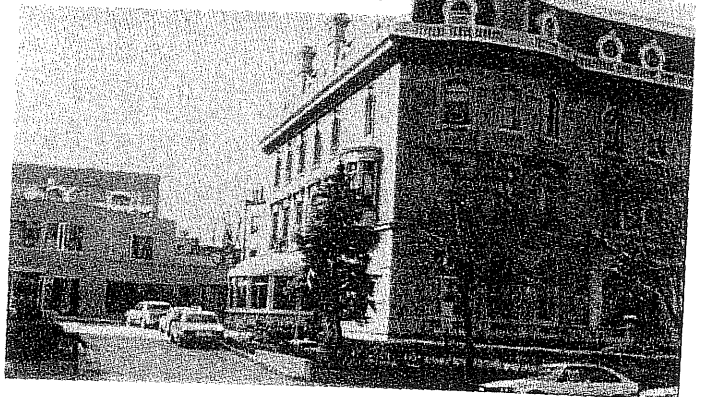


Photo: Maxwell Mackenzie

Photo: Gary L. Hume



**Historic residential structure with new office addition. This approach preserves significant historic materials and features.**

Built in 1903 as the private residence of a wealthy mine owner, the 3½ story building utilizes a variety of materials, including granite, limestone, marble, and cast iron. Of special interest is the projecting conservatory on a prominent side elevation. The Walsh-McLean House in Washington, D.C., has been used as the Indonesian Embassy since 1954. When additional administrative space was required for the embassy in 1981, loss of significant exterior materials was minimized by utilizing a narrow hyphen connector that cuts through a side wall behind the distinctive conservatory. Finally, the modestly scaled addition is well set back on the adjoining site, thus preserving the historic character of this individually-listed property.

Preserving Significant Historic Materials and Features

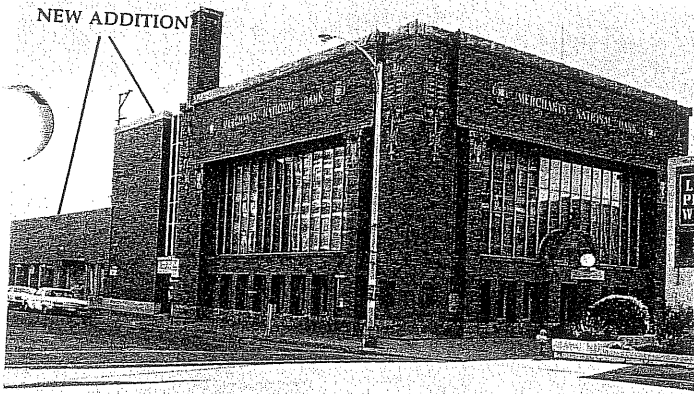
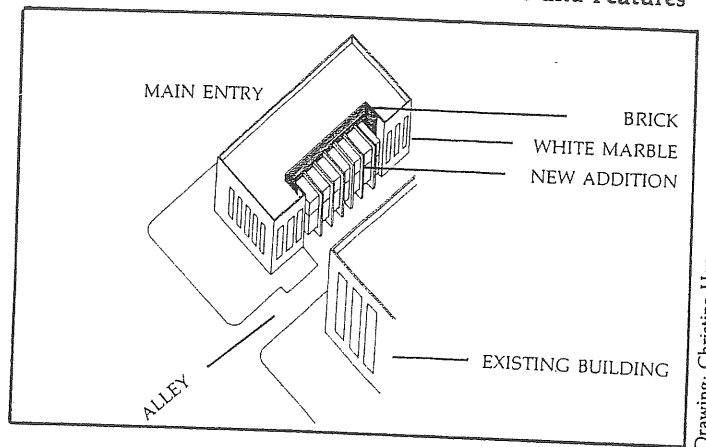


Photo: David Nystuen

Historic bank structure with new drive-in bank addition. This approach preserves significant materials and features.

The bank building in Winona, Minnesota, (Purcell, Feick, and Elmslie, 1911-1912) is a noteworthy example of Prairie School architecture. Of particular significance is the ornamental work in terra-cotta and stained glass. In 1969-70 a brick addition was joined to the historic structure on the unornamented north and east party walls. This responsible approach successfully met additional square footage requirements for bank operations while retaining the historic banking room with its stained glass panels and skylighted space.



Drawing: Christina Henry

Historic library with new reading room addition. This approach preserves significant historic materials and features.

When Washington, D.C.'s Folger Shakespeare Library (Paul P. Cret, 1929) required additional space for a new reading room in 1983, significant exterior materials and interior spaces were respected. This expansion was successfully accomplished by filling-in a nonsignificant, common brick, U-shaped service area on the building's rear elevation, thus permitting almost total savings of the historic decorative marble on significant front and side facades. The new reading room addition was sensitively joined to the historic library by a limited number of doorways, further enhancing overall preservation of historic materials.

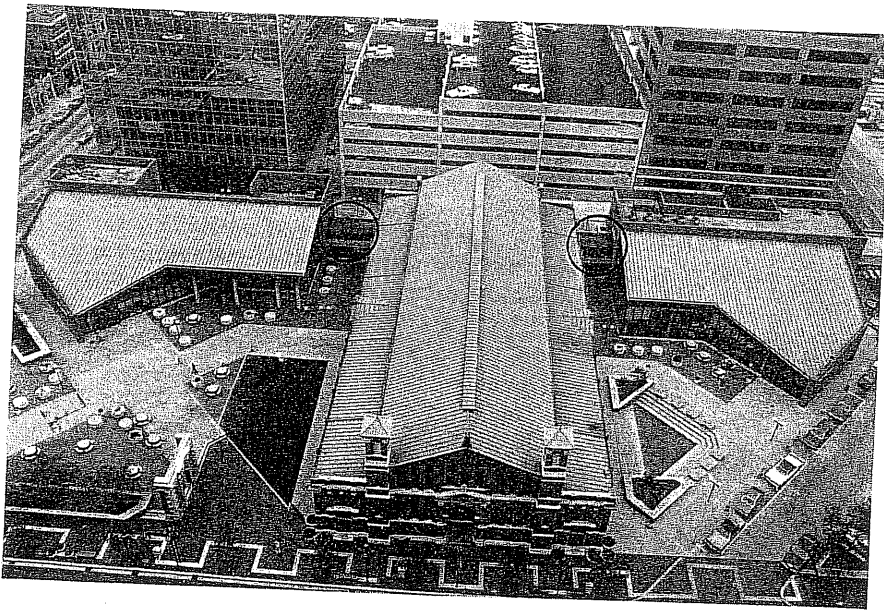


Photo: Alan Conant

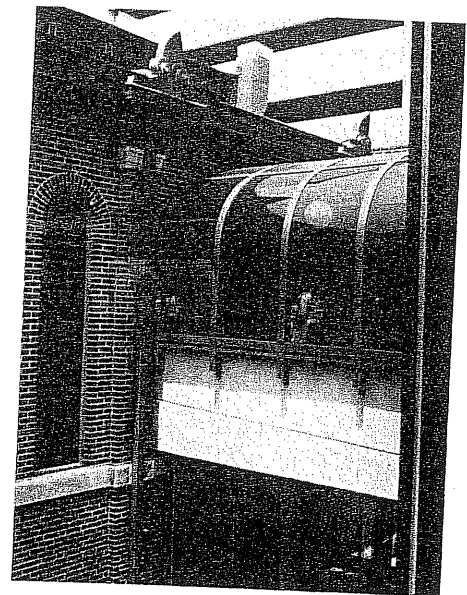


Photo: Jim Vaseff

Historic city market with flanking new retail additions. This approach preserves significant historic materials and features.

Aerial view shows the two-level connectors (circled) between Indianapolis' 1886 City Market and the new retail business wings. Minimal openings on both levels at the rear of the building have been utilized for entrance and egress to the new additions, requiring minimal intrusion in the historic fabric of the side walls. A detail photograph shows how the glass and metal connectors parallel the form of the historic round-headed window openings. Finally, because the new additions are essentially detached from the original market building, the external form and the interior plan, with its significant cast-iron roofing system, have been retained and preserved.

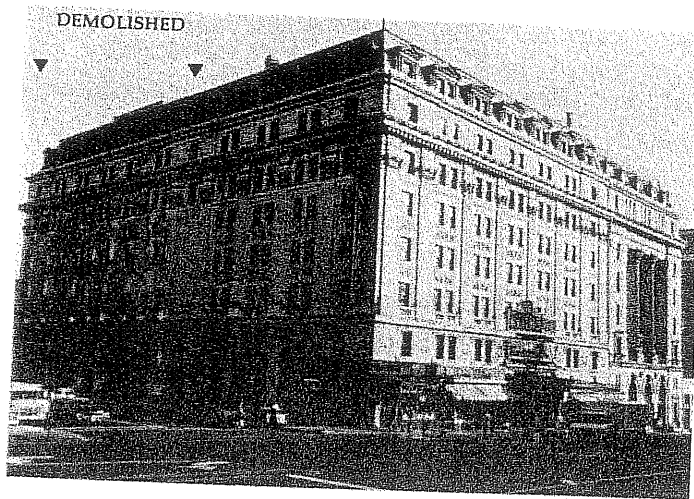


Photo: A. Pierce Bounds

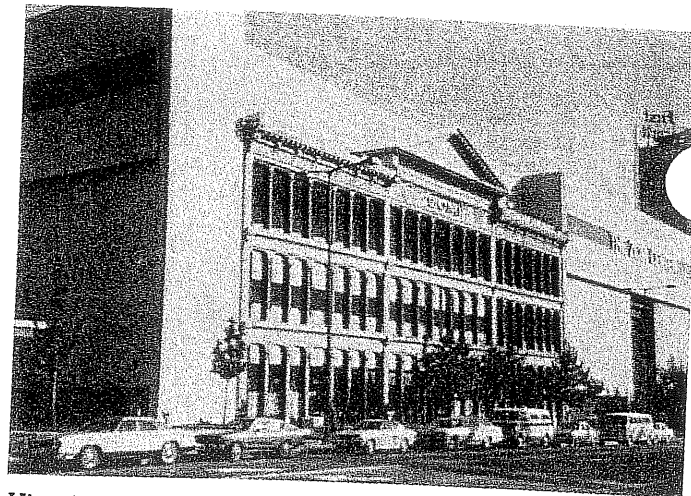


Photo: Lee H. Nelson, FAIA

Historic cast-iron storefront re-installed as facade on modern department store. This approach results in the destruction of significant materials and features.

Where there is need for a substantially larger building, the most destructive approach is to demolish everything but the facade of the historic building. In the example above, the 3-story-cast-iron front was originally the facade of a large, 19th century department store. In the 1970s, when the rest of the building was demolished, the metal facade was dismantled, then re-assembled on a new site where it has become the ornamental entrance to a modern department store.

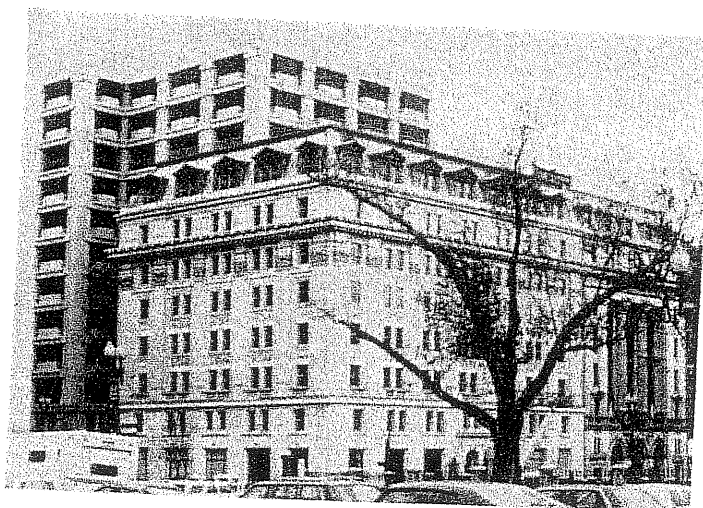


Photo: Michael J. Auer

Historic theater and office building with new office addition. This approach results in the destruction of significant materials and features.

Materials and features comprise the life history of a building from its initial construction to its present configuration; their destruction thus represents an equivalent and unfortunate loss to history. Chase's Theater and Riggs Building were constructed in Washington, D.C. in 1911-1912 as one architectural unit. Originally 11 bays wide, it featured elaborate granite, terra-cotta and marble ornamentation (see "before" above). As part of a plan to increase office space in a prime downtown location, 6 side bays and the significant theater space of the historic structure were demolished to make way for a major new addition (see "after" below).

## 2. Preserving the Historic Character

The second, equally important, consideration is whether or not the new addition will preserve the resource's historic character. The historic character of each building may differ, but a methodology of establishing it remains the same. Knowing the uses and functions a building has served over time will assist in making what is essentially a physical evaluation. But while written and pictorial documentation can provide a framework for establishing the building's history, *the historic character, to a large extent, is embodied in the physical aspects of the historic building itself—its shape, its materials, its features, its craftsmanship, its window arrangements, its colors, its setting, and its interiors.* It is only after the historic character has been correctly identified that reasonable decisions about the extent—or limitations—of change can be made.

To meet National Park Service preservation standards, a new addition must be "compatible with the size, scale, color, material, and character" of the building to which it is attached or its particular neighborhood or district. A new addition will always change the size or actual bulk of the historic building. But an addition that bears no relationship to the proportions and massing of the historic building—in other words, one that overpowers the historic form and changes the scale will usually compromise the historic character as well. The appropriate size for a new addition varies from building to building; it could never be stated in a tidy square or cubic footage ratio, but the historic building's existing proportions, setting and setting can help set some general parameters for enlargement. To some extent, there is a predictable relationship between the size of the historic resource and the degree of change a new addition will impose.

For example, in the case of relatively low buildings (small-scale residential or commercial structures) it is difficult, if not impossible, to minimize the impact of adding an entire new floor even if the new addition is set back from the plane of the facade. Alteration of the historic proportions and profile will likely change the building's character. On the other hand, a rooftop addition to an eight story building in a historic district of other tall buildings might not affect the historic character simply because the new work would not be visible from major streets. A number of methods have been used to help predict the effect of a proposed rooftop addition on the historic building and district, including pedestrian sight lines, three-dimensional schematics and computer-assisted design (CAD). Sometimes a rough full-size mock up of a section or bay of the proposed addition can be constructed using temporary material; the mock-up can then be photographed and evaluated from critical vantage points.

In the case of freestanding residential structures, the preservation considerations are generally twofold. First, a large addition built out on a highly visible elevation can radically alter the historic form or obscure features such as a decorative cornice or window ornamentation. Second, an addition that fills in a planned void on a highly visible elevation (such as a "U" shaped plan or feature such as a porch) may also alter the historic form and, as a result, change the historic character.

Some historic structures such as government buildings, metropolitan museums, or libraries may be so massive in scale that a large-scale addition may not compromise the historic character. Yet similar expansion of smaller buildings would be dramatically out of scale. In summary, where any new addition is proposed, correctly assessing the *relationship* between actual size and relative scale will be a key to preserving the character of the historic building.

Constructing the new addition on a secondary side or rear elevation—in addition to material preservation—will also address preservation of the historic character. Primarily, such placement will help to preserve the building's historic form and relationship to its site and setting. Historic landscape features, including distinctive grade variations, need to be respected; and any new landscape features such as plants and trees kept at a scale and density that would not interfere with appreciation of the historic resource itself.

In highly developed urban areas, locating a new addition on a less visible side or rear elevation may be impossible simply because there is no available space. In this instance, there may be alternative ways to help preserve the historic character. If a new addition is being connected to the adjacent historic building on a primary elevation, the addition may be set back from the front wall plane so the outer edges defining the historic form are still apparent. In all other cases, some variation in material, detailing, and color may provide the degree of differentiation necessary to avoid changing the essential proportions and character of the historic building.

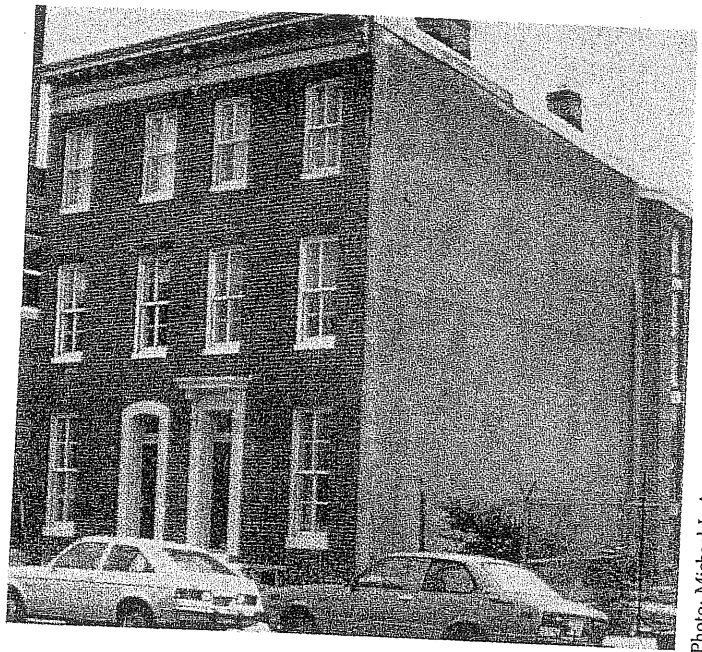


Photo: Michael J. Auer

Historic townhouse with compatible new stairtower addition. This approach preserves the historic character.

Creating two separate means of egress from the upper floors may be a fire code requirement in certain types of rehabilitation projects. This may involve a second stair within the historic building or an exterior fire stair. To meet preservation concerns, an exterior fire stair should always be subordinate to the historic structure in size and scale, and preferably, placed on a secondary side or rear elevation. Finally, as in any other type of addition, the material and color should be compatible with the historic character of the building. Because this modest brick stairtower has been placed on a rear elevation as a subsidiary unit, the form, features and detailing of the historic building have been preserved.

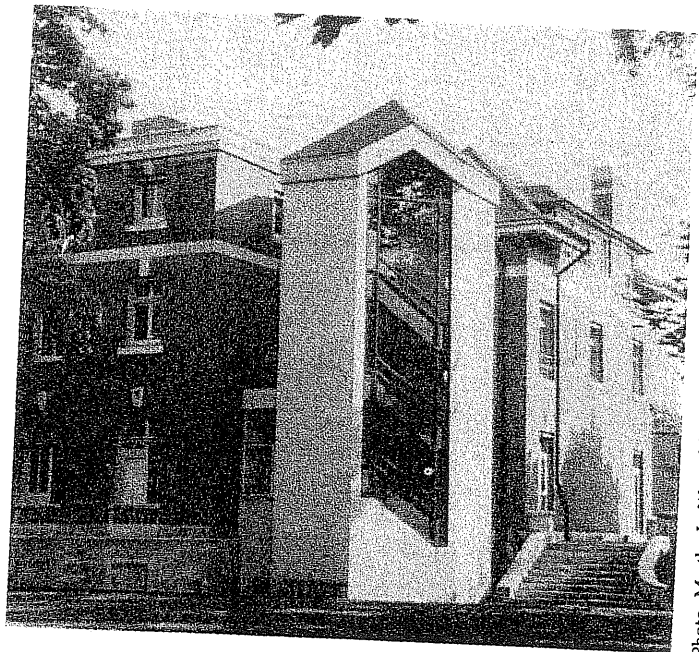


Photo: Martha L. Werenfels

Historic university building with incompatible new stairtower addition. This approach changes the historic character.

In contrast, this stairtower has been constructed on a highly visible side elevation and, together with its width and height, has obscured the historic form and roofline. The materials and color of the addition further enhance its prominence.

Preserving the Historic Character



Photo: Rodney Gary

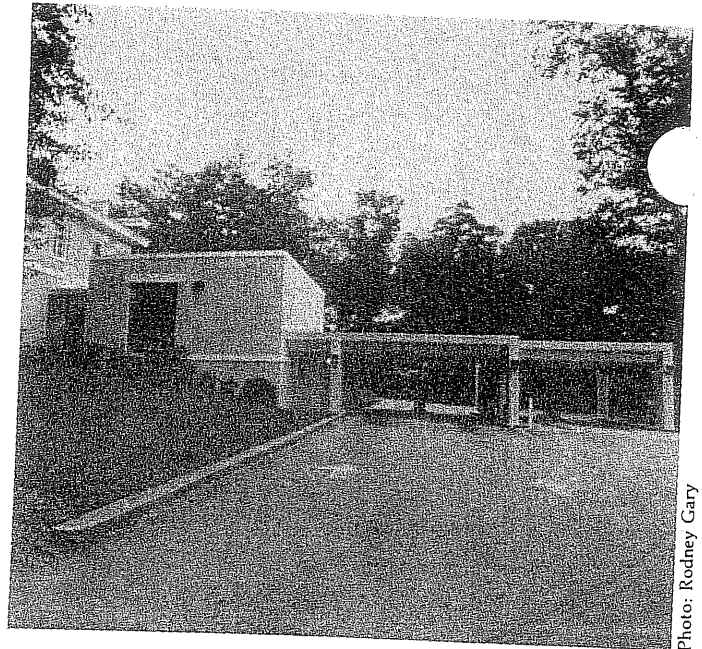
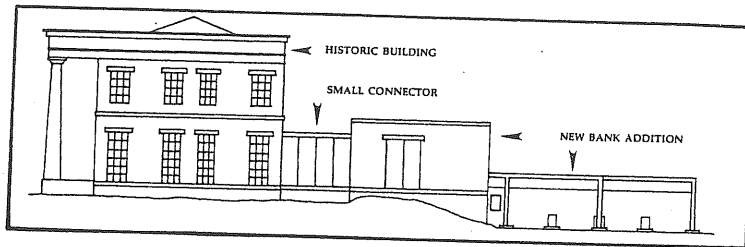


Photo: Rodney Gary

Historic residential structure with new drive-in bank addition. This approach preserves the historic character.

Built in 1847 and individually listed in the National Register in 1973, the Stephen Upson House in Athens, Georgia, is a two-story, five-bay structure featuring a distinctive columned portico. Of particular importance in its successful conversion from residential to commercial use in 1984 was the sensitive utilization of a sloping, tree-shaded historic site consisting of over 6 acres. A low-scale office and drive-in bank addition have been attached by a small glass connector at the rear of the historic building. A drawing, below, shows how the three-unit addition has been stepped down the hill, each unit set further back from the historic structure as it extends horizontally. As a result, the new addition is only partially visible from the historic "approach;" it can, however, be seen at full size from a new service road on the rear elevation (see photos, above).



Drawing: Christina Henry

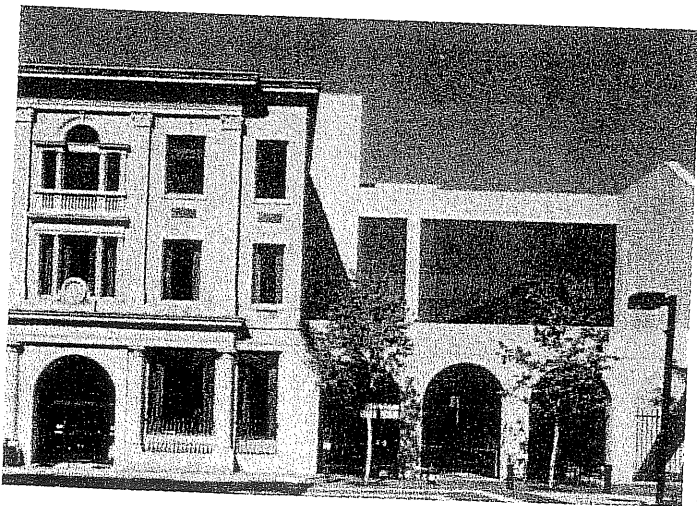


Photo: Joseph Borysthen Tcaz.

Historic bank with compatible new bank addition. This approach preserves the historic character.

The overall size of an 1893 bank in Salem, Massachusetts, was nearly doubled in 1974 when a new addition was constructed on an adjacent lot, yet the addition is compatible with the historic character. A deep set-back and similarity in scale permit the historic form to be appreciated; the addition is also compatible in materials and color. Finally, the pattern of arched and rectangular openings of the historic building is suggested in the new work.

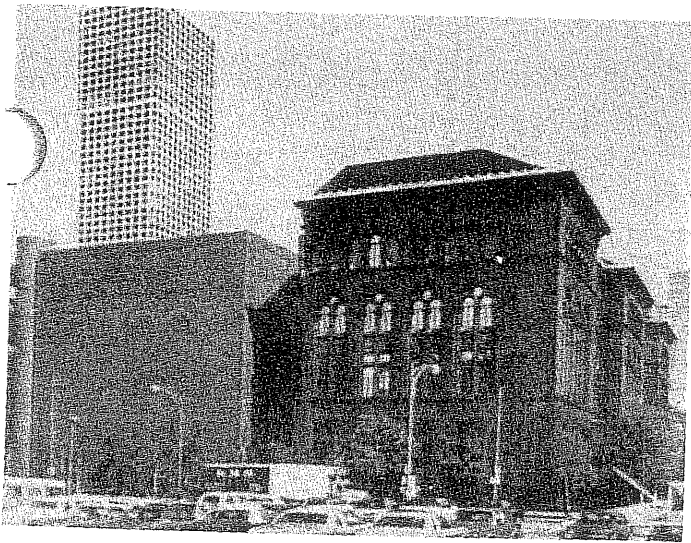


Photo: Harry Weese & Associates

Historic library with new addition for "uncommon" and rare books. This approach preserves the historic character.

Designed by architect Henry Ives Cobbs and completed in 1892, the Newberry Library in downtown Chicago extends the length of a city block and features a series of elongated, arch-headed windows. In 1981, when additional space was required with light and humidity control for storage of the rare book collection, a 10-story, windowless brick addition was linked to the historic block on side and rear elevations. Although constituting major expansion, the new wing still reads as a subsidiary unit to the substantially larger historic library complex. Its simple rectangular shape and lack of ornamentation stand in contrast with the highly articulated historic library complex; the rhythm of the historic windows is suggested in the windowless addition through series of recessed square and arched bands. This is one example of a solution that is considered compatible with the historic character.

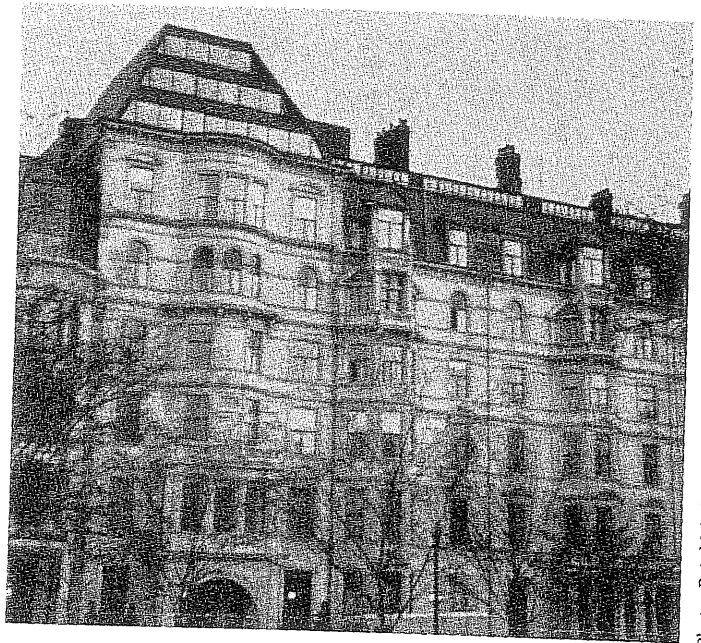


Photo: Baird M. Smith, AIA

Historic residential buildings with incompatible three-story rooftop addition. This approach changes the historic character.

The historic character of one building or an entire row of buildings may be radically altered by even one highly visible, inappropriately scaled rooftop addition. This is partly because the proportions or dimensions of a historic building play such a major role in determining its identity. Major expansion at the roofline alters the proportions and profile of the building—a change that is particularly noticeable when seen in outline against the sky. A modest clerestory addition (extending across townhouses to the right) is almost overlooked because the focal point of the row is a three-story, pyramidally-shaped glass and metal addition whose mass, size, and scale overpowers the block's residential character.



Photo: David Kroll

Historic commercial building with compatible new, one-story rooftop addition. This approach preserves the historic character.

This rooftop addition—sharing a similarity to the example above in its use of glass and metal and an angular shape—has been set back 30m from both the front and side roof edges against a party wall, thus preserving the character of the historic building as well as the district. Although the addition appears to be very small from a street perspective, in actuality it is spacious enough to be used as a business conference room and employee lounge.

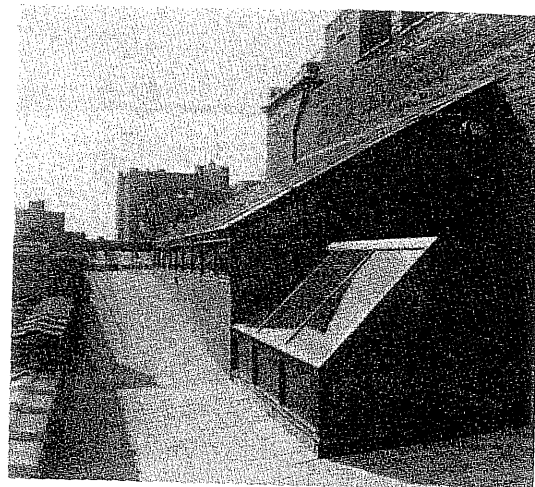


Photo: David Kroll



## Preserving the Historic Character

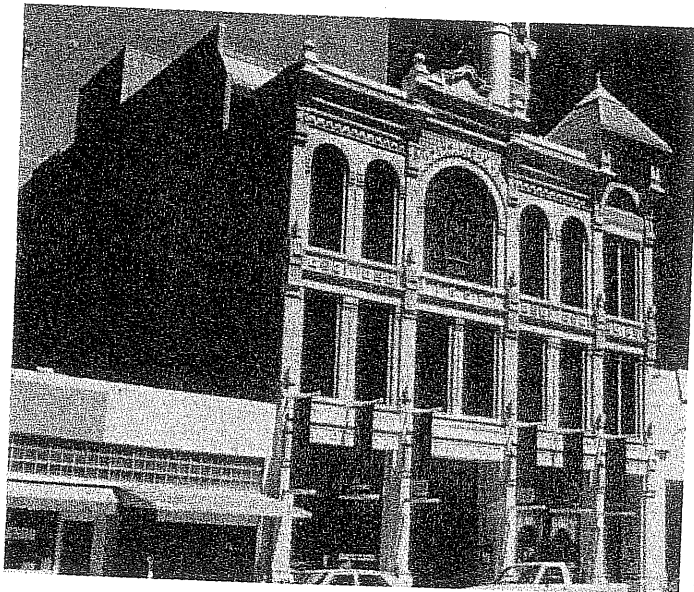


Photo: Noré V. Winter

Historic commercial building with compatible new 2-story rooftop addition. This approach preserves the historic character.

Small-scale residential or commercial buildings are extremely difficult to expand at the roofline. An additional story will usually result in a radical change to the historic building's proportions and profile, even when the addition is set back from the roof edge. In this particular case, however, the prominence of the resource's parapet and corner tower together with the deep setback made it possible to successfully add two new stories to a small-scale historic building.



Photo: Martha L. Werentfels

Private residence with incompatible new office addition. This approach changes the historic character.

Successfully introducing a new addition into a residential neighborhood depends in large measure on the degree of visibility from the streets and sidewalks. In a neighborhood where lots were historically small, but deep, and houses were constructed close together, adding a new room to a secondary elevation may often be undertaken without changing the historic character. The historic character of this late 19th/early 20th century wood-frame residential structure was compromised when a masonry wrap-around addition was constructed on highly visible elevations within the district. Historic features were also destroyed in making changes necessary for office use.

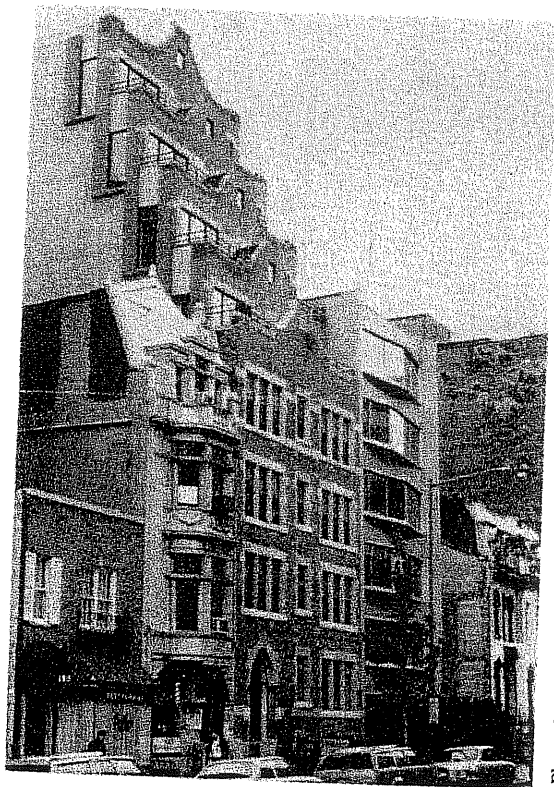
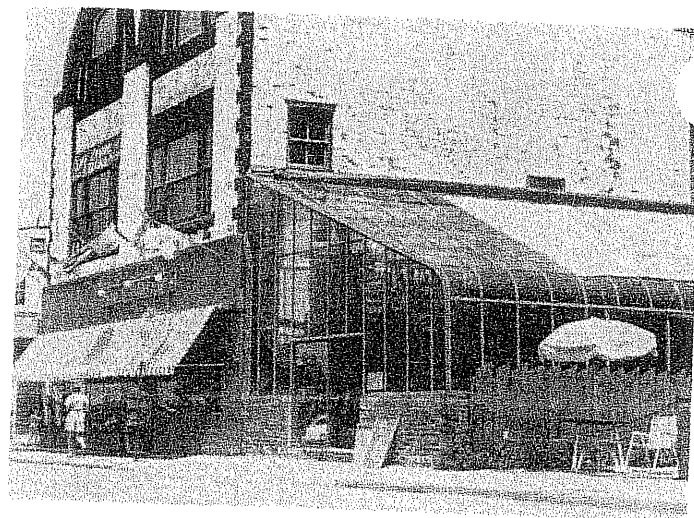


Photo: Michael J. Auer

Historic office building with incompatible new 4-story rooftop addition. This approach changes the historic character.

In this example, the historic character of a similarly-scaled commercial building has been radically changed by the addition of four stories that intentionally repeat the distinctive historic parapet feature at each level. The net effect is to have created a new four-story building atop a four-story historic building.



Photos: Martha L. Werentfels

Historic commercial structure with incompatible new greenhouse addition. This approach changes the historic character.

Glass—particularly in conjunction with inappropriate location, scale, and form—can be an exceedingly troublesome material. In theory, glass would seem to be the perfect material for a new addition because the historic building's materials and features can be "read" through the transparent material. But glass is never fully invisible during the day because of its reflective nature; at night, the bright light in a glass addition may become a somewhat disturbing aspect that competes with the historic building. This large greenhouse restaurant addition, constructed on a highly visible side elevation within the district, is also flush with the historic facade. Inappropriate scale and high visibility coupled with the amount of glass used in this particular addition, have radically altered the character of a modest freestanding structure and its setting.

### 3. Protecting the Historical Significance— Making a Visual Distinction Between Old and New

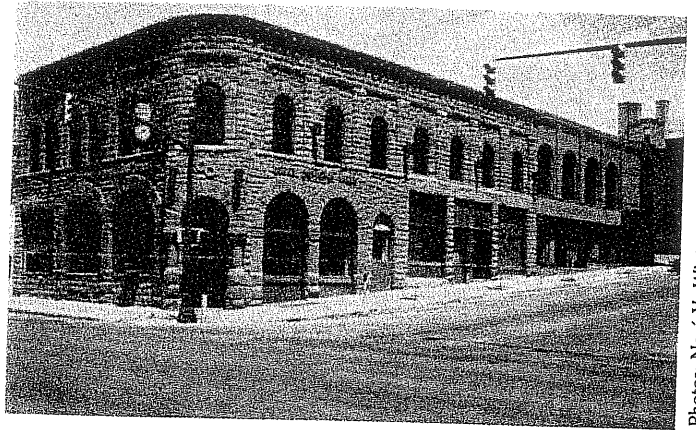
Following statement of approach could be applied fully to the preservation of districts, sites, buildings, structures, and objects of National Register significance: "A conservator works within a conservation ethic so that the integrity of the object as an historic entity is maintained. The concern is not just with the original state of the object, but the way in which it has been changed and used over the centuries. Where a new intervention must be made to save the object, either to stabilize it or to consolidate it, it is generally accepted that those interventions must be *clear, obvious, and reversible*. It is this same attitude to change that is relevant to conservation policies and attitudes to historic towns . . ."<sup>1</sup>

Rather than establishing a clear and obvious difference between old and new, it might seem more in keeping with the historic character simply to repeat the historic form, material, features, and detailing in a new addition. But when the new work is indistinguishable from the old in appearance, then the "real" National Register property may no longer be perceived and appreciated by the public. Thus, the third consideration in planning a new addition is to be sure that it will protect those visual qualities that made the building eligible for listing in the National Register of Historic Places.

A question often asked is what if the historic character is not compromised by an addition that appears to have been built in the same period? A small porch or a wing copied the historic materials and detailing placed on a lower elevation might not alter the public perception of the historic form and massing. Therefore, it is conceivable that a modest addition could be replicative without changing the resource's historic character; generally, however, this approach is not recommended because using the same wall plane, roof line, cornice height, materials, siding lap, and window type in an addition can easily make the new work appear to be part of the historic building. If this happens on a visible elevation, it becomes unclear as to which features are historic and which are new, thus confusing the authenticity of the historic resource itself.

The National Park Service policy on new additions, adopted in 1967, is an outgrowth and continuation of a general philosophical approach to change first expressed by John Ruskin in England in the 1850s, formalized by William Morris in the founding of the Society for the Protection of Ancient Buildings in 1877, expanded by the Society in 1924 and, finally, reiterated in the 1964 Venice Charter—a document that continues to be followed by 64 national committees of the International Council on Monuments and Sites (ICOMOS). The 1967 *Administrative Policies for Historical Areas of the National Park*

*System* thus states, ". . . a modern addition should be readily distinguishable from the older work; however, the new work should be harmonious with the old in scale, proportion, materials, and color. Such additions should be as inconspicuous as possible from the public view." Similarly, the Secretary of the Interior's 1977 "Standards for Rehabilitation" call for the new work to be "compatible with the size, scale, color, material, and character of the property, neighborhood, or environment."



Photos: Noré V. Winter

Historic bank with new bank addition. This approach protects the historical significance of the resource by making a visual distinction between what is old and what is new.

Constructed in the early 1890s in Durango, Colorado, the split-faced ashlar bank structure is characterized by its flat roof, rounded form at the main entrance, a series of large arched window and door openings, and heavily textured surfaces. When additional office space was needed in 1978 to serve a commercially revitalized historic district, the new work was respectful of the historic structure through its proportional similarities, and alignment of openings and cornice. While echoing the historic bank's arched and rectangular shapes, the addition features a contrasting, smooth-faced brick that—together with the variation in window size, recessed detailing, and exaggerated verticality of the pilasters—places the new work in a clearly contemporary idiom and also permits the historic building to predominate.

<sup>1</sup> Roy Worskett, RIBA, MRTIP, "Improvement of Urban Design in Europe and the United States: New Buildings in Old Settings." Background Report (prepared July, 1984) for Seminar at Strasbourg, France, October, 1984.

**Protecting the Historical Significance—Making a Visual Distinction Between Old and New**

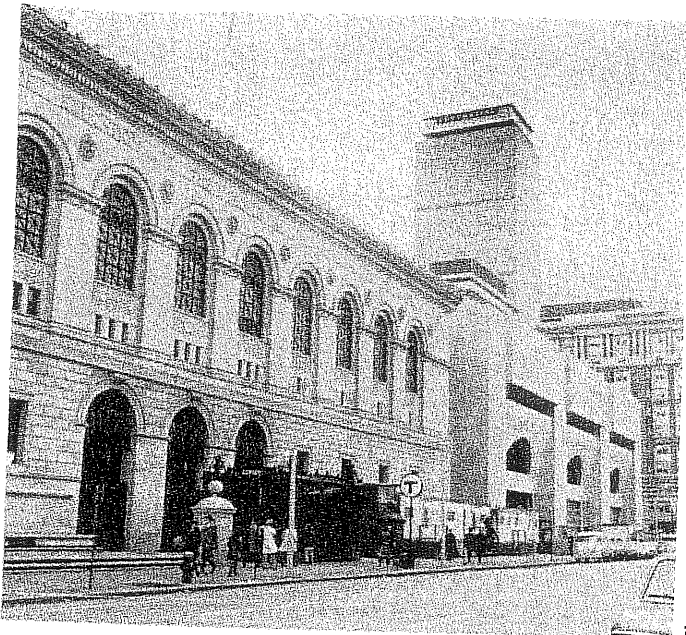


Photo: Carleton Knight, III

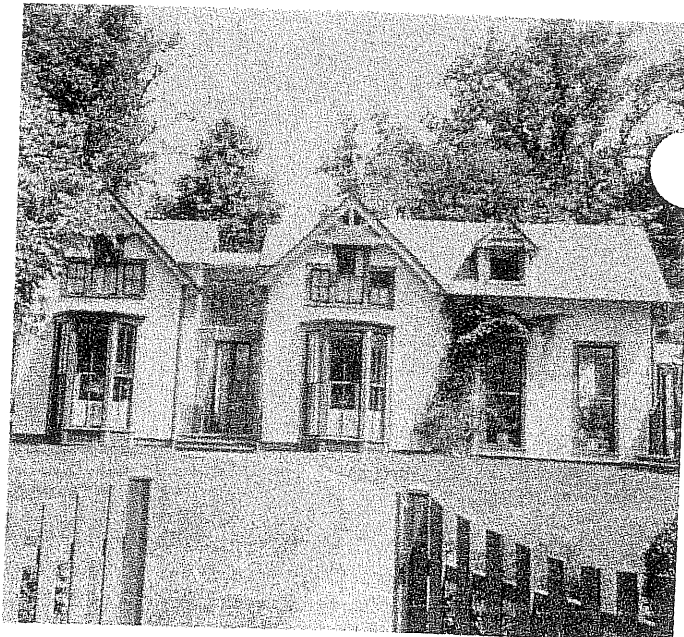


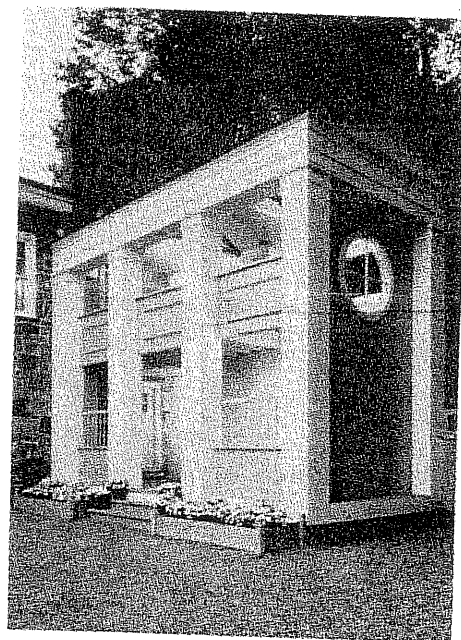
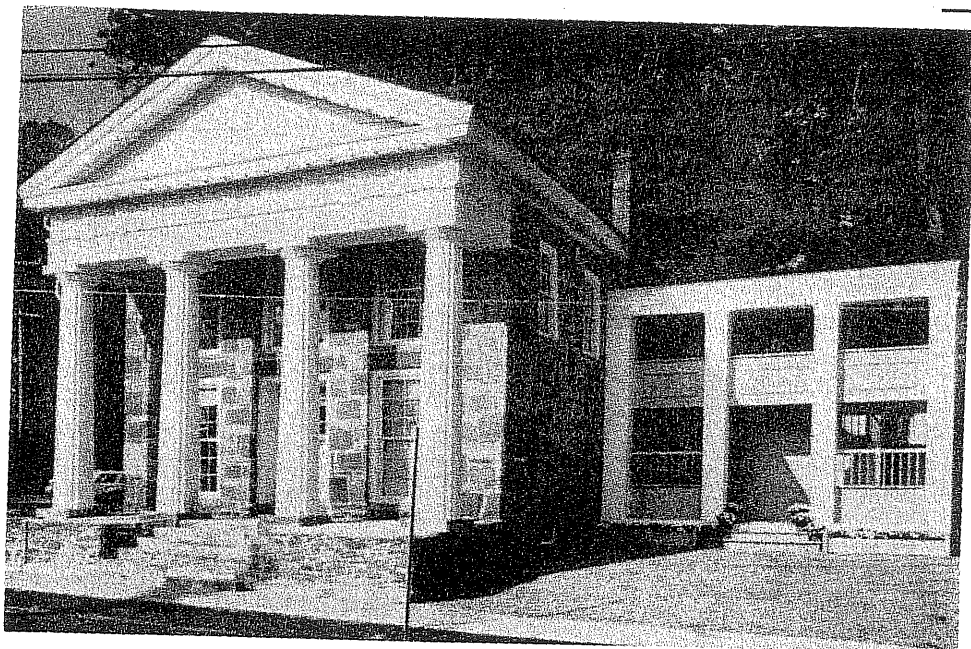
Photo: Kay D. Weeks

**Historic library with new library wing. This approach protects the historical significance of the resource by making a visual distinction between what is old and what is new.**

Charles Follen McKim's Boston Public Library, a 3 story, granite-faced, rectangular structure built between 1888-1895, was significantly expanded in 1973 by Phillip Johnson's new library addition on highly visible side and rear elevations. While the new addition is closely related to the historic block in its basic proportions, Johnson's bold use of material and detailing—juxtaposed to McKim's delicately patterned facade—provide clear differentiation between old and new and result in an addition that is unequivocally a product of its own time.

**Private residence with new addition. This approach does not protect the historical significance of the resource because it fails to make a visual distinction between what is old and what is new.**

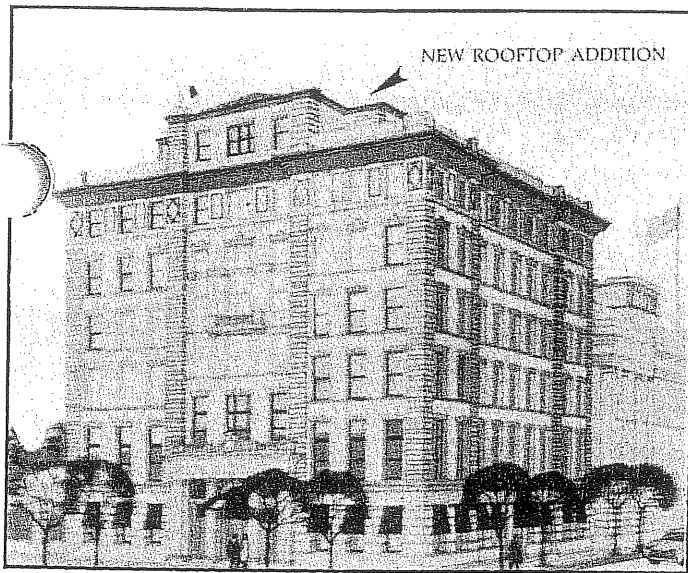
The most distinctive portion of this c. 1900 wood-frame residence—the decorative gable and three-part window—was repeated in a new addition to the left. As a result of copying the form, features and detailing of the new addition on the front elevation, the historic building and the new addition are virtually indistinguishable.



Photos: Jerry Liebman

**Historic post office with new commercial entrance addition. This approach protects the historical significance of the resource by making a visual distinction between what is old and what is new.**

An 1810 granite and wood structure in Chester, Connecticut has been used over its long history as a post office, a school, and most recently, for two businesses—one downstairs and one upstairs. In 1985, as part of the conversion of the second floor into a graphic arts studio, an extensively deteriorated straight-run wooden stair was replaced by this small new entrance and stairtower addition. Because of the addition's deep set-back and restrained size, the form, features, and detailing of the historic structure continue to dominate both site and streetscape; moreover, the new work has a separate identity and could not be mistaken as part of the historic building.



Drawing: National Register files.

Historic city hall with new rooftop office addition. This approach does not protect the historical significance of the resource because it fails to make a visual distinction between what is old and what is new.

The drawing shows a proposed penthouse addition to a former municipal building. Originally a flat-roofed structure with a modestly detailed cornice, the proposed new addition has changed the proportions and profile, creating a verticality and degree of ornamentation that never existed historically. These changes have effectively *re-defined* the historic character. With its highly replicative ornamentation, the addition has become an integral component of the historic design. The result is that a passerby would probably not be able to tell that the rooftop addition is new and not part of the original construction.

## NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS

### Preserve Significant Historic Materials and Features

Avoid constructing an addition on a primary or other character-defining elevation to ensure preservation of significant materials and features.

Minimize loss of historic material comprising external walls and internal partitions and floor plans.

### Preserve the Historic Character

Make the size, scale, massing, and proportions of the new addition compatible with the historic building to ensure that the historic form is not expanded or changed to an unacceptable degree.

Place the new addition on an inconspicuous side or rear elevation so that the new work does not result in a radical change to the form and character of the historic building.

Consider setting an infill addition or connector back from the historic building's wall plane so that the form of the historic building—or buildings—can be distinguished from the new work.

Set an additional story well back from the roof edge to ensure that the historic building's proportions and profile are not radically changed.

### Protect the Historic Significance—Make a Visual Distinction Between Old and New

Plan the new addition in a manner that provides some differentiation in material, color, and detailing so that the new work does not appear to be part of the historic building. The character of the historic resource should be identifiable after the addition is constructed.

## Conclusion

A major goal of our technical assistance program is a heightened awareness of significant materials and the historic character *prior* to construction of a new exterior addition so that essential change may be effected within a responsible preservation context. In summary, then, these are the three important preservation questions to ask when planning a new exterior addition to a historic resource:

1. Does the proposed addition preserve significant historic materials and features?
2. Does the proposed addition preserve the historic character?
3. Does the proposed addition protect the historical significance by making a visual distinction between old and new?

If the answer is YES to all three questions, then the new addition will protect significant historic materials and the historic character and, in doing so, will have satisfactorily addressed those concerns generally held to be fundamental to historic preservation.

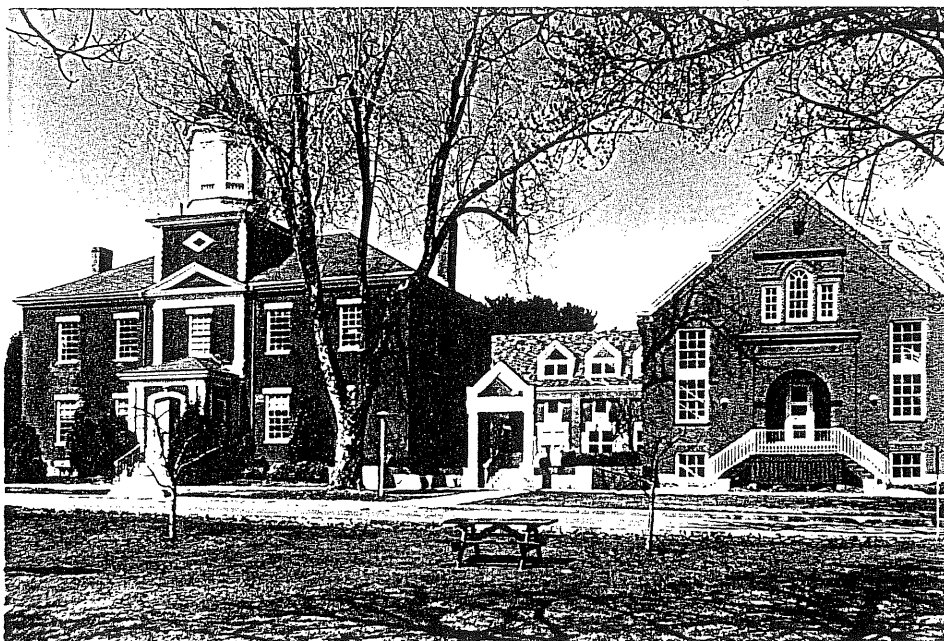
## Standard #9

CONTEMPORARY DESIGN FOR ALTERATIONS AND ADDITIONS TO EXISTING PROPERTIES SHALL NOT BE DISCOURAGED WHEN SUCH ALTERATIONS AND ADDITIONS DO NOT DESTROY SIGNIFICANT CULTURAL, HISTORICAL, ARCHITECTURAL, OR ARCHAEOLOGICAL MATERIAL AND SUCH DESIGN IS COMPATIBLE WITH THE SIZE, SCALE, COLOR, MATERIAL AND CHARACTER OF THE PROPERTY, NEIGHBORHOOD OR ENVIRONMENT.

Recognizing the fact that buildings are continually evolving in response to changes in use, Standard #9 provides guidance for designing and evaluating proposed additions or alterations to historic buildings. Of critical importance in evaluating a new addition or alteration is its impact on the historic building in terms of scale, materials, design elements, visibility, and its visual distinction from the historic building. Additions or alterations should be products of their own time and

not seek to duplicate the historic structure. However, these new additions/alterations should be compatible with the original building.

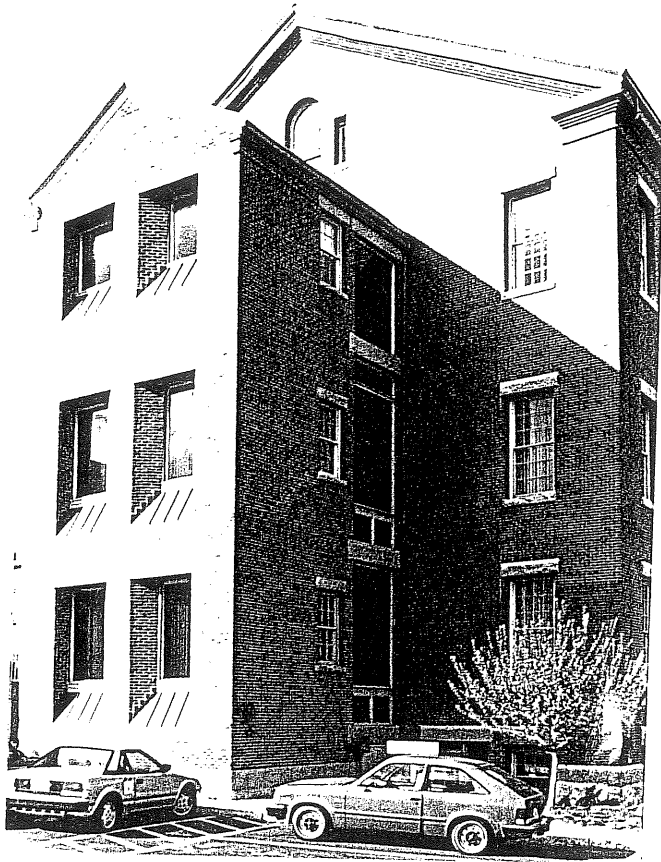
The design standards for new construction (see following section) are applicable for building additions as well and will help to explain how an addition may be compatible yet distinct.



*Contemporary additions or alterations to historic buildings should generally be made on a side or rear elevation, not on the primary facade. The scale and materials should be compatible with the historic fabric, as illustrated in this addition to the Josephine S. Abplanalp Library at Westbrook College. It is important to note, however, that compatibility need not and should not mean exact replication. There should be a clear differentiation between the new and old, through detailing or materials, so the addition will not appear to be a part of the original building. Here, the addition respects the scale and designs of the two buildings it connects and at the same time makes its own contemporary design statement.*



*To be compatible with a historic building, a contemporary addition may echo some of the building's original features or details. The kitchen addition on the rear of this house resembles the original bay on the left in its five-sided shape, its window proportions, and its flat roof surmounted by a rail. Nevertheless, it "reads" as contemporary.*



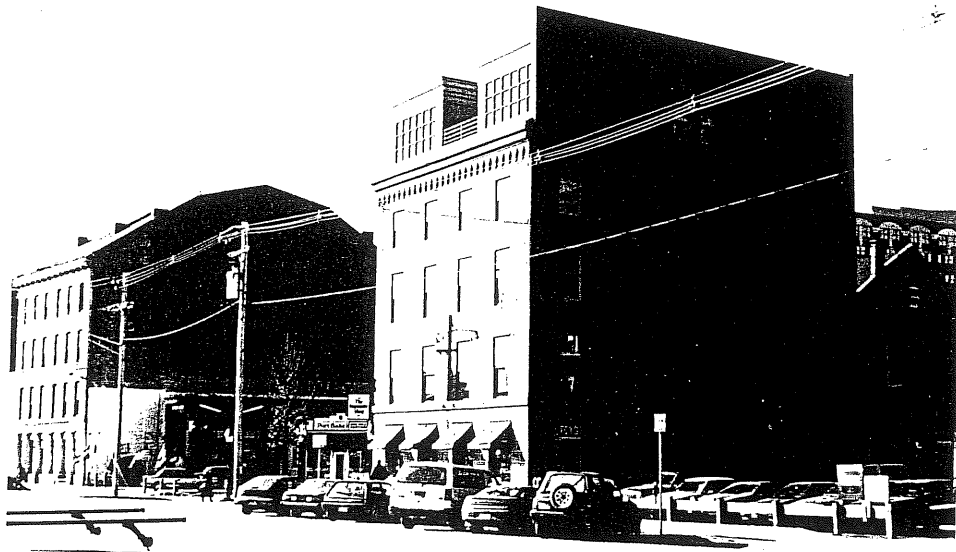
*When a second stairway or an elevator cannot be accommodated within a historic building, a contemporary addition may be built for this purpose. Here the roofline, mass and fenestration pattern of the new Staples School stair tower compliments that of the main building. The point of connection where the addition meets the original building is clearly defined by an almost continuous wall of glass.*



*A contemporary design for a storefront in a historic building will be compatible if it follows the spatial organization of traditional storefront design. The proportions of the new storefront at the Frye Building were determined by the existing lower cornice and the vertical divisions in the upper stories.*

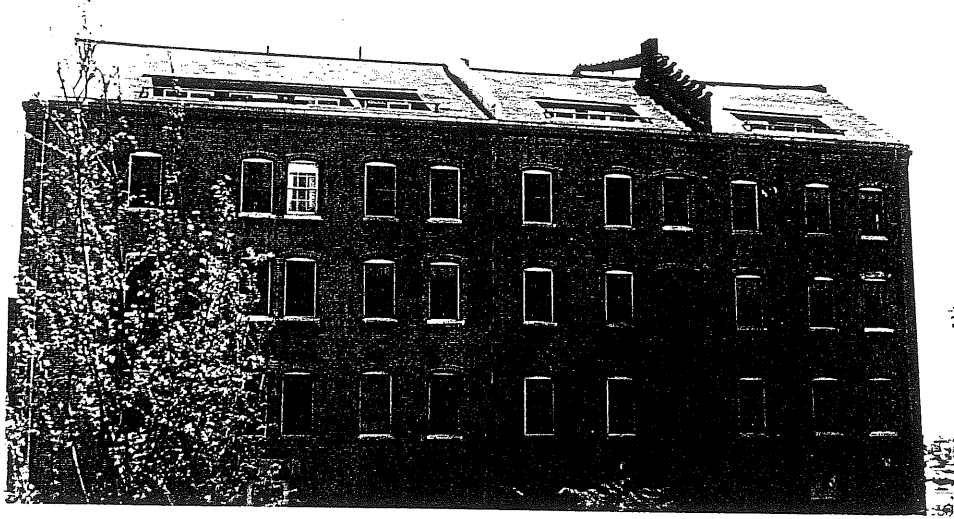


*Note the predominance of the gambrel roofs in this Commercial Street streetscape.*



*The roofline is often an important character defining feature that should be respected. Here, the once prominent gambrel roof, typical of warehouses in the waterfront district, has been irreversibly altered by this rooftop addition which sits flush with the plane of the perimeter walls. The change is brick on the extended side wall is the only indication of the original roofline. Were the addition pulled back from the perimeter walls and integrated within the gambrel roof form, a more successful solution would have resulted.*





*By constructing inverted dormers in this gambrel roof, the developers gained usable space in the former attic. The shape of the roof, a distinctive architectural feature, has been retained and conveys a sense of the building's original character.*



*By locating the rooftop addition back from the streetwall, the original architectural integrity of the building is retained.*

## Standard #10

WHEREVER POSSIBLE, NEW ADDITIONS OR ALTERATIONS TO STRUCTURES AND OBJECTS SHALL BE DONE IN SUCH A MANNER THAT IF SUCH ADDITIONS OR ALTERATIONS WERE TO BE REMOVED IN THE FUTURE, THE ESSENTIAL FORM AND INTEGRITY OF THE STRUCTURE WOULD BE UNIMPAIRED.

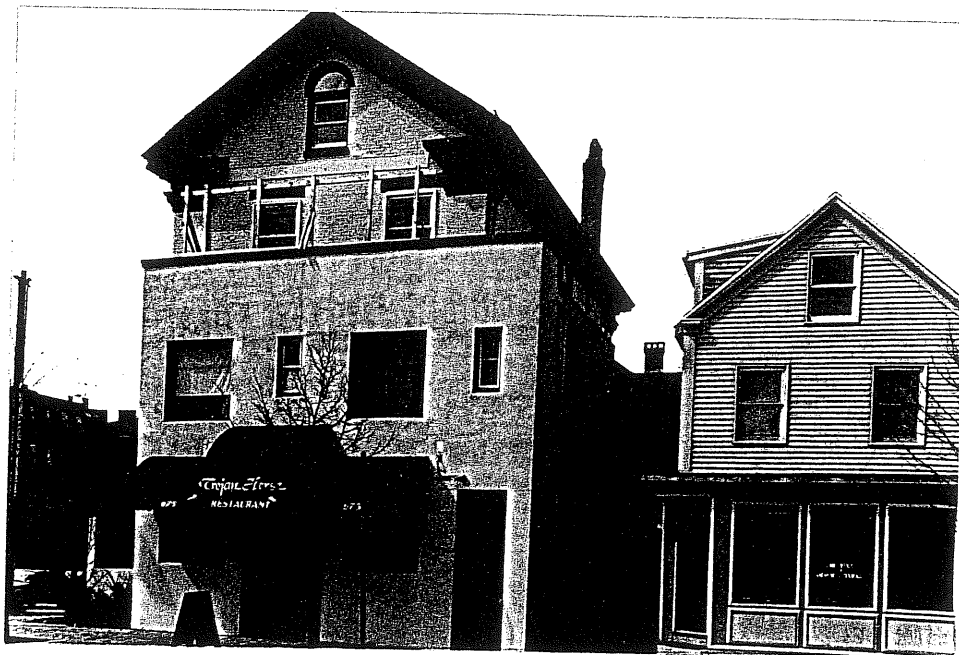
In all cases, effort should be made to ensure that alterations can be reversed. "Reversibility" is an idea borrowed from Fine Arts conservation, the intention being that any addition made to a piece of art (paint, chemicals, finishes, etc.), should be reversible if it is causing damage or better treatments are developed in the future. Every consideration should be given in project planning to this concept so that historic material is not permanently sacrificed for what may ultimately be a temporary need.



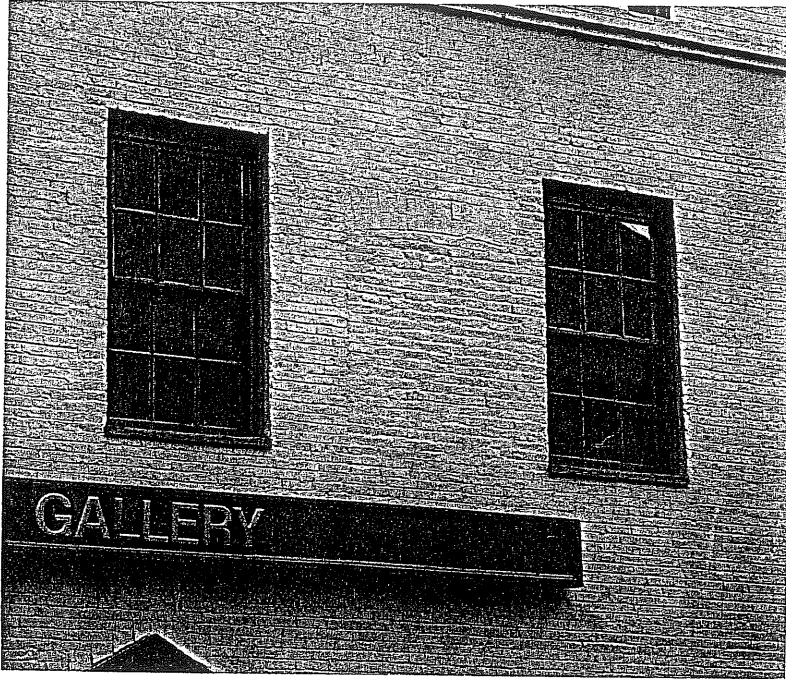
*When a new air-lock entry was needed at this historic building, it was constructed inside the building, leaving the original handsome wood paneled doors intact. The wood doors are pulled shut after business hours. This is a good solution for accommodating modern needs.*



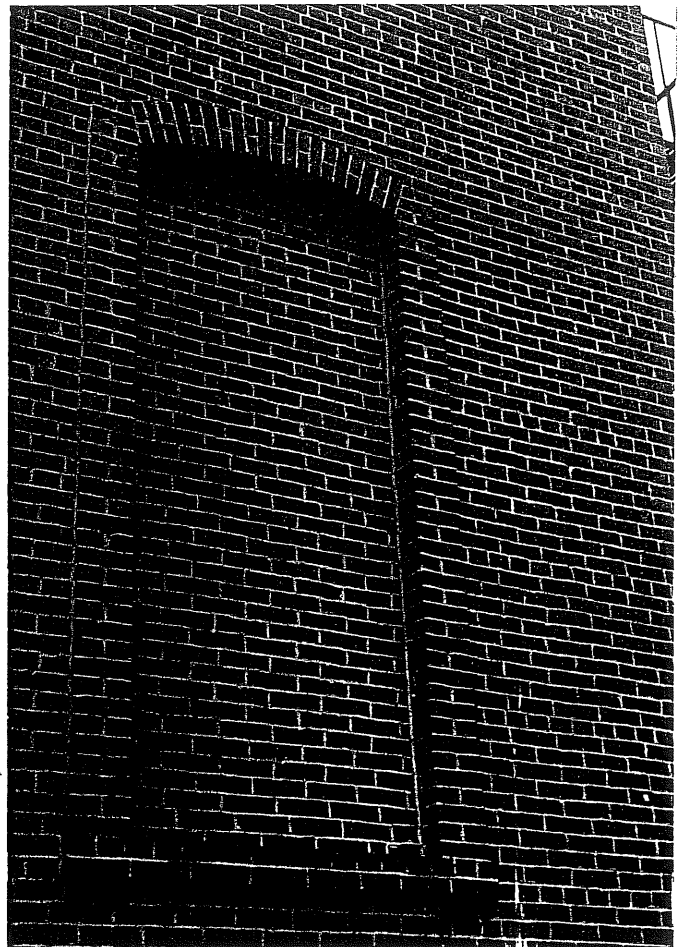
*By placing the handicapped access ramp on a secondary elevation of the Mariner's Church, and by constructing it of high quality materials, the form and integrity of the historic building is retained. It is also constructed in such a way that it could be removed in the future, leaving the original building intact.*



*When a major addition was made to the facade of this building, the original facade was destroyed, making the possibility of future reversal inordinately expensive.*

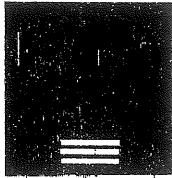


*When the current owners want privacy in an upper story room, the windows were blocked from within, leaving the original features intact. This change can be easily and inexpensively reversed.*



*A permanent solution for what may be a temporary need is not advisable.*

ATT. 10



DeLUCA-HOFFMAN ASSOCIATES, INC.  
CONSULTING ENGINEERS

778 MAIN STREET  
SUITE 6  
SOUTH PORTLAND, MAINE 04106  
TEL. 207 773 1121  
FAX 207 879 0896

- ROADWAY DESIGN
- ENVIRONMENTAL ENGINEERING
- TRAFFIC STUDIES AND MANAGEMENT
- PERMITTING
- AIRPORT ENGINEERING
- SITE PLANNING
- CONSTRUCTION ADMINISTRATION

---

## MEMORANDUM

**TO:** Deb Andrews, Planner  
**FROM:** Jim Wendel, PE, Development Review Coordinator  
**DATE:** June 18, 1999  
**RE:** Site Plan Review  
Waynefleete School  
360 Spring Street

---

Review of the submitted site plan and a site visit have been completed. We offer the following comments:

1. We agree with the conclusions presented by Dave Kamila of LUC that no adverse impacts will occur due to drainage from this development project. The level of detail for existing topography along Spring Street is not fully clear. However, the site visit clearly indicates that runoff will drain to Spring Street and no ponding against the new building will occur. Therefore, no extraordinary foundation drain design is warranted beyond the typical footing drain installations.
2. No other comments can be made.

Should you have any questions, please call.

## CITY OF PORTLAND

## MEMORANDUM

**TO:** Deb Andrews, Planner  
**FROM:** John Peverada, Parking Manager  
**DATE:** June 16, 1999  
**RE:** Waynflete School

J.P.

It is my understanding that Waynflete School is requesting City approvals to expand and improve existing buildings on campus; however, they will not be increasing student enrollment, faculty or staff as a result of these improvements.

Currently, I receive very few parking complaints in this area, and when I do they are usually related to people parked legally, but yet not considerately. An example is in the winter, on streets that have parking allowed on both sides of the street, the road width is reduced by snow bankings; therefore, when cars are parked on both sides of the street, the travel lane is significantly reduced.

If I can provide any further assistance, please let me know.

cc: Gloria Thomas, Department Head

ATT. 12

**From:** Larry Ash  
**To:** Deb Andrews  
**Date:** Fri, Jun 18, 1999 7:22 AM  
**Subject:** Waynelete School

Deb: I have reviewed the proposed changes to the school and find no evidence that traffic would be adversely affected in this neighborhood. In fact, in the review process I have had an opportunity to observe traffic at the school upon dropoff and pickup times. Traffic is orderly, considerate and very well managed by all concerned.

Should you have any questions please call.

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
DRC Copy**

2003-0061

Application I. D. Number

03/26/2003

Application Date

Waynflete Loop Road Improvements

Project Name/Description

Waynflete School The

Applicant

360 Spring St, Portland, ME 04102

Applicant's Mailing Address

Consultant/Agent

Agent Ph: Agent Fax:

Applicant or Agent Daytime Telephone, Fax

360 - 360 Spring St, Portland, Maine

Address of Proposed Site

061 F006001

Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply):  New Building  Building Addition  Change Of Use  Residential  Office  Retail  
 Manufacturing  Warehouse/Distribution  Parking Lot  Other (specify) landscaping, driveway

Proposed Building square Feet or # of Units \_\_\_\_\_ Acreage of Site \_\_\_\_\_ Zoning R4

**Check Review Required:**

- |   |  |  |  |
|---|--|--|--|
| <input checked="" type="checkbox"/> Site Plan (major/minor) | <input type="checkbox"/> Subdivision # of lots _____ | <input type="checkbox"/> PAD Review            | <input type="checkbox"/> 14-403 Streets Review   |
| <input type="checkbox"/> Flood Hazard                       | <input type="checkbox"/> Shoreland                   | <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> DEP Local Certification |
| <input type="checkbox"/> Zoning Conditional Use (ZBA/PB)    | <input type="checkbox"/> Zoning Variance             |  | <input type="checkbox"/> Other _____             |

Fees Paid: Site Plan \$500.00 Subdivision \_\_\_\_\_ Engineer Review \_\_\_\_\_ Date 04/02/2003

**DRC Approval Status:**

Reviewer \_\_\_\_\_

- Approved  Approved w/Conditions See Attached  Denied

Approval Date \_\_\_\_\_ Approval Expiration \_\_\_\_\_ Extension to \_\_\_\_\_  Additional Sheets Attached

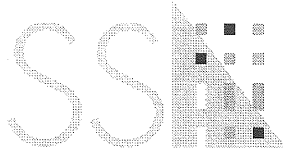
Condition Compliance \_\_\_\_\_ signature \_\_\_\_\_ date \_\_\_\_\_

Performance Guarantee  Required\*  Not Required

\* No building permit may be issued until a performance guarantee has been submitted as indicated below

<input type="checkbox"/> Performance Guarantee Accepted	_____	_____	_____
	date	amount	expiration date
<input type="checkbox"/> Inspection Fee Paid	_____	_____	
	date	amount	
<input type="checkbox"/> Building Permit Issue	_____		
	date		
<input type="checkbox"/> Performance Guarantee Reduced	_____	_____	_____
	date	remaining balance	signature
<input type="checkbox"/> Temporary Certificate of Occupancy	_____	<input type="checkbox"/> Conditions (See Attached)	_____
	date		expiration date
<input type="checkbox"/> Final Inspection	_____	_____	
	date	signature	
<input type="checkbox"/> Certificate Of Occupancy	_____		
	date		
<input type="checkbox"/> Performance Guarantee Released	_____	_____	
	date	signature	
<input type="checkbox"/> Defect Guarantee Submitted	_____	_____	_____
	submitted date	amount	expiration date
<input type="checkbox"/> Defect Guarantee Released	_____	_____	
	date	signature	





Scott Simons Architects

**DRAFT**

15 Franklin St. Art  
Portland, ME 04101-4169

(207) 772-4656  
(207) 828-4656 FAX  
[scott@simonsarchitects.com](mailto:scott@simonsarchitects.com)

Date: March 25, 2003  
Project name/number: Waynflete Loop Road, SSA #00116.60  
Re: Conceptual Design Narrative  
From: Scott Simons  
To: Sarah Hopkins, Planning Board Staff  
Cc: Jane Begert, Michael Boucher, Robert Van der Wert  
Austin Smith, Jobfile 3.1

---

### CONCEPTUAL DESIGN NARRATIVE

The Waynflete School is proposing to reconstruct the vehicular loop road surrounding the Thomas House (administration building) at 360 Spring Street in Portland. The improvements are required in order to address safety concerns for the children, to ease traffic congestion in the neighborhood, and to provide more suitable play space for the Middle School students.

The key elements of the design concept are as follows:

1. Curbside loading for the school buses.  
The loop road has been redesigned to allow three buses to pull up along the curb for safe, easy loading of the school children. Currently the children walk through parked cars to load the buses.
2. Curb cuts on Spring Street.  
The new design reduces the number of curb cuts from three to two, reducing confusion for traffic on Spring Street and reducing the number of sidewalk interruptions.
3. Separation of pedestrian circulation from vehicular circulation.  
The new design creates a clear pathway for students and staff between Spring Street and the center of campus that does not require crossing into the vehicular zone (loop road area).
4. More adequate waiting space for the students.  
The plan includes walkways, benches, and gathering spaces for students waiting to be picked up after school. These spaces are set back from Spring Street, more on the interior of the campus, thereby reducing the congestion along the Spring Street sidewalk.
5. Clearly defined, unified pedestrian walkways.  
The plan calls for the removal of dirt walkways (with duckboards in the spring), and old bituminous pathways, in favor of new brick and concrete walkways similar to the new walkways completed last summer at the Arts Center.
6. Site furniture.  
The plan calls for new granite benches and lighting, similar to the Arts Center but more residential in scale and character.

7. Unified landscape design.  
The plan includes new hardwood shade trees, flowering trees and shrubs, and groundcover plantings to unify and enhance the quality and character of the landscaping throughout this section of the campus. Views into the campus from Spring Street and Storer Street have been carefully considered to create enclosure, privacy, and depth.
8. Adequate play space for the middle school students.  
The middle school playspace has been enlarged to accommodate their current level of activity. The active play areas have been moved into the interior of the campus, further from the residential neighbors. Wherever possible the playspaces have been located behind buildings and buffered by plantings and benches.
9. Removal of the storage barn.  
The plan calls for the removal of the red barn between Thomas house and Ruth Cook Hyde House. The building is in poor condition and serves no useful function for the school. The School has investigated rebuilding and/or relocating the barn and has concluded that the space on campus is best suited for Middle School activities.



# Waynflete

Waynflete School  
360 Spring Street  
Portland, Maine 04102  
207-774-5721  
Fax: 207-772-4782  
www.waynflete.org

June 3, 2005

Mr. Alexander Jaegerman  
Planning Division Director  
Portland City Hall  
389 Congress Street  
Portland, ME 04101

Dear Mr. Jaegerman:

I am writing to confirm Waynflete School's procedures for complying with the conditions of the site plan approval for the Pedestrian and Vehicular Improvements (a.k.a. Loop Road Project) regarding the removable basketball hoop which is located behind the Middle School in the center of campus. The Project which was begun in the summer of 2003 is scheduled to be completed this summer when the exit to the Loop Road is finished. This last part of the Project was delayed due to the city moratorium on street openings.

It is part of the regular procedures for the daily opening and closing of school for one member of the maintenance staff to put up the hoop after 7:30 a.m. and take it down by 4:00 p.m. The hoop is not put up on weekends, holidays or during the summer. Waynflete School understands its obligations to perform this task as a condition of the site plan approval and is committed to adhering to it as with all applicable rules and regulations.

You mentioned that you have received two complaints this year that the hoop was not taken down. Please let me know if you receive any other complaints and feel free to encourage any callers to contact me or David Brown, Facilities Manager, directly.

Please call me if you have any further questions.

Sincerely,

Arne C. Hagstrom  
Director of Finance and Operations

Cc: Mark Stasium, TD Banknorth  
David Brown, Facilities Manager



**CITY OF PORTLAND, MAINE**  
**PLANNING BOARD**

---

Jaimey Caron, Chair  
Mark Malone, Vice Chair  
Orlando E. Delogu  
Kevin Beal  
Lee Lowry III  
Michael Patterson  
Janice E. Tevanian

July 22, 2003

Jane Begert  
Waynflete School  
360 Spring Street  
Portland, ME 04101

RE: Pedestrian and Vehicular Improvements- Waynflete Campus

CBL: 061 F006001

Dear Ms. Begert:

On July 8, 2003, the Portland Planning Board voted unanimously (5-0; Lowry, Beal absent) to approve the conditional use and site plan for the pedestrian and vehicular improvements on the Waynflete campus.

The approval site plan approval was granted for the project with the following conditions:

That prior to the commencement of site work, the applicant shall submit a plan for review and approval by the City Arborist for the planting of up to 4 additional street trees along the Spring Street frontage of the campus.

That prior to commencement of site work, the applicant shall submit lighting specifications for Planning staff review and approval.

That prior to commencement of site work, the applicant shall amend the plans and details as outlined in Mr. Lombardo's comments of 5/9/03 and as outlined in James Seymour's memo of June 16, 2003.

That the removable basketball hoop shall be installed no earlier than 7:30 am nor later than 5:30pm Monday through Friday and not during summer recess.

The approval is based on the submitted site plan and the findings related to site plan review standards as contained in Planning Report #27-03, which is attached.

Please note the following provisions and requirements for all site plan approvals:

1. Where submission drawings are available in electronic form, the applicant shall submit any available electronic CADD.DXF files with seven (7) sets of the final plans.

**PLANNING BOARD REPORT #27A-03**

**BASKETBALL HOOP USE DURING SUMMER PROGRAMS  
RECONSIDERATION  
SITE PLAN AND CONDITIONAL USE REVIEW  
WAYNFLETE SCHOOL, APPLICANT**

Submitted to:

Portland Planning Board  
Portland, Maine

August 12, 2003

Submitted by:  
Sarah Hopkins



**Waynflete**

Waynflete School  
360 Spring Street  
Portland, Maine 04102  
207.774.5721  
Fax 207.772.4782

Attachment 2

July 21, 2003

Sarah Hopkins, Development Review Services Manager  
Planning Department  
City of Portland  
389 Congress Street  
Portland, ME 04101

Dear Sarah:

On behalf of Waynflete School, I am requesting that the Planning Board reconsider one of the conditions imposed on the Loop Road Project.

Specifically, we would like the Board to allow basketball to be played in the summer with a daily schedule similar to that imposed during the school year.

Thank you for your consideration of this request.

Sincerely,

Jane Begert  
Director of Administration and Finance



2 THOMAS STREET  
PORTLAND, MAINE  
04102

August 9, 2003

The Portland Planning Board  
City Hall, 4th Floor  
389 Congress Street  
Portland, ME 04101

Re: Waynflete Reconsideration

Dear Board Members:

As an abutting neighbor my concern about Waynflete's outdoor basketball activity is because it allows a few students to generate much of the obtrusive noise which comes from the campus.

During the Summer Program, moving those few players inside the gymnasium would be the best solution; the gym is unlikely to have a conflicting schedule during the summer.

If the board decides to allow outside basketball beyond the school year, please place a meaningful restriction on the use after the Summer Program day's end....an hour would seem more than sufficient for extracurricular basketball.

Finally, on July 8th Waynflete failed to inform the board that the school day ends at 12 noon on Wednesdays during the school year. To allow Wednesday basketball to continue for 5½ hours until 5:30 p.m. seems unnecessary. I respectfully ask the board to appropriately reduce the end-of-day basketball hours on Wednesdays during the school year.

Sincerely,



Roland G. Ware, Jr.

**CITY OF PORTLAND, MAINE**  
**HISTORIC PRESERVATION COMMITTEE**

---

Stephen Sewall, Chair  
Cordelia Pitman, Vice Chair  
Edward Hobler  
Susan Wroth  
Camillo Breggia  
Robert Parker  
John Turk

June 19, 2001

Jane Begert  
Waynflete School  
360 Spring Street  
Portland, Maine 04101

Re: Pedestrian and Vehicular Circulation Improvements- Waynflete Campus

Dear Ms. Begert:

On June 4, 2003, the City of Portland's Historic Preservation Committee voted 6-0 (Pitman absent) to approve your application for a Certificate of Appropriateness for site improvements at Waynflete School.

The Committee's approval was made with the understanding that the project entails the removal of the 19<sup>th</sup> century barn between Ruth Cook Hyde House and Morrill House. The Committee made its decision based on the fact that the barn bears no apparent relationship to either of the adjacent residences and is in deteriorated condition.

The Committee's June 4 approval was made subject to one condition:

- That a revised paving scheme for the pedestrian plaza (adjacent to the loop road) be submitted for final review and approval by the Historic Preservation Committee. (The original proposal called for concrete paving.)

On June 18, 2003, the Historic Preservation Committee voted 6-0 (Parker absent) to approve your revised paving scheme for the pedestrian plaza, with no additional conditions.

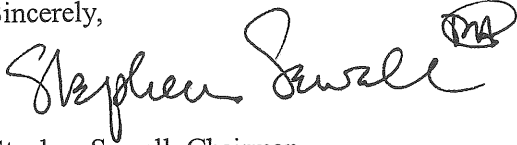
All improvements shall be carried out as shown on the submitted plans and specifications submitted for the 6/4/03 and 6/18/03 public hearings. Changes to the approved plans and specifications and any additional work that may be undertaken must be reviewed and approved by this office prior to construction, alteration, or demolition. If, during the course of completing the approved work, conditions are encountered which prevent completing the approved work, or which require additional or alternative work, you must apply for and receive a Certificate of Appropriateness or Non-Applicability PRIOR to undertaking additional or alternative work.

This Certificate is granted upon condition that the work authorized herein is commenced within twelve (12) months after the date of issuance. If the work authorized by this Certificate is not commenced within twelve (12) months after the date of issuance or if such work is suspended in significant part for a period of



one year after the time the work is commenced, such Certificate shall expire and be of no further effect; provided that, for cause, one or more extensions of time for periods not exceeding ninety (90) days each may be allowed in writing by the Department.

Sincerely,

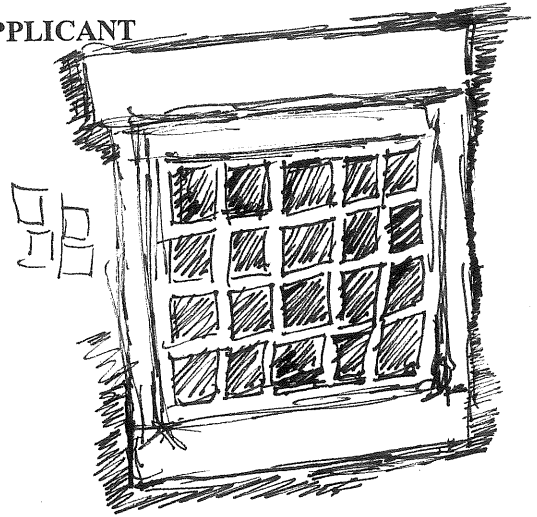


Stephen Sewall, Chairman  
Historic Preservation Committee

cc: Scott Simons Architects  
Michael Boucher Landscape Architecture  
Portland Planning Board  
Deborah G. Andrews, Historic Preservation Program Manager  
Approval Letter File  
Building Inspections

July 8 unfinished.

LOOP ROAD  
SITE PLAN AND CONDITIONAL USE REVIEW  
WAYNFLETE SCHOOL, APPLICANT



Submitted to:

Portland Planning Board  
Portland, Maine

June 24, 2003

Submitted by:  
Sarah Hopkins

## I. INTRODUCTION

The Waynflete School has requested site plan and conditional use approval for the construction of a loop road surrounding the Thomas House at 360 Spring Street on the the Waynflete School campus. The loop road has been designed to address safety concerns for the children getting on and off the school busses and to reduce traffic congestion in the neighborhood. An additional aspect of the project is the creation of an improved play area for the Middle School students.

The loop road will be reviewed by the Planning Board as a conditional use in the R-4 zone, as well as for conformance with the Site Plan Ordinance of the Land Use Code. The application was approved by the Historic Preservation Committee for compliance with the standards of the Historic Preservation Ordinance.

The loop road concept has been considered for several years by the school and redesigned a number of times. This final proposal allows for three busses to pull up along the curbed roadway to allow children to step off onto a pathway system that leads into the campus without crossing any parking lots or driveways. Currently, children exiting the busses along Spring Street have to walk along driveways and through parking lots to enter the campus.

The Waynflete School is also proposing to replace the dirt and bituminous pathways throughout the campus with brick and concrete walkways consistent with those installed as part of the Arts Center project. The applicant also proposes to install granite benches and lighting, similar to those installed for the Arts Center.

A legal ad appeared in the June 9 and 10<sup>th</sup> issues of the *Portland Press Herald*. 279 notices have been sent to area property owners in the vicinity of the project.

## II. STAFF REVIEW

The proposal has been reviewed for compliance with the R-4 Residential Zone, Site Plan Ordinance, and Conditional Use Standards of the Land Use Code. The plan has been reviewed by the Inspections, Traffic, Fire, Public Works, and Planning Department.

## III. SITE PLAN REVIEW

### 1. Traffic/Circulation/Parking

Busses will enter the loop road via the westerly driveway next to the Thomas House, onto the Waynflete campus. Three busses will be able to stack along a new driveway between the Thomas and Hyde houses to allow children safely onto or off of the busses from a curbed walkway.

The loop road proposal includes the closing of one Spring Street curbcut and relocation of another, for a net reduction of one curbcut. Also, Waynflete proposes to demolish the "red barn" building currently located between the Hyde and Thomas houses to make room for the loop road.

Larry Ash, City Traffic Engineer, has reviewed the plans and considers the loop road plan to be an improvement over the present situation.

Tony Lombardo, Public Works Project Engineer, has reviewed the plans and has asked for a number of construction details and specifications to be added to the plans related to sidewalk and curb installation. Mr Lombardo has also reviewed the grading plan and finds the stormwater management plan to be acceptable.

A potential condition of approval may be:

- That prior to construction, the applicant amend the plans and details as outlined in Mr. Lombardo's comments of 5/9/03.

2. Bulk, Location, Height of Building and Uses Thereof

As part of the loop road proposal, the red barn building, located between the Hyde and Thomas houses will be demolished.

3. Utilities/Easements/Solid Wastes

There are no changes proposed for utilities on the campus.

4. Landscaping

The plan includes new hardwood shade trees, flowering trees and shrubs, and groundcover plantings to unify the landscaping throughout the campus.

The City Arborist has requested that street trees be added to the front of the campus along Spring Street to maintain a residential streetscape.

A potential condition of approval is:

- that the applicant submit a plan for review and approval by the City Arborist for the planting of up to 4 additional street trees along the Spring Street frontage of the campus.

5. Drainage

The upgraded walkways, formalized play areas, and curbed loop road will result in an improved stormwater management plan. The loop road will drain to an existing catchbasin near the gymnasium, and a series of catchbasins will collect additional stormwater and route it toward an existing catchbasin near Founders Hall.

Both our reviewing engineer and Public Works have reviewed the drainage plan and recommend approval.

6. Lighting

Waynflete proposes to install new lighting on the campus, similar to the fixtures installed for the Arts Center and residential in character.

A potential condition of approval may be:

- That prior to commencement of site work, the applicant shall submit lighting specifications for Planning staff review and approval.

7. Fire Safety

Lt. McDougall of the Fire Department was concerned that the loop road would be used for long term parking of school busses. Such a proposal would have emergency access implications. In response to Lt. McDougall's concern, the applicant has stated that there will be no changes to the bus parking procedure and that the loop road will be used only for pick-up and drop-off.

Lt. McDougall's comments are included as Attachment 5c.

8. Financial Capability

The school will be using an existing capital projects account to pay for the planned improvements. A letter of financial capacity is included as Attachment 3.

#### IV. **CONDITIONAL USE REVIEW**

1. The following standards apply for review of an institutional expansion in the R-4 zone.

Section 14-88(2)

- i. In the case of expansion of existing such uses onto land other than the lot on which the principal use is located, it shall be demonstrated that the proposed use cannot reasonably be accommodated on the existing site through more efficient utilization of land or buildings, and will not cause significant physical encroachment into established areas; and

The loop road is proposed within the Waynflete Scholl campus.

- ii. The proposed use will not cause significant displacement or conversion of any residential uses as of June 1, 1983, or thereafter; and

The loop road and accompanying improvements will not cause the displacement or conversion of any residential units.

- iii. In the case of a use or use expansion which constitutes a combination of an above-listed use with capacity for concurrent operations, the applicable minimum lot sizes shall be cumulative.

The applicable lot sizes have been met.

2. The following standards apply for all conditional uses:

Section 14-474(2)

- i. There are unique or distinctive characteristics or effects associated with the proposed conditional use;  
  
There are no known unique or distinctive characteristics associated with the proposed use.
- ii. There will be an adverse impact upon the health, safety, or welfare of the public or the surrounding area; and  
  
The loop road was designed to improve safety at the school by separating kids getting on and off the school busses from the traffic.
- iii. Such impact differs substantially from the impact which would normally occur from such a use in that zone.  
  
The impacts of this site are similar as those normally expected from such a use in this zone.

**V. MOTIONS FOR THE BOARD TO CONSIDER**

On the basis of plans and materials submitted by the applicant and on the basis of information provided in Planning Board Report #27-03 relevant to standards for site plan and conditional use review, the Board finds:

- i. That the plan is/is not in conformance with the Conditional Use Standards of the Land Use Code. 5-0
- ii. That the plan is/is not in conformance with the Site Plan Standards of the Land Use Code.

Potential Conditions of Approval:

- That prior to the commencement of site work, the applicant shall submit a plan for review and approval by the City Arborist for the planting of up to 4 additional street trees along the Spring Street frontage of the campus.
- That prior to commencement of site work, the applicant shall submit lighting specifications for Planning staff review and approval.
- That prior to commencement of site work, the applicant shall amend the plans and details as outlined in Mr. Lombardo's comments of 5/9/03.

• " " " amend the plan and details. . . . James Seymour's memo. 6/17/2003  
[outside BB deleted] O'D/

Attachments:

1. Project Description
2. Construction Schedule
3. Financial Capability
4. Note from Applicant Regarding School Bus Parking
5. Staff Comments
  - a. Traffic Engineer
  - b. Public Works
  - c. Fire Prevention
  - d. City Arborist
6. Historic Preservation Approval Letter
7. Survey
8. Site Plan/Landscaping Plan
9. Perspective Drawings
10. Existing Conditions Plan
11. Demolition/Removals Plan
12. Layout and Materials Plan
13. Grading Plan
14. Planting Plan



Scott Simons Architects

15 Franklin St.  
Portland, ME 04101

(207) 772-4656  
(207) 828-4656 FAX  
E MAIL: austin@simonsarchitects.com

MEMO

Date: May 5, 2003  
Project name/number: Waynflete Loop Road Improvements, SSA #00116.60  
Re: Site Plan Application for Planning Board Workshop  
From: Scott Simons  
To: Sarah Hopkins, Planning Staff @ Portland City Hall  
Cc: Jane Begert, Austin Smith, Mike & Bob @ MBLA, Jobfile 3.1

Attached please find one 11" x 17" copy and seven full size copies of the site survey, revised site plan and landscaping plans, and civil engineering drawings and calculations for the proposed improvements to the Bus Loop Road and Spring Street Entrance at the Waynflete School.

Also included are site photos of the existing loop road and landscaping configurations, a letter of financial capacity from the School, a preliminary proposed construction schedule from SSA, and a preliminary drainage analysis and storm water management report of the Loop Road project prepared by Pinkham and Greer.

We will be meeting with the Planning Board on May 27, 2003 for a workshop review of the proposed improvements. Topics to be discussed include:

- Overall size and configuration of the Loop Road Project
- Site development design and details
- Landscape architectural and civil engineering drawings, including site plan, landscaping plan, drainage and site development plans, and construction details
- Discussion of proposed construction schedule
- Meetings with the Neighborhood
- Meetings with Historic Preservation

We appreciate your assistance and guidance during this stage of development, and look forward to a successful collaboration throughout the remainder of the project.  
Thank you.

### Conceptual Design Narrative

The Waynflete School is proposing to reconstruct the vehicular loop road surrounding the Thomas House (administration building) at 360 Spring Street in Portland. The improvements are required in order to address safety concerns for the children, to ease traffic congestion in the neighborhood, and to provide more suitable play space for the Middle School students.

The key elements of the design concept are as follows:

- A. Curbside loading for the school buses.  
The loop road has been redesigned to allow three buses to pull up along the curb for safe, easy loading of the school children. Currently the children walk through parked cars to load the buses.



B. Curb cuts on Spring Street.

The new design reduces the number of curb cuts from three to two, reducing confusion for traffic on Spring Street and reducing the number of sidewalk interruptions.

C. Separation of pedestrian circulation from vehicular circulation.

The new design creates a clear pathway for students and staff between Spring Street and the center of campus that does not require crossing into the vehicular zone (loop road area).

D. More adequate waiting space for the students.

The plan includes walkways, benches, and gathering spaces for students waiting to be picked up after school. These spaces are set back from Spring Street, more on the interior of the campus, thereby reducing the congestion along the Spring Street sidewalk.

E. Clearly defined and unified pedestrian walkways.

The plan calls for the removal of dirt walkways (with duckboards in the spring), and old bituminous pathways, in favor of new brick and concrete walkways similar to the new walkways completed last summer at the Arts Center.

F. Site furniture.

The plan calls for new granite benches and lighting, similar to the Arts Center but more residential in scale and character.

G. Unified landscape design.

The plan includes new hardwood shade trees, flowering trees and shrubs, and groundcover plantings to unify and enhance the quality and character of the landscaping throughout this section of the campus. Views into the campus from Spring Street and Storer Street have been carefully considered to create enclosure, privacy, and depth.

H. Adequate play space for the middle school students.

The middle school playspace has been enlarged to accommodate their current level of activity. The active play areas have been moved into the interior of the campus, further from the residential neighbors. Wherever possible the playspaces have been located behind buildings and buffered by plantings and benches.

I. Removal of the storage barn.

The plan calls for the removal of the red barn between Thomas house and Ruth Cook Hyde House. The building is in poor condition and serves no useful function for the school. The School has investigated rebuilding and/or relocating the barn and has concluded that the space on campus is best suited for Middle School activities.



Scott Simons Architects

15 Franklin St.  
Portland, ME 04101

(207) 772-4656  
(207) 828-4656 FAX  
E MAIL: austin@simonsarchitects.com

MEMO

Date: May 5, 2003  
Project name/number: Waynflete Loop Road Improvements, SSA #00116.60  
Re: Preliminary Proposed Schedule  
From: Scott Simons  
To: Sarah Hopkins, Planning Staff @ Portland City Hall  
Cc: Jane Begert, Austin Smith, Mike & Bob @ MBLA, Jobfile 3.1

---

**Proposed Schedule**

The Waynflete School proposes to build the improvements to the Loop Road and Spring Street Entrance during the summer of 2003. Construction would start in June, as soon after the completion of school as practicable. Construction would be substantially complete by the end of August. The School has been in close contact with their site contractor and plans to have all elements of the project in order by early June to facilitate this schedule.

During the course of design, the School expanded the scope of the work to include improvements to the south edge of the parking area behind the Thomas house, including new landscaping, paving, benches, etc. The School may have to build this portion of the project as a separate phase, depending on how the prices come in. This area is not visible from Spring Street. If the project had to be built in phases, this portion would be built the following summer.



# Waynflete

*Attachment 3*

Waynflete School  
360 Spring Street  
Portland, Maine 04102  
207.774.5721  
Fax 207.772.4782

To: Planning Board, City of Portland

From: Jane Begert, Director of Administration and Finance

Re: Financing for Loop Road Project

The Loop Road Project and the associated upgrade of the Middle School play area is important to the School for safety, practical and aesthetic reasons. Waynflete wants to be sure that our design is compatible with the neighborhood around us.

The School has available a capital projects account that is used to pay for various building projects. Funds are added to this account annually and are sufficient to pay for this project.



*Attachment 7*

**From:** Scott Simons <scott@simonsarchitects.com>  
**To:** sarah hopkins <sh@ci.portland.me.us>  
**Date:** Fri, Oct 23, 2082 5:32 PM  
**Subject:** Waynflete Loop Road

Dear Sarah,

There will be no changes in the bus parking procedure as a result of the new Loop Road design. The buses will be parked along Vaughn Street for short periods of time during the day, the same as they are now. For longer periods of time, they will be parked at the athletic fields at Thompson Point, also the same as they are now. They will not be parked in the Loop Road are, except to wait for student pick-ups.

Thank you,  
Scott Simons

To: Sarah Hopkins, Development Review Services Manager

From: Larry Ash, City Traffic Engineer

Date: June 17, 2003

RE: Waynflete School

I have reviewed the plans for the Loop Road as proposed by the Waynflete School and recommend approval. The loop road will reduce the congestion on Spring Street and reduce potential conflicts between pedestrians and cars. The students at the school will no longer be forced to walk across driveways and parking lots to get to class.

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
Engineering Copy**

2003-0061 Attachment 5  
Application I. D. Number  
03/26/2003  
Application Date  
Waynflete Loop Road Improvements  
Project Name/Description

Waynflete School The  
Applicant  
360 Spring St, Portland, ME 04102  
Applicant's Mailing Address

360 - 360 Spring St, Portland, Maine  
Address of Proposed Site  
061 F006001  
Assessor's Reference: Chart-Block-Lot

Consultant/Agent  
Agent Ph: \_\_\_\_\_ Agent Fax: \_\_\_\_\_  
Applicant or Agent Daytime Telephone, Fax

Proposed Development (check all that apply):  
 New Building     Building Addition     Change Of Use     Residential     Office     Retail  
 Manufacturing     Warehouse/Distribution     Parking Lot     Other (specify) landscaping, driveway

Proposed Building square Feet or # of Units \_\_\_\_\_ Acreage of Site \_\_\_\_\_ Zoning R4

**Check Review Required:**

<input checked="" type="checkbox"/> Site Plan (major/minor)	<input type="checkbox"/> Subdivision # of lots _____	<input type="checkbox"/> PAD Review	<input type="checkbox"/> 14-403 Streets Review
<input type="checkbox"/> Flood Hazard	<input type="checkbox"/> Shoreland	<input type="checkbox"/> Historic Preservation	<input type="checkbox"/> DEP Local Certification
<input type="checkbox"/> Zoning Conditional Use (ZBA/PB)	<input type="checkbox"/> Zoning Variance	<input type="checkbox"/> Other _____	

Fees Paid:    Site Plan \$500.00    Subdivision \_\_\_\_\_    Engineer Review \_\_\_\_\_    Date 04/02/2003

**Engineering Comments**

PUBLIC WORKS ENGINEERING REVIEW..5/09/03

I have reviewed the "preliminary" submittal dated 5/5/03 and offer the following comments:

1. The applicant proposes to close some curb cuts on Spring and create a new. As such, the applicant will need to install new granite curb or recycle the existing as much as possible. The plan set needs to specify if new curb will be installed or a combination of installing new/recycled curb.
2. The plans need specify the proposed limits of excavation in Spring Street related to the new curb cut, closing of existing curb cuts, curb installation, and new brick sidewalk construction.
3. According to the City's Sidewalk Materials Policy, sidewalk must remain brick and the plans need to identify the limits of any sidewalk repair associated with this development. The "policy" also requires that within the public right of way, the new driveway apron must be constructed of brick. This needs to be specified on the plans.
4. The plans need to include a complete set of on site and public improvement construction details.
5. The plans need to identify that any curb or sidewalk brick not to be reused within the public right of way, shall remain the property of the City of Portland and shall be delivered to the City's Outer Congress Street stockyard.
6. The applicant is advised to contact Carol Merritt at Public Works regarding the fees and permits associated with this proposal.
7. Upon receiving approval for this development application, Public Works requests that a CADD.dwg file be submitted to Jon Giles, GIS Coordinator at Public Works, in support of the City's efforts to compile a complete database.

PUBLIC WORKS ENGINEERING REVIEW...5/16/03

I have reviewed the Stormwater Management Plan dated 5/13/03 and I am in agreement with its results. Therefore, Public Works has no issues, as it relates to drainage associated with this development application.

Performance Guarantee     Required\*     Not Required

\* No building permit may be issued until a performance guarantee has been submitted as indicated below

**From:** Gaylen McDougall  
**To:** Sarah Hopkins  
**Date:** Tue, May 27, 2003 2:09 PM  
**Subject:** Waynelete

*Attachment 5a*

The new loop road meets with the Portland Fire Department requirements.  
Mac

Attachment 5b

To: Sarah Hopkins, Development Review Services Manager

From: Jeff Tarling, City Arborist

Date: June 17, 2003

RE: Waynflete School

I have reviewed the plans for the Loop Road as proposed by the Waynflete School and have discussed the landscaping plan with the applicant's consultant.

In order to soften the appearance of the school from the street and to strengthen the residential character of Spring Street between the Hyde and Thomas Houses, I request that up to four additional street trees be installed along the Spring Street frontage of the school.

I would look forward to working with the applicant to select species and exact location for placement during construction.



CITY OF PORTLAND, MAINE  
HISTORIC PRESERVATION COMMITTEE

Attachment 6

Stephen Sewall, Chair  
Cordelia Pitman, Vice Chair  
Edward Hobler  
Susan Wroth  
Camillo Breggia  
Robert Parker  
John Turk

June 19, 2001

Jane Begert  
Waynflete School  
360 Spring Street  
Portland, Maine 04101

Re: Pedestrian and Vehicular Circulation Improvements- Waynflete Campus

Dear Ms. Begert:

On June 4, 2003, the City of Portland's Historic Preservation Committee voted 6-0 (Pitman absent) to approve your application for a Certificate of Appropriateness for site improvements at Waynflete School.

The Committee's approval was made with the understanding that the project entails the removal of the 19<sup>th</sup> century barn between Ruth Cook Hyde House and Morrill House. The Committee made its decision based on the fact that the barn bears no apparent relationship to either of the adjacent residences and is in deteriorated condition.

The Committee's June 4 approval was made subject to one condition:

- That a revised paving scheme for the pedestrian plaza (adjacent to the loop road) be submitted for final review and approval by the Historic Preservation Committee. (The original proposal called for concrete paving.)

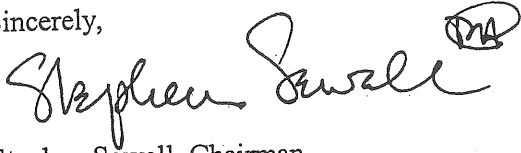
On June 18, 2003, the Historic Preservation Committee voted 6-0 (Parker absent) to approve your revised paving scheme for the pedestrian plaza, with no additional conditions.

All improvements shall be carried out as shown on the submitted plans and specifications submitted for the 6/4/03 and 6/18/03 public hearings. Changes to the approved plans and specifications and any additional work that may be undertaken must be reviewed and approved by this office prior to construction, alteration, or demolition. If, during the course of completing the approved work, conditions are encountered which prevent completing the approved work, or which require additional or alternative work, you must apply for and receive a Certificate of Appropriateness or Non-Applicability PRIOR to undertaking additional or alternative work.

This Certificate is granted upon condition that the work authorized herein is commenced within twelve (12) months after the date of issuance. If the work authorized by this Certificate is not commenced within twelve (12) months after the date of issuance or if such work is suspended in significant part for a period of

one year after the time the work is commenced, such Certificate shall expire and be of no further effect; provided that, for cause, one or more extensions of time for periods not exceeding ninety (90) days each may be allowed in writing by the Department.

Sincerely,



Stephen Sewall, Chairman  
Historic Preservation Committee

- cc: Scott Simons Architects  
Michael Boucher Landscape Architecture  
Portland Planning Board  
Deborah G. Andrews, Historic Preservation Program Manager  
Approval Letter File  
Building Inspections

From: Mark Segar, Head of School  
To: Portland Planning Board  
Re: Restriction on Approval for Waynflete's "Loop Road/Courtyard" Project  
Date: July 12, 2003

Thank you once again for the time you have taken in considering carefully the School's continuing efforts to implement its campus master plan. I appreciate that we have reached the point of being able to take the next step in this work.

We very much hope to get a significant portion of the project completed this summer. There is one small issue of concern, however, and we have asked Planning staff for guidance about how this question might be addressed in the future.

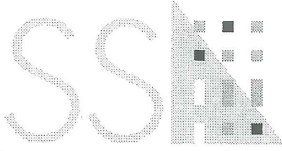
One of the restrictions attached to the Board's approval of the "Loop Road/Courtyard" project prohibits any use of the basketball hoop during the summer. While the other restrictions imposed by the Planning Board all seem reasonable, we are concerned that prohibiting any summer use of the basketball hoop could significantly restrict the School's ability to continue to offer successful summer programs for Portland children.

A summer restriction was not something that our architects had anticipated or discussed with the School before last week's hearing. The fact is that each summer we offer a range of programs on campus. (A majority of the participants are children who do not attend Waynflete during the school year. Quite a number have been supported by summer camper grants from the Libra Foundation.) Summer programming traditionally is one of the ways that independent schools and colleges support their overall operations. As has been the case for many years, this year we are running three two-week sessions, from June 23<sup>rd</sup> through August 1<sup>st</sup>.

The School has had an outdoor basketball hoop in this general location for many years. It allows children enrolled in indoor classroom or studio programs to work off some energy for a few minutes during a break period. It isn't something that has been or would ever be used for an actual basketball program. While we do not currently have many children in the summer program who are of an age to use the hoop, we expect that we might well have more older students in the program at some future point.

Were the Planning Board willing to reconsider the summer restriction, I think it would be very possible to restrict summer basketball use more tightly than during the regular school year. It could also be stipulated that the hoop could only be used on days when the summer program is in session. (The fact that the hoop will be a removable model should eliminate any unsupervised use after hours or on weekends.)

Thank you very much for any advice you can provide about ways in which this issue could be addressed.



Scott Simons Architects

15 Franklin St.  
Portland, ME 04101

(207) 772-4656  
(207) 828-4656 FAX  
E MAIL: austin@simonsarchitects.com

## Memorandum

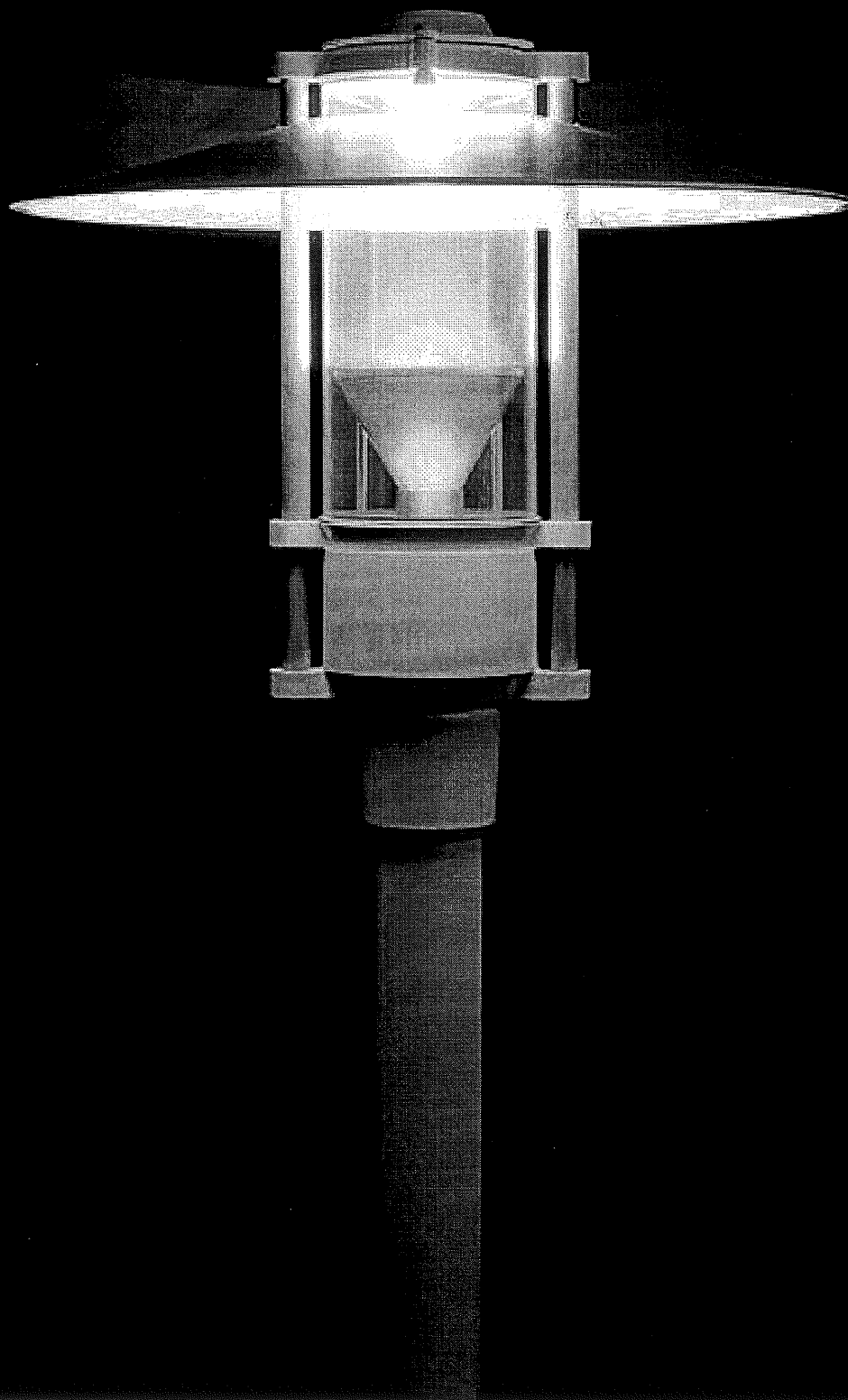
Date: July 3, 2003  
Project name/number: Waynflete Loop Road, SSA #00116.60  
Re: Revisions to Site Plan Application  
From: Austin Smith  
To: Sarah Hopkins, Planning Staff @ Portland City Hall  
Cc: Jane Begert Waynflete  
Michael Boucher / Bob Van Wert MBLA,  
Jobfile 3.1

---

In response to the Planning Board comments of June 24, 2003 and Planning Staff recommendations, the following revisions are submitted.

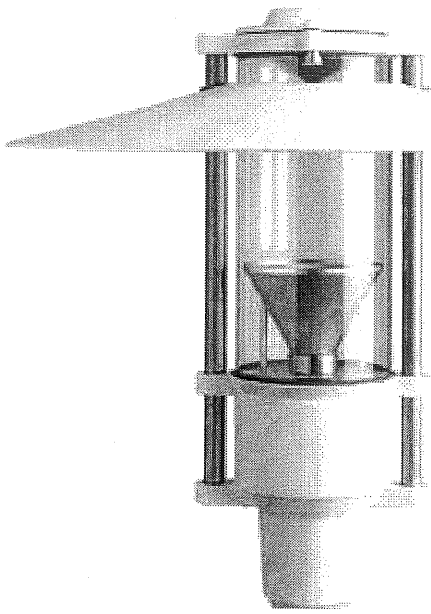
1. Landscape Plan at 1" :10' reflecting current revisions, dated July 3, 2003
2. Light fixture submission and technical data
3. Memo regarding removable basketball goal dated July 3, 2003
4. Memo regarding lot coverage calculations dated July 2, 2003
5. Miscellaneous brick sidewalk, driveway and curbing details

(1) full size and (20) reduced copies are enclosed.

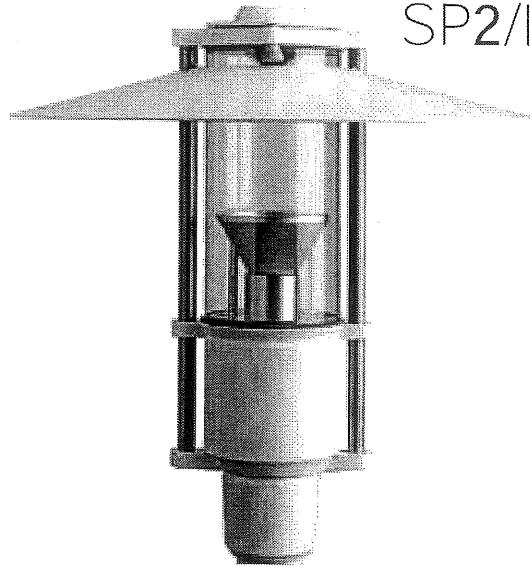


# Indirect

The Spectra Indirect has a concealed light source for smooth, glare free illumination. A perfect solution for pathways, gardens and interior applications. The enclosed optical module eliminates the problem of light deterioration common on open lens indirect fixtures. A small amount of spill light softly illuminates the top of the shade.

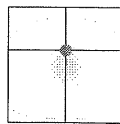


SP1/IND

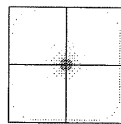


SP2/IND

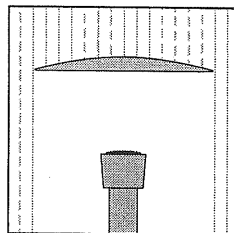
■ Available in a symmetric or asymmetric distribution



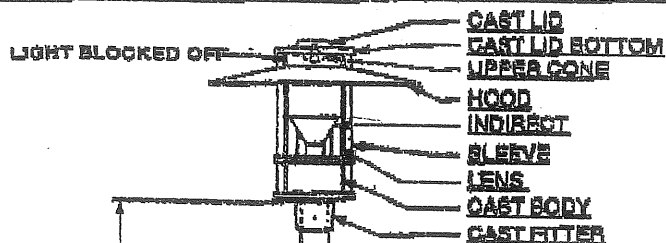
TYPE 3



TYPE 5



The Spectra has an enclosed optical module eliminating the problem of light deterioration. Open lens indirect fixtures accumulate dust and insects which are not easily removed by rain because of the upper reflector hood.



**BOTTOM VIEW**  
 (INDICATES POLE IS LAYING DOWN  
 WITH INSPECTION HOLE FACING UP)

<b>TYPE</b>	
<b>CATALOG NUMBER</b> SP1-IND5-PR44R12-125-02A-1252	
<b>FINISH: POLYESTER POWDER COAT CHROMATE PRIMER.</b> <b>AAL COLOR: SPECIFY TO MATCH: GALV</b>	
PROVIDE A SAMPLE COLOR CHIP LAMPING	
<b>LAMP TYPE</b>	MH
<b>SOCKET</b>	PULSE RATED MEDIUM
<b>WATTAGE</b>	100
<b>VOLTAGE</b>	MULTI-TAP
ALL BALLASTS ARE HFP CONSTANT WATTAGE, 30 DEGREE STARTING. ALL SOCKETS ARE PORCELAIN PULSE RATED 4KVA.	
<b>ANCHOR BOLTS</b>	
<b>QTY</b>	4
<b>SIZE</b>	5/8" x 21' x 3"
<b>BOLT CIRCLE</b>	7"
<b>PROJECTION</b>	3 1/2"
<b>FS1/FS2 OPTIONS:</b> FUSE HOLDERS ONLY. FUSES BY OTHERS.	
LEVELING NUTS AND WASHERS MUST BE INSTALLED UNDER ALL BASES.	
ONE APPROVED DRAWING MUST BE RETURNED TO A.A.L. BEFORE THIS PRODUCT CAN BE FABRICATED.	
<b>WARNING: THIS FIXTURE MUST BE GROUNDED IN ACCORDANCE WITH LOCAL CODES OR THE NATIONAL ELECTRICAL CODE. FAILURE TO DO SO MAY RESULT IN SERIOUS PERSONAL INJURY.</b>	

<b>SOLD TO</b>	<b>PO#</b>	<b>JOB NAME</b>
----------------	------------	-----------------

**ARCHITECTURAL AREA**

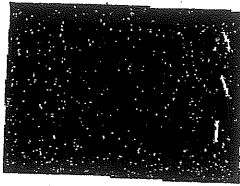
14249 Artesia Blvd P.O. Box 1869  
 La Mirada CA. 90638-1869  
 714-954-2700 Fax 714-954-0522  
 Architectural Area Lighting Inc.  
 Reserves The Right To Change Manufacturing Processes Without Notice.

**02A-1252**

<b>DATE</b>	<b>DRWN</b>
3-7-02	O.L.
<b>DATE</b>	<b>APPRVD</b>
3-7-02	[Signature]
<b>DATE</b>	<b>REV</b>

7-281 P.002/004 F-180

Mar-07-2002 12:48pm Firm-ARCHITECTURAL AREA LIGHTING



ARCHITECTURAL  
AREA  
LIGHTING

# MOLDCAST

A SUBSIDIARY OF ARCHITECTURAL AREA LIGHTING

DATE: 3/6/02  
FROM: ALISON  
RE: SPECTRA  
PAGES: 4 (INCLUDING COVER PAGE)

TO: SHAWN SWANEY  
COMPANY: SWANEY LIGHTING  
FAX #: 207.885.9606  
COPY:

Following is the information requested regarding the Spectra fixture.

The first page is the drawing of the SP1- Indirect... this is the necessary version of the Spectra in order to get the "semi-cutoff" feature you're looking for. The SP1 fits over a 4 inch pole only... notice the changed pole to a PR4-4R12-125. Also, the lumen output decreases with the Indirect so we changed the lamp wattage to 100MH.

Your third page has the vertical footcandle point-by-point and on the last page you'll see the standard point-by-point.

Please contact me with any questions.

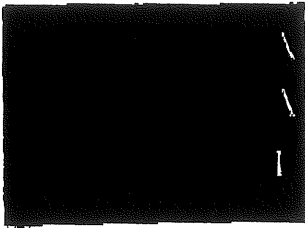
714.994.2700 x2728

*Wayne Plets*  
*outside post*  
*3/7/02*  
*To: Deck Napoleon*

Post-It® Fax Note	7671	Date	3-11-02	# of pages	4
To	AUSTIN SMITH	From	R. NADOLSKY		
Co./Dept.		Co.			
Phone #		Phone #			
Fax #	828 4656	Fax #			

14249 ARTESIA BOULEVARD ■ LA MIRADA, CA 90638 ■ PHONE 714.994.2700 ■ FAX 714.994.0522





ARCHITECTURAL

REA

LIGHTING

# Standard Color Chart

## Color

Colors are for reference only. Colors may be discolored due to monitor configuration. Contact a local representative for a color chart.

WHT White

BLK Black

LGY Light Gray

MAL Matte Aluminum

GALV Galvanized

DBZ Dark Bronze

CRT Corten

DGN Dark Green

VGR Verde Green

ATG Antique Green



## Hood Finishes

All styles of hoods are available in the matching fixture color, stainless steel or natural copper finishes. These finish options are available for the following fixtures: Universe Collection, Spectra, eSconce, mini-eSconce, and miniFlex.

STS Stainless Steel



COP Copper



Type P1

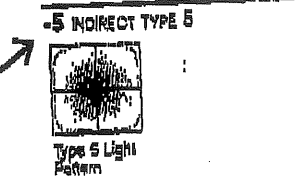
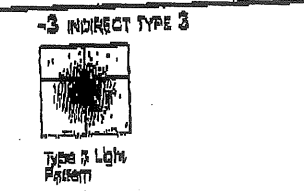
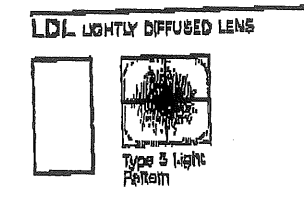
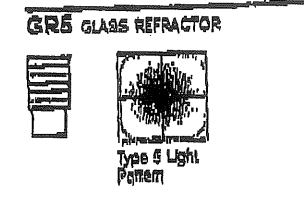
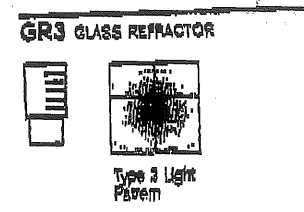
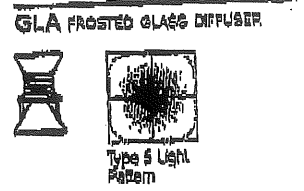
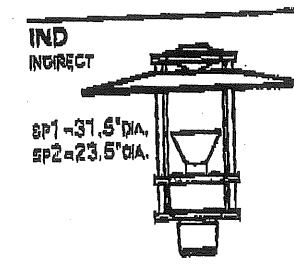
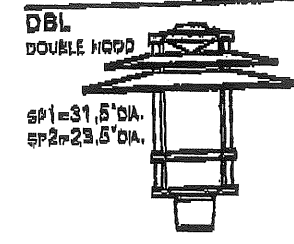
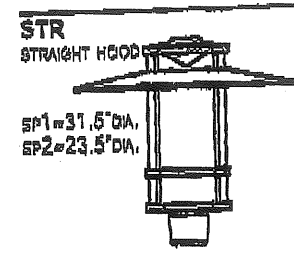
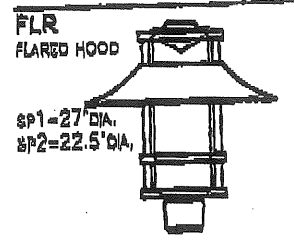
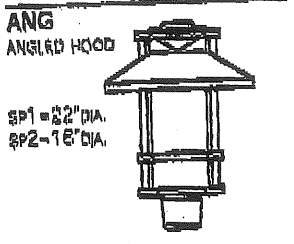
# SPECTRA™

**1 Fixture Size      2 Hood Style      3 Lens/Element      4 Lamp/Ballast**

**SP1**  
 HEIGHT=29.2' / 740 MM  
 EPA= 2.27  
 WEIGHT=46 LBS.  
 IP = 65

**SP2**  
 HEIGHT=23.9' / 610 MM  
 EPA= 1.43  
 WEIGHT=35 LBS.  
 IP = 65

**SP10**  
 ORDERING INFORMATION  
 ON PAGE 20.



**A2CF**  
 120/277 electronic ballast for use with 4 pin, 32 or 42 watt T-4 compact fluorescent lamps.

**50MH**  
 50 watt metal halide multtap ballast, 120/277 volt.

**70MH**  
 70 watt metal halide multtap ballast, 120/208/240/277 volt.

**70MHT6**  
 70 watt metal halide multtap ballast, 120/277 volt. Uses a G12 base, clear T-6 ceramic MH lamp.

**100MH**  
 100 watt metal halide multtap ballast, 120/208/240/277 volt.

**150MH (SP1 only)**  
 150 watt metal halide multtap ballast, 120/208/240/277 volt.

**150MH T6 (SP1 only)**  
 150 watt metal halide multtap ballast, 120/208/240/277 volt. Uses a G12 base, clear T-6 ceramic MH lamp.

**175MH (SP1 only)**  
 175 watt metal halide multtap ballast, 120/208/240/277 volt.

**50HPS**  
 50 watt high pressure sodium multtap ballast, 120/277 volt.

**70HPS**  
 70 watt high pressure sodium multtap ballast, 120/208/240/277 volt.

**100HPS**  
 100 watt high pressure sodium multtap ballast, 120/208/240/277 volt.

**150HPS (SP1 only)**  
 150 watt high pressure sodium multtap ballast, 120/208/240/277 volt.

**INC**  
 Incandescent.  
 150 watt maximum for SP1  
 100 watt maximum for SP2











Lamps not included. Unless noted, use ED-17 lamps.

All ballasts prewired for 277 volts.

# SP1/SP2 Ordering Information

## 5 Color ?



Standard colors are shown. RAL and custom colors are available at an extra cost. Colors are only approximate due to variations of printing inks.

-  **WHT**  
WHITE
-  **BLK**  
BLACK
-  **DBZ**  
DARK BRONZE
-  **LGY**  
LIGHT GRAY
-  **DGN**  
DARK GREEN
-  **ATG**  
ANTIQUE GREEN
-  **VGN**  
VERDE GREEN
-  **MAL**  
MATTE ALUMINUM
-  **CRT**  
CORTEN
-  **GALV**  
GALVANIZED

## 6 Hood Finish ?

All styles of reflector hoods are available in the matching fixture color, stainless steel or natural copper finishes. The natural copper and stainless steel hoods are unfinished, including the underside of the hood, to develop a patina over time. This allows the rich metal color to be seen from lower viewing angles without compromising light output when illuminated. Painted hoods have the underside finished in high reflectance white. All indirect fixtures (IND) have the underside of the reflector hood painted white, whether painted, stainless or copper to insure proper light output.

### FIXTURE COLOR

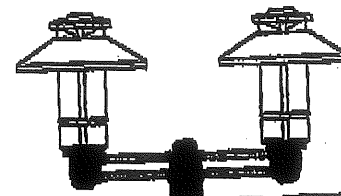
-  **STS**  
STAINLESS STEEL
-  **COP**  
SATIN NATURAL COPPER

## 7 Options



**SAP1 ARM MOUNT FOR SP1**  
 Designed to slip over a 4"/100mm diameter pole.

**SAP2 ARM MOUNT FOR SP2**  
 Designed to slip over a 4"/100mm diameter pole.



**TAP1 TWIN ARM MOUNT FOR SP1**  
 Designed to slip over a 4"/100mm diameter pole.

**TAP2 TWIN ARM MOUNT FOR SP2**  
 Designed to slip over a 4"/100mm diameter pole.



**AWM1 WALL MOUNTED ARM FOR SP1**

**AWM2 WALL MOUNTED ARM FOR SP2**

**3A7 347 VOLT BALLAST 120/227/347**

**TA TENON ADAPTOR FOR SP2**  
 Designed to slip over a 4"/100mm diameter pole.

SPECTRA™

### PR4 4" Round

**MAXIMUM ALLOWABLE EPA**

BASE	POLE-WALL	OAH	SHAFT	STEADY WIND				WT
				70/91	80/104	90/117	100/130	
PR4	4R8-125	8'2.4M	4" ROUND X .125"	14.3	12.0	9.8	7.4	18
PR4	4R10-125	10'3.1M	4" ROUND X .125"	11.8	8.6	6.6	5.2	22
PR4	4R12-125	12'3.7M	4" ROUND X .125"	9.8	8.2	6.5	5.0	26
PR4	4R14-125	14'4.3M	4" ROUND X .125"	7.9	6.0	5.2	3.9	30
PR4	4R16-125	16'4.9M	4" ROUND X .125"	6.4	5.3	4.1	3.0	33
PR4	4R18-225	18'3.7M	4" ROUND X .225"	22.2	18.5	15.0	12.0	36
PR4	4R20-225	20'3.7M	4" ROUND X .225"	18.2	15.4	12.7	9.9	42
PR4	4R24-225	24'4.3M	4" ROUND X .225"	14.7	12.4	10.2	8.0	49
PR4	4R26-225	26'4.9M	4" ROUND X .225"	12.5	10.4	8.8	6.9	55

**OPTIONS**

- GFI** Ground fault duplex receptacle with a clear polycarbonate cover per NEC code. Cast receptacle saddle is welded to the pole. Requires field installation of receptacle and wiring.
- DRB** Duplex receptacle with cast base welded to pole and clear poly carbonate per NEC code.

**SPECIFICATIONS**

Pole base shall be cast A356 alloy aluminum free of any porosity, foreign materials, or cosmetic fillers. Pole shaft shall be seamless extruded, .125" (3mm) or .225" (6mm) 6061 T-6 aluminum. A reinforced hand hole measuring 2" x 4" (50mm x 100mm) shall be provided with an aluminum hand hole cover, gasketed and secured with two tamper proof, stainless steel screws. Ground lug is located on the same side as the cover. The base cover shall be one piece heavy spun aluminum.

**FINISH**

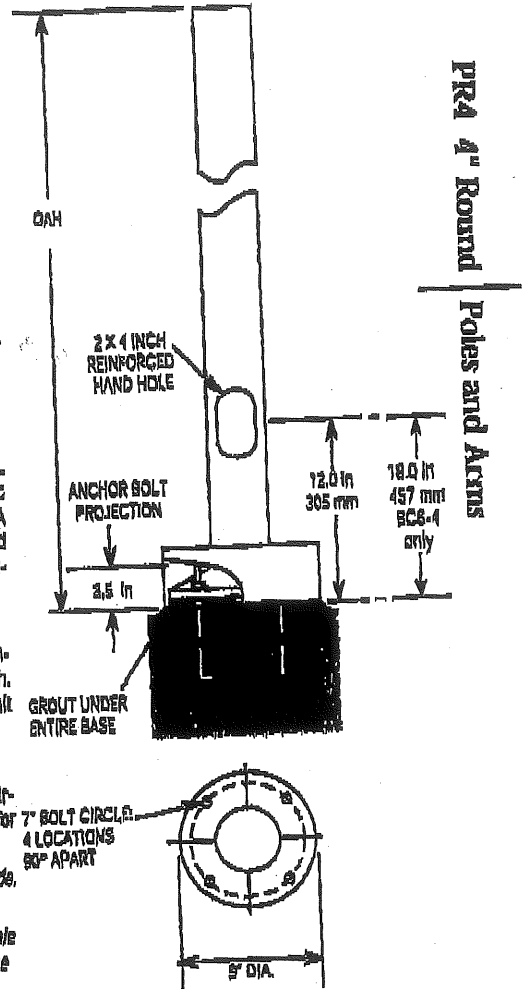
Pole finish shall consist of cleaning, etching, and rinsing followed by a protective chromate primer, deionized water rinse, oven dry off and top coated with a thermoset TGIC super polyester powder coat finish. The finish shall meet the AAMA 605.2 performance specification which includes passing a 3000 hour salt spray test for corrosion resistance.

**ANCHOR BOLTS**

Anchor bolts shall be hot dip galvanized steel. Eight galvanized hex nuts and flat washers, and a bolt circle template shall be provided. Anchor bolts for poles 14 feet or less are 5/8" x 21" x 3". Anchor bolts for poles more than 14 feet high are 3/4" x 24" x 3".

**WARNING:** Fixture must be grounded in accordance with local codes or the National Electric Code. Failure to do so may result in serious personal injury.

**CAUTION:** Poles should never be erected without the luminaire installed. Warranty is voided if the pole is erected without the luminaire. The warranty is voided if the pole is not grouted under the entire base after installation.





Scott Simons Architects

15 Franklin St.  
Portland, ME 04101

(207) 772-4656  
(207) 828-4656 FAX  
E MAIL: austin@simonsarchitects.com

**Memorandum**

Date: July 3, 2003  
Project name/number: Waynflete Loop Road, SSA # 00116.60  
Re: Removable Basket ball Goal  
From: Austin Smith  
To: City of Portland Planning Department  
Cc: Jane Begert, Business Manager  
Michael Boucher/Bob Van Wert @ MBLA, Jobfile

Proposed basketball goal allows for the mounting and removal of the goal after school hours to prevent abuse and vandalism. Product is available from:

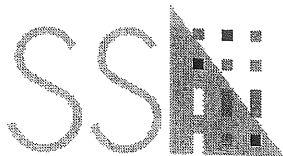
Marchant's School Sport Ltd. (P) 877-439-9400  
849 Progress Avenue (F) 877-439-4288  
Scarborough, Ontario M1H 2X4

[Return to top](#)

**REMOVABLE BASKETBALL GOALS**

This new maxi goal system allows for the mounting and removal of goals after hours to prevent abuse and vandalism. Available in front or rear mount models which come complete with goal, adaptor plate and locking fork.		
Qty 1-5 6-11 12+		
G430 Rear mount model		
\$256.50 \$243.75 \$230.95		
G431 Front mount model		
\$248.95 \$236.50 \$224.25		
G430G Replacement maxi rear goal only		
\$83.95 \$79.75 \$75.50		
G430G Replacement maxi front goal only		
\$77.75 \$73.85 \$69.95		
R-hoops new detachable rim kit to prevent theft and vandalism. Can be used indoors or outdoors and attaches to walls or backboards. The wall style can be installed at various heights for all ages of players.		

	Qty	1-5	6-11	12+	
RHBW Goal with wall plate		\$169.95	\$161.50	\$152.95	
RHBB Goal with backboard plate		\$169.95	\$161.50	\$152.95	
RHMP Mounting pole		\$ 49.95	\$ 47.50	\$ 44.95	
RHWP Extra wall plate		\$ 97.75	\$ 92.75	\$ 87.75	
RHBP Extra backboard plate		\$ 97.75	\$ 92.75	\$ 87.75	
RHEG Extra goal		\$ 78.95	\$ 75.00	\$ 71.25	



Scott Simons Architects

15 Franklin St.  
Portland, ME 04101

(207) 772-4656  
(207) 828-4656 FAX  
E MAIL: austin@simonsarchitects.com

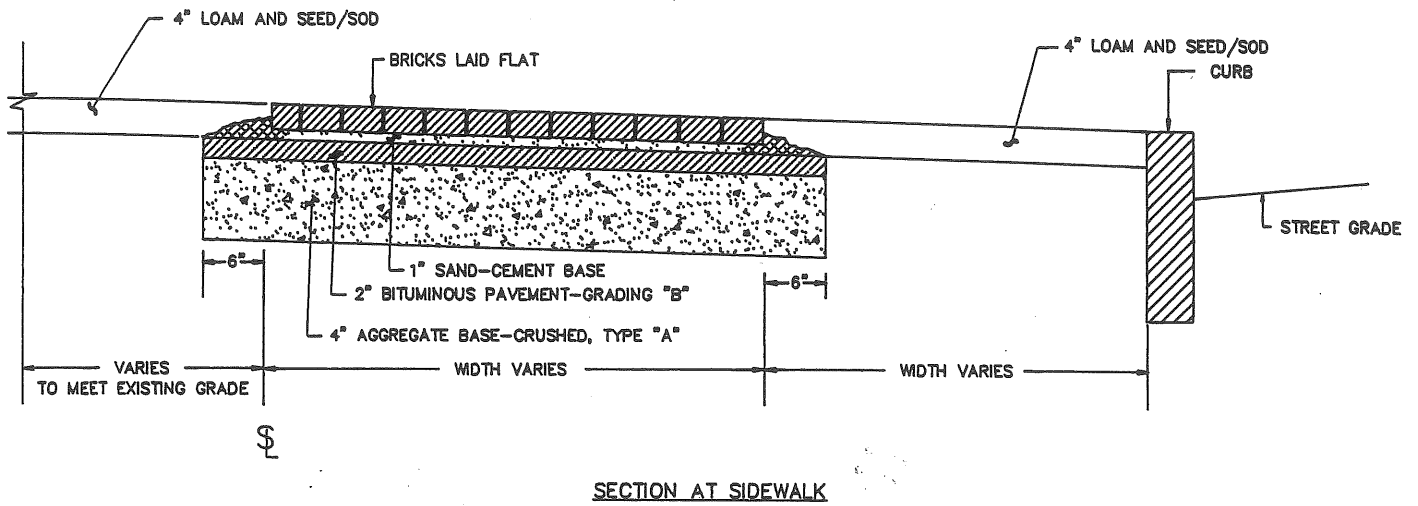
MEMORANDUM

Date: July 2, 2003  
Project name/number: Waynflete Loop Road, SSA # 00116.60  
Re: Site Plan Review, Revised  
From: Scott Simons  
To: City of Portland Planning Department  
Cc: Jane Begert, Business Manager  
Michael boucher/Bob Van Wert @ MBLA, Jobfile

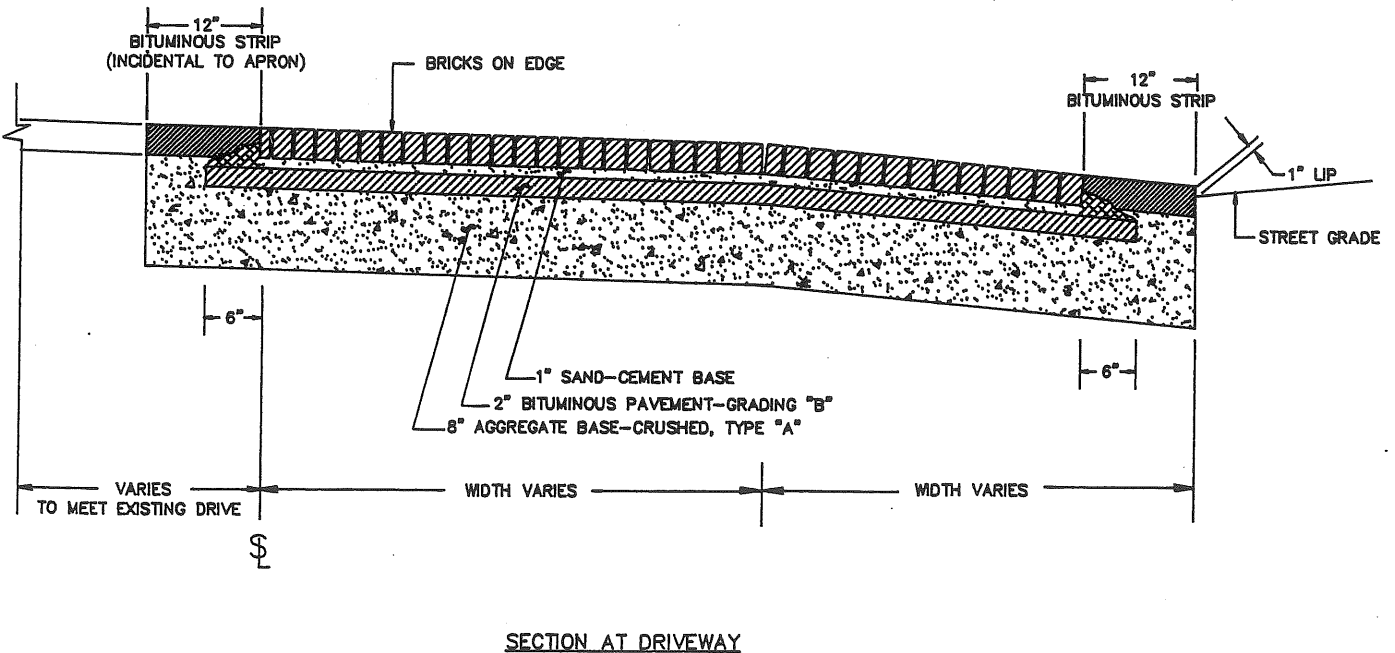
**LOT COVERAGE CALCULATIONS**

*Total land area of the site and the total floor area and ground coverage of each proposed building and structure:*

- The Waynflete School site is comprised of twelve classroom/administration buildings and five storage buildings (garages). The buildings are of various sizes and shapes, ranging from the one story wood frame garages of 600 SF to the three story brick Upper School building of approximately 30,000 SF.
- Total area of combined parcels = 244,239 SF
- Existing total lot coverage of combined parcels = 53,473 SF or 21.89%
- Proposed total lot coverage of combined parcels = 65,748 SF or 26.92%  
(after completion of the Arts Center Project)
- Proposed total lot coverage of combined parcels = 67,948 SF or 27.82%  
(additional 2,200 SF, after completion of the Loop Road Project)



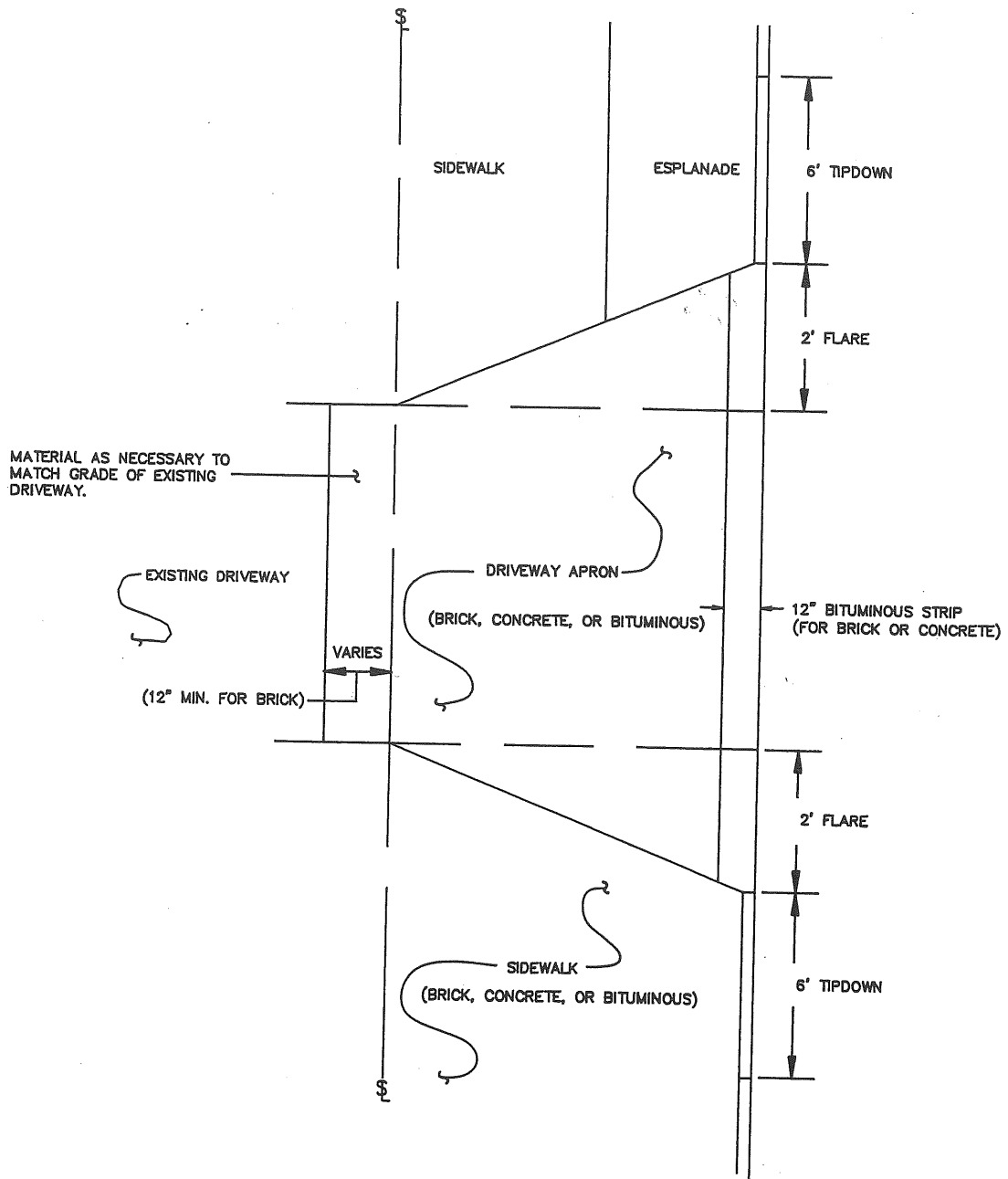
**NOTE:** BORDER COURSE OF BRICK SHALL BE MORTARED TO CONCRETE BASE.



**BRICK WITH BITUMINOUS BASE  
SIDEWALK AND DRIVEWAY CONSTRUCTION**

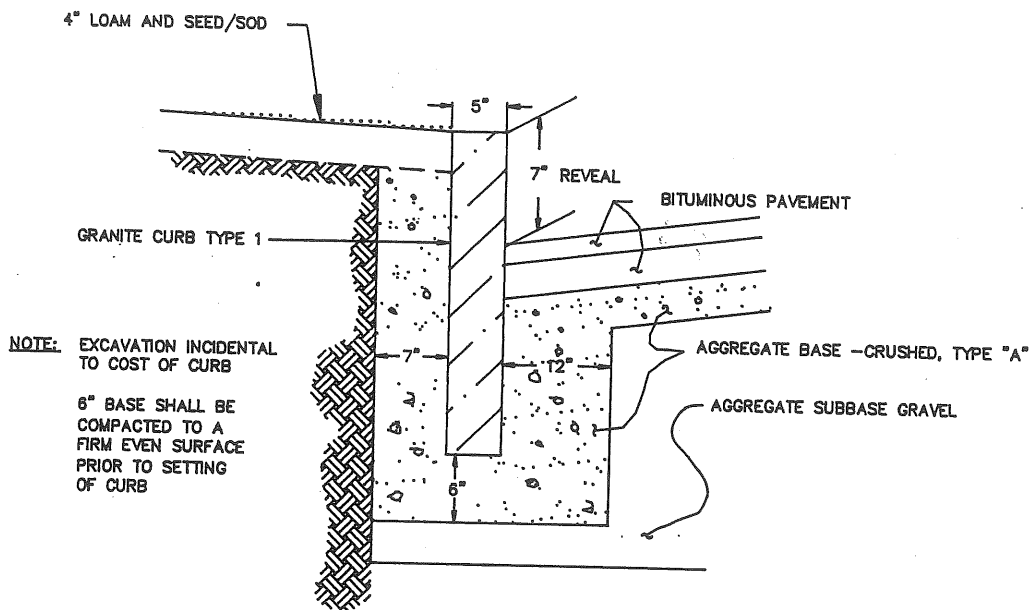
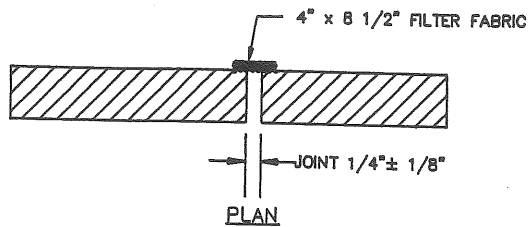
NOT TO SCALE

FILE NAME: SDWAK1.DWG



**SIDEWALK AND DRIVEWAY CONSTRUCTION**  
 NOT TO SCALE

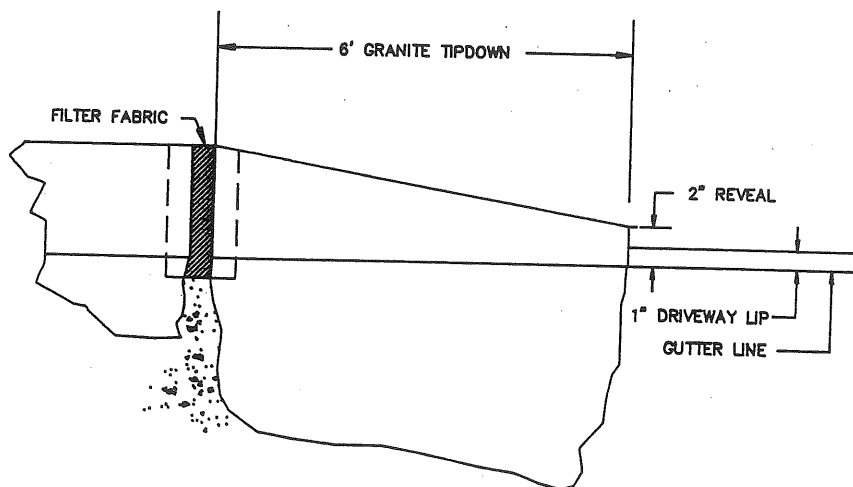




SECTION

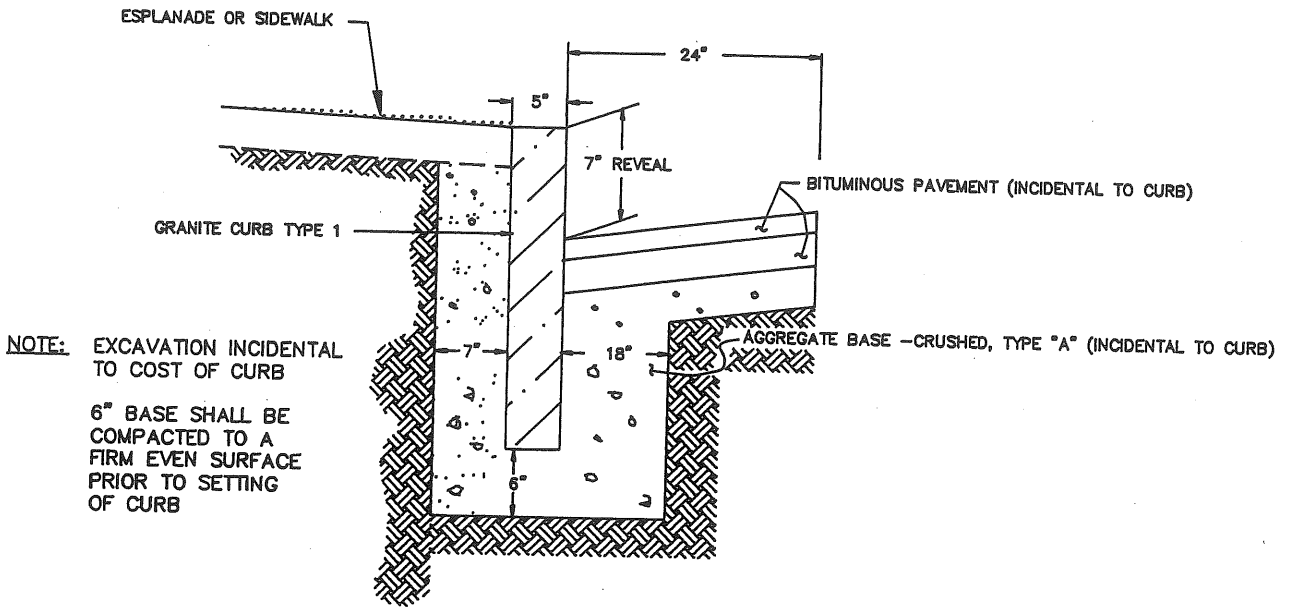
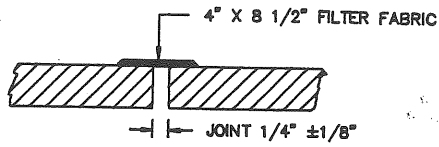
**INSTALLATION OF CURB**

NOT TO SCALE



**TYPICAL TIPDOWN CURB INSTALLATION**

NOT TO SCALE



**CURB REPLACEMENT DETAIL**  
NOT TO SCALE

To the Portland Planning Division  
From Jocelyn Pollard  
320 Danforth Street

The request from Waynflete to construct a loop road on Spring Street is unacceptable to us for the reason that it is one more step in the school's policy of eliminating residences in order to make the entire neighborhood the campus and buildings of the Waynflete School.

Their insidious encroachment over this part of the city is also anathema. What once was a residential neighborhood containing a private school has become an oversized private school (for they have exceeded their own promised growth limit) with a few residences left in the neighborhood. For instance, the John Calvin Stevens house which they bought at 3 Storer Street is being used as a warehouse.

Each request by them has been more acquisitive with little concern for the residential aspect of the area. Even though I am an alumna, I believe they should conform within their own boundaries rather than make us accept their leavings.

Jocelyn Pollard

June 20, 2003

2 THOMAS STREET  
PORTLAND, MAINE  
04102

June 21, 2003

Portland Planning Board  
Historic Preservation Committee  
City Hall

Waynflete School Project

Dear Board and Committee Members,

I live directly across Spring Street from the proposed revision of Waynflete's loop drive and their playground reconfiguration.

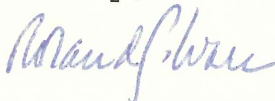
My concern is with the basketball court which generates most of the objectionable noise.

Currently, the basketball set-up is temporary with the back-board affixed to the old, soon-to-be-demolished barn. The noise from its unsupervised use has started as early as 7am and at times has continued to 5pm. As presently configured, the opportunity for uncontrolled, unsupervised basketball has created an attractive nuisance, more suited to an inner city vacant lot than to an historic neighborhood.

To move it deeper into the campus would be desirable. To move it marginally while improving it substantially (as Waynflete plans) would be to exacerbate a nettlesome problem for our neighborhood, unless the Planning Board mandates that Waynflete exert effective control and supervision over its use.

I do not have a problem with the loop drive modification, but I do disagree with the architect's assertion that it will "ease traffic congestion in the neighborhood." When "pick-up" vehicles and school buses converge they produce significant congestion; Spring Street is routinely reduced to a single lane with similar problems on Thomas and Clifford Streets. If emergency vehicles (like fire trucks) are added to the mix, you suddenly have grid lock. The proposed changes in the loop drive and the student pick-up holding area will do nothing to improve this. Eventually the pick-up vehicles and the buses will need to be separated.

Sincerely,



Roland G. Ware, Jr.



03P080

**TO:** Sarah Hopkins- Planner  
**FROM:** Jim Seymour - Development Review Coordinator, Sebago Technics, Inc.  
**RE:** Bus Loop Road - Waynflete School  
360 Spring Street, Portland  
**DATE:** June 17, 2003

---

Sebago Technics has reviewed the revised Site Plan Package (dated 5/6/03) for the proposed Bus Loop Road and general improvements associated with Waynflete School located at 360 Spring Street from Scott Simon Architects. The following comments are submitted in outline format:

**1. Stormwater Management**

- A. The existing property is disturbed/previously developed, therefore no significant increase in stormwater runoff is anticipated as a result of the proposed project. However, runoff from the rear of the building and driveway above this site, drain towards the proposed bottom parking areas and portions accessing Founders Halland school yard. Catch basins in the driveway and yard are labeled but should be physically shown.
- B. Details are needed for the catch basins proposed.
- C. Also the drain size should be no less than 10 inches from the catch basins. The plan shows 8-inch pipe.

**3. Grading/Erosion Control**

- A. The submittal does not include an erosion control plan or construction schedule. A basic plan of each shall be provided
- B. The pavement on the driveway to the lockers shall be constructed to the edge of the Street, and be built with a one-inch lip to maintain gutter flow on Storer Street.

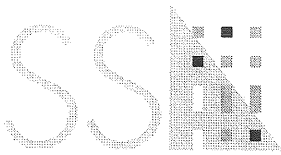
C. The plan submission does not include discussion about stormwater impacts. A statement should be made to at least discuss that minimal drainage revisions and that they will not impact abutting properties or downstream infrastructure.

4. **General**

- A. All proposed site lighting plans shall, be reviewed by the planning staff.
- B. All landscaping plans shall, be reviewed by the planning staff.
- C. The parking spaces are for compact and regular size vehicles. Is the School required to have a handicapped access/parking stall?
- D. How will snow removal be conducted? Will it be removed or stored on site? Please note removal methods on plan.
- E. The brick sidewalk that will require realignment for the driveway opening to the Lockers will need to be built to City Specifications and a detail of both the brick sidewalk and granite curb work will be required.

Please contact our office with any questions.

TS:ts/??



Scott Simons Architects

**MEMO**

15 Franklin St.  
Portland, ME 04101

(207) 772-4656  
(207) 828-4656 FAX  
E MAIL: austin@simonsarchitects.com

Date: May 5, 2003  
Project name/number: Waynflete Loop Road Improvements, SSA #00116.60  
Re: Site Plan Application for Planning Board Workshop  
From: Scott Simons  
To: Sarah Hopkins, Planning Staff @ Portland City Hall  
Cc: Jane Begert, Austin Smith, Mike & Bob @ MBLA, Jobfile 3.1

---

Attached please find one 11" x 17" copy and seven full size copies of the site survey, revised site plan and landscaping plans, and civil engineering drawings and calculations for the proposed improvements to the Bus Loop Road and Spring Street Entrance at the Waynflete School.

Also included are site photos of the existing loop road and landscaping configurations, a letter of financial capacity from the School, a preliminary proposed construction schedule from SSA, and a preliminary drainage analysis and storm water management report of the Loop Road project prepared by Pinkham and Greer.

We will be meeting with the Planning Board on May 27, 2003 for a workshop review of the proposed improvements. Topics to be discussed include:

- Overall size and configuration of the Loop Road Project
- Site development design and details
- Landscape architectural and civil engineering drawings, including site plan, landscaping plan, drainage and site development plans, and construction details
- Discussion of proposed construction schedule
- Meetings with the Neighborhood
- Meetings with Historic Preservation

We appreciate your assistance and guidance during this stage of development, and look forward to a successful collaboration throughout the remainder of the project.  
Thank you.

**Conceptual Design Narrative**

The Waynflete School is proposing to reconstruct the vehicular loop road surrounding the Thomas House (administration building) at 360 Spring Street in Portland. The improvements are required in order to address safety concerns for the children, to ease traffic congestion in the neighborhood, and to provide more suitable play space for the Middle School students.

The key elements of the design concept are as follows:

- A. Curbside loading for the school buses.  
The loop road has been redesigned to allow three buses to pull up along the curb for safe, easy loading of the school children. Currently the children walk through parked cars to load the buses.

B. Curb cuts on Spring Street.

The new design reduces the number of curb cuts from three to two, reducing confusion for traffic on Spring Street and reducing the number of sidewalk interruptions.

C. Separation of pedestrian circulation from vehicular circulation.

The new design creates a clear pathway for students and staff between Spring Street and the center of campus that does not require crossing into the vehicular zone (loop road area).

D. More adequate waiting space for the students.

The plan includes walkways, benches, and gathering spaces for students waiting to be picked up after school. These spaces are set back from Spring Street, more on the interior of the campus, thereby reducing the congestion along the Spring Street sidewalk.

E. Clearly defined and unified pedestrian walkways.

The plan calls for the removal of dirt walkways (with duckboards in the spring), and old bituminous pathways, in favor of new brick and concrete walkways similar to the new walkways completed last summer at the Arts Center.

F. Site furniture.

The plan calls for new granite benches and lighting, similar to the Arts Center but more residential in scale and character.

G. Unified landscape design.

The plan includes new hardwood shade trees, flowering trees and shrubs, and groundcover plantings to unify and enhance the quality and character of the landscaping throughout this section of the campus. Views into the campus from Spring Street and Storer Street have been carefully considered to create enclosure, privacy, and depth.

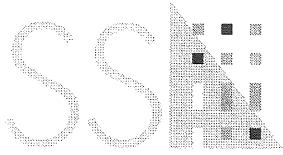
H. Adequate play space for the middle school students.

The middle school playspace has been enlarged to accommodate their current level of activity. The active play areas have been moved into the interior of the campus, further from the residential neighbors. Wherever possible the playspaces have been located behind buildings and buffered by plantings and benches.

I. Removal of the storage barn.

The plan calls for the removal of the red barn between Thomas house and Ruth Cook Hyde House. The building is in poor condition and serves no useful function for the school. The School has investigated rebuilding and/or relocating the barn and has concluded that the space on campus is best suited for Middle School activities.





Scott Simons Architects

**MEMO**

15 Franklin St.  
Portland, ME 04101

(207) 772-4656  
(207) 828-4656 FAX  
E MAIL: austin@simonsarchitects.com

Date: May 5, 2003  
Project name/number: Waynflete Loop Road Improvements, SSA #00116.60  
Re: Preliminary Proposed Schedule  
From: Scott Simons  
To: Sarah Hopkins, Planning Staff @ Portland City Hall  
Cc: Jane Begert, Austin Smith, Mike & Bob @ MBLA, Jobfile 3.1

---

**Proposed Schedule**

The Waynflete School proposes to build the improvements to the Loop Road and Spring Street Entrance during the summer of 2003. Construction would start in June, as soon after the completion of school as practicable. Construction would be substantially complete by the end of August. The School has been in close contact with their site contractor and plans to have all elements of the project in order by early June to facilitate this schedule.

During the course of design, the School expanded the scope of the work to include improvements to the south edge of the parking area behind the Thomas house, including new landscaping, paving, benches, etc. The School may have to build this portion of the project as a separate phase, depending on how the prices come in. This area is not visible from Spring Street. If the project had to be built in phases, this portion would be built the following summer.



# Waynflete

Waynflete School  
360 Spring Street  
Portland, Maine 04102  
207.774.5721  
Fax 207.772.4782

To: Planning Board, City of Portland

From: Jane Begert, Director of Administration and Finance

A handwritten signature in cursive script that reads "Jane Begert".

Re: Financing for Loop Road Project

The Loop Road Project and the associated upgrade of the Middle School play area is important to the School for safety, practical and aesthetic reasons. Waynflete wants to be sure that our design is compatible with the neighborhood around us.

The School has available a capital projects account that is used to pay for various building projects. Funds are added to this account annually and are sufficient to pay for this project.



**From:** Gaylen McDougall  
**To:** Sarah Hopkins  
**Date:** Tue, May 27, 2003 2:09 PM  
**Subject:** Waynelete

The new loop road meets with the Portland Fire Department requirements.  
Mac

To: Sarah Hopkins, Development Review Services Manager

From: Larry Ash, City Traffic Engineer

Date: June 17, 2003

RE: Waynflete School

I have reviewed the plans for the Loop Road as proposed by the Waynflete School and recommend approval. The loop road will reduce the congestion on Spring Street and reduce potential conflicts between pedestrians and cars. The students at the school will no longer be forced to walk across driveways and parking lots to get to class.

To: Sarah Hopkins, Development Review Services Manager

From: Jeff Tarling, City Arborist

Date: June 17, 2003

RE: Waynflete School

I have reviewed the plans for the Loop Road as proposed by the Waynflete School and have discussed the landscaping plan with the applicant's consultant.

In order to soften the appearance of the school from the street and to strengthen the residential character of Spring Street between the Hyde and Thomas Houses, I request that up to four additional street trees be installed along the Spring Street frontage of the school.

I would look forward to working with the applicant to select species and exact location for placement during construction.



# Waynflete

Waynflete School  
360 Spring Street  
Portland, Maine 04102  
207.774.5721  
Fax: 207.772.4782  
www.waynflete.org

June 3, 2005

Mr. Alexander Jaegerman  
Planning Division Director  
Portland City Hall  
389 Congress Street  
Portland, ME 04101

Dear Mr. Jaegerman:

I am writing to confirm Waynflete School's procedures for complying with the conditions of the site plan approval for the Pedestrian and Vehicular Improvements (a.k.a. Loop Road Project) regarding the removable basketball hoop which is located behind the Middle School in the center of campus. The Project which was begun in the summer of 2003 is scheduled to be completed this summer when the exit to the Loop Road is finished. This last part of the Project was delayed due to the city moratorium on street openings.

It is part of the regular procedures for the daily opening and closing of school for one member of the maintenance staff to put up the hoop after 7:30 a.m. and take it down by 4:00 p.m. The hoop is not put up on weekends, holidays or during the summer. Waynflete School understands its obligations to perform this task as a condition of the site plan approval and is committed to adhering to it as with all applicable rules and regulations.

You mentioned that you have received two complaints this year that the hoop was not taken down. Please let me know if you receive any other complaints and feel free to encourage any callers to contact me or David Brown, Facilities Manager, directly.

Please call me if you have any further questions.

Sincerely,

Arne C. Hagstrom  
Director of Finance and Operations

Cc: Mark Stasium, TD Banknorth  
David Brown, Facilities Manager





# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life* • [www.portlandmaine.gov](http://www.portlandmaine.gov)

**Planning and Development Department**  
Lee D. Urban, Director

**Planning Division**  
Alexander Jaegerman, Director

**TO:** Duane Kline, Finance Department  
**FROM:** Alexander Jaegerman, Planning Division Director  
**DATE:** May 6, 2005  
**SUBJECT:** Request for Reduction in Performance Guarantee  
Waynefleet School Loop Road, Spring Street  
(ID# 2003-0061      Lead CBL#061F006)

Please reduce the letter of credit #71140 for the loop road at Waynefleet School.

Original Balance	\$ 240,500.00
First Reduction	\$ 117,887.50
<b><u>Reduction Amount</u></b>	<b><u>\$ 88,837.00</u></b>
Remaining Sum	\$ 33,775.50

This is the second reduction for the project.

**Approved:** \_\_\_\_\_  
Alexander Jaegerman  
Planning Division Director

cc: Sarah Hopkins, Development Review Services Manager  
Jay Reynolds, Development Review Coordinator

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**PLANNING BOARD REPORT #27-03**

**LOOP ROAD  
SITE PLAN AND CONDITIONAL USE REVIEW  
WAYNFLETE SCHOOL, APPLICANT**

Submitted to:

Portland Planning Board  
Portland, Maine

June 24, 2003

Submitted by:  
Sarah Hopkins



## I. INTRODUCTION

The Waynflete School has requested site plan and conditional use approval for the construction of a loop road surrounding the Thomas House at 360 Spring Street on the the Waynflete School campus. The loop road has been designed to address safety concerns for the children getting on and off the school busses and to reduce traffic congestion in the neighborhood. An additional aspect of the project is the creation of an improved play area for the Middle School students.

The loop road will be reviewed by the Planning Board as a conditional use in the R-4 zone, as well as for conformance with the Site Plan Ordinance of the Land Use Code. The application was approved by the Historic Preservation Committee for compliance with the standards of the Historic Preservation Ordinance.

The loop road concept has been considered for several years by the school and redesigned a number of times. This final proposal allows for three busses to pull up along the curbed roadway to allow children to step off onto a pathway system that leads into the campus without crossing any parking lots or driveways. Currently, children exiting the busses along Spring Street have to walk along driveways and through parking lots to enter the campus.

The Waynflete School is also proposing to replace the dirt and bituminous pathways throughout the campus with brick and concrete walkways consistent with those installed as part of the Arts Center project. The applicant also proposes to install granite benches and lighting, similar to those installed for the Arts Center.

A legal ad appeared in the June 9 and 10<sup>th</sup> issues of the *Portland Press Herald*. 279 notices have been sent to area property owners in the vicinity of the project.

## II. STAFF REVIEW

The proposal has been reviewed for compliance with the R-4 Residential Zone, Site Plan Ordinance, and Conditional Use Standards of the Land Use Code. The plan has been reviewed by the Inspections, Traffic, Fire, Public Works, and Planning Department.

## III. SITE PLAN REVIEW

### 1. Traffic/Circulation/Parking

Busses will enter the loop road via the westerly driveway next to the Thomas House, onto the Waynflete campus. Three busses will be able to stack along a new driveway between the Thomas and Hyde houses to allow children safely onto or off of the busses from a curbed walkway.

The loop road proposal includes the closing of one Spring Street curbcut and relocation of another, for a net reduction of one curbcut. Also, Waynflete proposes to demolish the "red barn" building currently located between the Hyde and Thomas houses to make room for the loop road.

Larry Ash, City Traffic Engineer, has reviewed the plans and considers the loop road plan to be an improvement over the present situation.

Tony Lombardo, Public Works Project Engineer, has reviewed the plans and has asked for a number of construction details and specifications to be added to the plans related to sidewalk and curb installation. Mr Lombardo has also reviewed the grading plan and finds the stormwater management plan to be acceptable.

A potential condition of approval may be:

- That prior to construction, the applicant amend the plans and details as outlined in Mr. Lombardo's comments of 5/9/03.

2. Bulk, Location, Height of Building and Uses Thereof

As part of the loop road proposal, the red barn building, located between the Hyde and Thomas houses will be demolished.

3. Utilities/Easements/Solid Wastes

There are no changes proposed for utilities on the campus.

4. Landscaping

The plan includes new hardwood shade trees, flowering trees and shrubs, and groundcover plantings to unify the landscaping throughout the campus.

The City Arborist has requested that street trees be added to the front of the campus along Spring Street to maintain a residential streetscape.

A potential condition of approval is:

- that the applicant submit a plan for review and approval by the City Arborist for the planting of up to 4 additional street trees along the Spring Street frontage of the campus.

5. Drainage

The upgraded walkways, formalized play areas, and curbed loop road will result in an improved stormwater management plan. The loop road will drain to an existing catchbasin near the gymnasium, and a series of catchbasins will collect additional stormwater and route it toward an existing catchbasin near Founders Hall.

Both our reviewing engineer and Public Works have reviewed the drainage plan and recommend approval.

6. Lighting

Waynflete proposes to install new lighting on the campus, similar to the fixtures installed for the Arts Center and residential in character.

A potential condition of approval may be:

- That prior to commencement of site work, the applicant shall submit lighting specifications for Planning staff review and approval.

7. Fire Safety

Lt. McDougall of the Fire Department was concerned that the loop road would be used for long term parking of school busses. Such a proposal would have emergency access implications. In response to Lt. McDougall's concern, the applicant has stated that there will be no changes to the bus parking procedure and that the loop road will be used only for pick-up and drop-off.

Lt. McDougall's comments are included as Attachment 5c.

8. Financial Capability

The school will be using an existing capital projects account to pay for the planned improvements. A letter of financial capacity is included as Attachment 3.

#### IV. **CONDITIONAL USE REVIEW**

1. The following standards apply for review of an institutional expansion in the R-4 zone.

Section 14-88(2)

- i. In the case of expansion of existing such uses onto land other than the lot on which the principal use is located, it shall be demonstrated that the proposed use cannot reasonably be accommodated on the existing site through more efficient utilization of land or buildings, and will not cause significant physical encroachment into established areas; and

The loop road is proposed within the Waynflete Scholl campus.

- ii. The proposed use will not cause significant displacement or conversion of any residential uses as of June 1, 1983, or thereafter; and

The loop road and accompanying improvements will not cause the displacement or conversion of any residential units.

- iii. In the case of a use or use expansion which constitutes a combination of an above-listed use with capacity for concurrent operations, the applicable minimum lot sizes shall be cumulative.

The applicable lot sizes have been met.

2. The following standards apply for all conditional uses:

Section 14-474(2)

- i. There are unique or distinctive characteristics or effects associated with the proposed conditional use;  
  
There are no known unique or distinctive characteristics associated with the proposed use.
- ii. There will be an adverse impact upon the health, safety, or welfare of the public or the surrounding area; and  
  
The loop road was designed to improve safety at the school by separating kids getting on and off the school busses from the traffic.
- iii. Such impact differs substantially from the impact which would normally occur from such a use in that zone.  
  
The impacts of this site are similar as those normally expected from such a use in this zone.

**V. MOTIONS FOR THE BOARD TO CONSIDER**

On the basis of plans and materials submitted by the applicant and on the basis of information provided in Planning Board Report #27-03 relevant to standards for site plan and conditional use review, the Board finds:

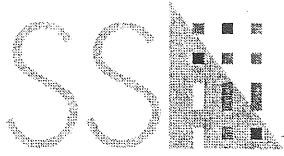
- i. That the plan is/is not in conformance with the Conditional Use Standards of the Land Use Code.
- ii. That the plan is/is not in conformance with the Site Plan Standards of the Land Use Code.

Potential Conditions of Approval:

- That prior to the commencement of site work, the applicant shall submit a plan for review and approval by the City Arborist for the planting of up to 4 additional street trees along the Spring Street frontage of the campus.
- That prior to commencement of site work, the applicant shall submit lighting specifications for Planning staff review and approval.
- That prior to commencement of site work, the applicant shall amend the plans and details as outlined in Mr. Lombardo's comments of 5/9/03.

Attachments:

1. Project Description
2. Construction Schedule
3. Financial Capability
4. Note from Applicant Regarding School Bus Parking
5. Staff Comments
  - a. Traffic Engineer
  - b. Public Works
  - c. Fire Prevention
  - d. City Arborist
6. Historic Preservation Approval Letter
7. Survey
8. Site Plan/Landscaping Plan
9. Perspective Drawings
10. Existing Conditions Plan
11. Demolition/Removals Plan
12. Layout and Materials Plan
13. Grading Plan
14. Planting Plan



Scott Simons Architects

MEMO

15 Franklin St.  
Portland, ME 04101

(207) 772-4656  
(207) 828-4656 FAX  
E MAIL: austin@simonsarchitects.com

Date: May 5, 2003  
Project name/number: Waynflete Loop Road Improvements, SSA #00116.60  
Re: Site Plan Application for Planning Board Workshop  
From: Scott Simons  
To: Sarah Hopkins, Planning Staff @ Portland City Hall  
Cc: Jane Begert, Austin Smith, Mike & Bob @ MBLA, Jobfile 3.1

Attached please find one 11" x 17" copy and seven full size copies of the site survey, revised site plan and landscaping plans, and civil engineering drawings and calculations for the proposed improvements to the Bus Loop Road and Spring Street Entrance at the Waynflete School.

Also included are site photos of the existing loop road and landscaping configurations, a letter of financial capacity from the School, a preliminary proposed construction schedule from SSA, and a preliminary drainage analysis and storm water management report of the Loop Road project prepared by Pinkham and Greer.

We will be meeting with the Planning Board on May 27, 2003 for a workshop review of the proposed improvements. Topics to be discussed include:

- Overall size and configuration of the Loop Road Project
- Site development design and details
- Landscape architectural and civil engineering drawings, including site plan, landscaping plan, drainage and site development plans, and construction details
- Discussion of proposed construction schedule
- Meetings with the Neighborhood
- Meetings with Historic Preservation

We appreciate your assistance and guidance during this stage of development, and look forward to a successful collaboration throughout the remainder of the project.  
Thank you.

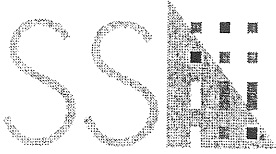
### Conceptual Design Narrative

The Waynflete School is proposing to reconstruct the vehicular loop road surrounding the Thomas House (administration building) at 360 Spring Street in Portland. The improvements are required in order to address safety concerns for the children, to ease traffic congestion in the neighborhood, and to provide more suitable play space for the Middle School students.

The key elements of the design concept are as follows:

- A. Curbside loading for the school buses.  
The loop road has been redesigned to allow three buses to pull up along the curb for safe, easy loading of the school children. Currently the children walk through parked cars to load the buses.

- B. Curb cuts on Spring Street.  
The new design reduces the number of curb cuts from three to two, reducing confusion for traffic on Spring Street and reducing the number of sidewalk interruptions.
- C. Separation of pedestrian circulation from vehicular circulation.  
The new design creates a clear pathway for students and staff between Spring Street and the center of campus that does not require crossing into the vehicular zone (loop road area).
- D. More adequate waiting space for the students.  
The plan includes walkways, benches, and gathering spaces for students waiting to be picked up after school. These spaces are set back from Spring Street, more on the interior of the campus, thereby reducing the congestion along the Spring Street sidewalk.
- E. Clearly defined and unified pedestrian walkways.  
The plan calls for the removal of dirt walkways (with duckboards in the spring), and old bituminous pathways, in favor of new brick and concrete walkways similar to the new walkways completed last summer at the Arts Center.
- F. Site furniture.  
The plan calls for new granite benches and lighting, similar to the Arts Center but more residential in scale and character.
- G. Unified landscape design.  
The plan includes new hardwood shade trees, flowering trees and shrubs, and groundcover plantings to unify and enhance the quality and character of the landscaping throughout this section of the campus. Views into the campus from Spring Street and Storer Street have been carefully considered to create enclosure, privacy, and depth.
- H. Adequate play space for the middle school students.  
The middle school playspace has been enlarged to accommodate their current level of activity. The active play areas have been moved into the interior of the campus, further from the residential neighbors. Wherever possible the playspaces have been located behind buildings and buffered by plantings and benches.
- I. Removal of the storage barn.  
The plan calls for the removal of the red barn between Thomas house and Ruth Cook Hyde House. The building is in poor condition and serves no useful function for the school. The School has investigated rebuilding and/or relocating the barn and has concluded that the space on campus is best suited for Middle School activities.



Scott Simons Architects

MEMO

15 Franklin St.  
Portland, ME 04101

(207) 772-4656  
(207) 828-4656 FAX  
E MAIL: austin@simonsarchitects.com

Date: May 5, 2003  
Project name/number: Waynflete Loop Road Improvements, SSA #00116.60  
Re: Preliminary Proposed Schedule  
From: Scott Simons  
To: Sarah Hopkins, Planning Staff @ Portland City Hall  
Cc: Jane Begert, Austin Smith, Mike & Bob @ MBLA, Jobfile 3.1

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### Proposed Schedule

The Waynflete School proposes to build the improvements to the Loop Road and Spring Street Entrance during the summer of 2003. Construction would start in June, as soon after the completion of school as practicable. Construction would be substantially complete by the end of August. The School has been in close contact with their site contractor and plans to have all elements of the project in order by early June to facilitate this schedule.

During the course of design, the School expanded the scope of the work to include improvements to the south edge of the parking area behind the Thomas house, including new landscaping, paving, benches, etc. The School may have to build this portion of the project as a separate phase, depending on how the prices come in. This area is not visible from Spring Street. If the project had to be built in phases, this portion would be built the following summer.





# Waynflete

*Attachment 3*

Waynflete School  
360 Spring Street  
Portland, Maine 04102  
207.774.5721  
Fax 207.772.4782

To: Planning Board, City of Portland

From: Jane Begert, Director of Administration and Finance

*Jane Begert*

Re: Financing for Loop Road Project

The Loop Road Project and the associated upgrade of the Middle School play area is important to the School for safety, practical and aesthetic reasons. Waynflete wants to be sure that our design is compatible with the neighborhood around us.

The School has available a capital projects account that is used to pay for various building projects. Funds are added to this account annually and are sufficient to pay for this project.



*Attachment 4*

**From:** Scott Simons <scott@simonsarchitects.com>  
**To:** sarah hopkins <sh@ci.portland.me.us>  
**Date:** Fri, Oct 23, 2082 5:32 PM  
**Subject:** Waynflete Loop Road

Dear Sarah,

There will be no changes in the bus parking procedure as a result of the new Loop Road design. The buses will be parked along Vaughn Street for short periods of time during the day, the same as they are now. For longer periods of time, they will be parked at the athletic fields at Thompson Point, also the same as they are now. They will not be parked in the Loop Road are, except to wait for student pick-ups.

Thank you,  
Scott Simons

To: Sarah Hopkins, Development Review Services Manager

From: Larry Ash, City Traffic Engineer

Date: June 17, 2003

RE: Waynflete School

I have reviewed the plans for the Loop Road as proposed by the Waynflete School and recommend approval. The loop road will reduce the congestion on Spring Street and reduce potential conflicts between pedestrians and cars. The students at the school will no longer be forced to walk across driveways and parking lots to get to class.

**CITY OF PORTLAND, MAINE  
DEVELOPMENT REVIEW APPLICATION  
PLANNING DEPARTMENT PROCESSING FORM  
Engineering Copy**

2003-0061

Attachment 5

Application I. D. Number

03/26/2003

Application Date

Waynflete Loop Road Improvements

Project Name/Description

Waynflete School The

Applicant

360 Spring St, Portland, ME 04102

Applicant's Mailing Address

Consultant/Agent

Agent Ph: \_\_\_\_\_ Agent Fax: \_\_\_\_\_

Applicant or Agent Daytime Telephone, Fax

360 - 360 Spring St, Portland, Maine

Address of Proposed Site

061 F006001

Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply):  New Building  Building Addition  Change Of Use  Residential  Office  Retail  
 Manufacturing  Warehouse/Distribution  Parking Lot  Other (specify) landscaping, driveway

Proposed Building square Feet or # of Units \_\_\_\_\_

Acreage of Site \_\_\_\_\_

R4

Zoning

**Check Review Required:**

- |  |   |  |  |
|--|---|--|--|
| <input checked="" type="checkbox"/> Site Plan<br>(major/minor) | <input type="checkbox"/> Subdivision<br># of lots _____ | <input type="checkbox"/> PAD Review            | <input type="checkbox"/> 14-403 Streets Review   |
| <input type="checkbox"/> Flood Hazard                          | <input type="checkbox"/> Shoreland                      | <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> DEP Local Certification |
| <input type="checkbox"/> Zoning Conditional<br>Use (ZBA/PB)    | <input type="checkbox"/> Zoning Variance                |  | <input type="checkbox"/> Other _____             |

Fees Paid: Site Plan \$500.00 Subdivision \_\_\_\_\_ Engineer Review \_\_\_\_\_ Date 04/02/2003

**Engineering Comments**

**PUBLIC WORKS ENGINEERING REVIEW..5/09/03**

I have reviewed the "preliminary" submittal dated 5/5/03 and offer the following comments:

- The applicant proposes to close some curb cuts on Spring and create a new. As such, the applicant will need to install new granite curb or recycle the existing as much as possible. The plan set needs to specify if new curb will be installed or a combination of installing new/recycled curb.
- The plans need specify the proposed limits of excavation in Spring Street related to the new curb cut, closing of existing curb cuts, curb installation, and new brick sidewalk construction.
- According to the City's Sidewalk Materials Policy, sidewalk must remain brick and the plans need to identify the limits of any sidewalk repair associated with this development. The "policy" also requires that within the public right of way, the new driveway apron must be constructed of brick. This needs to be specified on the plans.
- The plans need to include a complete set of on site and public improvement construction details.
- The plans need to identify that any curb or sidewalk brick not to be reused within the public right of way, shall remain the property of the City of Portland and shall be delivered to the City's Outer Congress Street stockyard.
- The applicant is advised to contact Carol Merritt at Public Works regarding the fees and permits associated with this proposal.
- Upon receiving approval for this development application, Public Works requests that a CADD.dwg file be submitted to Jon Giles, GIS Coordinator at Public Works, in support of the City's efforts to compile a complete database.

**PUBLIC WORKS ENGINEERING REVIEW...5/16/03**

I have reviewed the Stormwater Management Plan dated 5/13/03 and I am in agreement with its results. Therefore, Public Works has no issues, as it relates to drainage associated with this development application.

Performance Guarantee  Required\*  Not Required

\* No building permit may be issued until a performance guarantee has been submitted as indicated below