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SUMMARY MEMORANDUM

TO: Mr. Patrick J. Carroll
Principal
Carroll Associates
217 Commercial Street, Suite 200
Portland, ME 04101

DATE: October 12, 2016

RE: Shared Parking Analysis for 23 Ocean Avenue, Portland

This is written to respond to provide updated information regarding parking requirements for the proposed development at 23 Ocean Avenue in Portland. The existing site provides 1,580 square feet (S.F.) of office space. The proposed additional building will provide 2,389 additional S.F. of office space in the basement and first floor levels with four residential apartments on the second floor.

Parking needs were first determined using the Institute of Transportation Engineers (ITE) "Parking Generation, 4th Edition", published in 2010, and land use codes 221 – Low/Mid-Rise Apartment and 701 – Office Building. It was determined at a meeting with City staff on September 29th that the area is best represented as an average of urban and suburban rates. The 85th percentile parking needs, the typical figure used for transportation design purposes, are outlined below for the overall project using the average of the two rates:

Existing Office Space and Proposed Office Spaces –

$1,580 \text{ S.F. plus } 2,389 \text{ S.F.} = 3,969 \text{ S.F. X } (3.45 + 2.98/2 \text{ per } 1,000 \text{ S.F.} = 3.22) = 12.78$
 $= 13 \text{ spaces}$

Proposed Apartments – $(1.42 + 1.61/2 \text{ vehicles per dwelling unit} = 1.52) \text{ X } 4 = 6.08 = 6$

Total Required Spaces = 13 office and 6 apartment = 19

Additionally, parking needs were analyzed on the basis of the City of Portland requirements. The City parking code specifies one (1) parking space for every 400 S.F. of office space and two (2) parking spaces for every dwelling unit. The parking needs based upon the City requirements are outlined below for the overall project:

Existing Office Space and Proposed Office Spaces –

$1,580 \text{ S.F. plus } 2,389 \text{ S.F.} = 3,969 \text{ S.F. X } 1 \text{ per } 400 \text{ S.F.} = 9.92 = 10 \text{ spaces}$

Proposed Apartments – $2.00 \text{ vehicles per dwelling unit X } 4 = 8 \text{ spaces}$

Total Required Spaces = 10 office and 8 apartment = 18

Based upon the ITE 85th percentile urban and suburban rates, the proposed development would require 19 parking spaces. Based upon the City of Portland requirements, a similar 18 spaces are necessary. The proposed uses are ideal for consideration of shared parking. Parking for the residential units peaks from 10:00 PM until 5:00 AM. During this overnight period the residential apartments will require 6 – 8 spaces while the office spaces will require none.

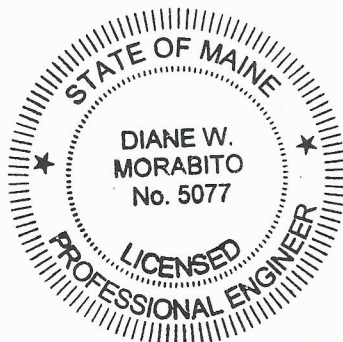
The peak parking demand for office space occurs from 10:00 AM until 2:00 PM. During the 10:00 AM to 2:00 PM period little parking is generally needed by residential units. ITE residential data suggests the percent of residential demand during the 10:00 AM to 2:00 PM period is 30 to 33 %, which reduces the daytime parking apartment requirement to 2 spaces.

To summarize the shared parking results, the overnight requirement is expected to be 6 – 8 spaces for the apartments, which is met on site. The peak daytime demand is expected to be 10 – 13 for the office spaces and two for the apartments for a total of 12 – 15 spaces.

The proposed site plan provides ten (10) parking spaces. This meets the nighttime requirement of 6 – 8 spaces. Based upon the shared parking analysis, the on-site parking is deficient by two (2) spaces to five (5) spaces during the daytime office peak, dependent upon which parking standard is applied, ITE or City code.

It is understood that off-site spaces in close proximity, on the same easterly side of Forest Avenue will be leased to address the daytime parking shortage. It is also important to note that transportation demand management (TDM) actions will also be utilized to reduce vehicular trips to the site. The site is located on a Metro bus route which will encourage its use. In addition, the building will provide interior bike lockers for both resident and office uses to encourage bicycle commuting. These TDM actions should reduce vehicular trips to the site and the associated daytime parking requirements.

As always, please do not hesitate to contact me if you or the City of Portland have any questions or concerns regarding this parking analysis.



Sincerely,

A handwritten signature in black ink that reads "Diane W. Morabito" with a stylized flourish at the end.

Diane W. Morabito, P.E. PTOE
President

September 6, 2016

To: City of Portland Planning Authority

Re: 23 Ocean Mixed Use

Off Site Parking locations explored

The following locations have been explored for availability of leased spaces to be considered for off site parking.

1. 630 Forest Avenue, Craig Church Owner.
 - a) While open to the idea, Owner did not want to commit to lease of spaces due to the possible sale of the property.
2. Rite Aid, 701 Forest Ave.
 - a) National corporate entity difficult to contact and uninterested in leasing spaces
3. 757 Forest Avenue.
 - a) The building is on the rental market and the Owner was uninterested in leasing spaces without knowing the needs of a potential tenant.
4. Surface parking lots along Grace Street between Vannah Ave. and Woodford St.
 - a) Spaces committed to VFW and retail locations along Forest Ave.
5. Woodfords Club, 179 Woodford St.
 - a) Offered a lease agreement for up to 15 spaces.

Vannah White LLC

28 Vannah Avenue
Portland, ME 04103

October 21, 2016

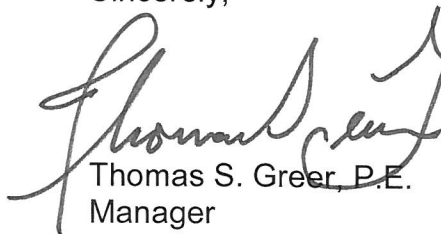
Ms. Helen Donaldson
City of Portland
389 Congress St
Portland, ME 04101

RE: LEASE PARKING

Dear Nell,

On behalf of Vannah White LLC, we are open to leasing six parking spaces for the Ocean Avenue project. We currently have parking for 15 vehicles and typically use 6 for employees and two for visitors.

Sincerely,



Thomas S. Greer, P.E.
Manager

cc: File

TSG/rjs



PROJECT MEMO: **23 Ocean Avenue**

TO: **Nell Donaldson**
 Tom Errico

FROM: **Pat Carroll**

DATE: **October 20, 2016**

RE: **Parking Management Plan**

The ability to manage the on and off site parking is critical to accommodating the needs of the project and insure that tenant parking is accommodated for both daytime and night-time use of the lot. Based on the Parking Demand Analysis completed by Traffic Resources, Inc. for this project, the total ITE demand for daytime use is 12-15 vehicles. To meet this demand, the Applicant is proposing to accommodate 9 vehicles on-site, and has obtained a Letter of Intent to lease up to 6 vehicles off site at 28 Vannah Street, which is one block south (approximately 450 lf by sidewalk, or less than a 2 minute walk) of the project site.

Parking management will be implemented using a number of effective tools:

- Signage will be installed that restricts use of the on-site parking for daytime non-residential use to weekday hours between 8:00 am and 6:00 pm. Evening hours, holidays, and weekends will be non- restricted, allowing residential tenants as well as occasional office tenant use. This is consistent with the way on-street parking is currently regulated in the Old Port.
- Signage will be installed directing tenants and visitors to the off-street parking lot on Vannah Street if the existing lot is filled.
- Lease restrictions for the office tenants will describe the use of on and off-site parking. It is anticipated that the number of spaces and the parking rate offered will be factored into a lease agreement for each tenant. Offering reduced parking rates for the off-site spaces is a way to provide incentive for tenants to utilize the Vannah Street parking rather than on-site.
- Some tenants may elect to offer incentives to employees for riding the Metro or biking to work, reducing the overall demand for daytime parking. This again could be worked into a lease agreement between the Owners and the tenants.
- Enforcement of the parking management will be the responsibility of the Property Owner. It is assumed that any tenant or neighbor complaints or issues will be brought to their attention and dealt with accordingly. The Applicant is aware of the neighborhood concern about increased use of on-street parking and is committed to working closely with all parties to insure minimal impact on the neighborhood.
- Monitoring of the parking is seen as an important tool to measure demand and use. The Applicant agrees to monitor the parking once full occupancy is reached and file such a report to the Planning Authority documenting peak usage.

We believe these strategies will insure that the parking is well managed to minimize any impact on the Hersey Street residential neighborhood.