



PROJECT MEMO: 23 Ocean Avenue

TO: Nell Donaldson
FROM: Pat Carroll
DATE: September 6, 2016

RE: Response to Preliminary Staff Comments

Carroll Associates is pleased to provide the following responses to the Preliminary Staff Review Comments:

Draft Subdivision Plat Review William Clark 07.11.2016

Comment #1. The sidewalk at corner of Ocean Ave and Hersey St shows as being constructed on the private property. Currently the sidewalk is within the City street ROW limits for Ocean Ave and Hersey St. If it is expanded onto the private property the City will need a public easement for that area and a detail on the plan showing bearings, distances, and curve data for the easement metes and bounds description.

Response: The Final Subdivision Plat will show all public easements resulting from the new sidewalk configuration along Hersey Street and Ocean Avenue.

Comment #2. The proposed aerial licenses in Ocean Ave and Hersey St will need bearings, distances, and curve data added to the plan for the license metes and bounds descriptions. The vertical clearance in the license areas will also need to be stated.

Response: The Final Subdivision Plat will show all licenses required to accommodate the footings, roof overhangs and canopy areas for the proposed building.

Preliminary Traffic Review Tom Errico 07.13.2016

Comment #1. The applicant is requesting a waiver for parking lot aisle width (21 feet versus the City standard of 24 feet). The applicant should provide documentation that supports the waiver request.

Response: The requested waiver is proposed as a means of accommodating an accessible sidewalk to the office entrance from Hersey Street and preserving an existing vegetated hedge that separates this property from its neighbor to the east. The shared office/ residential parking are not anticipated to generate a high turnover of parking, with tenants expected to arrive and park for most of their time in the building. A turning movement analysis was completed which illustrates parking maneuvers can be accommodated within the 21 foot aisle. This is attached to this memorandum as Exhibit #1.

Comment #2. I find the driveway location and configuration to be acceptable given existing site conditions.

Response: We agree, no comment required.

Comment #3. The applicant should provide a summary of the anticipated trip generation increase expected during the AM and PM peak hours following project completion. While I do not expect the project to significantly impact the public street system, I do believe documentation of traffic volumes changes is necessary.

Response: The Applicant has submitted a memorandum from Maine Traffic Resources dated 08.30.2016 which summarizes the existing and anticipated increase in trip generation resulting from this project. This is attached to this memorandum as Exhibit #2.

Comment #4. *The applicant should provide a review of safety data in the immediate vicinity of the project.*

Response: The Applicant has submitted a memorandum from Maine Traffic Resources dated 08.30.2016 which reviews the accident data of the immediate vicinity of the site. This is attached to this memorandum as Exhibit #2.

Comment #5. *I would prefer that backing maneuvers onto Hersey Street not be required and thus the applicant should either provide a layout that allows for on-site vehicle circulation – for head out egress, or supporting documentation on the proposed circulation condition.*

Response: The site plan has been modified to allow on-site circulation without requiring any backing maneuvers onto Hersey Street. A dedicated turnaround area has been provided adjacent to the existing office building. This is illustrated in Exhibit #1 AUTOTURN which is attached to this memo.

Comment #6. *A pedestrian easement will be required at the Ocean Avenue/Hersey Street intersection (a portion of the sidewalk is located on the applicants property).*

Response: The Subdivision Plat will indicate a public easement across the corner of Ocean and Hersey Street where the sidewalk encroaches onto the Applicant's property.

Comment #7. *A detail for the driveway shall be provided that notes that the cross slope shall not exceed 2%.*

Response: A note has been added to the grading plan which indicates that the driveway cross-slope shall not exceed 2%

Comment #8. *The plans do not include full replacement of the sidewalk on Ocean Avenue along the entire property frontage. The applicant should either include full sidewalk replacement or document justification for the current proposal.*

Response: The site plan has been revised to indicate that the sidewalk will be replaced along the entire frontage on Ocean Avenue and Hersey Street.

Comment #9. *Further review of the sidewalk ramp configuration is required. I would suggest that a fully ADA compliant ramp be provided on the opposite side of Hersey Street.*

Response: We agree to provide such a ramp on the opposite side of Hersey Street, and will work with Portland Public Services to insure the design meets all City requirements.

Comment #10. *The applicant is proposing to meet parking demand needs via leased parking spaces off Woodford Street west of Forest Avenue. Given on street parking regulations, it is my professional opinion that occupants of the project site will park on Hersey Street given parking availability and convenience. Recognizing this factor, the applicant should provide a detailed parking demand and supply management plan that realistically proposes parking conditions. I would note that I'm open to the idea of shared parking given site uses, if it works from a management perspective. Further coordination and review on this subject is needed.*

Response: The Applicant has provided a memorandum from Maine Traffic Resources that analyses the anticipated parking demand. Based on this analysis, there is a need for a total of 18-19 parking spaces, split between office and residential users. The Applicant is proposing to provide a total of 10 parking spaces on-site, which will be shared between office and residential tenants. Based on the shared parking analysis, the on-site parking meets the residential demand, but is deficient during the daytime

hours by 2-4 spaces, depending on what parking standard is applied. The memorandum suggests managing this shared parking by initiating a number of options, including restricting residential use during daytime hours and promoting carpooling/ ridesharing. It is noted that the proposed building design does accommodate interior bike lockers for resident and office users, and the project is located on a Metro Bus route, both of which should also reduce the vehicular trips to the site. This memorandum is attached as Exhibit #3 to this response letter.

Preliminary Landscape Review Jeff Tarling 07.12.2016

Comment #1. The existing esplanade width is problematic - just too narrow to support Street trees on both sides, Ocean & Hersey Street. I checked the entire length of Ocean Avenue and no existing street trees, also this is a busy truck / commercial vehicle route and tree canopy even on an upright tree would unlikely to survive. Snow storage in winter along with deicing salts, this sidewalk route is on our priority school walk route and we plow so we need as much space as possible.

Response: The landscape plan has been modified to eliminate street trees along Ocean Avenue. We believe with the reconfiguration of the Hersey Street sidewalk that there is adequate room (+/- 4.5 ft) in the esplanade to install street trees and they will be effective in reducing the scale of the building. We are therefore proposing to install 4 street trees along Hersey Street. We have also added two trees along Ocean Avenue on the back side of the sidewalk north of the proposed building.

Comment #2. Thus we would like to see 'set-back' tree planting in available spaces. Also parking lot on Hersey Street should have a 4' buffer with plant material at back of sidewalk. A smaller 3' or 2' buffer might not make it. Ideally like to see woody shrub planting but could do ornamental grasses. Wood guardrail on the parking lot side is needed to protect this space from vehicles, snow etc. Without protection plant material would likely be damaged. This buffer on the residential side is more important than the more commercial Ocean Avenue side. Add a couple of trees on the parking lot edge to buffer parking lot from next door residential use. See photos, (I got creative with the pics.

Response: The landscape plan has been revised to accommodate a guardrail along the Hersey Street sidewalk and significant vegetated buffer associated with the adjacent rain garden. Additionally, the hedgerow has been extended along the east and north property lines to provide screening and privacy for the abutting residential neighbors.

Preliminary Planning Review Nell Donaldson 07.13.2016

Transportation

Comment #1. Sidewalk should be reconstructed along entire length of Ocean Avenue frontage

Response: The site plan has been modified to indicate replacement of the sidewalk along the entire length of Ocean Avenue.

Comment #2. Need documentation of ADA accessibility from the street.

Response: The grading plan provides accessible grades along the sidewalk connecting to the main office entrance and the accessible parking space.

Comment #3. *Standard (14-332):Residential: 2/unit...4 units = 8 spaces Office: 1/400 SF 'exclusive of cellar not used for bulk storage'...2,400 SF (per floor plans) = 6 spaces. Please provide evidence of lease agreement for four spaces to be provided off-site. Note that there may be neighborhood concerns about spillover parking on Hersey Street.*

Response: The Applicant has submitted a Parking Demand Analysis and Management plan that proposes managing the shared parking shortage in a number of ways, including restricting daytime use by residential tenants, encouragement of carpooling, ride sharing, and Metro, and including interior bike lockers and showers for office users. Additionally, the Applicant has provided evidence of a lease arrangement for up to 15 parking spaces at the Woodfords Club, which is approximately 1200 lf from the property and meets the ordinance requirement. The Applicant has explored other locations in the

immediate vicinity and has found nothing available any closer. A letter from the Applicant documenting their off-site parking search is attached to this memo as Exhibit #4.

Environmental Quality

Comment #4. Landscaping and Landscape Preservation. Provide additional evergreen landscaping on eastern property line where site abuts residential zone.

Response: The landscape plan has been revised to include a mixture of evergreen and deciduous landscaping along the eastern property line where existing vegetation does not provide adequate buffer and screening.

Public Infrastructure and Community Safety

Comment #5. Availability and Adequate Capacity of Public Utilities.

Response: Availability Letters from appropriate utility companies have been submitted for this project.

Comment #6. Overhead electric is not permitted. Please confirm a plan for underground electrical with CMP and revise plans accordingly. Can the existing pole on Hersey Street be removed?

Response: The utility plan has been revised to provide underground electrical service from Hersey Street. Owner will work with utilities to remove the existing pole adjacent to the new building if feasible. However; it may not be feasible to remove this pole because it appears to be a strain pole intended to offset the pull of the sizeable 3-phase service to the restaurant across Hersey Street. If it is not feasible to remove this pole, owner will work with utilities to install a sidewalk guy to support the pole while minimizing pedestrian impacts.

Site Design

Comment #6. Exterior Lighting. Provide an exterior lighting plan in the revised submittal.

Response: A Site Lighting Plan was previously submitted for this project and will be included in this latest submission.

Comment #7. Evidence of Financial Capacity.

Response: The Applicant has previously submitted a Letter of Financial Capacity that meets the City Requirement.

Comment #8. Utility Capacity Letters

Response: See Note #5 above.

Comment #9. Show proposed easements and licenses.

Response: The Final Subdivision Plat will include all easements and licenses required and described in other parts of this memo.

Comment #10. Show Zone Line.

Response: The Final Subdivision Plat will show the Zone line between the B1 Zone and R3 Zone, which cuts across the southeast corner of the property.

Comment #11. Include reference to stormwater system and maintenance agreement.

Response: The Final Subdivision Plan will include a note referencing the stormwater management system and associated maintenance agreement.

Comment #12. Footings and cornice in R.O.W.. Public pedestrian easement will be required for sidewalk which encroaches on private property.

Response: The Final Subdivision Plat will include all easements and licenses required and described in other parts of this memo.