



Stantec Consulting Services Inc.
482 Payne Road Scarborough Court, Scarborough ME 04074-8929

March 29, 2017

Ms. Barbara Barhydt

Planning and Development Department
City of Portland, Maine
389 Congress Street
Portland, Maine 04101-3509

**Subject: Application for Phased Level III Site Plan Application
Children's Museum & Theatre of Maine at Thompson's Point
Lot 7 – The Forefront at Thompson's Point Subdivision Plan**

Dear Barbara:

On behalf of the Children's Museum & Theatre of Maine (CMTM) & Forefront Partners I, LP (Co-applicants), our office is pleased to provide the accompanying package of submission materials for a Preliminary Phased Level III Site Plan Application. This submission package is intended to meet the City's Level III Preliminary Site Plan Submission requirements as outlined in the Level III Site Plan Application procedures as well as Section 14-527 (d) of the Code of Ordinances. The co-applicants are proposing the following:

1. Phase 1 (by Forefront Partners I, LP) – Development of the loop access road (Drive "A") that will extend from between Brick South and the Depot site around the CMTM site and connect to the access drive on the north side of Brick North. We understand that Forefront Partners I, LP currently has a Level II Application into the City for the 483-foot extension of the loop drive and utilities as shown on the Sectional 2 Subdivision plat. This road extension is from a point just off the southwest corner of Brick South to a point just north of the Depot building (aka the ice rink). The accompanying application materials are for another road extension around the perimeter of the CMTM site, approximately 780 LF, to a match point near the southeast corner of Brick North. This loop road and utility development will benefit the Lot 7 development associated with the CMTM as well as it will complete various infrastructure pieces that have been contemplated as part of the overall site redevelopment planning and identified in the sectional recording document.
2. Phase 2 (by CMTM) – Development of a Children's Museum & Theatre of Maine building at Thompson's Point as has been envisioned during much of the previous Master Planning and site permitting effort. The CMTM will occupy the 1.12-acre Lot 7 of the approved Subdivision and Master Development Plans previously identified as a "Cultural Center". This location is generally positioned just east of the Brick South building and south of the Brick North building. The site plan includes a 9,682 SF building (footprint) with an approximately 20,000 SF open space area with ancillary onsite parking for 18 vehicles near the building. Additional parking for the facility will be



Ms. Barbara Barhydt
March 29, 2017
Page 2

available within the general development within shared parking facilities that are located throughout the site which is consistent with the parking provisions outlined in the approved Master Plan. This project will involve site work construction including new parking area construction, utilities construction including water, sanitary, drainage, power, and/or communications extensions into the building, and landscaping. The development site is located within the Urban Commercial Mixed Use B-5 Zone and the Children's Museum & Theatre of Maine is an allowed use.

The applicants are seeking Planning Board Approval to allow commencement of road and utilities construction later this year. A CMTM fundraising campaign will precede the Lot 7 development; however, the project goals are to start construction in late 2017 or 2018 if possible.

Accompanying this cover letter are the following materials:

- Level III Preliminary Site Plan Application
- Section 1: Development Description
- Section 2: Evidence of Right, Title, and Interest
- Section 3: Evidence of Technical and Financial Capacity
- Section 4: Utility Coordination
- Section 5: Fire Safety
- Section 6: Construction Management Plan
- Section 7: Solid Waste
- Section 8: Written Assessment of Proposed Project's Compliance with Applicable Zoning and Land Use Requirements
- Section 9: Verification of Proposed HVAC Equipment

You will find in the accompanying materials, information including the Preliminary Site Layout Plan and various site plans that provide greater detail for Lot 7 the site development activities. We have also included preliminary building elevations by Bruner/Cott Architects for the proposed building. Preliminary information pertaining to the project's utilities needs and statements regarding compliance with the City's Standards are contained within this submission.

The Development Team expects to continue to work with the Developer/City Officials/Representatives on both the onsite and offsite components including but not limited to:

- Coordination with Public Services representatives on new main extensions and service connections for the proposed building; and



Ms. Barbara Barhydt
March 29, 2017
Page 3

- Coordination on new sidewalk and road construction within the property in accordance with previously approved master plans and related documents.

On behalf of the Co-applicants, we look forward to your assistance on the project and we look forward to the nearest available workshop meeting with the Planning Board. The submission materials have been uploaded to the City of Portland's e-plan site for review. We have requested the application fee once determined, be paid to you under separate cover by a representative of the Co-applicants.

If you have any questions regarding this submission, please contact our office.

Sincerely,

STANTEC CONSULTING SERVICES INC.

Stephen R. Bushey, P.E.
Associate
Phone: 207-887-3478
Fax: 207-887-3376
stephen.bushey@stantec.com

Attachments

c: Greg Russell, Bruner/Cott Architects
Suzanne Olson, Children's Museum & Theatre of Maine
Chris Thompson, Forefront Partners I, LP
Bo Kennedy, Placemaker Partners, LLC

V:\1953\active\195350337\civil\admin\permitting\local\level III spa\ltr_barhydt_level3_20170329.docx

PROJECT NAME:

Children's Museum & Theatre of Maine at Thompson's Point

PROPOSED DEVELOPMENT ADDRESS:

Thompson's Point

PROJECT DESCRIPTION:

Proposed construction of 9,682 SF (footprint) Children's Museum & Theatre with 18 parking spaces and various site enhancements.

CHART/BLOCK/LOT: 201/A/5, 8, 10
202/A/1, 4

PRELIMINARY PLAN 3/29/17 (date)
FINAL PLAN _____ (date)

CONTACT INFORMATION:

<p>Applicant – must be owner, Lessee or Buyer CO-APPLICANTS</p> <p>Name: Suzanne Olson, Children's Museum & Theatre of Maine and Chris Thompson of Forefront Partners I, LP Business Name, if applicable: Partners I, LP</p> <p>Address: PO Box 4041; 501 Danforth Street City/State : Portland, ME Zip Code: 04101; 04102</p>	<p>Applicant Contact Information</p> <p>Work #: 207-828-1234 ext. 223 - Suzanne Olson 207-747-5288 Chris Thompson</p> <p>Home #:</p> <p>Cell #: Fax#: 207-828-5726 -CMTM</p> <p>e-mail: suzanne@kitetails.org; parallaxpartners@gmail.com</p>
<p>Owner – (if different from Applicant)</p> <p>Name: Same as Applicant</p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p>Owner Contact Information</p> <p>Work #:</p> <p>Home #:</p> <p>Cell #: Fax#:</p> <p>e-mail:</p>
<p>Agent/ Representative</p> <p>Name: Stephen R. Bushey, PE Stantec Consulting LLC</p> <p>Address: 482 Payne Road City/State : Scarborough, ME Zip Code: 04074</p>	<p>Agent/Representative Contact information</p> <p>Work #: 207-887-3478</p> <p>Home #:</p> <p>Cell #: 207-756-9359 Fax#: 207-883-3355</p> <p>e-mail: stephen.bushey@stantec.com</p>
<p>Billing Information</p> <p>Name: SAME AS APPLICANT</p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p>Billing Contact Information</p> <p>Work #:</p> <p>Home #:</p> <p>Cell #: Fax#:</p> <p>e-mail:</p>

<p>Engineer</p> <p>Name: SAME AS REPRESENTATIVE</p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p>Engineer Contact Information</p> <p>Work #:</p> <p>Home #:</p> <p>Cell #: Fax#:</p> <p>e-mail:</p>
<p>Surveyor</p> <p>Name: Sebago Technics, Inc.</p> <p>Address: 75 John Roberts Rd,</p> <p>City/State : South Portland, ME Zip Code: 04106</p>	<p>Surveyor Contact Information</p> <p>Home #:</p> <p>Work #: 207-200-2100</p> <p>Cell #: Fax#:</p> <p>e-mail:</p>
<p>Architect</p> <p>Name: Greg Russell Bruner/Cott & Associates, Inc.</p> <p>Address: 130 Prospect Street</p> <p>City/State : Cambridge, MA Zip Code: 02139</p>	<p>Architect Contact Information</p> <p>Work #: 617-492-8400</p> <p>Home #:</p> <p>Cell #: Fax#:</p> <p>e-mail: grussell@brunercott.com</p>
<p>Attorney</p> <p>Name:</p> <p>Address:</p> <p>City/State : Zip Code:</p>	<p>Attorney Contact Information</p> <p>Work #:</p> <p>Home #:</p> <p>Cell #: Fax#:</p> <p>e-mail:</p>
<p>Designated person/person(s) for uploading to e-Plan:</p> <p>Name: Celina Daniell e-mail: celina.daniell@stantec.com</p> <p>Name: Sandi Keef e-mail: sandi.keef@stantec.com</p> <p>Name: e-mail: Bo Kennedy bo@placemakerpartners.com</p>	

APPLICATION FEES:

<p>Level III Development (check applicable reviews) <input checked="" type="checkbox"/> Less than 50,000 sq. ft. (\$750.00) <input type="checkbox"/> 50,000 - 100,000 sq. ft. (\$1,000) <input type="checkbox"/> 100,000 – 200,000 sq. ft. (\$2,000) <input type="checkbox"/> 200,000 – 300,000 sq. ft. (\$3,000) <input type="checkbox"/> over 300,00 sq. ft. (\$5,000) <input type="checkbox"/> Parking lots over 11 spaces (\$1,000) <input type="checkbox"/> After-the-fact Review (\$1,000.00 plus applicable application fee)</p> <p>Plan Amendments (check applicable reviews) <input type="checkbox"/> Planning Staff Review (\$250) <input type="checkbox"/> Planning Board Review (\$500)</p> <hr/> <p>The City invoices separately for the following:</p> <ul style="list-style-type: none"> • Notices (\$.75 each) • Legal Ad (% of total Ad) • Planning Review (\$50.00 hour) • Legal Review (\$75.00 hour) <p>Third party review fees are assessed separately. Any outside reviews or analysis requested from the Applicant as part of the development review, are the responsibility of the Applicant and are separate from any application or invoice fees.</p>	<p>Other Reviews (check applicable reviews) <input type="checkbox"/> Traffic Movement (\$1,500) <input checked="" type="checkbox"/> Stormwater Quality (\$250) <input type="checkbox"/> Subdivisions (\$500 + \$25/lot) # of Lots ___ x \$25/lot = _____ <input type="checkbox"/> Site Location (\$3,500, except for residential projects which shall be \$200/lot) # of Lots ___ x \$200/lot = _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Change of Use <input type="checkbox"/> Flood Plain <input type="checkbox"/> Shoreland <input type="checkbox"/> Design Review <input type="checkbox"/> Housing Replacement <input type="checkbox"/> Historic Preservation</p>
--	--

INSTRUCTIONS FOR ELECTRONIC SUBMISSION:

Please refer to the application checklist (attached) for a detailed list of submission requirements.

1. Fill out the application completely and e-mail the **application only** to planning@portlandmaine.gov (Please be sure to designate a person who will be responsible for uploading documents and drawings.) This step will generate the project ID number for your project.
2. An invoice for the application fee will be e-mail to you. Payments can be made on-line at [Pay Your Invoice](#) , by mail or in person at City Hall, 4th Floor. Please reference the Application Number when submitting your payment which is located in the upper left hand corner of the invoice.
3. The designated person responsible for uploading documents and drawings will receive an email from eplan@portlandmaine.gov with an invitation into the project. At this time, you will upload all corresponding documents and plans into the project. For first time users you will receive a temporary password which you must change on entry. Make note of your username and password for any future projects.

Reminder: Before the project can move forward, the application fee shall be paid in full and all required documents and drawings shall be uploaded into e-plan correctly.

4. Follow the link below (Applying Online Instructions) for step by step instructions on how to do the following:
 Tab 1 - Setting up the appropriate compatibility settings for your PC and getting started in e-plan.
 Tab 2 - Preparing your drawings, documents and photos for uploading using the correct naming conventions
 Tab 3 - Preparing and uploading revised drawings and documents

[Applying Online Instructions](#)

5. When ready, upload your files and documents into the following folders:
 "Application Submittal – Drawings"
 "Application Submittal – Documents"

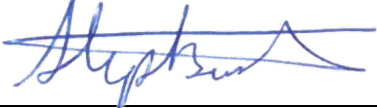
6. Once a preliminary check has been made of the submittal documents and drawings, staff will move them to permanent folders labeled Drawings and Documents. As the process evolves you will be able to log in and see markups, comments and upload revisions as requested into these folders.

APPLICANT SIGNATURE:

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Planning Authority and Code Enforcement’s authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

This application is for a Level III Site Plan review. It is not a permit to begin construction. An approved site plan, a Performance Guarantee, Inspection Fee, Building Permit, and associated fees will be required prior to construction. Other Federal, State or local permits may be required prior to construction, which are the responsibility of the applicant to obtain.

<p>Signature of Applicant:</p> 	<p>Date:</p> <p>March 29, 2017</p>
---	---

PROJECT DATA

The following information is required where applicable, in order to complete the application.

Total Area of Site		26.27 ac.	sq. ft.
Proposed Total Disturbed Area of the Site	Children's Museum Site Only	1.12 ac.	sq. ft.
If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with DEP and a Stormwater Management Permit, Chapter 500, with the City of Portland.			
Impervious Surface Area			
Impervious Area (Total Existing)	Children's Museum Site Only	48,787	sq. ft.
Impervious Area (Total Proposed)	Children's Museum Site Only	30,492	sq. ft.
Building Ground Floor Area and Total Floor Area			
Building Footprint (Total Existing)		0	sq. ft.
Building Footprint (Total Proposed)		9,682	sq. ft.
Building Floor Area (Total Existing)		0	sq. ft.
Building Floor Area (Total Proposed)		29,046	sq. ft.
Zoning			
Existing		B-5	
Proposed, if applicable		B-5	
Land Use			
Existing		Industrial	
Proposed		Commercial	
Residential, If applicable			
# of Residential Units (Total Existing)		N/A	
# of Residential Units (Total Proposed)			
# of Lots (Total Proposed)			
# of Affordable Housing Units (Total Proposed)			
Proposed Bedroom Mix			
# of Efficiency Units (Total Proposed)		N/A	
# of One-Bedroom Units (Total Proposed)			
# of Two-Bedroom Units (Total Proposed)			
# of Three-Bedroom Units (Total Proposed)			
Parking Spaces			
# of Parking Spaces (Total Existing)		0	
# of Parking Spaces (Total Proposed)	Lot 7 Only	18	
# of Handicapped Spaces (Total Proposed)		2	
Bicycle Parking Spaces			
# of Bicycle Spaces (Total Existing)		0	
# of Bicycle Spaces (Total Proposed)		8	
Estimated Cost of Project		\$10.5 million	

PRELIMINARY PLAN (Optional) - Level III Site Plan

Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST
X		1	Completed Application form
X		1	Application fees
X		1	Written description of project
X		1	Evidence of right, title and interest
On File		1	Evidence of state and/or federal approvals, if applicable
X		1	Written assessment of proposed project's compliance with applicable zoning requirements
TBD		1	Summary of existing and/or proposed easement, covenants, public or private rights-of-way, or other burdens on the site
N/A		1	Written requests for waivers from site plan or technical standards, if applicable.
X		1	Evidence of financial and technical capacity
Previously Submitted		1	Traffic Analysis (may be preliminary, in nature, during the preliminary plan phase)
Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST
X		1	Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
X		1	Preliminary Site Plan including the following: (information provided may be preliminary in nature during preliminary plan phase)
X			Proposed grading and contours;
X			Existing structures with distances from property line;
X			Proposed site layout and dimensions for all proposed structures (including piers, docks or wharves in Shoreland Zone), paved areas, and pedestrian and vehicle access ways;
X			Preliminary design of proposed stormwater management system in accordance with Section 5 of the Technical Manual (note that Portland has a separate applicability section);
X			Preliminary infrastructure improvements;
X			Preliminary Landscape Plan in accordance with Section 4 of the Technical Manual;
N/A			Location of significant natural features (including wetlands, ponds, watercourses, floodplains, significant wildlife habitats and fisheries or other important natural features) located on the site as defined in Section 14-526 (b) (1);
X			Proposed buffers and preservation measures for significant natural features, as defined in Section 14-526 (b) (1);
TBD			Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed;
X			Exterior building elevations.

TABLE OF CONTENTS

SECTION	PAGE
1. DEVELOPMENT DESCRIPTION.....	1-1
1.1 PROJECT OVERVIEW.....	1-1
1.2 PROJECT PURPOSE AND NEED	1-1
1.3 EXISTING CONDITIONS.....	1-1
1.4 PROPOSED DEVELOPMENT	1-3
1.5 LAND ORDINANCE REVIEW.....	1-4
1.6 STATE AND FEDERAL PERMITS.....	1-5
1.7 EASEMENTS OR OTHER BURDENS.....	1-5
1.8 TRAFFIC.....	1-5
1.9 PARKING DEMAND	1-5
1.10 SOILS/GEOTECHNICAL REVIEW	1-5
1.11 NATURAL FEATURES	1-6
1.12 UTILITIES AND STORMWATER.....	1-6
1.13 ATTACHMENTS	1-6
2. RIGHT, TITLE AND INTEREST.....	2-1
2.1 OVERVIEW.....	2-1
2.2 ATTACHMENTS	2-1
3. TECHNICAL AND FINANCIAL CAPACITY	3-1
3.1 TECHNICAL CAPACITY	3-1
3.2 CONSULTANT TEAM.....	3-1
3.3 EXPERIENCE OF PROJECT TEAM	3-2
3.4 FINANCIAL CAPACITY	3-2
3.5 CONSTRUCTION COST ESTIMATE	3-2
4. UTILITIES	4-1
4.1 OVERVIEW.....	4-1
4.2 WATER SUPPLY	4-1
4.3 WASTEWATER DISPOSAL.....	4-1
4.4 NATURAL GAS SUPPLY	4-2
4.5 ELECTRICITY SUPPLY/COMMUNICATIONS	4-2
4.6 ATTACHMENTS	4-2
5. FIRE SAFETY.....	5-1
5.1 OVERVIEW.....	5-1

5.2	ATTACHMENTS	5-1
6.	CONSTRUCTION MANAGEMENT PLAN.....	6-1
6.1	CONSTRUCTION MANAGEMENT PLAN.....	6-1
7.	SOLID WASTE.....	7-1
7.1	OVERVIEW.....	7-1
7.2	SOLID WASTE GENERATED DURING THE CONSTRUCTION OF THE SITE	7-1
7.3	SOLID WASTE GENERATED FROM THE OPERATION OF THE SITE	7-1
7.4	FLUORESCENT LIGHTS AND FIXTURES.....	7-1
7.5	HAZARDOUS AND SPECIAL WASTES.....	7-1
7.6	GRIT/SEDIMENT REMOVAL	7-2
8.	CONFORMITY WITH APPLICABLE DESIGN STANDARDS.....	8-1
8.1	OVERVIEW.....	8-1
9.	VERIFICATION OF PROPOSED HVAC EQUIPMENT	9-1
9.1	OVERVIEW.....	9-1

LIST OF ATTACHMENTS

- Section 1: Attachment A – Supplemental Stormwater Management Report
Attachment B – Erosion and Sediment Control Plan
- Section 2: Attachment C – Proof of Purchase & Sale Agreement
- Section 4: Attachment D – Correspondence with Utilities
- Section 5: Attachment E – Portland Fire Department Review Checklist & NRPA 1 Review

LIST OF PRELIMINARY PLANS

SHEET #	TITLE
C-1.0	COVER SHEET
C-1.1	GENERAL NOTES AND LEGEND
C-2.0	EXISTING CONDITIONS & REMOVALS PLAN
C-3.0	SITE LAYOUT PLAN
C-3.1	PHASE 1 IMPROVEMENTS PLAN
C-4.0	UTILITY PLAN
C-5.0	GRADING & DRAINAGE PLAN
C-5.1	STORMWATER MANAGEMENT PLAN
C-6.0	EROSION CONTROL PLAN
C-7.0	STORMWATER DETAILS – JELLYFISH SYSTEMS
C-7.1	STORMWATER DETAILS – SUBSURFACE WATER QUALITY VOLUME STORAGE
C-7.2	STORMWATER DETAILS – SUBSURFACE WATER QUALITY VOLUME STORAGE
C-8.0	PAVEMENT SECTIONS AND SIDEWALK DETAILS
C-8.1	CURBING AND SIDEWALK DETAILS
C-8.2	PARKING AND TRAFFIC CONTROL DETAILS
C-8.3	STORM DRAIN DETAILS
C-8.4	STORM DRAIN AND SANITARY SEWER DETAILS
C-8.5	EROSION AND SEDIMENT CONTROL DETAILS
C-8.6	EROSION AND SEDIMENT CONTROL DETAILS
C-8.7	EROSION AND SEDIMENT CONTROL DETAILS
C-8.8	WATER SERVICE DETAILS
C-8.9	WATER AND GAS DETAILS
C-9.0	FIRE SAFETY COMPLIANCE PLAN
A-101	FLOOR PLAN & MECHANICAL MEZZANINE
A-102	SECOND FLOOR PLAN
A-103	THIRD FLOOR PLAN
A-104	ROOF PLAN
A-300	NORTH, SOUTH & WEST ELEVATIONS
A-301	EAST ELEVATION & ENLARGED ELEVATIONS