

November 12, 2015

Ms. Barbara Barhydt  
City of Portland  
Planning Division  
Portland City Hall, 4th Floor  
389 Congress Street  
Portland, ME 04101



RE: Level II Development Review Application: City of Portland Public Services  
Department - Water Resources Division Offices at 109 District Road

Dear Ms. Barhydt,

Enclosed please find a completed Level II Development Review Application along with required supporting documents and drawings for the above referenced project.

The project involves the placement of two one story modular office buildings totaling 4,032 s.f. at the City's existing facilities at 109 District Street adjacent to the existing former sludge storage shed building currently being used to store Water Division equipment and trucks as well as sand and gravel. The site is also currently used as a snow dump for City snow removal operations.

This project represents the first phase of a multi-year master plan to move the Water Resources Division which oversees waste water, storm drainage and street maintenance operations, to the site. The modular office buildings are a temporary solution to meet immediate space needs for personnel until a bay of the shed building can be renovated to create permanent office space for the division.

The site is located in the IM Industrial-Moderate Impact Zone. The proposed buildings will be placed on a reinforced paved pad located on an existing paved area so there is no increase to impervious surface area. The structures will be tied to existing utilities at the site and parking for the office use will be provided in the existing paved area.

A more complete project description addressing specific submission requirements of the application is included on the following pages.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen Weatherhead". The signature is fluid and cursive, written in a professional style.

Stephen Weatherhead, Senior Associate  
Winton Scott Architects  
**City of Portland Public Services**

**Water Resources Division  
Proposed Office Facilities at 109 District Road**

Level II Development Review Application  
November 12, 2015

**I. Written Project Description:**

**A. General Context and Project Intent:**

The project involves the placement of two, one story modular wood framed office buildings - one 28' x 68' and the other 28' by 76' totaling 4,032 s.f. on an existing paved area adjacent to the former sludge storage shed at the City of Portland's property at 109 District Road.

As shown on the attached L1.1 Existing Site Context Plan, the site is located off the south side of outer Congress Street at 109 District Road which also serves as the access road to the Turnpike Authority Office Building located on an adjacent parcel. Originally constructed as a sludge storage and dewatering facility constructed circa 1979, the site is currently used as a storage facility for Public Services trucks and equipment and is also a snow dump area in support of City snow removal operations.

The east most bay of the existing storage building is currently leased to Portland Water District for storage of equipment and vehicles as well as offices. The lease agreement will be terminated at the end of this year.

The site is located in the flight path of the main east/west runway of the Portland Jetport. Jetport Director, Paul Bradbury has been informed of the proposed placement of buildings and he indicated that there are no FAA concerns given the small size and low height of the structures.

This project is the first phase of a multi-year master plan to provide permanent administrative facilities for the Water Resources Division which oversees wastewater, stormwater and street maintenance operations for the City. The modular office space is planned as a temporary solution to meet immediate space needs (for approximately 20 people initially with expectations for growing up to 40 people within a year) while funding for renovation of a bay of the existing building to create permanent administrative facilities is secured.

**B. Utilities:**

The modular buildings are proposed to be located on a reinforced area of existing paving supported on an engineered system of block piers engineered by the modular building supplier. The buildings will tie to existing utilities at the site including water, sanitary and electrical. The site is not served by City sewers due

to its remoteness from Congress Street. However, there is an existing 20,000 gal storage tank on site that was originally used to catch runoff from the stored sludge during the drying process. This system is no longer in use as originally designed and it is proposed to have the new buildings tie into the storage tank that will be monitored and pumped by the City as required. An engineering report has been completed to evaluate anticipated flow rates and the ability of the tank to support those flows with a reasonable frequency of tank pumping. This report and utility connection details are attached to this application. The City has done a complete inspection of the tank and has confirmed it to be in operational condition with no leaks or cracks.

C. Parking:

The site currently includes a large paved area running the length of the existing storage building of approximately 740' x 93' that is used for unstructured truck movement and access to the storage bays. A portion of this paved area adjacent to the new office building structures will be configured for passenger car parking for office workers.

**2. Evidence of Right, Title, and Interest:**

The parcel is owned by the City of Portland. Existing information and documentation of the property boundaries is limited. The Jetport is near completing a masterplan study that has included inventorying of property parcels and abutting parcels. The attached Exhibit A site plan provides an inventory of parcels including ownership and deed information that lists the property for this project as City owned.

**3. Evidence of State and/or Federal Permits:**

As the project is minor in nature, occupies previously improved land, does not propose an increase to existing impervious areas, storm drainage, or traffic patterns, it is not anticipated that State or Federal permits are required.

**4. Zoning Summary:**

- Zone: The project site is within the IM- Industrial Moderate Impact Zone.
- Use: General Business and Professional Offices are included as an allowable use in the zone. The new offices could also be classified as an incidental accessory use to the existing operations already existing on the site.
- Minimum Lot Size: None.
- Max Impervious Surface Ratio: 75% (MET)
- Max. Building Height 45' (MET)

- Setbacks: Side and rear setbacks in this zone are 25' and the front yard setback is set at 1' per 1' of building height. The location of the proposed buildings is over 400' from any property line so setback requirements are not pertinent.
- Parking: Off Street parking is required in accordance with Division 20. Off street parking is required at a rate of 1 car per 400 s.f. for office use. Total sq. ft. proposed is 4,032 so 11 spaces are required. 15 spaces are proposed at an existing paved area.

**5. Summary of Easements, Covenants, Rights of Way:**

- Exhibit A and sheet L1.1- Existing Site Context provide information on existing burdens on the site.

**6. Evidence of Financial and Technical Capacity:**

- The project was approved for funding through the City's 2015 CIP budget process.

**7. Construction Management Plan:**

- The proposed buildings are pre-manufactured by the Schiavi Company. Construction of the support pad and utility connections is being managed directly by Water Resources Division staff.

**8. Traffic Study/Transportation Plan:**

- The project is very minor and will not result in any significant change to existing trip generation counts at the site.

**9. Summary of Natural Features:**

- The project site has been previously developed resulting in the existing storage shed, a paved apron and entry drive. The balance of the site used for snow storage is an open field with a tree and brush line along the perimeter. There are no significant natural features on the site. All proposed work will be within the existing impervious area (paved apron) so there will be no impact on any undeveloped areas of the site.

**10. Stormwater Management Plan:**

The proposed buildings will be installed at the existing paved apron area on raised foundation piers and will therefore not add any impervious area or impact existing stormwater runoff. No change to existing site hydrology is anticipated.

**11. Consistency with City Master Plans:**

Not applicable.

**12. Evidence of Utility Capacity to Serve:**

The site is served by an 8" water main and a 250 Amp electrical service. There is no connection to City sewer but the site has a 20,000 gal underground holding tank that was originally used for collection of leachate from the drying sludge in the storage shed. This system is no longer in use but the tank has been inspected and is in working condition without holes or cracks. Expected flow rates from the new buildings have been calculated by the civil engineer and he has determined that the tank has sufficient capacity to handle the load. Water Resources will directly monitor the tank and have it pumped on a regular schedule as required.

The existing electrical service and distribution system has been evaluated by our electrical engineer and it has been determined that sufficient capacity exists to serve the proposed buildings.

**13. Summary of Solid Waste Generation:**

Solid waste will be stored in an onsite dumpster that will be maintained by the City's Solid Waste Department. See plan for location.

**14. Code Summary (NFPA / IBC / PFD Technical Standards):**

- Construction Type: 5B - IBC allows Business Use up to 2 stories w/ 9,000 s.f. per floor for non-sprinkled building. (1 story proposed.)

- Occupancy: Business Use

- Occupant Load (NFPA) = 100 s.f. /person - Bldg. 1 = 1,900 s.f. = 19 people  
Bldg. 2 = 2,128 s.f. = 22 people

-Protection: Buildings are not protected by sprinkler systems. The buildings will be equipped with a fire alarm system as shown on the drawings. 2 fire extinguishers shall be provided for each proposed building.

-Exiting: Each building is divided into two open office spaces with central bathrooms. Each office space in each building is served by two remote exits leading directly to unenclosed exterior stairs leading to grade.

-Exterior Stairs: Per NFPA 7.2.2.6.3-exception 2, exterior unenclosed exit stairs are not required to be protected from interior of building in buildings 2 stores in height or less.

-Exit Doors: Exterior exit doors are equipped with panic hardware (Not required)

**15. Consistency with City of Portland Design Manual:**

Not Applicable.

**16. Manufacturer's verification that HVAC Equip. Meets applicable State & Federal emissions requirements:**

COMCheck Certificates included. HVAC system meets 2009 IMC requirements

**LIST OF ATTACHED DOCUMENTS & DRAWINGS**

Documents:

Wastewater Storage Tank Capacity Analysis  
COMCheck Calculations for 28'x68' Modular Building  
COMCheck Calculations for 28'x72' Modular Building

Site Drawings:

Exhibit A

L1.1 Existing Site Context Plan  
L1.2 Site Layout Plan  
C1 Utility Plan  
C2 Utility Details

Modular Building Drawings:

CV1 Cover Sheet and Notes - 28'x68' Unit  
A1 Building Elevations - 28'x68' Unit  
A2 Floor Plan - 28'x68' Unit  
P1 Plumbing Schematics & Fire Rating Details - 28'x68' Unit  
E/H1 Elec./HVAC Plan - 28'x68' Unit  
X1 Building Section - 28'x68' Unit  
FD1C Foundation Plan/Concrete - 28'x68' Unit  
FD1A Foundation Plan/ABS - 28'x68' Unit

CV1 Cover Sheet and Notes - 28'x76' Unit  
A1 Building Elevations - 28'x76' Unit  
A2 Floor Plan - 28'x76' Unit  
P1 Plumbing Schematics & Fire Rating Details - 28'x76' Unit  
E/H1 Elec./HVAC Plan - 28'x76' Unit  
X1 Building Section - 28'x76' Unit  
FD1C Foundation Plan/Concrete - 28'x76' Unit  
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