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## 3. PROJECT DESCRIPTION

### 3.1 INTRODUCTION

The Portland Technology Park is a previously approved Office Park Planned Unit Development (OP-PUD), near the I-95 interchange (Exit #47) in the City of Portland, Maine. The attached map shows the project location. The property is located within the Office-Park (OP) Zone and the Resource Protection (RP) Zone. The City of Portland owns the approximately 40-acre site, and received Planning Board Approval for the Portland Technology Park in January 2012. Construction of the first phase of the roadway, approximately 975 linear feet of road to the Building 3 entrance, has been completed.

Patrons-Oxford Insurance Company is proposing the development of Limited Common Element (LCE) 4 of the Portland Technology Park. A purchase & sale agreement has been executed between Patrons-Oxford Insurance Company and the City of Portland and will be referred to as part of the discussion on title, right, or interest later in this report.

The original site plan application for the Portland Technology Park was submitted by the City of Portland Economic Development Office on November 5, 2010. This new Level III Site Plan Application is being submitted by Patrons-Oxford Insurance Company for the Development of LCE 4. The proposed lot layout for LCE 4 differs from the plans submitted with the original application, and some minor changes to the roadway alignment and adjacent lots are required to accommodate the new lot layout. This application includes plans that show all of those changes. A concurrent application by the City of Portland for a Subdivision Amendment to address the road and LCE boundary modifications is also being submitted. Once the Subdivision Amendment has been reviewed by the City, we will update the boundary linework on the LCE 4 plans.

### 3.2 PREVIOUS APPROVALS AND CONDITIONS

On January 24, 2012, the Portland Planning Board approved a Level III Final Site Plan and Subdivision application for the Portland Technology Park. At that time, they also approved a Traffic Movement Permit as well as a sidewalk waiver for the frontage of the Portland Technology Park along Rand Road. The following Subdivision and Site Plan conditions of approval are pertinent to the Level III Site Plan application being submitted for the proposed LCE 4 development.

#### 3.2.1 Subdivision

- Condition iv. This approval entitles the applicant and future developers of the office park units to develop the maximum number and size of parking spaces as shown on the Subdivision Plat and Overall Site Plan subject to providing confirmation of the need for these spaces and space dimensions (via a parking analysis) at the time that the unit is under site plan review.
  - The proposed parking lots for LCE 4 include 8 fewer spaces than originally proposed for the property, reflecting the reduction of building footprint from 20,000 square feet to 19,000 square feet. The parking space size of 18' x 8'2" shown on the approved Technology Park plans is being proposed for the LCE 4 parking lots. A parking analysis addressing the parking space count and size is included as part of this application.
- Condition v. That the condominium association shall develop and manage a Transportation Demand Management (TDM) plan acceptable to the Planning Authority, reviewed as part of the initial and subsequent site plan approvals for each building unit within the limited common element areas.
  - A TDM is currently being developed by Gorrill Palmer and will be submitted under separate cover.

- Condition vi. That the development of limited common element areas is subject to review and approval by the City of Portland Planning Authority for conformance with the Portland Technology Park Design Guidelines and City of Portland Code of Ordinances, Chapter 14 Land Use, Article v. Site Plan for building architecture, site landscaping, site pedestrian circulation, bicycle parking, lamp specifications, and signage and any changes or alterations to approved traffic, parking, access, utility, exterior lighting, tree preservation and stormwater features.
  - This application for Level III Site Plan Approval is being submitted to comply with this Subdivision Condition.

### 3.2.2 Site Plan

- Condition iii. That when individual units are proposed for site plan review the applicants should submit detailed specifications for snow storage management/protection of gravel wetlands, exterior lamp fixtures (including wall mounted), and consider the opportunity for trail links with the wider trail network on the RPZ open space part of the site.
  - Locations of possible snow storage areas, away from gravel wetlands, have been identified on the site plan. These areas are currently being reviewed, and will be coordinated with the landscaping plan as required. When final snow management and snow storage considerations have been made, updated plans will be provided.

Site lighting has been reviewed, and a photometric plan has been provided with this application. Lighting fixtures will be addressed later in this report.

The LCE 4 lot is not in the RPZ zone, and is not located such that trails could be incorporated directly into the site. Sidewalks and crosswalks from the site will be connected with future lot development to allow for easy access to the trail system from LCE 4. Many informal trails exist on the overall Technology Park property, including on lots across from LCE 4. Informal connections to these trails are likely to develop over time.
- Condition iv. That the site plans for individual units shall be brought before the Planning Board for review and approval, and the Board reserves the right to review individual units under the standards of the site plan ordinance.
  - This application for Level III Site Plan Approval for LCE 4 is being submitted to comply with this Site Plan Condition.

### 3.3 PROJECT PURPOSE AND NEED

The building size/location/orientation, parking demand, parking layout, utility connections, stormwater management systems and other site amenities will need to be modified from the previously permitted design to meet the needs of Patrons-Oxford Insurance. The revised orientation of the building and associated site amenities will require a slight shift of the roadway alignment to the east, in addition to a modification of the layout of several of the adjacent lots within the Portland Technology Park, which are owned by the City of Portland.

### 3.4 EXISTING CONDITIONS

The Existing Conditions Plan, included in the drawings submitted with this application, depicts the existing conditions of the Portland Technology Park (the Site) including LCE 4. No portion of the development is within the 100-year flood plain; a FEMA flood zone map was provided as part of the original application. Refer to the original application dated November 5, 2010, for additional information.

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The Site is currently undeveloped, except for the portion of the roadway that has been constructed. Topography is relatively flat in the areas of proposed development. Several areas of forested wetlands border the perimeter of the Site; a wetland delineation and functional assessment was first conducted by Dames and Moore for the site in May 1998. The City followed up with a wetland reconnaissance in December 2006 by S.W. Cole and hired URS to perform a vernal pool assessment in April and May 2006; copies of these reports were provided as part of the original application.

Boyle Associates completed an evaluation of the wetlands and vernal pools as part of a City-wide Wetland Compensation Opportunities Assessment in July 2009. Boyle Associates then revisited the site in early December 2010 to collect additional information and complete the Vernal Pool Assessment forms to file with Maine Department of Environmental Protection (MDEP) & the Department of Inland Fisheries and Wildlife (IF&W). None of the potential vernal pools identified by URS and Boyle Associates have the criteria necessary to be classified as “significant vernal pools” by the NRPA rules and none of the wetlands in the area of the proposed Site are classified as “wetlands of special significance”.

### 3.5 PROPOSED DEVELOPMENT

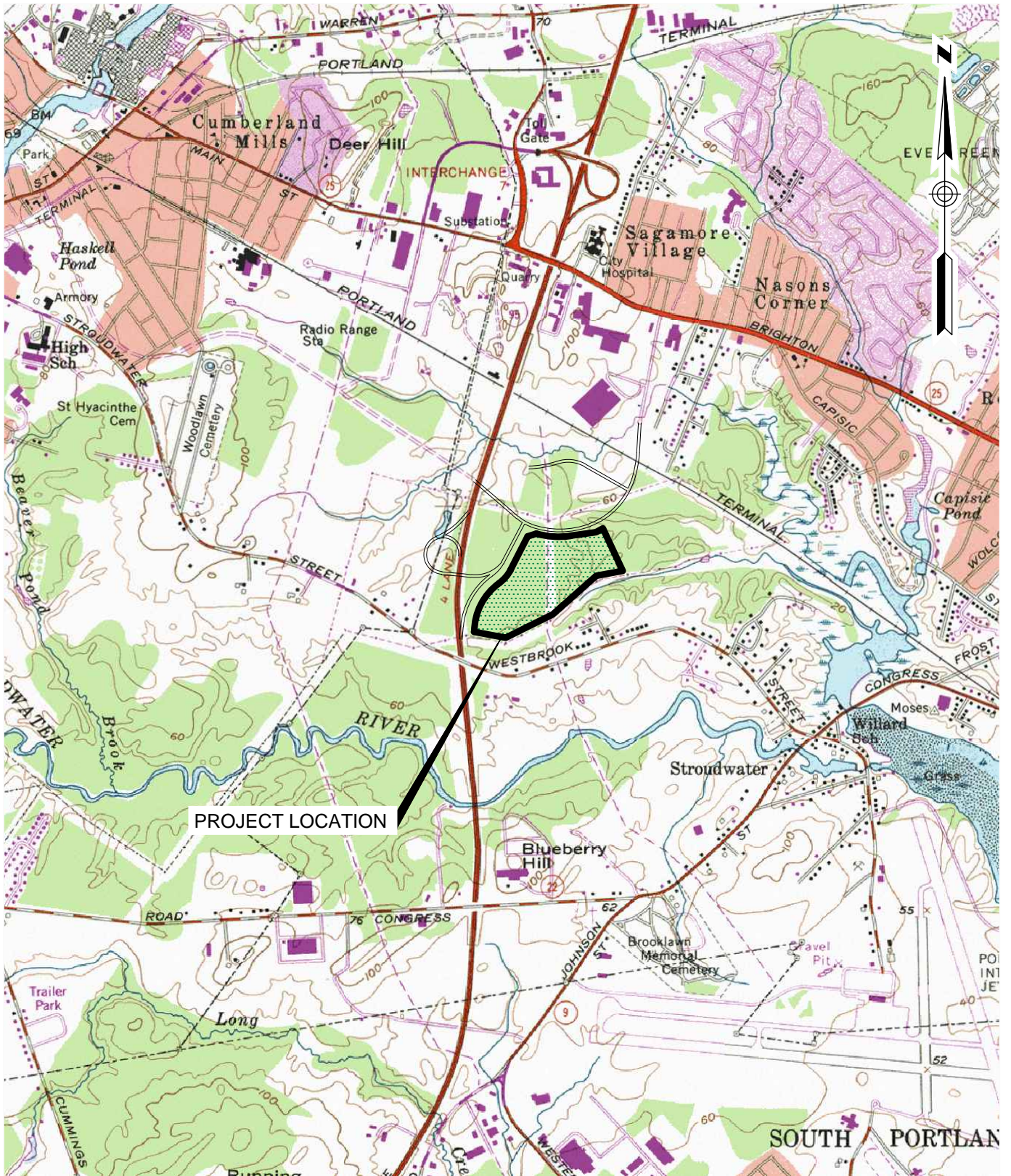
The proposed Site Plan, included in the drawings attached to this Section, depicts the proposed conditions for the Site. In addition, a Schematic Design Narrative from Scott Simons Architects describes some of the basis for the proposed project.

The project involves the construction of a two-story office building on LCE 4 with associated parking, utilities, and stormwater management systems. The project also includes the re-alignment of the access road and grading adjustments to the LCEs 5, 6, and 7 within the Portland Technology Park Subdivision. These three lots, along with unchanged LCEs 1, 2, and 3 will remain owned by the City of Portland until development occurs in the future.

### 3.6 ATTACHMENTS

- Location Plan
- Schematic Design Narrative
- Design Plans (Bound Separately)





SOURCE:  
 U.S.G.S. TOPOGRAPHIC QUARANGLE PORTLAND WEST, MAINE  
 DATED 1978 AT 1:24,000

BAR SCALE  
 1" = 2000'  
 CHECK GRAPHIC SCALE BEFORE USING



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**LOCATION PLAN**

DESIGNED BY: MKC	CHECKED BY: DAS
DRAWN BY: JDE	20384863-SLOD-U1-1.dwg

CITY OF PORTLAND  
 ECONOMIC DEVELOPMENT CENTER  
 PORTLAND, MAINE

SITE LOCATION OF DEVELOPMENT  
 PORTLAND TECHNOLOGY PARK

JOB NO: 222849.63  
 DATE: MAY 2011  
 SCALE: AS NOTED

**FIG 3-1**



## SCHEMATIC DESIGN NARRATIVE

### Patrons Oxford Philosophy

*The philosophy today is the same as it was when the company was formed 125 years ago, to provide protection and service at an affordable cost and still have moderate growth.*

Patrons Oxford Insurance Company was established in 1876. Today the company is a personal insurance company offering a wide variety of products to the industry. Located in Auburn, Maine, recent growth has strained their existing facility such that it no longer meets their current or future needs for growth. The desire to attract and retain a younger workforce, to create a more modern, flexible, and sustainable work environment, and to plan for future growth led the company to decide to relocate from Auburn to Portland. The plan was to design a 20,000 SF modern office building in the Portland Technology Park that would support the company's mission and long-term goals. The ability to expand an additional 10,000 SF in the future was also desired.

Patrons Oxford hired Scott Simons Architects in the spring of 2015 to design a facility that would meet their objectives, and that would be ready for occupancy by the fall of 2016. Working closely with the Patrons Oxford management team, SSA has helped select a suitable site for the building, and designed an environmentally sensitive and sustainable two-story office building that will accommodate the needs of the growing company.

The Patrons Oxford Office Building will be the first tenant of the Portland Technology Park, located off the Rand Road exit of the Maine Turnpike in a naturally wooded setting adjacent to several hundred acres of forested lands and trails. The original site selected for the building was Site #1, at the entrance to the Technology Park. After reviewing the findings of the geotechnical survey and the structural engineer's assessment, Site #1 was deemed unsuitable for the new office building due to clay soils that proved to be unable to support the weight of a new building without a complicated and expensive foundation system. The design team then examined the other available sites in the Technology Park, and recommended that Patrons Oxford move their office building to Lot#4, which had more stable sub-surface conditions and would meet the building's site, environmental, parking, and future expansion requirements. Working with the City of Portland, Patrons is now in the process of purchasing Lot #4.

### BUILDING DESCRIPTION

The office building is based on the basic geometry and arrangement of the primary work areas upstairs, shifting slightly to respond to the site conditions and the desire to make the shape and form more modern and expressive of Patrons Oxford's long-term goals. The second floor is articulated as a separate form, floating above the ground floor spaces. The rhythm and spacing of the windows and treated wood panels reflect the desire to create an active, visually stimulating façade while also providing generous amounts of natural daylight for the interior work environment. The lower floor has a similar rhythm of windows and wood panels for the larger, common spaces, and in contrast more solid, stone-like panels for the less occupied spaces like the stairs, mechanical rooms, server room, and storage spaces.

On the inside, the building is designed to have a feeling of spaciousness and connectivity. Upon entry, there is a welcoming area with an open view to the second floor and a colorful wall displaying the Patrons Oxford's history and brand. The floor plan layouts reflect an open work environment, with the more collaborative public spaces on the first floor and the offices and work stations on the second floor. The public entrance is located on the south side of the building. The entry area includes a glass enclosed meeting room that can be utilized for sensitive meetings without a member of the public gaining access to the inner, secured part of the building. The employee entrance is in the rear of the building closer to the parking lots. The hallway along the employee entrance has a coat room, access to restrooms, and direct access to the fitness area.

## SCHEMATIC DESIGN NARRATIVE

Inside, the two floors are connected by an open stairway and clerestory bringing daylight into the center of the building. On one side an open café and collaboration space will create the setting for informal team meetings, and gatherings of the staff around meals. Directly ahead, the space will open into a large meeting/presentation room for upwards of 60 people, where workshops and all staff meetings can be held.

### FIRST FLOOR LAYOUT

Along the front of the building is the “Collab Café” and kitchen that will function as a break room and lunchroom, but will also serve as informal meeting spaces throughout the day. One corner of the Collab Café is designed so it can be closed off for a private meeting. Along the north side of the building is a large multi-purpose room, capable of seating over 60 people at tables for presentation and workshops. It is connected through the kitchen to the Collab Café to provide greater flexibility for larger gatherings. The multi-purpose room can be configured for lectures, web-based training, industry meetings, and company events. The first floor also has a meeting room large enough to accommodate board meetings, as well as a small huddle room off the Collab Café.

Along the back of the building is a large fitness room, an impressive expression of Patron’s commitment to wellness and health. This space will provide a pleasant place to exercise with generous views to the outside landscape. Fitness equipment will occupy over half of the space, with an open area for exercising, stretching, and yoga-type activities occupying the rest. Connected to the fitness area are two full bathrooms, with showers, toilets and sinks, plus an additional two shower rooms. There are also two unisex toilets plus a wellness room with toilet on the ground floor, as well as the IT/server room, and space for storage, mail and recycling.

### SECOND FLOOR LAYOUT

The second floor is designed to be an open office environment with individual work stations interspersed with smaller work rooms and meeting rooms for increase flexibility. The open work area is designed to foster greater company collaboration and to create a strong learning environment. Four glass-walled offices flank each end of the building, for a total of eight private offices. There are small rooms called “Solo Rooms” that can be used for a private phone call or to concentrate on a complicated task, and “Huddle Rooms” that can be used for collaborative meetings or conversations for two or more. A small meeting room is provided that can accommodate a larger meeting of 4-6 people. All around the second floor, tall windows provide ample natural daylight and views to the natural setting outside.

### MATERIALS

The building is conceived as a wood-framed structure with glue lam beams and columns, cross-laminated timber floors (CLT), and some structural steel reinforcements. The roof will be predominantly flat, but with the southwest and northeast corners tipped up slightly to address the entrance and view from the highway. Exterior materials include stone-like cementitious panels in a rain-screen application for the ground floor walls, treated wood panels and aluminum-framed window panels for the ground and second floor walls, and standing seam metal panels above and below the windows on the second floor. The roof will be a lightly colored membrane roof, to reflect sunlight, and the flashing materials will be zinc-coated copper or a material similar to the standing seam metal panels on the walls.

### TECHNOLOGY

The building is conceived of as a high-tech, twenty-first century work environment, and is being designed to support the company’s long-term technology needs. Employees will be able to work at their desks or elsewhere in the building, and they will have the ability to work remotely.

## SCHEMATIC DESIGN NARRATIVE

### GRAPHIC DESIGN/BRANDING

The Patrons Oxford Company is in a process of transformation. The building is the external reflection of an internal process that has been occurring for some time. The new building will provide an opportunity to celebrate Patrons Oxford's excellent reputation within the insurance industry, and the 139 year path from its founding to today, with a timeline and other graphic representation. A Patrons Oxford Story wall is envisioned along a primary wall in the entrance area, to share this story with the staff and everyone that enters the building. There is also space within the new building to create other ways to celebrate the company and to enhance a corporate culture that matches the company mission with graphic design and branding.

When the new office building is completed, it is our hope that Patrons Oxford will have a modern, sustainable office building with appealing amenities to attract and retain the younger, educated, and motivated workforce it needs to continue to grow. This new building will provide the Patrons Oxford community with an opportunity to work together in new ways in a space that supports its mission, its commitment to excellence, customer service, and community engagement.