

# CITY OF PORTLAND, MAINE

## PLANNING BOARD

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April 3, 2017

City of Portland  
Attention: Anita LaChance  
389 Congress Street  
Portland, ME 04101

Portland Public Schools  
Attention: Doug Sherwood

Oak Point Associates  
Attention: Jonah DeWaters  
231 Main Street  
Biddeford, ME 04005

Project Name: Fred P. Hall Elementary School Project ID: 2016-199 (SP) and 2017-027 (CU)  
Address: 23 Orono Street CBL: 275 C048001  
Applicant: City of Portland  
Planner: Shukria Wiar

Dear Ms. LaChance and Mr. Sherwood:

On March 28, 2017, the Planning Board considered Fred P. Hall School for the construction of a new elementary school. The Planning Board reviewed the proposal for conformance with the standards of the Conditional Use Review and Site Plan Ordinance. The Planning Board voted unanimously (6-0, Morrissette absent) to approve the applications with the following waivers and conditions as presented below.

### CONDITIONAL USE

The Planning Board voted unanimously (6-0, Morrissette absent) that the proposed conditional use for an institutional use (elementary school) at 23 Orono Road does meet the standards of § 14-474 and the standards of §14-88 (c)(1) for the R-3 zone.

### WAIVERS

1. The Planning Board voted unanimously (6-0, Morrissette absent) to waive the *Technical Manual* standard (*Section 25.96*) to allow a sidewalk on one side of Riggs Street and the public portion of Lomond Street; and
2. The planning board voted unanimously (6-0, Morrissette absent) to waive the *Technical Manual* standard (*Figure I-1 Local Street Cross Section*) to allow 31-foot street width with a 4-foot esplanade on Riggs Street and the public portion of Lomond Street in order to provide adequate space for on-street parking and emergency access.

### SITE PLAN REVIEW

The Planning Board voted unanimously (6-0, Morrissette absent) that the plan is in conformance with the site plan standards of the Land Use Code, subject to the following conditions of approval:

1. All permit (Maine DEP, NRPA Tier 1 and Site Location of Development) approvals shall be submitted to the City upon receipt;
2. The Applicant shall consider increasing the size of the culvert located at the wetland crossing on Lomond Street;

3. The applicant shall address the Traffic Engineer comments in his memorandum dated 03.23.2017, see below:
  - a. The application notes that the Riggs Street/Warwick Street intersection will become a four-way STOP intersection. A traffic study has concluded that a four-way STOP condition is appropriate given levels of service and delay considerations only. The applicant shall conduct further evaluation according to warrant methods contained in the Manual on Uniform Traffic Control Devices, Federal Highway Administration. If the warrant evaluation determines that a four-way STOP condition is appropriate, the applicant should provide specific details on this recommendation, including STOP bar locations, crosswalk and signage requirements.
  - b. A double yellow center line shall be provided on Riggs Street/Lomond Street.
  - c. The STOP sign located at the entrance to the parking lot from Lomond Street shall be eliminated.
  - d. The plans have been revised to indicate a paved path. The Shared Use Path shall meet minimum national standards and thus be 10-feet wide.
  - e. The applicant shall provide a construction management plan that addresses the specifics on contractor parking and the number of trucks generated on a daily basis for each phase, as well as details on parking and vehicle/pedestrian/bicycle circulation, for review and approval by the Department of Public Works and Planning Division prior to the issuance of a building permit;
4. The applicant shall address the City Arborist comments in his memorandum dated 03.23.2017;
5. That the applicant shall submit confirmation of ability to serve sewer letters from Department of Public Services to the Planning Division prior to the issuance of a building permit;
6. The developer/contractor/subcontractor must comply with conditions of the construction stormwater management plan and sediment and erosion control plan based on City standards and state guidelines. The owner/operator of the approved stormwater management system and all assigns shall comply with the conditions of Chapter 32 Stormwater including Article III, Post Construction Stormwater Management, which specifies the annual inspections and reporting requirements. A maintenance agreement for the stormwater drainage system, as attached, or in substantially the same form with any changes to be approved by Corporation Counsel, shall be submitted, signed, and recorded prior to the issuance of a building permit with a copy to the Department of Public Services; and
7. The Department of Public Works is committed to completing the sidewalk along Warwick Street, which is a school walking route, prior to the issuance of the certificate of occupancy for the new school. The final sidewalk design and funding will be determined by the Department of Public Works.

The approval is based on the submitted plans and the findings related to conditional use and site plan standards as contained in Planning Report for applications 2017-027 and 2016-199 which is attached.

#### **STANDARD CONDITIONS OF APPROVAL**

Please note the following standard conditions of approval and requirements for all approved site plans:

1. **Develop Site According to Plan** The site shall be developed and maintained as depicted on the site plan and in the written submission of the applicant. Modification of any approved site plan or alteration of a parcel which was the subject of site plan approval after May 20, 1974, shall require the prior approval of a revised site plan by the Planning Board or Planning Authority pursuant to the terms of Chapter 14, Land Use, of the Portland City Code.
2. **Separate Building Permits Are Required** This approval does not constitute approval of building plans, which must be reviewed and approved by the City of Portland's Inspection Division.
3. **Site Plan Expiration** The site plan approval will be deemed to have expired unless work has commenced within one (1) year of the approval or within a time period up to three (3) years from the approval date as agreed upon in

writing by the City and the applicant. Requests to extend approvals must be received before the one (1) year expiration date.

4. **Performance Guarantee and Inspection Fees** A performance guarantee covering the site improvements, inspection fee payment of 2.0% of the guarantee amount and seven (7) final sets of plans must be submitted to and approved by the Planning Division and Public Services Department prior to the release of a building permit, street opening permit or certificate of occupancy for site plans. If you need to make any modifications to the approved plans, you must submit a revised site plan application for staff review and approval.
5. **Defect Guarantee** A defect guarantee, consisting of 10% of the performance guarantee, must be posted before the performance guarantee will be released.
6. **Preconstruction Meeting** Prior to the release of a building permit or site construction, a pre-construction meeting shall be held at the project site. This meeting will be held with the contractor, Development Review Coordinator, Public Service's representative and owner to review the construction schedule and critical aspects of the site work. At that time, the Development Review Coordinator will confirm that the contractor is working from the approved site plan. The site/building contractor shall provide three (3) copies of a detailed construction schedule to the attending City representatives. It shall be the contractor's responsibility to arrange a mutually agreeable time for the pre-construction meeting. (If applicable)
7. **Department of Public Works Permits** If work will occur within the public right-of-way such as utilities, curb, sidewalk and driveway construction, a street opening permit(s) is required for your site. Please contact Carol Merritt at 874-8300, ext. 8828. (Only excavators licensed by the City of Portland are eligible.)
8. **As-Built Final Plans** Final sets of as-built plans shall be submitted digitally to the Planning Division, on a CD or DVD, in AutoCAD format (\*.dwg), release AutoCAD 2005 or greater.

The Development Review Coordinator must be notified five (5) working days prior to the date required for final site inspection. The Development Review Coordinator can be reached at the Planning Division at 874-8632. All site plan requirements must be completed and approved by the Development Review Coordinator prior to issuance of a Certificate of Occupancy. Please schedule any property closing with these requirements in mind.

If there are any questions, please contact Shukria Wiar at 756-8083 or at [shukriaw@portlandmaine.gov](mailto:shukriaw@portlandmaine.gov)

Sincerely,



Elizabeth Boepple, Chair  
Portland Planning Board

**Attachments:**

1. Traffic Engineer memorandum dated 03.23.2017
2. Planning Board Report
3. Sample Stormwater Maintenance Agreement
4. Performance Guarantee Packet

**Electronic Distribution:**

cc: Jeff Levine, AICP, Director of Planning and Urban Development  
Barbara Barhydt, Development Review Services Manager  
Shukria Wiar, Planner  
Philip DiPierro, Development Review Coordinator, Planning  
Mike Russell, Director of Permitting and Inspections  
Ann Machado, Zoning Administrator, Inspections Division

Jonathan Rioux, Inspections Division Deputy Director  
Jeanie Bourke, Plan Reviewer/CEO, Inspections Division  
Chris Branch, Director of Public Works  
Katherine Earley, Engineering Services Manager, Public Works  
Bill Clark, Project Engineer, Public Works  
Doug Roncarati, Stormwater Coordinator, Public Works  
Greg Vining, Associate Engineer, Public Works  
Michelle Sweeney, Associate Engineer, Public Works  
John Low, Associate Engineer, Public Works  
Jane Ward, Administration, Public Services  
Rhonda Zazzara, Field Inspection Coordinator, Public Works  
Jeff Tarling, City Arborist, Public Works  
Jeremiah Bartlett, Public Works  
Keith Gautreau, Fire Department  
Victoria Morales, Corporation Counsel  
Thomas Errico, P.E., TY Lin Associates  
Lauren Swett, P.E., Woodard and Curran  
Christopher Huff, Assessor  
Approval Letter File



Shukria Wiar &lt;shukriaw@portlandmaine.gov&gt;

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## Hall School Final Traffic Comments

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Tom Errico &lt;thomas.errico@tylin.com&gt;

Thu, Mar 23, 2017 at 8:44 AM

To: Shukria Wiar &lt;shukriaw@portlandmaine.gov&gt;

Cc: Katherine Earley &lt;kas@portlandmaine.gov&gt;, Jeremiah Bartlett &lt;JBartlett@portlandmaine.gov&gt;, Lauren Swett &lt;lswett@woodardcurran.com&gt;, Jeff Tarling &lt;jst@portlandmaine.gov&gt;

Hi Shukria – The following is a status update of previous traffic comments and represent final comments.

- It is suggested that the sidewalk be located on the opposite side of Riggs Street/Lomond Street. The applicant should note if any technical standard waivers are required in terms of Riggs Street and Lomond Street cross-sectional elements.

**Status: The plans have been revised with a relocated sidewalk and therefore this comment has been addressed. I support a waiver for the provision of a sidewalk on both sides of Riggs Street and Lomond Street given that a safe and reasonable alternative on the opposite of the street is provided and that that pedestrian origin and destination patterns would generate use for the proposed sidewalk only. Lastly, the cross-section of the public section of Riggs Street and Lomond Street shall consist of two 12-foot lanes and a 7-foot shoulder area. A 4-foot esplanade should be provided separating the roadway and the sidewalk.**

- The applicant should provide supporting information regarding the STOP sign control at the corner of the Riggs Street and Lomond Street. I would also suggest the applicant provide supporting documentation on a the horizontal alignment of the roadway.

**Status: The STOP sign has been removed and therefore this comment has been addressed. The applicant has added curve warning signs and I find conditions to be acceptable.**

- All roadways and sidewalks should note dimensions.

**Status: Dimensions have been added to the plans and therefore this comments has been addressed.**

- Many of the sidewalk handicap ramps do not meet City and ADA standards.

**Status: The plans have been revised and I generally find conditions to be acceptable. Additional detail is needed at the Warwick Street/Riggs Street intersection, particularly as it relates to the potential for a four-way STOP control condition and STOP bar and crosswalk locations.**

- The applicant should provide computations in meeting handicap parking supply requirements.

**Status: The applicant has provide documentation and I have no further comment.**

- I have reviewed the trip generation analysis and concur that the project will generate less than 100 peak hour trips and thus does not require a MaineDOT Traffic Movement Permit.

**Status: I have no further comment.**

- I generally find the methods and contents of the traffic impact study to be acceptable. I would note that I continue to review details, specifically pedestrian conditions within the public right-of-way and will provide detailed comments in the future.

**Status: I reviewed updated information and my comments are noted as follows.**

- **The application notes that the Riggs Street/Warwick Street intersection will become a four-way STOP intersection. A traffic study has concluded that a four-way STOP condition is appropriate given levels of service and delay considerations only. The applicant shall conduct further evaluation according to warrant methods contained in the Manual on Uniform Traffic Control Devices, Federal Highway Administration. If the warrant evaluation determines that a four-way STOP condition is appropriate, the applicant should provide specific details on this recommendation, including STOP bar locations, crosswalk and signage requirements.**
  - **A double yellow center line should be provided on Riggs Street/Lomond Street.**
  - **The STOP sign located at the entrance to the parking lot from Lomond Street should be eliminated.**
- A detailed phasing/construction management plan shall be prepared that provides information on how students and staff will access the site in a safe manner.

**Status: A general plan and description has been provided for two phases of construction. Greater detail is required regarding specific parking and vehicle/pedestrian/bicycle circulation. The applicant should provide specifics on contractor parking and the number of trucks generated on a daily basis for each phase. This information shall be provided for review and approval prior to the issuance of any City permit.**

- Vehicle turning templates for bus movements shall be provided for turning onto Orono Road and circulating through the bus loop.

**Status: The information has been provided and I have no further comment.**

- A sidewalk should be considered along the west side of Warwick Street north of Orono Road given likely pedestrian activity destined to the recreation facilities behind the school.

**Status: Per the recommendation of Steve Earley, Deputy Director, the Department of Public Works shall install a bituminous sidewalk and esplanade with no curbing along Warwick Street from Orono Road northerly to the playing fields (approximately a distance of 350 feet), prior to the release of a certificate of occupancy.**

- The applicant should provide information on roadway maintenance responsibilities along Riggs Street and Lomond Street that are outside school property. Coordination with DPW operations is required on this issue.

**Status: The applicant has noted that maintenance will be performed by DPW. DPW agrees to this requirement.**

- I would suggest that the stone dust path to Sagamore Village be paved to match existing conditions.

**Status: The plans have been revised to indicate a paved path. The Shared Use Path shall meet minimum national standards and thus be 10-foot wide.**

- The applicant should provide a traffic management plan during student pick-up and drop-off time periods. This shall include how the bus drop-off area will be managed during non-school hours when it will likely be used by visitors to the recreation facilities.

**Status: The applicant has submitted a Transportation Demand Management Plan and included in that document are details on pick-up and drop-off management. I find the details to be acceptable and therefore I have no further comment.**

If you have any questions, please contact me.

Best regards,

Thomas A. Errico, PE  
Senior Associate  
Traffic Engineering Director  
**TYLIN** INTERNATIONAL

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Falmouth, ME 04105

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## PLANNING BOARD REPORT PORTLAND, MAINE

Fred P. Hall Elementary School Reconstruction  
23 Orono Road  
Conditional Use and Level III Site Plan  
2016-199 (Site Plan) and 2017-027 (Conditional Use)  
Portland Public Schools, Applicant

Submitted to Portland Planning Board Public Hearing Date: March 28, 2017	Prepared by: Shukria Wiar Date: March 24, 2017
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### I. INTRODUCTION

Oak Point Associates, working on behalf of the City of Portland Recreation and Facilities Management Department and the Portland Public School District (PPS), has requested a workshop with the Planning Board to review the Conditional Use and Level III Site Plan Applications for the proposed elementary school located at 23 Orono Road in the Residential R-3 Zone. The project involves the demolition of the existing Fred P. Hall Elementary School and the construction of a new elementary school. The proposed school building will be a two-story building with a footprint of approximately 64,000 square feet and a floor area of approximately 85,000 square feet, with a capacity of 558 students. Major modifications to the existing site circulation are proposed, including segregating the existing site entrance from Warwick Street and constructing a new entrance from Lomond Street (via Riggs Street); a separated parent drop off/pick up areas, staff and visitor access will be constructed from Lomond Street, and a bus drop off/pick up loop access will be from Orono Road. A new parking area is proposed for staff and visitors: 100 spaces, including 4 handicapped accessible spaces. As part of the project, new playfields and playground areas are also proposed. This project had a Planning Board workshop on October 18, 2016

This is primarily a State-funded project and many of site features shown on the proposed plans have been designed in accordance with the State's written requirements for elementary schools. The other items, such as portions of the playground and additional stormwater treatment, are funded using local (City of Portland) funds as approved by the City's residents during a referendum in April of 2016.

**Applicant:** City of Portland and Portland Public Schools

**Consultants:** Jonah DeWaters, Oak Point Associates, Robert Tillotson, Oak Point Associates, and John Schwanda, Owen Haskell Inc.

A total of 217 notices of the Planning Board workshop were sent to property owners within 500 feet of the site and the workshop agenda appeared in the *Portland Press Herald* on March 20 and March 21, 2017.

Waiver Request	Applicable Standard
Sidewalk waiver for Riggs Street and the public portion of Lomond Street. The application is proposing a sidewalk on one side of the street.  Waiver supposed by Tom Errico, Traffic Engineer.	<i>Sec. 25-96. Required for nonresidential, two-family or multi-family development; exceptions.</i> Where a nonresidential, or two-family or multi-family development requiring site plan approval abuts any accepted street and a sidewalk with granite curbing satisfactory to the public works authority has not already been provided, a sidewalk constructed of bituminous concrete, portland cement concrete, brick or other paving material and granite curbing shall be provided along the entire street frontage of the lot. If either a sidewalk or curbing, but not both, shall exist at such location which is satisfactory to the



	<p>public works authority, only a sidewalk or curbing, as the case may be, shall be provided. In either case, such sidewalk and curbing shall be constructed in accordance with the specifications and to the satisfaction of the public works authority at no cost to the city. In conjunction with major site plan review, the planning board, or with minor site plan review, the planning authority, may waive or modify the requirements contained herein upon a like finding and on the same terms and conditions as set forth in section 14-506(b) of this Code.</p>
<p>Public Street width for Local Street to allow a 31-foot width instead of the 24-foot width, and a 4-foot esplanade.                  Waiver supported by Traffic Engineer, Fire, and Parking in order to allow for vehicle parking on one side of the street and adequate emergency access.</p>	<p><i>Technical Manual Figure I-1 Local Street Cross Section</i> that illustrates 24-foot width for a local street, with 5-foot sidewalk and 6-foot esplanade.</p>

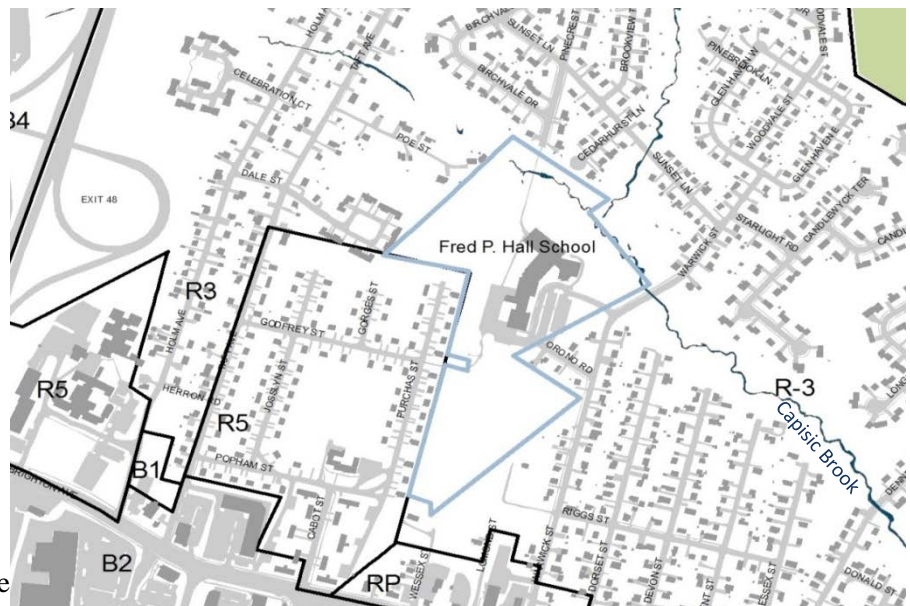
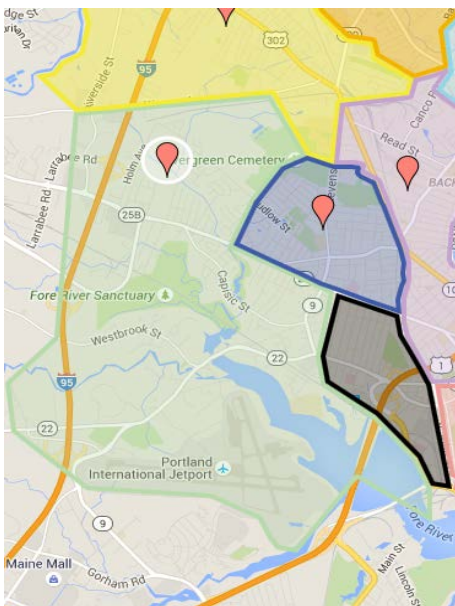
**II. REQUIRED REVIEW**

<i>Applicant's Proposal</i>	<i>Applicable Standards</i>
Level III Site Plan	Section 14-526
Level III Conditional Use- Instructional Use	Conditional Use in the R-3 Zone (Section 14-88 ) Conditional Section (Section 14-474)

**III. CONTEXT & EXISTING CONDITIONS**

The Fred P. Hall Elementary School was originally built in 1956, with the benefit of one major addition in 1967, and currently serves approximately 440 students and 70 staff on a 21.3 acre site north of Brighton Avenue near the City's western border. Other than parking lot reconfiguration projects in 1972 and 1990, the majority of the site has remained largely unchanged since its construction. Due to deficiency in adequate parking and site circulation, and the poor state of the existing building and site amenities, it was determined that instead of doing extensive site upgrades and renovations, it will be more cost effective to demolish the existing building and associated site amenities. Construction of a new building, playfields/playground areas, parking, and site circulation will meet the site's anticipated capacity and programmatic needs.

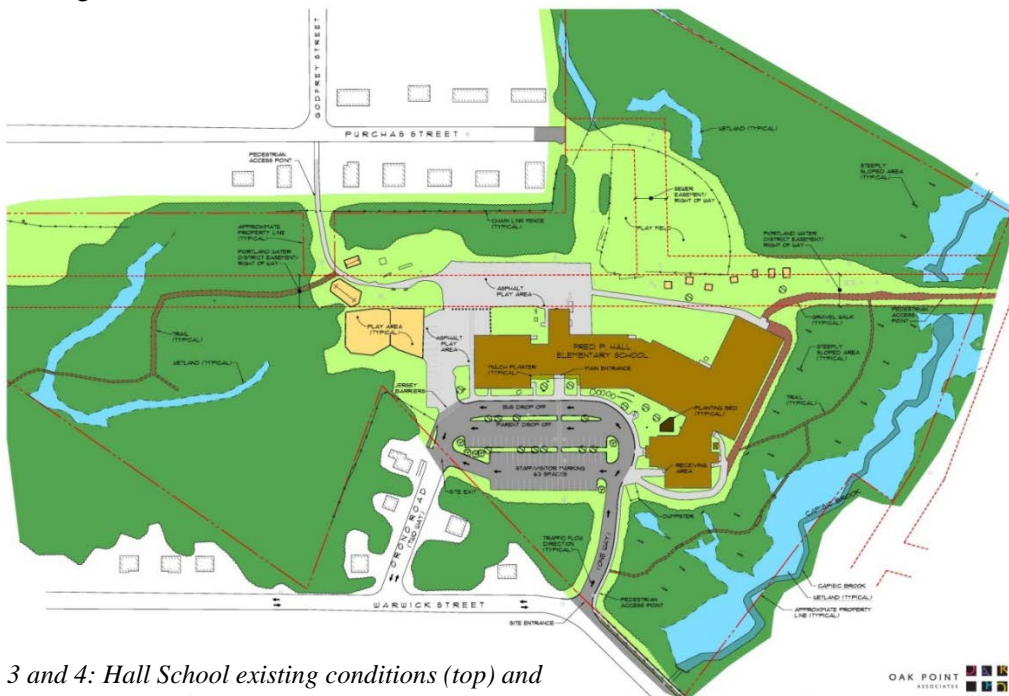
The school draws from a very large district that includes Nason's Corner, Rosemont, and Stroudwater (Figure 1). Most of the district actually falls south of Brighton Avenue, although its densest neighborhoods are north of Brighton in the area of the existing school. Residential neighborhoods surround the site on three sides, and the Capasic Brook borders the site to the north. The site lies in an R-3 zone (Figure 2).



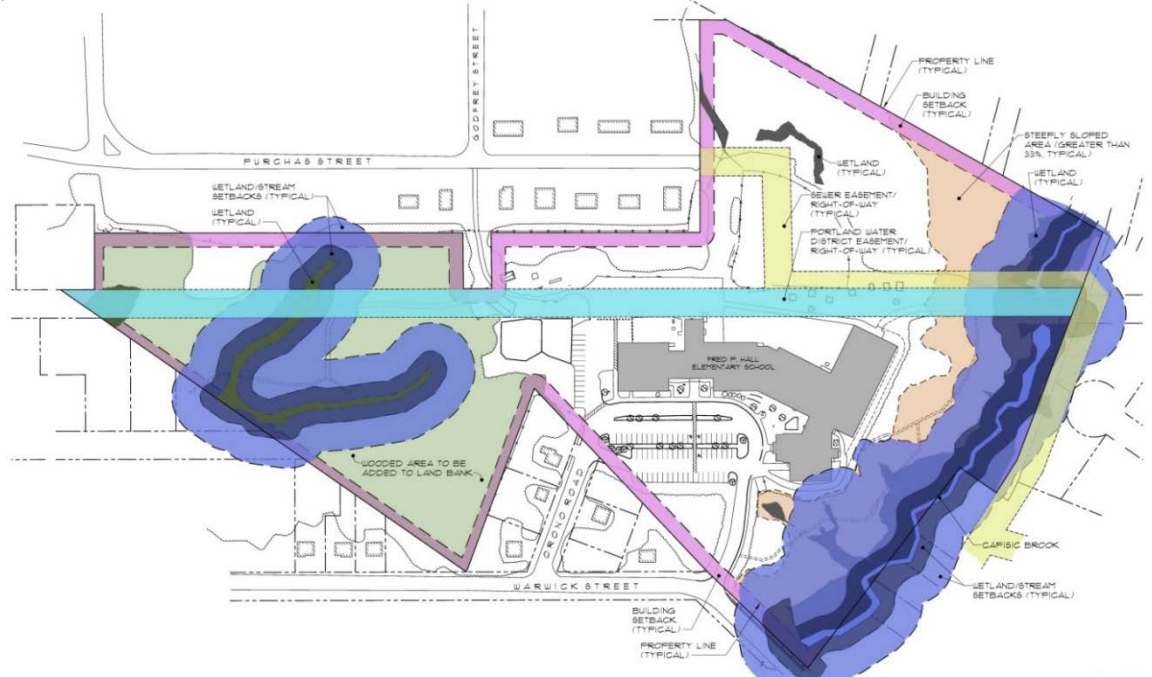
Figures 1 and 2: Fred P. Hall School catchment area (in green) (left) and Hall School in neighborhood context (right)

areas, an extensive trail network, and 78 parking spaces (Figure 3). Many of these facilities, particularly the trail network, receive substantial community use. Vehicular access to the site is from Warwick Street via Orono Road. Pedestrians may access the site through trails from Godfrey Street, Riggs Street, or Pinecrest Street, as well as from sidewalks on Warwick Street and Orono Road. The developed portion of the site is very flat, with water draining down steep slopes to the Capisic Brook on the northern end of the site and to small, existing wetlands on the southern half of the site.

The plan below, Figure 4 depicts the major barriers to construction on the site, including these wetlands and steep slopes. In addition to these environmental constraints, there are existing large stands of mature trees on the site which both Oak Point Associates and City staff have identified as important natural resources. There are also two existing easements which cross the property that belong to Portland Water District and the City of Portland. Last and maybe most challenging, the applicant is proposing to develop the new school while the majority of the existing school facility remains open. This limits the building envelope and affects the siting of the new school building.



Figures 3 and 4: Hall School existing conditions (top) and existing site constraints (bottom)



#### IV. PROPOSED DEVELOPMENT

The project involves the demolition of the existing Fred P. Hall Elementary School and the construction of a new elementary school. The proposed school building will be a two-story building with a footprint of approximately 64,000 square feet and a floor area of approximately 85,000 square feet, with a capacity of 558 students. Major modifications to the existing site circulation are proposed, including segregating the existing site entrance from Warwick Street and constructing a new entrance from Lomond Street (via Riggs Street); a separated parent drop off/pick up areas, staff and visitor access will be constructed from Lomond Street, and a bus drop off/pick up loop access will be from Orono Road. A new parking area is proposed for staff and visitors: 100 spaces, including 4 handicapped accessible spaces. As part of the project, new playfields and playground areas are also proposed.

The school is proposing a larger cafeteria to reduce the required number of lunch seating times and to allow for increased staffing flexibility. Also, a larger (middle-school sized) gymnasium is proposed for school and community activities outside of normal school hours. A wall divider between the gymnasium and cafeteria is proposed that will be removed for school assemblies and athletic activities during school and non-school hours (most likely at night and on weekends). These types of activities on the site are not different from current conditions. As part of this project, the applicant is proposing community use of school facilities for after hours on their site. Under the zoning ordinance, these uses are part of the overall institutional use of the development.

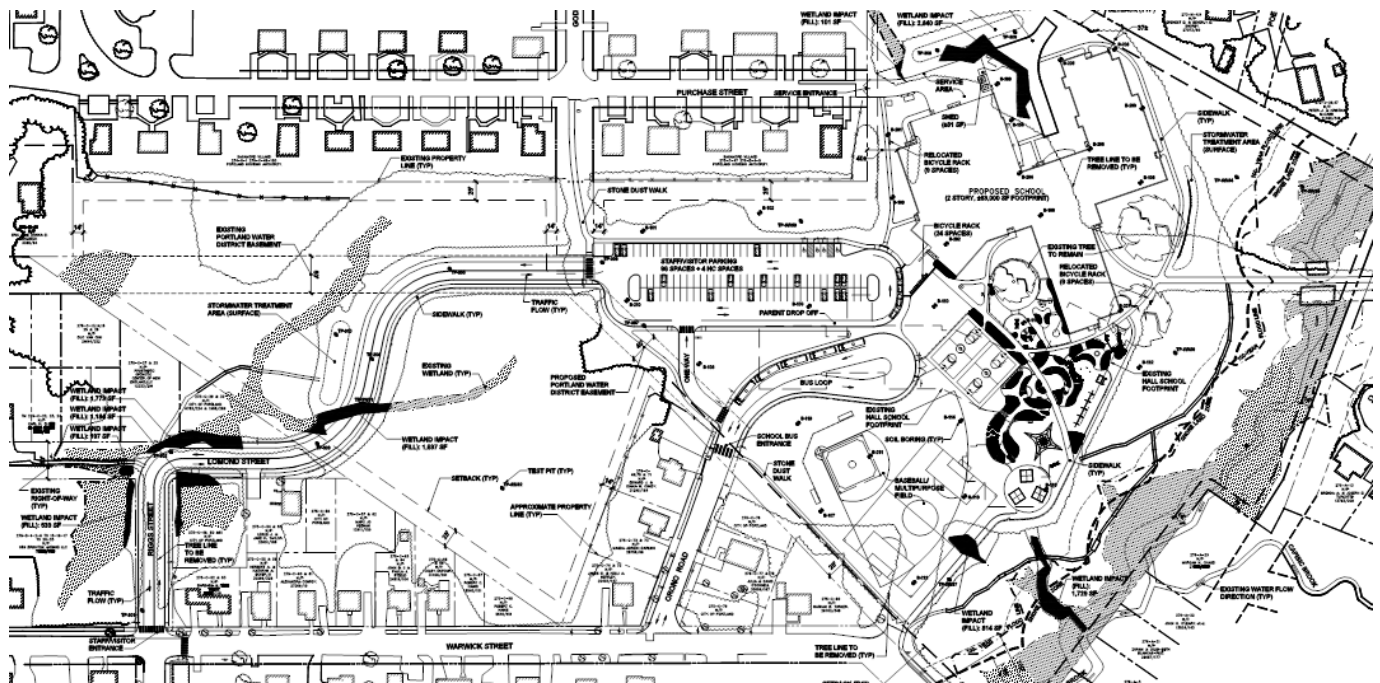


Figure 5: Proposed Hall School Development

The applicant requests that the existing school be operational during much of the construction period, therefore the project be phased to minimize relocating school classrooms as much as possible. In order to accomplish this, the project will be constructed in two general phases.

Phase I will consist of demolishing the northwest wing of the existing building, installation of utilities (including relocation of the water, sewer and storm drain mains), construction of the proposed school building (north and west wings), and all development on Riggs and Lomond Streets and Orono Road. The kindergarten classrooms may need to be relocated to a portion of the Deering High School. Phase II will consist of demolishing the existing building and site amenities and constructing the remaining site amenities: parking lot, parent drop off/pick up area, bus loop, remaining stormwater treatment areas (along entrance drive and beneath the proposed playfields), and playfields and playground areas.

**V. MAINE DEPARTMENT OF EDUCATION (MDOE) SCHOOL CONSTRUCTION PROCESS**

The Maine Department of Education (MDOE) follows a 21-step process for review and approval of new school construction projects. Per this process, the applicant has already engaged in substantial work around selection of the Warwick Street property for a future elementary School. This work included analysis on the part of the City's Planning Division to identify potential alternative sites with sufficient acreage to accommodate new elementary school grounds. This analysis considered the current zoning, development status, natural resources, and location of properties over 10 acres within the Hall School catchment area, and found none readily suitable for a new school building, primarily due to the presence of existing development or uses, zoning restrictions, and environmental constraints. PPS/Facilities, with the support of the School Board and the Hall School Building Committee, have identified the existing Hall site as the preferred location for the future school. The project received approval from the Department of Education in January, 2016, and the project funding was approved by local referendum in April, 2016.

**VI. PUBLIC COMMENT**

As of the date of writing this report, no public comment has been submitted. The notices for the public hearing were sent to property owners within 500 feet and to the interested citizen's list. The legal ad appeared in the Portland Press Herald on March 20<sup>th</sup> and 21<sup>st</sup> editions. A neighborhood meeting was held on October 4, 2016 and minutes are included as Attachment P.

**VII. RIGHT, TITLE AND INTEREST AND FINANCIAL/TECHNICAL CAPACITY**

a. The owner of the property is City of Portland. The applicant has provided a copy of a quitclaim deed, recorded at the Cumberland County Registry of Deeds (Book 2324 Page 92), which demonstrates their right, title and interest in the property.

b. The estimated cost of the development is \$29,700,000. Funding for the project will be provided by the State of Maine Major Capital Improvements Program. The project received approval from the Department of Education in January, 2016, and the project funding was approved by local referendum in April, 2016. Copies of the project budget sheet submitted to the State as part of their concept review/approval and correspondence from the City confirming approval of the local referendum are included in this section. The applicant has submitted copies of the project budget sheet submitted to the State as part of their approval and correspondence from the City confirming approval of the local referendum, as demonstration of their financial and technical capacity to complete the proposed development.

**VIII. ZONING ASSESSMENT**

This project is subject to conditional use review and a review of the dimensional standards. Staff review includes the following subsections:

**A. Conditional Use Review**

This project is considered a change of use of an institutional use in the R-3 zone and it is subject to the conditional use standards of Sections 14-118 and 14-474. The applicant has submitted an analysis of how the proposal meets the R-3 Conditional Use Standards (Attachment S) as follows:

**Sec. 14-88. Conditional uses**

The following uses shall be permitted only upon the issuance of a conditional use permit, subject to the provisions of section 14-474 (conditional uses) and any special provisions, standards or requirements specified below:

- (b) Institutional: Any of the following conditional uses provided that, notwithstanding section 14-474(a) (conditional uses) of this article, or any other provision of this Code, the Planning Board shall be substituted for the board of appeals as the reviewing authority:
  1. Elementary, middle, and secondary school;
  2. a. Long-term and extended care facilities; b. Intermediate care facility for thirteen (13) or more persons;
  3. Places of assembly;



4. Hospital.

Such uses shall be subject to the following conditions and standards in addition to the provisions of section 14-474:

- a. In the case of expansion of existing such uses onto land other than the lot on which the principal use is located, it shall be demonstrated that the proposed use cannot reasonably be accommodated on the existing site through more efficient utilization of land or buildings, and will not cause significant physical encroachment into established residential areas; and

Staff Comments: The principle use will be accommodated on this one property; therefore, this standard does not apply. The principal institutional use is for an elementary school with a place of assembly (cafeteria and gymnasium) area for school and community activities.

- b. The proposed use will not cause significant displacement or conversion of residential uses existing as of June 1, 1983, or thereafter; and

Staff Comments: The construction of the building and accompanying improvements will not cause the displacement or conversion of any residential units. The use of the site historically has been a school; thus, this standard is met.

- c. In the case of a use or use expansion which constitutes a combination of the above-listed uses with capacity for concurrent operations, the applicable minimum lot sizes shall be cumulative; and

Staff Comments: The lot size for this property is approximately 21.2 acres. The minimum lot size in the R-3 zone for a school is two acres; therefore, this standard is being met.

- d. *Article V (site plan) sections 14-522 and 14-523 notwithstanding, in the case of places of assembly the proposed use shall be subject to the requirements of article V (site plan) of this chapter; and*

Staff comment: The applicant has submitted a Level III site plan application which is being reviewed concurrently. The site plan is ready to be approved with conditions.

**Sec. 14-474:**

The following standards 14-474 apply to all conditional uses:

- 2. *Standards. The Board shall, after review of required materials, authorize issuance of a conditional use permit, upon a showing that the proposed use, at the size and intensity contemplated at the proposed location, will not have substantially greater negative impacts than would normally occur from surrounding uses or other allowable uses in the same zoning district. The Board shall find that this standard is satisfied if it finds that:*

- a. *The volume and type of vehicle traffic to be generated, hours of operation, expanse of pavement, and the number of parking spaces required are not substantially greater than would normally occur at surrounding uses or other allowable uses in the same zone; and*

Staff comment: Since the site will continue to be used as an elementary school, the size and intensity of operation for the proposed project is anticipated to have the exact same effects and impacts as the

existing elementary school use. The type of traffic and hours of operation will remain the same. The existing school has a capacity of 440 students, and the proposed school will have a capacity of 558 students which will be a very small increase in the amount of traffic generated. The increase is minimal and it should not have an impact the surrounding neighborhood.

*b. The proposed use will not create unsanitary or harmful conditions by reason of noise, glare, dust, sewage disposal, emissions to the air, odor, lighting, or litter; and*

Staff comment: The proposal would not create harmful conditions.

*c. The design and operation of the proposed use, including but not limited to landscaping, screening, signs, loading, deliveries, trash or waste generation, arrangement of structures, and materials storage will not have a substantially greater effect/impact on surrounding properties than those associated with surrounding uses or other allowable uses in the zone.*

Staff comment: The design and operation of the proposed use is anticipated to have exact same effects/impacts as the existing elementary school use, as well as the surrounding uses. The proposed school, surface parking, and sport fields will not directly abut residential homes.

## **B. Dimensional Standards and Parking**

The applicant is proposing construct a new elementary school, which is an institutional use. The property is located in a Residential R-3 zone which allows institutional use as conditional use. The school is proposing a larger cafeteria and larger gymnasium for school and community activities outside of normal school hours. A wall divider between the gymnasium and cafeteria is proposed that will be removed for school assemblies and athletic activities during school and non-school hours (most likely at night and on weekends). These types of activities on the site are not different from current conditions within the existing Hall School. As part of this project, the applicant is proposing community use of school facilities for after hours on their site. Under the zoning ordinance, these uses are part of the overall institutional use of the development. The project is meeting the dimensional standards of the zone.

Section 14-332 (d) of Division 21 Off-street Parking states:

*Schools providing instruction for students up to and including those fifteen (15) years of age: One (1) parking space for each room used for purposes of instruction.*

According, to the applicant there are forty classroom spaces, therefore the forty parking spaces are required. Based on the internal uses of the school, the applicant may need more parking spaces; the applicant is proposing 100 parking spaces.

## **IX. SITE PLAN STANDARDS (Section 14-526)**

The proposed development has been reviewed by staff for conformance with the relevant review standards of Portland's site plan ordinance and applicable regulations. Staff comments are listed below.

### **1. Transportation Standards**

#### A. Traffic Impacts

The new school will replace an existing facility, with enrollment expected to increase by a little more than 100 students. The existing Hall Elementary School currently provides for 440 students. The expanded new school will provide for a larger student population of 558. Because there will be some increase in traffic associated with these new students and the staff, a traffic study has been submitted as part of the site plan review. The study conducted a review of local high crash locations and identified necessary mitigation measures. The study concluded that the new school with the increased student population is expected to generate 72 new one-way trips during the AM peak hour study period; since the new school will generate fewer than 100 new one-way trips during peak hours the project will not require a Traffic Movement Permit. The site has the benefit of

controlled access at the Warwick Street/Brighton Avenue intersection. In terms of safety, the traffic study identified one high crash location within the study area. There are no accident patterns or trends evident that indicate any potential safety deficiency.

Tom Errico, Consultant Traffic Engineer, TY Lin, reviewed the contents of traffic impact study and offers the following recommendations:

*I reviewed updated information and my comments are noted as follows.*

- *The application notes that the Riggs Street/Warwick Street intersection will become a four-way STOP intersection. A traffic study has concluded that a four-way STOP condition is appropriate given levels of service and delay considerations only. The applicant shall conduct further evaluation according to warrant methods contained in the Manual on Uniform Traffic Control Devices, Federal Highway Administration. If the warrant evaluation determines that a four-way STOP condition is appropriate, the applicant should provide specific details on this recommendation, including STOP bar locations, crosswalk and signage requirements.*
- *A double yellow center line should be provided on Riggs Street/Lomond Street.*
- *The STOP sign located at the entrance to the parking lot from Lomond Street should be eliminated.*

#### B. Vehicular Access and Circulation

Generally, the street network surrounding the Hall School site is fairly fragmented, partly as a function of existing natural barriers in the neighborhood, such as the Capisic Brook, but also as a result of the form of the surrounding residential development, much of which was plotted and built in the 1950s and 1960s. Because of the lack of connectivity on the surrounding streets, access management is a general concern on the site. The existing vehicular access via Orono Road exhibits queuing problems during afternoon dismissal, which appears to be at least partly a function of the parking supply and design. There are also existing conflicts between vehicular, bus, and pedestrian movements.

The plans show the vehicular access from Warwick Street via Riggs Street, designed to improve existing capacity issues on Orono Road, as well as constructing separated bus drop off/pick up areas. A separated parent drop off/pick up areas, staff and visitor access will be constructed from Riggs Street (via Lomond Street) and a new bus drop off/pick up loop access will be from Orono Street. Oak Point had explored access from Purchas Street and Pinecrest Road as alternatives, however, both of these options have been deemed untenable due to the traffic impacts which would be endured on Sagamore Village and due to the difficult topography and infrastructure investment which would be necessary from Pinecrest. Most of the new driveway would lie on school property, but it would connect to the existing City street network via Lomond Street, an unimproved paper street, and Riggs Street, an existing accepted (but not improved) street. Bringing the street to City standards is also consistent with the City's policies for paper streets.

It should be noted that, in order for any access to be approved by the MDOE, it must be from an accepted City street. This means that approximately 200 feet of Riggs Street and 180 feet of Lomond Street would need to be improved to City standards and formally accepted by the City Council. The City standard for a local street cross section is 28-foot with a 6-foot sidewalk. The applicant is proposing a 36-foot wide street with sidewalk along one side of the street and no esplanade, which exceeds the City standards of a roadway width. On-street parking is proposed along one side of the street. City staff, including the Fire Department, Parking Division and Department of Public Works, reviewed the plans for Riggs and Lomond Streets and recommends a 31-foot wide street with a 4-foot esplanade, sidewalk on one side, and on-street parking. Mr. Errico has reviewed the plan and states:

*The plans have been revised with a relocated sidewalk and therefore this comment has been addressed. I support a waiver for the provision of a sidewalk on both sides of Riggs Street and Lomond Street given that a safe and reasonable alternative on the opposite of the street is provided and that that pedestrian origin and destination patterns would generate use for the proposed sidewalk only. Lastly, the cross-section of the public section of Riggs Street and Lomond Street shall consist of two 12-foot lanes and a 7-foot shoulder area. A 4-foot esplanade should be provided separating the roadway and the sidewalk.*

The City staff also support the street width of 31 feet for Lamond and Riggs, as it minimizes impacts on the adjacent wetlands, while allowing sufficient space for vehicle parking and emergency access.

Regarding the technical aspects of the vehicular circulation and street intersection, Mr. Errico has noted the following recommendations in his memo:

*Many of the sidewalk handicap ramps do not meet City and ADA standards.*

***Status Update: The plans have been revised and I generally find conditions to be acceptable. Additional detail is needed at the Warwick Street/Riggs Street intersection, particularly as it relates to the potential for a four-way STOP control condition and STOP bar and crosswalk locations.***

#### C. Bus Access

The site plan shows segregating the bus and visitor vehicular traffic. The plan has used geometry and directional flow to restrict movements from the Riggs Street/Lomond Street access drive into the bus loop. Mr. Errico has concerns about the traffic management during student pick up/ drop off time periods and has requested more information. The applicant addressed his concerns through a Transportation Demand Management Plan, below is Mr. Errico comment:

*The applicant has submitted a Transportation Demand Management Plan and included in that document are details on pick-up and drop-off management. I find the details to be acceptable and therefore I have no further comment.*

#### D. Pedestrian and Bicycle Access and Circulation

The site plan show pedestrian and bike access by trail from Purchas Street/Godfrey Street, Pinecrest Road, and Warwick Street. Tom Errico has reviewed the plan and recommends that the trail from Sagamore Village (Purchas and Godfrey Streets) be widened to ten (10) feet:

*I would suggest that the stone dust path to Sagamore Village be paved to match existing conditions.*

***Status Update: The plans have been revised to indicate a paved path. The Shared Use Path shall meet minimum national standards and thus be 10-feet wide.***

Sidewalks have been provided on one side of the access drives from Orono Road and from Riggs and Lomond Streets. A sidewalk is proposed on the north side of Riggs Street and the east side of Lomond Street, without an esplanade. The applicant has requested a waiver from providing sidewalks on both sides of the street. According to the applicant, “[e]liminating the additional sidewalk ... reduces the impact to the freshwater wetlands on both sides of the streets, impacts to the existing wooded areas, and reduces the amount of temporary grading easements required from abutting landowners to install the proposed improvements. Further, sidewalks only exist on one side of the other streets in the vicinity of the site (Warwick Street, Riggs Street and Orono Road)”. Mr. Errico has commented on this waiver of the sidewalk, please refer to Paragraph IX (1) B, Vehicular Access Circulation, above.

There is a sidewalk along one side of Warwick Street with a gap of approximately 300 feet between Orono Road and the proposed recreation facilities. Warwick is a school walking route in both directions of Hall School. Staff has recommended this gap be filled with a bituminous sidewalk that is consistent with existing conditions. The Department of Public Works is committed to installing the sidewalk prior to the issuance of a certificate of occupancy, with the design and funding to be determined. Staff is including this as a condition of approval in the motions, based upon Tom Errico’s review and coordination with DPW:

*A sidewalk should be considered along the west side of Warwick Street north of Orono Road given likely pedestrian activity destined to the recreation facilities behind the school.*

***Status: The Department of Public Works is committed to completing the sidewalk along Warwick Street, which is a school walking route, prior to the issuance of the certificate of occupancy for the new school. The final sidewalk design and funding will be determined by the Department of Public Works.***



E. Parking

The site plans depict 100 vehicular parking spaces (96 spaces plus 4 handicapped spaces) at the building’s front. Per Division 20 of the City’s land use ordinance, schools are required to provide one parking space per room used for purposes of instruction. According to the information on the plans, there will be 40 class rooms with 79 full time employees, therefore based on this information, 40 parking spaces are required by zoning.

As part of the project, the applicant is proposing to use the Hall School building for community use of school facilities after hours; assemblies are not anticipated to be held during normal school hours. The number of parking spaces required for the assembly area is 89 spaces. Below is the chart for the transportation requirements for the project that the applicant provided:

**TRANSPORTATION REQUIREMENTS:**

GENERAL INFORMATION

PROPOSED NUMBER OF CLASS ROOMS	40
ASSEMBLY SPACE SIZE (GYM AND CAFETERIA)	11,056 SF
PROPOSED FULL TIME EQUIVALENT STAFF	79
SCHOOL CAPACITY	558 STUDENTS

REQUIRED PARKING CALCULATIONS

NORMAL SCHOOL DAYS	40 SPACES (1 SPACE PER CLASSROOM)
ASSEMBLIES**	89 SPACES (1 SPACE PER 125 SF OF FLOOR AREA)
NUMBER OF SPACES REQUIRED	89 SPACES (GREATER OF SCHOOL DAYS AND ASSEMBLY SPACE)
**ASSEMBLIES ARE NOT ANTICIPATED TO BE HELD DURING NORMAL SCHOOL HOURS	

PROVIDED PARKING CALCULATIONS

1 SPACE PER FULL TIME EQUIVALENT STAFF***	79 SPACES
VISITOR SPACES***	15 SPACES
ACCESSIBLE SPACES	4 SPACES
TOTAL NUMBER OF PARKING SPACES PROVIDED	98 SPACES
***STATE OF MAINE DEPARTMENT OF EDUCATION REQUIREMENT	

BICYCLE PARKING CALCULATIONS

REQUIRED BICYCLE PARKING	20 SPACES (2 PER 10 PARKING SPACES)
PROVIDED PARKING CALCULATION	34 SPACES (6% OF SCHOOL CAPACITY)

F. Construction Management Plan

The applicant requests that the existing school be operational during much of the construction period, therefore the project be phased to minimize relocating school classrooms as much as possible thus requiring that the project be constructed in two general phases. A construction management plan has been prepared and submitted. The plan shows how students and staff will access the site in a safe manner and the temporary classrooms. Mr. Errioco has reviewed the plans and wants to see more details:

*A general plan and description has been provided for two phases of construction. Greater detail is required regarding specific parking and vehicle/pedestrian/bicycle circulation. The applicant should provide specifics on contractor parking and the number of trucks generated on a daily basis for each phase. This information shall be provided for review and approval prior to the issuance of any City permit.*

G. Transportation Demand Management

Because the proposal involves an institutional facility for more than 100 students, PPS is required and have submitted a transportation demand management (TDM) plan in accordance with the City’s site plan standards under site plan review. According to the plan (Attachment L), the School is encouraging variety of transportation options for students and staff that include school buses, carpooling, walking, and biking. The applicant states that some of the students, as well as teachers, will be walking, biking, and commuting the site. The applicant has submitted a trip assignment model, prepared for all site trips to the proposed project site, see below:

Transportation Mode	AM Drop off (Percent)	PM Pick up (Percent)
Buses	49	43
Drop off/Pick up by vehicle	27	21
Walking	18	18
Bicycling	6	6
Afterschool Recreation Program at – 12 site (Pick up by vehicle or "Learning Works After School" Bus at 5:35)	-	12

Mr. Errico has reviewed and finds the TDM acceptable, refer to Paragraph IX (1)(C) Bus Access, above.

## 2. Environmental Quality Standards

### A. Preservation of Significant Natural Features

Tree preservation plans has been submitted for final plan review. The plans generally retain existing tree cover on the site, including many of the site's valuable evergreen and deciduous tree stands. The plans also generally avoid major wetland impacts and attempt to retain the existing setback to the Capisic Brook. The surrounding wetlands, Capisic Brook and associated natural vegetation are key natural features and future outdoor classroom areas. According to the City's forestry consultant, this is a high-quality forest around this urban area and it is one of the best White Oak groves the City has outside Deering Oaks and Baxter Woods. Jeff Tarling, City Arborist, has been in a constant contact with the applicant and will oversee the tree clearing of the site. He has reviewed the most recent plans and finds them acceptable.

### B. Landscaping and Landscape Preservation

A landscaping plan has been submitted for final plan review. Landscaping standards related to understory plantings and parking lots has been addressed on the plan. Mr. Tarling has reviewed the landscaping plan and offers the following recommendations:

- a) Parking Lot tree island - The Hall School project is looking into adding amid block parking lot island to include 2 additional street trees and landscape treatment. The project is looking at maintaining the current level of parking spaces and may adjust the size of the lot to fit in the additional tree & landscape standard.*
- b) Parking lot curb edge - the curb edge will be a 'Cape Cod' or slope curb edge to facilitate snow plowing and clearing snow off the parking lot and sidewalk.*
- c) Additional landscape - Arborvitaes have been added near the school edge near Poe Street.*
- d) Fencing - It was determined that the existing school fence is on Portland Housing / Sagamore Village property and not part of the existing Hall School. Fencing on Hall School property should be removed or replaced if in poor condition. This will be an item addressed outside of the new Hall School project topic.*
- e) Tree requirements & landscape planting - Hall School project team, Portland Schools and City Arborist will review tree & landscape items to be planted as part of the project and 'extras' that might compliment but are not required as part of the project. Example - playground landscape would be considered as an 'extra', parking lot trees would be required.*

### C. Water Quality/Storm Water Management/Erosion Control

Given the size of the site and the anticipated area of disturbance, the project will be reviewed by Maine's Department of Environmental Protection under the State's Site Location of Development law, NRPA Tier 1 permit for wetland impacts, and Chapter 500 Stormwater Management Rules. All permit approvals shall be provided to the City upon receipt.

In accordance with Section 5 of the City of Portland Technical Manual, a Level III development project is required to submit a stormwater management plan pursuant to the regulations of MaineDEP Chapter 500 Stormwater Management Rules, including conformance with the Basic, General, Urban Impaired Steam and Flooding Standards. The project will result in an increase in impervious area of approximately 2.61 acres. As such, the project will be required to include specific stormwater management features for stormwater quality control and is required to control the rate or quantity of stormwater runoff from the site such that it does not increase from the pre-development condition to the post-development condition. The Applicant has proposed to utilize grassed underdrain soil filters, a sand filter, and tree box filters to provide stormwater treatment on the site. The proposed stormwater management system adequately controls stormwater runoff from the site.

The project is located within the Capisic Brook Watershed, which is identified as an Urban Impaired Stream by the Maine DEP. Section 5 of the City of Portland Technical Manual requires that all development within the Capisic Brook watershed, except single and two family homes, comply with the Urban Impaired Stream Standard pursuant to MaineDEP Chapter 500 Rules. The Applicant has provided stormwater treatment as described above. They have also calculated the applicable stormwater fee required for the project.

Lauren Swett, Consultant Engineer with Woodard and Curran, states that “[t]he Applicant should consider increasing the size of the culvert located at the wetland crossing on Lomond Street. A 12-inch culvert is proposed, and it appears based on the stormwater model that in larger storm events the water elevation will be higher than the top of the pipe, and on the downstream end may be close to the road grade”.

### 3. Public Infrastructure and Community Safety Standards

#### A. Public Safety and Fire Prevention

Oak Point Associates has met with both the Fire Prevention Bureau and the Police Department to discuss emergency access to the site. The site plan shows an emergency lane from the northern end of Purchas Street at the rear of the school building. Captain Keith Gautreau of the Fire Prevention Bureau has indicated his satisfaction with the way in which emergency access is depicted in these plans and he agrees with the 31 foot width of pavement for Riggs and Lomond Streets.

Crime Prevention Through Environmental Design (CPTED) and site design to manage emergency access during events has been addressed on the final site plan review. According to the applicant,

*The site has been laid out so that the majority of the public spaces are in the front of the building and enter through the main entrance which is visible from the parking lot, entrance drive, and bus loop. Also, administrative offices within the building have been located to maximize visibility of the parking areas from within the building.*

*Gates have been provided at areas that are not designed for normal vehicular traffic (service entrance, fire department access points, site access directly from Warwick Street near the baseball field). Signage has also been included to prohibit parking in areas that would block their use by emergency vehicles (e.g. portions of the bus loop in front of the fire department access drive to the hard court). Surveillance cameras are proposed at the exterior of the building at all entrances. An access control system is proposed on exterior doors. All public access to the building will be through the secure main entrance doors, allowing administrative staff to have control over who enters the building.*

*Areas not subject to normal public access have been gated to prohibit unauthorized vehicular access. The remaining public spaces (playground and baseball field areas) not fenced in and are clearly defined and easily accessible to the public both by car and via one of the several trails and pedestrian access points to the site, which are intended to promote use of the site by the public.*

#### B. Availability and Capacity of Public Utilities

There is a 50-foot “easement/right-of-way” housing a water main currently runs through the center of the site. Per Oak Point Associates, this “easement/right-of-way” belongs to the Portland Water District (PWD), and PWD has agreed that the water main will be relocated in association with the school construction project. There is also a sewer right-of-way located on the site, which contains both sewer and storm drain lines. Again, this will be relocated as a product of the site redevelopment. The applicant will need to submit confirmation of ability to serve sewer letters from DPS to the Planning Division.

### 4. Site Design Standards

#### A. Snow and Ice Loading

Snow and Ice Loading area is shown on the site plan. The school is aware that they will be responsible for snow removal on site.

B. Historic Resources

The project site is not located in a historic district; therefore, no review is required.

C. Exterior Lighting

The project design team has provided a photometric plan for staff review, Attachment N. The lighting fixture information is also provided in same attachment. Since the site is so large, there is not light levels trespass onto neighboring properties. The plan shows building mounted fixtures in the court yard and at the building entrances. The applicant is also proposing lighting poles at the streets and the surface parking lot. All of the proposed fixtures are full cut off and in compliance with City standards.

D. Signage and Wayfinding

A traffic signage and wayfinding plan has been submitted for review. Mr. Errico finds the plan acceptable.

E. Zoning Related Design Standards

The proposal is a R-3 zone and there are no design standards as part of the zone. Elevations and floor plans of the proposed building are included as Attachment Plan 53 to 55.

**X. PROPOSED MOTIONS**

**A. CONDITIONAL USE**

On the basis of the application, plans, reports and other information submitted by the applicant, findings and recommendations contained in the Planning Board Report for the public hearing on March 28, 2017 for application #2017-027 (Conditional Use), relevant to Portland's Conditional Use Standards and other regulations, and the testimony presented at the Planning Board hearing:

The Planning Board finds that the proposed conditional use for an institutional use at 23 Orono Road in the R-3 zone **[does/does not]** meet the standards of § 14-474 and the standards of §14-88 (c)(1) for the R-3 zone, subject to the following condition:

**B. WAIVERS**

The Planning Board **finds/does not find**, based upon the consulting transportation engineer's review (*Attachment I*), that extraordinary conditions exist or undue hardship may result from strict compliance with the *Technical Manual* standard (*Section 25.96*) that all development shall provide sidewalk and curbing along all frontages. The planning board **waives/does not waive** the *Technical Manual* standard (*Section 25.96*) to allow a sidewalk on one side of Riggs Street and the public portion of Lomond Street; and

The Planning Board **finds/does not find**, based upon the consulting transportation engineer's review (*Attachment I*), that extraordinary conditions exist or undue hardship may result from strict compliance with the *Technical Manual* standard (*Figure I-1 Local Street Cross Section*) that all development shall provide 24-foot width for a local street, with 5-foot sidewalk and 6-foot esplanade. The planning board **waives/does not waive** the *Technical Manual* standard (*Figure I-1 Local Street Cross Section*) to allow 31-foot street width with a 4-foot esplanade on Riggs Street and the public portion of Lomond Street in order to provide adequate space for on-street parking and emergency access.

**C. DEVELOPMENT REVIEW**

On the basis of the application, plans, reports and other information submitted by the applicant; findings and recommendations contained in Planning Board Report for the public hearing on March 28,2017 for application #2016-199 (Site Plan), relevant to the site plan regulations; and the testimony presented at the Planning Board hearing; the Planning Board finds that the plan **[is/is not]** in conformance with the site plan standards of the land use code, subject to the following conditions of approval that must be met prior to the issuance of a building permit, unless otherwise stated:

1. All permit (Maine DEP, NRPA Tier 1 and Site Location of Development) approvals shall be submitted to the City upon receipt; and

2. The Applicant shall consider increasing the size of the culvert located at the wetland crossing on Lomond Street; and
3. The applicant shall address the Traffic Engineer comments in his memorandum dated 03.23.2017, see below:
  - a. The application notes that the Riggs Street/Warwick Street intersection will become a four-way STOP intersection. A traffic study has concluded that a four-way STOP condition is appropriate given levels of service and delay considerations only. The applicant shall conduct further evaluation according to warrant methods contained in the Manual on Uniform Traffic Control Devices, Federal Highway Administration. If the warrant evaluation determines that a four-way STOP condition is appropriate, the applicant should provide specific details on this recommendation, including STOP bar locations, crosswalk and signage requirements.
  - b. A double yellow center line shall be provided on Riggs Street/Lomond Street.
  - c. The STOP sign located at the entrance to the parking lot from Lomond Street shall be eliminated.
  - d. The plans have been revised to indicate a paved path. The Shared Use Path shall meet minimum national standards and thus be 10-feet wide.
  - e. The applicant shall provide a construction management plan that addresses the specifics on contractor parking and the number of trucks generated on a daily basis for each phase, as well as details on parking and vehicle/pedestrian/bicycle circulation, for review and approval by the Department of Public Works and Planning Division prior to the issuance of a building permit.
4. The applicant shall address the City Arborist comments in his memorandum dated 03.23.2017.
5. That the applicant shall submit confirmation of ability to serve sewer letters from Department of Public Services to the Planning Division prior to the issuance of a building permit; and
6. The developer/contractor/subcontractor must comply with conditions of the construction stormwater management plan and sediment and erosion control plan based on City standards and state guidelines. The owner/operator of the approved stormwater management system and all assigns shall comply with the conditions of Chapter 32 Stormwater including Article III, Post Construction Stormwater Management, which specifies the annual inspections and reporting requirements. A maintenance agreement for the stormwater drainage system, as attached, or in substantially the same form with any changes to be approved by Corporation Counsel, shall be submitted, signed, and recorded prior to the issuance of a building permit with a copy to the Department of Public Services; and
7. The Department of Public Works is committed to completing the sidewalk along Warwick Street, which is a school walking route, prior to the issuance of the certificate of occupancy for the new school. The final sidewalk design and funding will be determined by the Department of Public Works.

## **XI. ATTACHMENTS**

### **PLANNING BOARD REPORT ATTACHMENTS**

1. Traffic Engineer review (memo from Thomas Errico, 03.23.2017)
2. Department of Public Services review (memo from Lauren Swett, 03.07.2017)
3. City Arborist review (memo from Jeff Tarling, 03.23.2017)
4. Fire Department (memo from Keith Gautreau, 03.23.2017)

### **APPLICANT'S SUBMITTALS**

- A. 000\_Response to Prelim Comments
- B. 00\_Transmittal Letter
- C. 01\_Cover
- D. 02\_Table of Contents
- E. 03\_TAB 1 - App & Checklist

- F. 04\_TAB 2 - Dvlpmnt Descrip & Land Use
- G. 05\_App A - Deeds & Prop Easements
- H. 06\_App B - State Approvals
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- K. 09\_App E - Transportation Info
- L. 10\_App F - TDM Plan
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- N. 12\_App H - Lighting Info
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- P. 14\_Minutes - Public Informational Meeting – 100416
- Q. 15\_Stormwater Report
- R. 16\_Conditional Use Application
- S. 17\_Conditional Use Cover Letter

**PLANS**

- Plan1 01\_C-001 Cover Sheet
- Plan2 02\_G002 List of Drawings, Maps, Legend, and Abbreviations
- Plan3 03\_G-101 Code Information
- Plan4 04\_G-102 Egress and Fire Rating First Floor Part Plan Wing A
- Plan5 05\_G-103 Egress and Fire Rating First Floor Part Plan Wing B
- Plan6 06\_G-104 Egress and Fire Rating First Floor Part Plan Wing C
- Plan7 07\_G-105 Egress and Fire Rating Second Floor Part Plan Wing D
- Plan8 08\_G-106 Egress and Fire Rating Second Floor Wing D-South End
- Plan9 09\_C001 Civil Notes, Legend, and Abbreviations
- Plan10 10\_CX101 Overall Existing Conditions Site Plan
- Plan11 11\_CO101 Overall Site Plan
- Plan12 12\_CP101 Phasing Plan
- Plan13 13\_CD101 North Removals Site Plan-Phase 1
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- Plan15 15\_CD103 South Removals Site Plan
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- Plan19 19\_CS103 South Site Plan
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- Plan21 21\_CL101 North Layout Plan
- Plan22 22\_CL102 South Layout Plan
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- Plan28 26-CP102
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