



Helen Donaldson <hcd@portlandmaine.gov>

SLAC Final Traffic Comments

Tom Errico <thomas.errico@tylin.com>
To: Helen Donaldson <HCD@portlandmaine.gov>

Mon, Jan 15, 2018 at 4:13 PM

Hi Nell – The following is a status update of my May 2016 Status Traffic comments and represent my Final Traffic comments.

- The site plan proposes a crosswalk on Congress Street from the site frontage to the eastern corner of Howard Street. Given that the project will generate a significant amount of pedestrian activity during events, it is my recommendation that the proposed Howard Street crosswalk be replaced with a crosswalk on Congress Street from the west corner of Beckett Street to the area on the north side of Congress Street where parking is prohibited due to a fire hydrant. Additionally, a crosswalk should be added on Congress Street from the east corner of Monjoy Street to the opposite side of the street. The applicant shall submit plans for these two crosswalk locations for review and approval.

Status: I have reviewed the site layout plan and find the crosswalk at Beckett Street to be acceptable. For the Monjoy Street crosswalk, some separation is suggested between the sidewalk ramp and the abutting driveway. It is suggested that the driveway be narrowed to the minimum allowable width (10 feet) and the ramp shifted to the east. We recognize that the resultant crosswalk alignment will not be perpendicular. In conjunction with the design the applicant shall consider maximizing on-street parking to Howard Street.

Current Status: The ramp flares impact pedestrian accessibility along the sidewalk. The ramp should be re-designed with dimensional details. A condition of approval should be included for final design details to be provided for review and approval prior to any City Permit.

- The sidewalk ramp at the westerly corner of Monjoy Street and at Beckett Street shall be redesigned so that the ramp flares are not impacting the pedestrian accessible route.

Status: It appears that the plans provide appropriate pedestrian accessibility, although dimensioning of the ramp area is required.

Current Status: Dimensional details for the accessible route should be provided. Ramp flares currently impact the accessible route and revisions shall be provided including dimensioned details. A condition of approval should be included for final design details to be provided for review and approval prior to any City Permit.

- The on-street parking regulations are subject to change following a coordination with the City's Parking Division Manager and the revised crosswalk layout.

Status: The "No Parking" designation on Congress Street abutting the site shall be eliminated and replaced with general unregulated parking. We continue to review the proposed 5-minute parking regulation. We find the time limit regulation to be acceptable, but would like to consider amending the regulation/condition so the spaces can be utilized during non-event time periods. We will provide guidance in the future.

Current Status: The City does not recommend a continuous 5-minute parking regulation in front of the site. City staff would prefer to provide longer time parking opportunities for the neighborhood during non-event time periods. Temporary 5-minute parking regulations will be permitted during events via portable signs.

- Given changes in the project area since the 2014 parking supply observations were performed, it is recommended that an updated parking analysis be performed. The methods and schedule for surveys shall be coordinated with the City.

Status: The applicant performed updated parking observations on Wednesday April 26th and Saturday April 29th. The intent of the observations was to quantify on-street parking availability within a 5-minute walking radius of the project site. The observations were performed prior, during and early the following morning of the event days. As noted in the application materials, 883 on-street parking spaces exist within a 5-minute walking distance with between 222 and 309 unused on-street parking spaces. During the Contract Zone process a similar parking survey was conducted on December 10, 2014. That survey identified an on-street parking supply of 838 parking spaces with 179 unused parking spaces. I'm somewhat surprised that the amount of available parking spaces have increased given development activity in the area. I am equally surprised that the overall parking supply has increased, although by only about 5 percent. I need to continue to review the data to gain a full understanding of factors influencing parking conditions.

Current Status: I have reviewed the data and I have no further comment.

- The applicant has submitted the TDM plan that was prepared during the contract zone process. Given the numerous materials submitted, it is recommended that the applicant submit a complete updated standalone document for review and approval (with the updated parking survey information).

Status: The applicant has submitted a TDM plan and my initial comments are noted as follows:

- The plan notes a parking reduction target of 3-6%. For the estimated parking demand of about 200 parking spaces, this correlates to a reduction of between 6 and 12 vehicles. Given that the target will have a minor effectiveness on parking impacts, a higher target should be considered.
- To further encourage use of transit, other supporting incentives should be considered including free or subsidized parking cost in the Portland Downtown District.
- The applicant shall provide examples (with specific detail on use, cost, location of valet parking lots, etc.) of valet service systems at a similar type facility. The applicant should provide an estimate of likely number of valet users and locations where vehicles will be parked.
- In an effort to promote bicycle and pedestrian modes to events, specific discussion on facility infrastructure improvements should be included. This may include, but not limited to, improvements to sidewalks, crosswalks, wayfinding signage, lighting (both pedestrian scale and roadway for bicyclists), bus shelters/stops, etc.
- I tend to believe that a carpool service will get limited use unless incentives are provided (and even this may not correlate to high use). One suggested option would be to provide free valet service to registered carpool vehicles.

Current Status: Regarding the trip and parking reduction strategies, my comments are noted below:

- The trip reduction target has been increased to 6 to 10% and will be re-visited after the first year of implementation. I find this to be a reasonable initial target.**
- The parking reduction target has also been increased to 6 to 10%. As noted below, it should be assumed that the parking demand is 194 vehicles, although adjustments are appropriate following review of actual data to be collected through monitoring.**
- The TDM Plan notes a number of incentives for reducing vehicle impacts. I would suggest some detail (likely amount or percentage) on ticket discounts and coupons be provided.**
- It notes that SLAC will be partnering with the City on infrastructure improvements. Further detail on what is envisioned regarding this partnership and possible commitments should be provided.**
- The applicant should provide details on the ticket surcharge (likely amount or percentage) and specifically describe how the surcharge proceeds will be managed/allocated towards TDM strategies.**
- It is noted that METRO "could" further increase evening service. It is my understanding that METRO service will increase evening service and therefore the applicant should confirm this**

assumption.

- The applicant should note why only the Temple Street garage is the only facility eligible for a subsidy. Additionally, the applicant should note why free parking is limited to three hours (dinner plus event could be more than 3 hours).
 - The applicant should provide greater detail on the anticipated Valet service program at the first event and details on specific operations and how the service is funded? Related to this is the relatively far distance to the parking lots for valet vehicles and how this may impact service and use.
 - The applicant should provide details on the bicycle ticket discount program.
 - The applicant notes that they will make sidewalk and crosswalk improvements in conjunction with the project. The applicant should specifically note the scope of this work.
- The applicant shall provide documentation that a Traffic Movement Permit is not required.

Status: Based upon updated traffic information provided by the applicant, the proposed project will generate traffic volumes that meet the requirement for a Traffic Movement Permit. The applicant has noted that a Traffic Movement Permit Application is being prepared.

Current Status: The applicant has submitted a Traffic Movement Permit Application and a Scoping Meeting was held on June 1, 2017. A Traffic Movement Permit Study was submitted by Bill Bray, PE and my comments are noted below:

- In response to the TMP Scoping meeting, the applicant provided an estimate of likely traffic patterns for patrons attending SLAC events. As noted in the assessment, 182 vehicle trips can be expected to travel to an SLAC event during the peak hour. The applicant assumed 60 trips would be associated with the Valet Parking Services; 80 trips would be associated with patron drop-off activity – and parking locally; and 42 trips would directly park locally and walk to the site. The applicant estimated the following for traffic increases:
 - 67 vehicles would travel to the project site via eastbound Congress Street.
 - 30 vehicles would depart the site on Congress Street as part of valet services.
 - 20 vehicles would travel to the project site via eastbound Cumberland Avenue.
 - 15 vehicles would travel to the project site via eastbound Fore Street.
 - 10 vehicles would travel to the project site via Walnut Street

I find the estimate provided to be acceptable and the information satisfies the requirement of the Traffic Movement Permit (with the TDM Plan). The key outcome regarding the mitigation of traffic impacts is associated with the effectiveness of the TDM Plan.

- The applicant should provide specific information on truck loadings and bus parking requirements.

Status: Outstanding

Current Status: The applicant has provided specific details on truck and bus parking. I find the provisions to be acceptable.

Additional Comments

- The general estimate of a parking demand rate for the facility should be calculated according to the number of vehicles compared to the number of attendees at each of the surveyed events. Based upon the data supplied by the applicant for events that occurred on Tuesday, February 28, 2017; Tuesday, April 4, 2017; Wednesday, April 26, 2017; Saturday, April 29, 2017; Friday, May 5, 2017; Saturday, May 6, 2017; and Sunday, May 7, 2017, the average number of vehicles generated by each attendee is 0.4 vehicles. This rate corresponds well with ITE Parking Generation Rates (0.4 parking spaces per seat or attendee) and a parking survey conducted as part of the Contract Zone process on December 12, 2013 (0.4 parking spaces per seat or attendee). A parking survey was conducted on October 25, 2013 and determined a parking rate of 0.54 vehicles per seat or attendee. My general conclusions is that parking demand for a sold out event of 485 seats would be approximately 194 vehicles.

Current Status: I have no further comment, other than to repeat that in my professional opinion, the project will generate a need for approximately 194 parking spaces.

If you have any questions, please contact me.

Best regards,

Thomas A. Errico, PE
Senior Associate
Traffic Engineering Director
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Helen Donaldson <hcd@portlandmaine.gov>

SLAC - Supplemental Final Comments

Tom Errico <thomas.errico@tylin.com>

Fri, Jan 19, 2018 at 1:47 PM

To: Helen Donaldson <HCD@portlandmaine.gov>

Hi Nell – The project is proposing a new driveway on Monjoy Street that will be used for equipment and other deliveries. The separation of the proposed driveway does not meet separation standards to an abutting residential driveway to the south. Given that this proposed driveway will not be used for general traffic access and only periodically be used for deliveries, I support a waiver from the City's technical standards. I would note that the driveway shall meet technical design standards and have a maximum cross slope of 2% along the pedestrian accessible route.

If you have any questions, please contact me.

Best regards,

Thomas A. Errico, PE
Senior Associate
Traffic Engineering Director

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Helen Donaldson <hcd@portlandmaine.gov>

Saint Lawrence comments

Jeff Tarling <jst@portlandmaine.gov>

Tue, Dec 20, 2016 at 5:21 PM

To: Helen Donaldson <hcd@portlandmaine.gov>

Hi Nel -

I have reviewed the landscape plan for the St Lawrence Arts Center project and offer the following comments:

a) Street trees - project proposes 1 new street tree, 'Armstrong' (upright) Red Maple located on Munjoy Street. (Tree can be 2" caliper to better fit into the space vs the 2.5" shown) This is a good selection for the tight space. Other street trees along the project frontage a scheduled to be saved. Knowing construction activities we will likely need to work closely with the project team to actually save the trees with the help of good tree protection measures. The project should include this topic in the pre-construction meeting and these measures should be in place prior to any construction / site work. Suggest construction fencing in the tree protection area - Congress Street esplanade to prevent the storage of equipment, materials etc. See Note # 9 to include fence along sidewalk edge vs dripline or as agreed upon in pre-construction meeting.

Bike rack placement impact to the existing tree roots should be adjusted away from existing root systems in the Congress Street esplanade. Would recommend that the two sets of five be placed closer towards the middle to avoid the existing trees.

See:

<http://www.treesaregood.com/treecare/resources/AvoidingTreeDamage.pdf>

b) Filterra System - We would like to review the list of plant(s) that are approved for this system, ideally we would like something other than the Miscanthus grass as shown, as it is in the City street ROW. Perhaps Bayberry...

Overall the Landscape Plan is acceptable as shown with these minor suggestions.

Thanks

Jeff

Jeff Tarling
City Arborist - City of Portland Maine
Parks, Recreation & Facilities Dept
212 Canco Road
Portland, ME. 04103
(207) 808-5446
jst@portlandmaine.gov

On Tue, Dec 20, 2016 at 9:12 AM, Helen Donaldson <hcd@portlandmaine.gov> wrote:

[Quoted text hidden]

MEMORANDUM



TO: Nell Donaldson, Planner
FROM: Lauren Swett, PE
DATE: December 27, 2017
RE: St. Lawrence Arts Center, Level III Site Plan Application

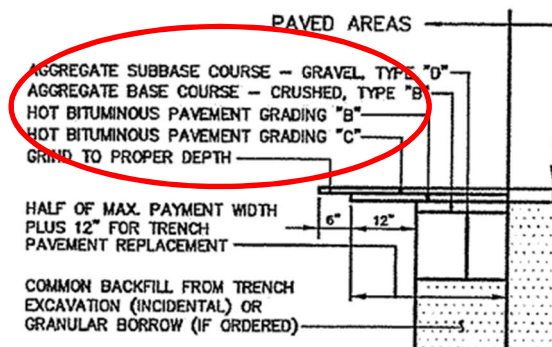
Woodard & Curran has reviewed the Level III Site Plan Application for the proposed redevelopment project at the St. Lawrence Arts Center in Portland, Maine. The project involves the construction of a building addition to add a performing arts center to the existing church building.

Documents Reviewed by Woodard & Curran

- Response Letter, dated December 7, 2017, prepared by Pinkham & Greer Civil Engineers on behalf of the Friends of St. Lawrence Church.
- Engineering Plans, dated December 7 and 22, 2017, prepared by Pinkham & Greer Civil Engineers on behalf of the Friends of St. Lawrence Church.

Comments *Comments from previous memos that have not been addressed are included in italics.*

- 1) 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, and Flooding Standards. We offer the following comments:
 - a) Basic Standard: Plans, notes, and details have been provided to address erosion and sediment control requirements, inspection and maintenance requirements, and good housekeeping practices in accordance with Appendix A, B, & C of MaineDEP Chapter 500. *The location of a construction entrance/exit should be identified, and a detail should be provided.*
 - b) General Standard: The project area has been evaluated with consideration of the building that was removed from the site in 2008 as existing impervious surface, resulting a net increase of only 515 square feet of impervious surface for the current project. This area is considered de minimis and compliance with the General is not required.
 - c) Flooding Standard: As noted above for the General Standard, the increase in impervious surface is de minimis and compliance with the Flooding Standard is not required.
- 2) *The Applicant should provide a detail for bituminous pavement repair in accordance with the City of Portland's Technical Standards.* Applicant has noted that this detail is included as part of the pipe trench installation detail on sheet C2.1. Note (per screen shot to the right) that this detail does not include material thicknesses. It references that depths are determined by street classification, but this information is not provided anywhere on the plans.



- 3) The Applicant has removed the stormwater connection to the catch basin, but the note remains on sheet C1.3.
- 4) A Construction Management Plan should be provided.



Helen Donaldson <hcd@portlandmaine.gov>

St Lawrence Arts Center 66 Congress

Lauren Swett <lswett@woodardcurran.com>
To: Helen Donaldson <hcd@portlandmaine.gov>

Thu, Jan 18, 2018 at 4:45 PM

Hi Nell,

He's addressed all my plan comments adequately. The only thing left from my memo was the construction management plan, but I'm guessing that one will be a condition of approval.

Thanks,

Lauren

From: Helen Donaldson [mailto:hcd@portlandmaine.gov]
Sent: Thursday, January 18, 2018 11:35 AM
To: Lauren Swett <lswett@woodardcurran.com>
Subject: Fwd: FW: St Lawrence Arts Center 66 Congress

Lauren,

Last minute, but I'm hoping these new plans take care of your minor comments. Can you take a quick look either later today or early tomorrow and let me know.

Thanks,

Nell

----- Forwarded message -----

From: **Tom Greer** <tgreer@walsh-eng.com>
Date: Thu, Jan 18, 2018 at 11:23 AM
Subject: FW: St Lawrence Arts Center 66 Congress
To: Helen Donaldson <hcd@portlandmaine.gov>
Cc: Jody Cady <jody@walsh-eng.com>

Hi Nell,

Attached are the drawings showing the items in Lauren's letter. We have removed the note, added a stabilized construction entrance and added the pavement thicknesses. I believe they have been uploaded to the website as well.

Tom Greer

Walsh Engineering Associates, Inc.

Office: 207.553.9898

tgreer@walsh-eng.com

From: Jody Cady [mailto:jody@walsh-eng.com]
Sent: Thursday, January 18, 2018 11:29 AM
To: Tom Greer
Subject: RE: St Lawrence Arts Center 66 Congress

From: "Helen Donaldson" <hcd@portlandmaine.gov>
Date: Jan 17, 2018 3:43 PM
Subject: Fwd: St Lawrence Arts Center 66 Congress
To: "tgreer@pinkhamandgreer.com" <tgreer@pinkhamandgreer.com>, "Deirdre Nice" <deirdre.nice@stlawrencearts.org>
Cc:

Tom,

I'm not sure I sent you these comments from Lauren after the new year. I apologize.

There are a couple of minor edits you could probably make to the plans here (particularly Comments 2 and 3)? Let me know if you can do this by end of day tomorrow. If so, we can avoid conditions about these in the PB report.

Thanks,

Nell

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Nell Donaldson
City of Portland Planning Division
874-8723
hcd@portlandmaine.gov

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.

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MEMORANDUM

To: FILE
From: Nell Donaldson
Subject: Application ID: 2016-265
Date: 12/21/2016

Comments Submitted by: Keith Gautreau/Fire on 12/20/2016

Would like to see a capacity to serve letter from Portland Water District.

Comments Submitted by: Keith Gautreau/Fire on 12/20/2016**Premises Identification**

The main entrance of the building must be the address for the property. This should be consistent with 911, tax assessor, Inspections Division and future mailing address.

Street addresses shall be marked on the structure and shall be as approved by the City E-911 Addressing Officer. If the building entry faces a different street, both the street name and number should be large enough to read from the street.

Address numbers must be a minimum of 4 inches high.

The number should be in Arabic numerals rather than spelled out (for example, "130" instead of "One Hundred and Thirty").

Color: Addresses should be in a color that contrasts with the background.

Whenever possible, should be illuminated.

Provide additional address signs at entrances to the property when the building address is not legible from the public street.

Buildings set back in groups that share common entrances can make quickly locating a specific building and the shortest route difficult. On such sites, additional signs with directional arrows and/or diagrams of the buildings and access layout should be posted.

Comments Submitted by: Keith Gautreau/Fire on 12/20/2016

Hydrant locations are within the acceptable distances per NFPA and AHJ.

Comments Submitted by: Keith Gautreau/Fire on 12/20/2016

Emergency access is excellent to the site. Access to three sides of the proposed structure.

Comments Submitted by: Keith Gautreau/Fire on 12/20/2016**Hydrants**

2009 NFPA 1 18.3 Water Supplies and Fire Hydrants

-Fire Department Connections shall not be located where large diameter hose may block egress.