



Level III – Preliminary and Final Site Plans Development Review Application Portland, Maine

Planning and Urban Development Department
Planning Division

Portland's Planning and Urban Development Department coordinates the development review process for site plan, subdivision and other applications under the City's Land Use Code. Attached is the application form for a Level III: Preliminary or Final Site Plan. Please note that Portland has delegated review from the State of Maine for reviews under the Site Location of Development Act, Chapter 500 Stormwater Permits, and Traffic Movement Permits.

Level III: Site Plan Development includes:

- New structures with a total floor area of 10,000 sq. ft. or more except in Industrial Zones.
- New structures with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- New temporary or permanent parking area(s) or paving of existing unpaved parking areas for more than 75 vehicles.
- Building addition(s) with a total floor area of 10,000 sq. ft. or more (cumulatively within a 3 year period) except in Industrial Zones.
- Building addition(s) with a total floor area of 20,000 sq. ft. or more in Industrial Zones.
- A change in the use of a total floor area of 20,000 sq. ft. or more in any existing building (cumulatively within a 3 year period).
- Multiple family development (3 or more dwelling units) or the addition of any additional dwelling unit if subject to subdivision review.
- Any new major or minor auto business in the B-2 or B-5 Zone, or the construction of any new major or minor auto business greater than 10,000 sq. ft. of building area in any other permitted zone.
- Correctional prerelease facilities.
- Park improvements: New structures greater than 10,000 sq. ft. and/or facilities encompassing 20,000 sq. ft. or more (excludes rehabilitation or replacement of existing facilities); new nighttime outdoor lighting of sports, athletic or recreation facilities not previously illuminated.
- Land disturbance of 3 acres or more (includes stripping, grading, grubbing, filling or excavation).

Portland's development review process and requirements are outlined in the Land Use Code (Chapter 14) which is available on our website:

Land Use Code: <http://me-portland.civicplus.com/DocumentCenter/Home/View/1080>

Design Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2355>

Technical Manual: <http://me-portland.civicplus.com/DocumentCenter/View/2356>

Planning Division

Fourth Floor, City Hall

389 Congress Street

p.m. (207) 874-8719

planning@portlandmaine.gov

Office Hours

Monday thru Friday

8:00 a.m. – 4:30

PROJECT NAME: Interior Fit-up for, Baxter Academy for Technology and Science

PROPOSED DEVELOPMENT ADDRESS: 185 Lancaster Street

PROJECT DESCRIPTION:
Interior Fit-up of 31,262 sf for a charter high school in an existing 2 story building

CHART/BLOCK/LOT: 025 F001 001

PRELIMINARY PLAN _____ (date)

FINAL PLAN _____ (date)

CONTACT INFORMATION:

Applicant - must be owner, Lessee or Buyer Name: <i>Baxter Academies of Maine</i> Business Name, if applicable: Address: <i>54 York Street</i> City/State: <i>Portland, ME</i> Zip Code: <i>04101</i>	Applicant Contact Information <i>Mrs. Kelli Pryor</i> Work #: <i>207-699-5500</i> Home #: <i>NA</i> Cell #: <i>207-699-5500</i> Fax#: <i>207-331-4831</i> e-mail: <i>kelli.pryor@baxter-academy.org</i>
Owner - (if different from Applicant) Name: <i>Bayside II, LLC</i> <i>C/o Boulos Asset Management</i> Address: <i>One Canal Plaza,</i> <i>Portland, Me 04101</i> City/State: _____ Zip Code: _____	Owner Contact Information Work #: <i>207-871-1290</i> Home #: Cell #: _____ Fax#: <i>207-772-2647</i> e-mail:
Agent/ Representative Name: Address: City/State: _____ Zip Code: _____	Agent/Representative Contact information Work #: Home #: Cell #: _____ Fax#: e-mail:
Billing Information Name: <i>Baxter Academy</i> Address: <i>54 York Street</i> City/State: <i>Portland, ME</i> Zip Code: <i>04101</i>	Billing information Work #: Home #: Cell #: _____ Fax#: e-mail:

Engineer <i>Will Conway</i> Name: <i>Sebrago Technics</i> Address: <i>75 John Roberts Rd</i> City/State: <i>South Portland</i> Zip Code: <i>04106</i> <i>Maine</i>	Engineer Contact Information Work #: <i>207-200-2100</i> Home #: Cell #: Fax#: <i>207-856-2206</i> e-mail:
Surveyor Name: <i>Owen Haskell</i> Address: <i>390 US. Route 1 #10</i> City/State: <i>Falmouth, ME</i> Zip Code: <i>04105</i>	Surveyor Contact Information Home #: <i>207-774-0124</i> Work #: Cell #: Fax#: e-mail:
Architect Name: <i>Ryan Senatore Architecture</i> Address: <i>565 Congress Street, ste 304</i> City/State: <i>Portland, ME</i> Zip Code: <i>04101</i>	Architect Contact Information Work #: <i>207-747-5159</i> Home #: Cell #: <i>207-650-6414</i> Fax#: e-mail: <i>ryan@senatorearchitecture.com</i>
Attorney Name: <i>Daniel Amory</i> Address: <i>188 Pine Street</i> City/State: <i>Portland, ME</i> Zip Code: <i>04102</i>	Attorney Contact Information Work #: Home #: Cell #: <i>207-450-0717</i> Fax#: e-mail: <i>danory1@gmail.com</i>
Designated person/person(s) for uploading to e-Plan: Name: <i>Ryan Senatore</i> e-mail: <i>ryan@senatorearchitecture.com</i> Name: e-mail: Name: e-mail:	

APPLICATION FEES:

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

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

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

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

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

[Applying Online Instructions](#)

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

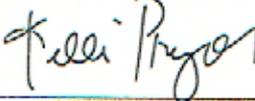
6. Once a preliminary check has been made of the submittal documents and drawings, staff will move them to permanent folders labeled Drawings and Documents. As the process evolves you will be able to log in and see markups, comments and upload revisions as requested into these folders.

APPLICANT SIGNATURE:

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

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

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

Signature of Applicant: 	Date: February 1, 2017
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PROJECT DATA

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

Total Area of Site	75,026	sq. ft.
Proposed Total Disturbed Area of the Site	0	sq. ft.
If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with DEP and a Stormwater Management Permit, Chapter 500, with the City of Portland		
Impervious Surface Area		
Impervious Area (Total Existing)	70,379	sq. ft.
Impervious Area (Total Proposed)	70,379	sq. ft.
Building Ground Floor Area and Total Floor Area		
Building Footprint (Total Existing)	53,779	sq. ft.
Building Footprint (Total Proposed)	53,779	sq. ft.
Building Floor Area (Total Existing)	92,561	sq. ft.
Building Floor Area (Total Proposed)	92,561	sq. ft.
Zoning		
Existing	B7	
Proposed, if applicable	B7	
Land Use		
Existing		
Proposed	Institutional and Office	Institutional and Office
Residential, if applicable		
# of Residential Units (Total Existing)		
# of Residential Units (Total Proposed)		
# of Lots (Total Proposed)		
# of Affordable Housing Units (Total Proposed)		
Proposed Bedroom Mix		
# of Efficiency Units (Total Proposed)		
# of One-Bedroom Units (Total Proposed)		
# of Two-Bedroom Units (Total Proposed)		
# of Three-Bedroom Units (Total Proposed)		
Parking Spaces		
# of Parking Spaces (Total Existing)	149	
# of Parking Spaces (Total Proposed)	50	
# of Handicapped Spaces (Total Proposed)	8	
Bicycle Parking Spaces		
# of Bicycle Spaces (Total Existing)		
# of Bicycle Spaces (Total Proposed)		
Estimated Cost of Project	\$3,000,000	

PRELIMINARY PLAN (Optional) - Level III Site Plan

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

FINAL PLAN - Level III Site Plan			
Applicant Checklist	Planner Checklist	# of Copies	GENERAL WRITTEN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)
✓		1	* Completed Application form
✓		1	* Application fees
✓		1	* Written description of project
✓		1	* Evidence of right, title and interest
N/A		1	* Evidence of state and/or federal permits
✓		1	* Written assessment of proposed project's specific compliance with applicable Zoning requirements
✓		1	* Summary of existing and/or proposed easements, covenants, public or private rights-of-way, or other burdens on the site
✓		1	* Evidence of financial and technical capacity
✓		1	Construction Management Plan
✓		1	A traffic study and other applicable transportation plans in accordance with Section 1 of the technical Manual, where applicable.
N/A		1	Written summary of significant natural features located on the site (Section 14-526 (b) (a))
N/A		1	Stormwater management plan and stormwater calculations
✓		1	Written summary of project's consistency with related city master plans
✓		1	Evidence of utility capacity to serve
✓		1	Written summary of solid waste generation and proposed management of solid waste
✓		1	A code summary referencing NFPA 1 and all Fire Department technical standards
✓		1	Where applicable, an assessment of the development's consistency with any applicable design standards contained in Section 14-526 and in City of Portland Design Manual
✓		1	Manufacturer's verification that all proposed HVAC and manufacturing equipment meets applicable state and federal emissions requirements.

Applicant Checklist	Planner Checklist	# of Copies	SITE PLAN SUBMISSIONS CHECKLIST (* If applicant chooses to submit a Preliminary Plan, then the * items were submitted for that phase and only updates are required)
✓		1	* Boundary Survey meeting the requirements of Section 13 of the City of Portland's Technical Manual
		1	Final Site Plans including the following:
✓			Existing and proposed structures, as applicable, and distance from property line (including location of proposed piers, docks or wharves if in Shoreland Zone);
✓			Existing and proposed structures on parcels abutting site;
✓			All streets and intersections adjacent to the site and any proposed geometric modifications to those streets or intersections;
✓			Location, dimensions and materials of all existing and proposed driveways, vehicle and pedestrian access ways, and bicycle access ways, with corresponding curb lines;
✓			Engineered construction specifications and cross-sectional drawings for all proposed driveways, paved areas, sidewalks;
N/A			Location and dimensions of all proposed loading areas including turning templates for applicable design delivery vehicles;
N/A			Existing and proposed public transit infrastructure with applicable dimensions and engineering specifications;
✓			Location of existing and proposed vehicle and bicycle parking spaces with applicable dimensional and engineering information;
N/A			Location of all snow storage areas and/or a snow removal plan;
N/A			A traffic control plan as detailed in Section 1 of the Technical Manual;
N/A			Proposed buffers and preservation measures for significant natural features, where applicable, as defined in Section 14-526(b)(1);
N/A			Location and proposed alteration to any watercourse;
N/A			A delineation of wetlands boundaries prepared by a qualified professional as detailed in Section 8 of the Technical Manual;
N/A			Proposed buffers and preservation measures for wetlands;
N/A			Existing soil conditions and location of test pits and test borings;
N/A			Existing vegetation to be preserved, proposed site landscaping, screening and proposed street trees, as applicable;
N/A			A stormwater management and drainage plan, in accordance with Section 5 of the Technical Manual;
✓			Grading plan;
N/A			Ground water protection measures;
N/A			Existing and proposed sewer mains and connections;

- Continued on next page -

✓		Location of all existing and proposed fire hydrants and a life safety plan in accordance with Section 3 of the Technical Manual;
N/A		Location, sizing, and directional flows of all existing and proposed utilities within the project site and on all abutting streets;
N/A		Location and dimensions of off-premises public or publicly accessible infrastructure immediately adjacent to the site;
✓		Location and size of all on site solid waste receptacles, including on site storage containers for recyclable materials for any commercial or industrial property;
✓		Plans showing the location, ground floor area, floor plans and grade elevations for all buildings;
N/A		A shadow analysis as described in Section 11 of the Technical Manual, if applicable;
N/A		A note on the plan identifying the Historic Preservation designation and a copy of the Application for Certificate of Appropriateness, if applicable, as specified in Section Article IX, the Historic Preservation Ordinance;
N/A		Location and dimensions of all existing and proposed HVAC and mechanical equipment and all proposed screening, where applicable;
N/A		An exterior lighting plan in accordance with Section 12 of the Technical Manual;
✓		A signage plan showing the location, dimensions, height and setback of all existing and proposed signs;
✓		Location, dimensions and ownership of easements, public or private rights of way, both existing and proposed.



PORTLAND FIRE DEPARTMENT
SITE REVIEW
FIRE DEPARTMENT CHECKLIST



A separate drawing[s] shall be provided as part of the site plan application for the Portland Fire Department's review.

1. Name, address, telephone number of applicant
- 2.
3. Name address, telephone number of architect
4. Proposed uses of any structures [NFPA and IBC classification]
- 5.
6. Square footage of all structures [total and per story]
7. Elevation of all structures
8. Proposed fire protection of all structures
 - *As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance with NFPA 13D. This is required by City Code. (NFPA 101 2009 ed.)*
9. Hydrant locations
10. Water main[s] size and location
11. Access to all structures [min. 2 sides]
12. A code summary shall be included referencing NFPA 1 and all fire department. Technical standards.

Some structures may require Fire flows using annex H of NFPA 1

CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

Department of Public Services,
55 Portland Street,
Portland, Maine 04101-2991



Bradley Roland, P.E.
Water Resources Division

Date: _____

1. Please, Submit Utility, Site, and Locus Plans.

Site Address: 185 Lancaster Street

Chart Block Lot Number: 025.E001.001

Proposed Use: Institutional and Office

Previous Use: Institutional and Office

Existing Sanitary Flows: _____ GPD

Existing Process Flows: _____ GPD

Description and location of City sewer that is to receive the proposed building sewer lateral.

Site Category	Commercial (see part 4 below)	<input checked="" type="checkbox"/>
	Industrial (complete part 5 below)	<input type="checkbox"/>
	Governmental	<input type="checkbox"/>
	Residential	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>

Clearly, indicate the proposed connections, on the submitted plans.

2. Please, Submit Contact Information.

City Planner's Name: _____ Phone: _____

Owner/Developer Name: _____

Owner/Developer Address: _____

Phone: _____ Fax: _____ E-mail: _____

Engineering Consultant Name: _____

Engineering Consultant Address: _____

Phone: _____ Fax: _____ E-mail: _____

Note: Consultants and Developers should allow +/- 15 days, for capacity status, prior to Planning Board Review.

3. Please, Submit Domestic Wastewater Design Flow Calculations.

Estimated Domestic Wastewater Flow Generated: _____ GPD

Peaking Factor/ Peak Times: _____

Specify the source of design guidelines: (i.e. "Handbook of Subsurface Wastewater Disposal in Maine," "Plumbers and Pipe Fitters Calculation Manual," Portland Water District Records, Other (specify) _____

Note: Please submit calculations showing the derivation of your design flows, either on the following page, in the space provided, or attached, as a separate sheet.

4. Please, Submit External Grease Interceptor Calculations.

Total Drainage Fixture Unit (DFU) Values: _____ *N/A*
Size of External Grease Interceptor: _____
Retention Time: _____
Peaking Factor/ Peak Times: _____

Note: In determining your restaurant process water flows, and the size of your external grease interceptor, please use The Uniform Plumbing Code. Note: In determining the retention time, sixty (60) minutes is the minimum retention time. Note: Please submit detailed calculations showing the derivation of your restaurant process water design flows, and please submit detailed calculations showing the derivation of the size of your external grease interceptor, either in the space provided below, or attached, as a separate sheet.

5. Please, Submit Industrial Process Wastewater Flow Calculations

Estimated Industrial Process Wastewater Flows Generated: _____ *N/A* GPD
Do you currently hold Federal or State discharge permits? Yes _____ No _____
Is the process wastewater termed categorical under CFR 40? Yes _____ No _____
OSHA Standard Industrial Code (SIC): _____ (<http://www.osha.gov/oshstats/sicsesr.html>)
Peaking Factor/Peak Process Times: _____

Note: On the submitted plans, please show where the building's domestic sanitary sewer laterals, as well as the building's industrial-commercial process wastewater sewer laterals exits the facility. Also, show where these building sewer laterals enter the city's sewer. Finally, show the location of the wet wells, control manholes, or other access points; and, the locations of filters, strainers, or grease traps.

Note: Please submit detailed calculations showing the derivation of your design flows, either in the space provided, or attached, as a separate sheet.

February 1, 2017

Barbara Barhydt
Planner
City of Portland Maine
389 Congress Street
Portland, Maine 04101

Baxter Academy Interior Fit-up
185 Lancaster Street, Portland, Maine

Barbara,

Please see the attached documents for the Level III Site Plan submission for the Interior Fit-Up project for Baxter Academy at 185 Lancaster Street. This document serves as the written narrative for numerous items within the Final Plan checklist for the Level III Site Plan.

Written Description of Project

Baxter Academy for Technology and Science is a Charter High School with a proposed enrollment of 410 students and 60 Adult Professionals, the Academy is looking to move from their current location to the existing two story brick building located at 185 Lancaster Street in Portland's Bayside neighborhood. The existing building at 185 Lancaster street is a multi-tenant building, the first floor area where Baxter Academy is moving to was occupied primarily by the Maine Career Center which was a training and educational use. The remaining area (2,159 sf) of the first floor was an office use. The second floor area (13,414 sf) Baxter Academy is moving to was an office use. The total area that we are proposing to change from Office use to Institutional is 15,573 sf, thus requiring the Level II Site Plan Process. The school is primarily classroom and lab spaces with supporting office spaces. There is not a cafeteria or food preparation function at the facility. The improvements to the building are primarily interior in nature with minor exterior improvements to upgrade egress, such as replacement of existing exterior stairs and guardrails, replacing exterior doors (to match existing) and select exterior windows that have failed seals (to match existing).

207-650-6414

senatorearchitecture.com

ryan@senatorearchitecture.com

565 Congress Street, Suite 304
Portland, Maine 04101

Evidence of State and Federal Permits

The project is an interior Fit-up, we will be required to file for a State Fire Marshal, Construction and Barrier Free Permit, as well as the City of Portland Building Permit. We are not aware of any other permits required for this project.

Written Assessment of Zoning Requirements

185 Lancaster Street is located in the B7 zone, which allows Institutional (public or private schools). The project is not proposing any space and bulk changes so we would not affect the current buildings relationship to the B7 Zoning.

Written Summary of significant natural Features

The project is an interior Fit-up, as the project site is fully built out currently we are not aware of any significant natural features on the property.

Stormwater Management Plan

The project is an interior Fit-up, as the project site is fully built out currently and no exterior improvements on the ground are proposed the current stormwater conditions will not be altered as part of this project.

Written Assessment of Consistency with related City Master Plan

The project is a permitted use within the B7 zone, it also adds to the diversity of uses in the Bayside Neighborhood as indicated in the City's planning document. 'A New Vision for Bayside'.

Code Summary and Fire Department Technical Standards

As part of the building permit process we will submit a code analysis referencing both NFPA 101 and IBC 2009 codes. In regard to NFPA 1, the existing building where the school will be located is accessible on 3 sides adjacent to City Streets providing Fire Department access. In regard to technical standards, all interior spaces will be designed to be in conformance with NFPA 101, as the project is an interior Fit-up exterior improvements are very minimal and not affect current fire department access to the building and site.

207-650-6414

senatorearchitecture.com

ryan@senatorearchitecture.com

565 Congress Street, Suite 304
Portland, Maine 04101



Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan Senatore", written in a cursive style.

Ryan Senatore, AIA LEED-AP

Principal

207-650-6414

senatorearchitecture.com

ryan@senatorearchitecture.com

565 Congress Street, Suite 304
Portland, Maine 04101

January 5, 2017

City of Portland
389 Congress Street
Portland, ME 04101

**RE: Bayside II, LLC Authorization
Baxter Academy, Level II Site Plan Application and Change of Use
185 Lancaster Street, Portland, Maine**

To Whom It May Concern:

This letter serves as authorization for Baxter Academy to submit a Level II site plan application and a change of use request for Leased space at the above referenced property.

Sincerely,
BAYSIDE II, LLLC



Thomas A. Toye, III
Owner



January 3, 2017

Peter Montano, Treasurer
Baxter Academies of Maine
54 York Street
Portland, ME 04101

Dear Mr. Montano,

Nonprofit Finance Fund ("NFF") has reviewed preliminary information pertaining to Baxter Academies of Maine's request for financing in connection with the proposed leasehold improvements to the building located at 185 Lancaster Street, Portland, ME, 04101 (the "Property") for use as the Baxter Academy for Technology and Science charter school facility. NFF is pleased to provide a letter of interest and preliminary terms for a \$3,000,000¹ loan ("Loan") for leasehold improvements to the Property. Final terms of the Loan will be determined as NFF completes its analysis; however, the following provides an initial indication of the financing available from NFF:

Borrower: Baxter Academies of Maine (the "Borrower")

Amount: Up to \$3,000,000¹

Interest Rate:

Final Maturity Date:

Origination Fee:

Security:

Loan-to-Value Ratio:

Equity Contribution:

Payment:



Nonprofit
Finance Fund

Expenses:

Good Faith Deposit:

The terms of this letter are subject to additional due diligence and subject to credit approval. This letter is for discussion purposes only and does not constitute a commitment to lend.

We are eager to move forward evaluating your Loan application and looks forward to working with you on this project. If you have any questions, please do not hesitate to call Brenda Loya at 212-457-4717.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Loya", with a long horizontal flourish extending to the right.

Brenda Loya
Director, Senior Investment Officer

Please indicate acceptance by signature and date:

Baxter Academies of Maine

By: _____ Date: _____

Title: _____

January 5, 2017

City of Portland
389 Congress Street
Portland, ME 04101

**RE: Bayside II, LLC Authorization
Baxter Academy, Level II and Level III Site Plan Application and Change of Use
185 Lancaster Street, Portland, Maine**

To Whom It May Concern:

This letter serves as authorization for Baxter Academy to submit a Level II and Level III site plan application and a change of use request for Leased space at the above revered property.

Sincerely,
BAYSIDE II, LLLC

DocuSigned by:

7AA616D86A0647B...

Thomas A. Toye, III
Owner

CITY OF PORTLAND WASTEWATER CAPACITY APPLICATION

Department of Public Services,
55 Portland Street,
Portland, Maine 04101-2991



Bradley Roland, P.E.
Water Resources Division

Date: _____

1. Please, Submit Utility, Site, and Locus Plans.

Site Address: 185 Lancaster Street

Chart Block Lot Number: 025 F001 001

Proposed Use: Institutional and Office

Previous Use: Institutional and Office

Existing Sanitary Flows: _____ GPD

Existing Process Flows: _____ GPD

Description and location of City sewer that is to receive the proposed building sewer lateral.

Site Category	Commercial (see part 4 below)	<input checked="" type="checkbox"/>
	Industrial (complete part 5 below)	<input type="checkbox"/>
	Governmental	<input type="checkbox"/>
	Residential	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>

Clearly, indicate the proposed connections, on the submitted plans.

2. Please, Submit Contact Information.

City Planner's Name: _____ Phone: _____

Owner/Developer Name: _____

Owner/Developer Address: _____

Phone: _____ Fax: _____ E-mail: _____

Engineering Consultant Name: BECKETT ENGINEERING

Engineering Consultant Address: 7 BENNETT RD, FREEPORT

Phone: 865-9475 Fax: _____ E-mail: will@beckettengineering.net

Note: Consultants and Developers should allow +/- 15 days, for capacity status, prior to Planning Board Review.

3. Please, Submit Domestic Wastewater Design Flow Calculations.

Estimated Domestic Wastewater Flow Generated: 4820 GPD

Peaking Factor/ Peak Times: 75 GPM - 8AM - 5PM / MONDAY - FRIDAY

Specify the source of design guidelines: (i.e. "Handbook of Subsurface Wastewater Disposal in Maine," "Plumbers and Pipe Fitters Calculation Manual," Portland Water District Records,

Other (specify) STATE OF MAINE SUBSURFACE WASTEWATER DISPOSAL RULES (10-144-CMR 241)

ASHRAE MODIFIED HUNTER CURVE

Note: Please submit calculations showing the derivation of your design flows, either on the following page, in the space provided, or attached, as a separate sheet.

4. Please, Submit External Grease Interceptor Calculations.

NA

Total Drainage Fixture Unit (DFU) Values: _____

Size of External Grease Interceptor: _____

Retention Time: _____

Peaking Factor/ Peak Times: _____

Note: In determining your restaurant process water flows, and the size of your external grease interceptor, please use The Uniform Plumbing Code. Note: In determining the retention time, sixty (60) minutes is the minimum retention time. Note: Please submit detailed calculations showing the derivation of your restaurant process water design flows, and please submit detailed calculations showing the derivation of the size of your external grease interceptor, either in the space provided below, or attached, as a separate sheet.

5. Please, Submit Industrial Process Wastewater Flow Calculations

NA

Estimated Industrial Process Wastewater Flows Generated: _____

GPD

Do you currently hold Federal or State discharge permits? _____

Yes _____ No _____

Is the process wastewater termed categorical under CFR 40? _____

Yes _____ No _____

OSHA Standard Industrial Code (SIC): _____

(<http://www.osha.gov/oshstats/sicser.html>)

Peaking Factor/Peak Process Times: _____

Note: On the submitted plans, please show where the building's domestic sanitary sewer laterals, as well as the building's industrial-commercial process wastewater sewer laterals exits the facility. Also, show where these building sewer laterals enter the city's sewer. Finally, show the location of the wet wells, control manholes, or other access points; and, the locations of filters, strainers, or grease traps.

Note: Please submit detailed calculations showing the derivation of your design flows, either in the space provided, or attached, as a separate sheet.

From: Cough, Jamie [<mailto:Jamie.Cough@cmpco.com>]
Sent: Wednesday, January 04, 2017 6:18 AM
To: Will
Subject: 185 Lancaster Street CMP Ability To Serve Letter

1/4/17

William Bennett
Bennett Engineering
7 Bennett Road
Freeport, ME 04032
Sent via email to: will@bennettengineering.net

RE: **CMP** Ability to Serve Letter for Baxter Academy at 185 Lancaster Street in Portland, ME.

Dear Mr. Bennett:

CMP has the ability to serve the proposed project in accordance with our CMP Handbook (web link below). We can provide you the desired pad or pole mounted transformers per your request and city approval, in accordance with our CMP Standards Handbook. If you have any questions on the process, or need help in completion of the documents, please feel free to contact me.



Portland Water District

FROM SEBAGO LAKE TO CASCO BAY

January 11, 2017

Jonathan Miller
Bennett Engineering, Inc.
7 Bennett Road
Freeport, ME 04032

Re: Baxter Academy, 185 Lancaster Street-PO
Ability to Serve with PWD Water

Dear Mr. Miller:

The Portland Water District has received your request for an Ability to Serve Determination for the noted site submitted on January 4, 2017. Based on the information provided per PWD approved final utility plans to be submitted, we can confirm that the District will be able to serve the proposed project as further described in this letter. **Please note that this letter does not constitute approval of this project from the District. Review and approval of final plans is required.**

Conditions of Service

The following conditions of service apply:

- Since the water demand at this site is not anticipated to change, the existing service line at this site may be used to provide domestic water to the building as long as the project team determines that they will provide adequate flow and pressure for the proposed use. If any of the existing services will no longer be used as a result of the development then they must be retired per PWD standards. This includes shutting the corporation valve and cutting the pipe from the water main (for ≤ 2 -inch services) or removing the gate valve and capping the tapping sleeve (for ≥ 4 -inch service).
- Water District approval of water infrastructure plans will be required for the project prior to construction. As your project progresses, we advise that you submit any preliminary design plans to MEANS for review of the water main and water service line configuration. We will work with you to ensure that the design meets our current standards.
- Once the project is ready for construction, the owner or contractor will need to make an appointment to come in and complete a service application form and pay the necessary fees.



Existing Site Service

According to District records, the project site does currently have existing water service. A 4-inch diameter cast iron domestic and 8-inch fire service line provides water service to this site. Please refer to the “Conditions of Service” section of this letter for requirements related to the use of these services.

Water System Characteristics

According to District records, there is an 8-inch diameter cast iron water main in Lancaster Street and a public fire hydrant located 50 feet from the site. Recent flow data is not available in this area. The most recent static pressure reading was 103 psi on September 20, 2016.

Public Fire Protection

The installation of new public hydrants to be accepted into the District water system will most likely not be required. It is your responsibility to contact the Portland Fire Department to ensure that this project is adequately served by existing and/or proposed hydrants.

Domestic Water Needs

The data noted above indicates there should be adequate pressure and volume of water to serve the domestic water needs of your proposed project. Based on the high water pressure in this area, we recommend that you consider the installation of pressure reducing devices that comply with state plumbing codes.

Private Fire Protection Water Needs

You have indicated that this project will require water service to provide private fire protection to the site. Please note that the District does not guarantee any quantity of water or pressure through a fire protection service. Please share these results with your sprinkler system designer so that they can design the fire protection system to best fit the noted conditions. If the data is out of date or insufficient for their needs, please contact MEANS to request a hydrant flow test and we will work with you to get more complete data.

Should you disagree with this determination, you may request a review by the District’s Internal Review Team. Your request for review must be in writing and state the reason for your disagreement with the determination. The request must be sent to MEANS@PWD.org or mailed to 225 Douglass Street, Portland Maine, 04104 c/o MEANS. The Internal Review Team will undertake review as requested within 2 weeks of receipt of a request for review.

If the District can be of further assistance in this matter, please let us know.

Sincerely,
Portland Water District

A handwritten signature in black ink, appearing to read "Gordon S. Johnson", with a long, sweeping underline.

Gordon S. Johnson, P.E.
Engineering Services Manager

Code Review

Dec 23, 2016

Baxter Academy at 185 Lancaster Street

IBC 2009

NFPA 101 2009

2 floors above grade

502.1

Sprinklers

NFPA 13

NFPA 13

Fire Alarm

Monitored Fire Alarm Required

Monitored Fire Alarm Required

Smoke and CO Detectors

Smoke and CO detectors required

Smoke and CO detectors required

Emergency Lighting

Emergency Lighting

Areas

First floor Tenant area = 19,211 sf

Second floor Tenant area = 12,360 sf

1004.1.1

Classrooms 20 net sf per occ.

Shops and Vocational 50 net sf per occ.

7.3.1.2

Classrooms 20 net sf per occ.

Labs, Shops 50 net sf per occ.

Occupant Load

T 1004.1.1

First Floor = 350 Occupants

Second Floor = 310 Occupants

7.3.1.2

First Floor = 359 Occupants

Second Floor = 318 Occupants

Total Building Occupant Load = 660**Total Building Occupant Load = 677**

Use Group(s)

305.1

First and Second Floor - Educational

14.1.10

Educational

304.1

Basement First and Second Floor - Business

38.1.10

Business

Construction Type

T 503

3B - mixed-combustible

III (000) Mixed-combustible

Building Height

T 503

E = 2 stories, 55 feet

B = 3 stories, 55 feet

Building Area

T 503

E = 14,500 sf

B = 19,000 sf

			First Floor Footprint. = 53,779 sf		
		506.2	Building area Frontage Increase		
			If = (1309'/1309'-0.25) 30'/30		
			If = 0.75		
			Aa = 10,875+(14,500x3)		
			Aa = 54,375 sf allowed		
Building Elements	T 601	0 hr	Structural Frame	14.1.6	Educational (No Minimum Construction requirements)
	T 602	2 hr	Bearing Walls Exterior	38.1.6	Business (no minimum requirements)
	T 601	0 hr	Bearing Walls Interior		
	T 601	0 hr	Non-Bearing Walls Interior	14.1.1.2	Classrooms over 50 occ are Assembly
	T 602	1 hr	Non-Bearing Walls Exterior (sep. dist 10' <= 30')		
	T602	1hr	Non-Bearing Walls Exterior (sep. dist 0' < 10')		
	T 602	0 hr	Non-Bearing Walls Exterior (sep. dist >30')		
	T 601	0 hr	Floor Construction and secondary members		
	T 601	0 hr	Roof Construction		
		1007.3 (3)	Areas of Refuge are not required at exit stairs with sprinkler systems		
Separations					
		506.1	NON-Separated Use	6.1.14.2.1	Multiple Occupancy Educational and Business
		708.4	1 hr Elevator Shaft < 4 stories	8.6.5	1 hr < 4 stories
		708	2 hr Mechanical Shaft >= 4 stories		
		708	1 hr Mechanical Shaft < 4 stories		
		1022.1	1 hr Stair Shaft < 4 stories		
		1018.1	(smoke partitions) 0 hr Corridor with sprinkler for B and E	14.3.6.1.2	Corridor walls to be smoke partitions with sprinkler
		508.2.5	1 hr Boiler Room	14.3.2.1.1	1 hr Boiler Room
		508.2.5	1 hr Trash Room	14.3.2.1.1	1 hr Trash Room
		508.2.5	1 hr Storage Room	14.3.2.1.1	1 hr Storage Room
		508.2.5	1 hr Laundry Room	14.3.2.1.1	1 hr Laundry Room

		715.4	60 minute Stairwell Doors (1hr shaft)		
Distances and Exits		1018.1	Corridors 44" wide	14.2.3.2	Corridors to be 6' wide clear minimum
		1018.1	Corridors 72" wide in E occupancy with 100 occupants		
		1021.1	2 Exits required (less than 500 occ. per story)	14.2.4	2 Means of Egress required
			3 Exits required (more than 500 occ. per story)		
		1016.1	250' Travel Distance to exits with Sprinklers E occupancy	14.2.6.3	200' Travel distance with sprinkler
		1014	75' common path of travel	14.2.5.3.1	100' Common Path of Travel
		1018.4	50' Dead End with sprinkler	14.2.5.2	50' Dead End with sprinkler
				14.2.5.4	Rooms larger than 1000 sf or 50 occupants need 2 exit doors that lead to separate exits
				14.2.5.6	Doors cannot swing into exit corridor (provide recess)
				14.2.11.1.2	Window for Rescue - not required with sprinkler
				14.3.3.2	Interior finishes Wall Ceiling Class A or B
				14.3.3.3	Floors to be Class I or II (exits to have Class II)
Unprotected Openings		T 705.8	15% when exterior wall sep. dist. is 3'>5'		
		T 705.8	45% when exterior wall sep. dist. is 10'>15'		
		T 705.8	75% when exterior wall sep. dist. is 15'>20'		
		T 705.8	Unlimited when exterior wall sep. dist. is 25'>30' (allows '0' hr exterior walls per footnote 'h' in 2012 and 104.11 in 2009)		
		T 705.8	Unlimited when exterior wall sep. dist. is 25'>30' (allows '0' hr exterior walls per footnote 'h' in 2012 and 104.11 in 2009)		
		T 705.8	Unlimited when exterior wall sep. dist. is >30' (allows '0' hr exterior walls per footnote 'h' in 2012 and 104.11 in 2009)		
Elevator Lobby		708.14.1.4	Not required with sprinkler		
Elevator as MoE		1007.2.1.1	Not required as it is less than 4 stories		
Egress width		1005.1	Stairs from second floor (0.3 times 310 occupants) = 93" 2 stairs each needs to be 46.5" wide		
			Corridors on second floor (0.2 times occupants 310) = 62"		
			Corridors on first floor (0.2 times occupants 350) = 70"		

Egress Stairs	1009.1	Occ. Load >50 = 44" min width	24.2.5.4	36" min. stair width	
	1009.1	Occ. Load <=50 = 36" min width	7.2.2.2.1.2(B)	44" min. over 50 occ.	
	1003.3	Handrails can protrude into stair 4.5" max	7.2.2.2.1.2	Handrails can protrude into stair 4.5" max	
	1005.2	Door Swings may not reduce egress width by > 1/2			
	1009.2	80" min headroom	7.2.2.2.1.1(a)	6'-8" min. headroom	
	1009.3	7" max. riser	7.2.2.2.1.1(a)	7" max. riser	
	1009.3	11" min Tread depth	7.2.2.2.1.1(a)	11" min. tread	
	1009.6	12' max. total rise between floors or landings	7.2.2.2.1.1(a)	12' max. height between landings	
Ramps	1010.2	1:12 (8%) Max slope	7.2.5.2(a)	1:12 max. slope	
	1010.6	60" long landings at top and bottom			
	1010.6	2% max slope of landings	7.2.5.2(a)	1:48 max. cross slope	
	1010.8	>6" rise must have handrails on both sides of ramp			
Egress Corridors	1018.2	44" min. when Occ. > 50			
	1018.2	36" min. when Occ. <= 50			
	1018.2	24" min. at service corridors to mechanical equipment			
	1018.1	Corridors 44" wide			
	1018.1	Corridors 72" wide in E occupancy with 100 occupants			
Accessibility	Ch 11 of IBC 2009 does not apply as State of ME did not adopt it as part of MUBEC				
	Must meet ADAAG 2010				
	Maine Human Rights Act Applies				
Plumbing	205 male students				
UPC 2015	Secondary	Toilets 1 per 50 = 5 toilets			
		Urinals 1 per 100 = 3 urinals			
		Lavatory 1 per 40 = 6 Lavatories			
		Water Fountains 1 per 150 = 2			
	205 female students				
	Secondary	Toilets 1 per 30 = 7 toilets			
		Lavatory 1 per 40 = 6 Lavatories			

		30 male staff			
			1 per 50 occ = 1 toilet		
			1 per 100 = 1 urinal		
			1 per 40 = 1 lavatory		
		30 male staff			
			1 per 30 occ = 1 toilet		
			1 per 40 = 1 lavatory		



LANDRY/FRENCH CONSTRUCTION COMPANY

January 3, 2017

To: City of Portland Planning Staff

Re: Mechanical Equipment Manufacturer's Verification for Baxter Academy Renovation – 185 Lancaster Street, Portland

To Whom It May Concern, due to the condensed and simultaneous design/permitting process associated with the aforementioned project, we have not yet selected design/build mechanical and plumbing contractors; which would provide the required documents requested to verify the HVAC manufacturer's ability to meet applicable state and federal emissions requirements.

Please take this letter as written confirmation that all HVAC equipment will be specified to meet/exceed all state and federal emissions requirements and note that verification will be submitted to the City of Portland once available.

Please let me know if you have any questions/concerns.

Thank you.

Mason Rowell
Director of Preconstruction Services

Cc: Ryan Senatore, Will Bennett, Rick Cormier, File

100% EMPLOYEE OWNED

T 207.730.5566 | **F** 207.730.5567 | 160 Pleasant Hill Road, Scarborough, ME 04074

CBRE | Boulos Asset Management

Part of the CBRE affiliate network

One Canal Plaza, Suite 500
Portland, ME 04101
T 207.871.1290
F 207.772.2647

December 16, 2016

Ryan Senator
Ryan Senator Architecture
565 Congress Street
Portland, ME 04101

RE: Trash Disposal

Dear Mr. Senator,

All tenants of Bayside II, LLC, you have access to the dumpster located in the Lancaster Street parking lot. This includes tenants in 185 Lancaster Street Portland, ME where Baxter Academy is proposing a new location. Currently solid waste is removed on a daily basis by Pine State Disposal.

Please feel free to contact me at (207) 871-1290 with any questions regarding this matter. Thank you.

Sincerely,



Brian Brooks
Property Manager, Bayside II, LLC
CBRE| Boulos Asset Management

Neighborhood Meeting 03/01/17

Sign in Sheet

Baxter Academy Project
185 Lancaster Street

Print Name

Signature

Brian Brooks

Brian Brooks

Bill Bray

Bill Bray

Ryan Senatore

Ryan Senatore

DANIEL AMORY

D Amory

Kelli Pryor

Kelli Pryor

Michele LaForge

Michele LaForge

George Rheault

George Rheault

SUSAN MCCLOSKEY
Susan McCloskey

Susan McCloskey

Steve Hinton

Steve Hinton

Morris Fisher

M Fisher

Baxter Academy Neighborhood Meeting
Meeting Minutes
March 1, 2017

The Neighborhood Meeting was held at 185 Lancaster Street, Portland, ME 04101 on the first floor of the proposed Baxter Academy space. The meeting was open to the public and started promptly at 6:00pm. Meeting concluded at 6:30pm.

PRESENTERS:

Ryan Senatore- Ryan Senatore Architecture
Kelli Pryor- Executive Director, Baxter Academy
Michele LaForge- Head of School, Baxter Academy

ALSO PRESENT:

Bill Bray, P.E. – Traffic Consultant, Traffic Solutions

PRESENTER COMMENTS:

- Ryan Senatore opened the meeting with a short presentation on the proposed facility and site plan.
 - Mr. Senatore explained there will be some minor exterior changes to the 185 Lancaster Street building to include new Baxter Academy signage and new windows where needed.
 - Baxter Academy will be located on the southwest third of the 165-175-185 Lancaster Street building which will include approximately 32,000 square feet.
 - A drop-off zone will be created across the street from the school entrance on 185 Lancaster Street.
 - Mr. Senatore indicated he had been working with the City of Portland on new traffic signage including “School Zone” indicator lights and “Drop-off Zone” signs.
 - Mr. Senatore outlined the interior floor plans for the first and second floors of the proposed Baxter Academy space.
 - First floor consists of an entryway, classrooms, fabrication labs and restrooms.
 - Second floor consists of small classrooms, offices and restrooms. There will also be a new rear stairway created for the non-Baxter Academy second floor tenants.
- Kelli Pryor and Michele LaForge started with giving a brief synopsis of the history of Baxter Academy and then spoke about school operations.

- Baxter Academy opened their doors in 2013 and services a geographic area four times the size of Rhode Island.
- Public transportation is used by many of the students to get to school each day.
- Baxter Academy is STEM (Science, Technology, Engineering and Math) focused.
- Baxter Academy has close ties with the community.
- When Baxter Academy opened in 2013 they had an enrollment of 125 students consisting of freshmen and sophomores. Each of the next two years Baxter increased their enrollment by 100 students by bringing in a new freshmen class. By 2015 they had freshmen through senior enrollment. Their peak enrollment will be 400 students.
- Upper classman often take college courses. The proposed 185 Lancaster Street location is conveniently located between MECA and USM.
- When they finished their brief presentation, the floor was open for public comment and question.

PUBLIC COMMENT:

- Member of Public asked if meals for the students would be prepared in the building.
 - Michele LaForge answered the question.
 - Food will not be prepared onsite, Baxter Academy works closely with local restaurants to create \$5 meal packages for the students. Michele invoked suggestions.
- Member of public inquired about traffic implications and in particular number of trips during peak hours.
 - Bill Bray of Traffic Solutions addressed the question.
 - During peak hours there are 200 trips. This included parents dropping off students which are actually considered two trips. The first trip is coming to the school to drop off the student and the second trip is when they leave the school after dropping the student off. 25% of the students are dropped off at the school by a parent. There are expected to be as many as 60 staff members, 50 of which will be driving to school. There are 3 charter buses that will be dropping students off in the morning and picking them up in the afternoon.
 - There will be a 15 MPH School Zone sign with light indicators that will flash during specific hours.

- A Traffic Movement Permit will need to be obtained because this project will generate more than 100 trips during peak hours.
 - Baxter Academy is looking at things it can do to reduce the vehicular traffic.
- Member of public asked Kelli and Michele what measures will be taken to deal with conditions in the neighborhood.
 - Michele LaForge addressed the questions
 - Adults will accompany students during lunch break and other designated times. Adults will wear bright colored tee shirts with Baxter Academy logo and information.
 - Baxter Academy is currently using a text alert system and they plan to continue.
 - All students will be traveling in groups when outside the building.
- Member of public asked about parking pressure.
 - Kelli Pryor addressed the concern.
 - Baxter Academy will have 50 parking spaces in the parking lot across Lancaster Street for staff members. Students with vehicles will be encouraged to park in the Marginal Way commuter lot and walk to school.

There were no further questions or comments. Meeting ended at 6:30pm 3/1/17.

March 20, 2017

Shukria Wiar
Planner
City of Portland Maine
389 Congress Street
Portland, Maine 04101

Baxter Academy Interior Fit-up
185 Lancaster Street, Portland, Maine

Shukria,

Below we will address how the Baxter Academy project meets the B7 Design Principles and Standards.

Standard A-1 Sense of Place

- The existing building holds the current street grid and the proposed Baxter Academy building entries are located at the current building entries. The first floor fenestration is to remain as currently exists which is highly transparent and active to the streetscape

Standard A-2 Edges and Transitions

- The building is existing and is in scale with the adjacent surrounding structures

Standard A-3 Gateways

- The existing building scale has a presence on the street corner it is locate don the proposed building signage will enhance the presence on Elm street.

Standard A-4 Views and Landmarks

- The existing building holds the existing street grid, no proposed exterior modification will affect views and landmarks in the neighborhood.

207-650-6414

senatorearchitecture.com

ryan@senatorearchitecture.com

565 Congress Street, Suite 304
Portland, Maine 04101



Standard A-5 Pedestrian Environment

- The existing building has large amounts of fenestration at the sidewalk level and at a consistent rhythm. The facades have entry awnings at entrances and brick piers breaking up the facades, we are proposing additional signage at the entry to enhance the pedestrian experience.

Standard A-6 Mix of Uses

- The existing building is primarily office uses, the proposed project adds an educational use to the building enhancing the mixed use of the site and building.

Standard A-7 Building Orientation

- The existing building holds the existing street grid, and is located very close to the property lines on all facades. The existing entries are oriented to the streets.

Standard B-1 Streets and Alleys

- The existing sidewalks are scaled to the pedestrian environment and the major intersection at the corner of the building has crosswalks and there is proposed 'School' signage on the street to serve traffic calming measures. There is proposed landscaping at the added sidewalk along Lancaster street to enhance the pedestrian experience and scale. The sidewalk and landscaping will be designed to the city's streetscape standards.

Standard B-2 Street Connectivity

- The existing street grid is connected and no changes are proposed.

Standard B-3 Mid Block Permeability

- The existing building is continuous for the streets and block it is located on, no changes are proposed.

Standard B-4 Sidewalks and Crosswalks

- The existing sidewalk and crosswalks at the street corner are new and per city standards, the proposed new section of sidewalk is designed to the maximum width feasible.

207-650-6414

senatorearchitecture.com

ryan@senatorearchitecture.com

565 Congress Street, Suite 304
Portland, Maine 04101



Standard B-5 Green Streets

- The small area of proposed site work includes new landscaping to provide additional green elements at the street.

Standard B-6 Multi-modality

- The existing site has multi-modality, there is a bus stop adjacent to the building, the site has sidewalks and areas for pedestrians and bicyclists to circulate to and around the building.

Standard B-7 Continuity of Street Level uses

- The existing building creates a pleasant pedestrian environment, there are no loading docks on the primary streets (Elm and Lancaster)

Standard B-8 Traffic Calming

- The existing street corner of Elm and Lancaster has newly created sidewalks and crosswalks to help calm traffic, there is proposed 'School' signage to help calm traffic on Elm Street as well.

Standard B-9 Streetscape Design

- The proposed site work utilizes the City streetscape standards for Bayside for the proposed sidewalk addition, landscaping and signage.

Standard B-10 Encroachments

- There are no new encroachments proposed on the city sidewalks

Standard B-11 Lighting

- There are no proposed changes to the existing site or building exterior lighting

Standard C-1 Parking Structures

- There are no proposed parking structures

Standard C-2 Parking Entrances

- There are no proposed parking structure entrances

Standard C-3 Active Uses

- There are no proposed parking structures

Standard C-4 Back of Parking Structures

- There are no proposed parking structures

Standard C-5 Decks and Ramps

- There are no proposed parking structures

Standard C-6 Surface Lots

- There is proposed additional landscaping at the area of sidewalk adjacent to the existing parking lot.

Standard C-7 Bike Racks

- New Bike racks are proposed at the area of new site work near the entry of Baxter Academy, they are designed per the City Standards

Standard C-8 Service, Utility and Mechanical Infrastructure

- Existing Infrastructure will be utilized, any new rooftop mechanical units will be located on existing rooftop mechanical unit curbs, which are set back from the facades and not visible to pedestrians on sidewalks adjacent to the building.

Standard D-1 Open Space Design

- Public parks are accessible from the sidewalks surrounding the building. No new proposed seating or trash receptacles are proposed.

Standard D-2 Bayside Trail

- The existing site is located within walking distance to the Bayside Trail.

207-650-6414

senatorearchitecture.com

ryan@senatorearchitecture.com

565 Congress Street, Suite 304
Portland, Maine 04101



Standard D-3 Landscaping and Street Furniture

- The proposed landscaping is designed to the Design Standards and will enhance the character of the street along Lancaster and Elm.

Standard D-4 Pedestrian Amenities

- The proposed signage will help pedestrians and vehicles navigate the adjacent site around the building.

Standard D-5 Public Art

- No new public art is proposed for the site due to the limited exterior improvements proposed for the project.

Standard E-1, 2, 3, 4 Architectural Design

- Due to the building being existing the Height, Massing, Articulation will not be changed

Standard E-5 Flexibility of Interior Layout

- The proposed interior layout is designed to provide a visually porous facade and the interior activities will help activate the streetscape.

Standard E-6 Entrances

- The existing Primary Entrances are oriented to toward the streets along Elm and Lancaster.

Standard E-7 Windows

- The existing building has a high amount of windows on the street facades.

Standard E-8 Storefronts

- The existing fenestration is not proposed to be modified in a drastic way, all new storefront glazing will be located within existing masonry openings.

Standard E-9 Back Sides of Buildings

- There are no residential properties on the back sides of the existing building

Standard E-10 Rooftop Appurtenances

- Rooftop Appurtenances will not block view corridors, the limited rooftop work is the replacement of existing HVAC units.

Standard E-11 Fences and Walls

- There are no proposed fences or new exterior walls as part of the project.

Standard E-12 Materials

- The existing Brick facades of the building are in character with the prominent neighborhood material.

Standard E-13 Transparency

- Any new window replacements will have glazing with a VT or 0.7 or greater.

Standard E-14 Illumination

- No facade illumination is proposed

Standard E-15 Weather Protection

- Existing awnings are located at building entries are are to remain.

Standard E-16 Signage

- The proposed signage located at the building entry are designed to meet the B-7 Signage standards. A blade sign is proposed at the main School Entrance and a Blade sign is proposed on the corner of the building at the street corner of Elm and Lancaster.

Standard E-17 Historic Buildings

- The building is not a designated Historic Structure

Standard E-18 Sustainable Design

- This building is not controlled by the City

Standard E-19 Shadows

- The proposed changes to the building will not affect existing shadow patterns.

Standard E-20 Wind

- The proposed changes to the building will not affect existing wind patterns.

Sincerely,



Ryan Senatore, AIA LEED-AP

Principal

207-650-6414

senatorearchitecture.com

ryan@senatorearchitecture.com

565 Congress Street, Suite 304
Portland, Maine 04101

0005593

BK 15298 PG 144

QUITCLAIM DEED
(Maine Statutory Short Form)

KNOW ALL BY THESE PRESENTS, that **October Corporation**, a corporation organized and existing under the laws of the State of Maine and having a place of business in Portland, County of Cumberland, and State of Maine, for consideration paid, **RELEASES** to **Bayside II, LLC**, a Maine limited liability company organized and existing under the laws of the State of Maine, the mailing address of which is P.O. Box 266, Cape Elizabeth, Maine, 04107, certain real estate located in Portland, County of Cumberland, and State of Maine, and more particularly described in Exhibit A, attached hereto and made a part hereof (the "Premises").

The above-described Premises are a portion of the property conveyed to Grantor by deed of October Holdings, LLC, dated January 3, 2000, and recorded in the Cumberland County Registry of Deeds in Book 15259, Page 296.

IN WITNESS WHEREOF, the said October Corporation has caused this instrument to be sealed with its corporate seal and signed in its corporate name by Owen W. Wells, its President, thereunto duly authorized, this 26th day of January, 2000.

MAINE REAL ESTATE TAX PAID

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF:

OCTOBER CORPORATION



Witness
Printed Name: PAUL D. PETRONOLI

By: 
Owen W. Wells
Its President

STATE OF MAINE
County of Cumberland, SS.

January 26, 2000

Then personally appeared the above-named Owen W. Wells, President of October Corporation, and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of said October Corporation.

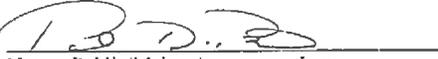
Before me,

Notary Public/Maine Attorney-at-Law
Printed Name: PAUL D. PETRONOLI
Commission Expires:

Exhibit A

Deed Description for Bayside II, LLC
Parcels 1, 2 and 3PARCEL 1:

A certain lot or parcel of land, with the improvements thereon, situated in the block bounded by Elm, Kennebec, Chestnut and Lancaster Streets, in the City of Portland, County of Cumberland and State of Maine and shown as Parcel 1 on ALTA/ACSM Land Title Survey on Kennebec Street, Lancaster Street East, Elm Street, Cedar Street and Oxford Street, Portland, Maine made for Bayside II, LLC by Owen Haskell, Inc., dated January 24, 2000 and recorded in the Cumberland County Registry of Deeds in Plan Book 200, Page 41 (the "Plan"), being bounded and described as follows:

Beginning at the intersection marking the northwesterly side of Lancaster Street and the northeasterly side of Elm Street;

Thence by the northeasterly side of Elm Street N 43° 46' 33" W, a distance of 158.86', to an angle in said Street;

Thence N 40° 53' 33" W a distance of 31.49' to the southeasterly side of Kennebec Street, marking a non-tangent point on a curve, in said Street;

Thence northeasterly by the southeasterly side of said Kennebec Street and by a curve to the left whose radius is 695.00', an arc distance of 210.01', to a point of tangency;

Thence continuing by said Kennebec Street N 48° 56' 54" E, a distance of 251.30', to the southwesterly side of said Chestnut Street;

Thence by the southwesterly side of said Chestnut Street S 44° 38' 26" E, a distance of 164.71' to the northwesterly side of said Lancaster Street;

Thence by the northwesterly side of said Lancaster Street S 49° 39' 27" W, a distance of 461.02', to the point of beginning.

Said parcel contains 76,368 square feet. Meaning and intending to describe the same parcels as described in the deed to the October Corporation as parcels 4, 20, 21, 22 and

24, in the deed recorded in the Cumberland County Registry of Deeds in Book 13803 Page 4.

Parcel 1 is subject to a railroad right of way over a two and one-half foot strip adjoining Kennebec Street as set forth in a deed from Portland Terminal Company to Arrow Rentals (n/k/a Arrow Realty) dated June 10, 1974 and recorded in said Registry of Deeds in Book 3744, Page 343.

PARCEL 2:

A certain lot or parcel of land, with the improvements thereon situated on the northwesterly sideline of Oxford Street, the northeasterly sideline of Elm Street, the southwesterly sideline of Cedar Street and the southeasterly sideline of Lancaster Street East in the City of Portland, County of Cumberland and State of Maine and shown as Parcel 2 on the Plan, bounded and described as follows:

Beginning at the point of intersection of the northwesterly sideline of Oxford Street and the northeasterly sideline of Elm Street;

Thence N 43° 45' 13" W along said sideline of Elm Street 327.06 feet to the southeasterly sideline of Lancaster Street East;

Thence N 49° 39' 27" E along said sideline of Lancaster Street East 210.57 feet to the southwesterly sideline of Cedar Street;

Thence S 43° 29' 51" E along said sideline of Cedar Street 40.00 feet to the northeasterly corner of land now or formerly of Archie and Margaret Tevanian;

Thence by the following courses and distances along said Tevanian land:

S 49° 39' 26" W 117.00 feet to a point;

S 42° 13' 00" E 39.96 feet to a point;

N 49° 39' 26" E 117.89 feet to a point on said sideline of Cedar Street;

Thence S 43° 29' 51" E along said sideline of Cedar Street 39.34 feet to the northeasterly corner of land now or formerly of Leon and Mary Tevanian;

Thence by the following courses and distances along said Tevanian land:

S 48° 42' 12" W 118.73 feet to a point;

S 42° 13' 00" E 40.00 feet to a point;

N 48° 41' 30" E 119.62 feet to a point on said sideline of Cedar Street;

Thence S 43° 29' 51" E along said sideline of Cedar Street 80.62 feet to the northeasterly corner of land now or formerly of Francis F. Buck;

Thence S 48° 41' 30" W along said Buck land 63.30 feet to a point;

Thence S 42° 36' 35" E along said Buck land 83.34 feet to a point on the northwesterly sideline of said Oxford Street;

Thence S 48° 38' 53" W along said sideline of Oxford Street 144.34 feet to the point of beginning.

Said parcel contains 53,341 square feet. Meaning and intending to describe Parcels 5, 7, 8, 9, 10, 11, 18, 19, 23 and 26 as described in the deed from Arrow Realty to October Corporation, dated April 29, 1998 and recorded in said Registry of Deeds in Book 13803, Page 4.

Parcel 2 is subject to the rights and easements granted to New England Telephone and Telegraph and Central Maine Power Company in instrument dated May 7, 1981, and recorded in said Registry of Deeds in Book 4811, Page 70.

PARCEL 3:

A certain parcel of land, with the improvements thereon, situated on the southeasterly side of Lancaster Street, in the City of Portland, County of Cumberland, State of Maine and shown as Parcel 3 on the Plan, bounded and described as follows:

Beginning at the intersection of the southeasterly sideline of Lancaster Street and the southwesterly sideline of Chestnut Street;

Thence S 44° 38' 26" E along the sideline of Chestnut Street 88.08 feet;

Thence S 49° 39' 27" W 107.40;

Thence N 45° 57' 49" W 3.67 feet;

Thence S 31° 29' 21" W 4.67 feet;

Thence N 43° 29' 51" W 23.77 feet;

Thence S 49° 39' 27" W 35.69 feet;

BK 15298 PG 148

Thence N 43° 29' 51" W 28.00 feet;

Thence S 49° 39' 27" W 72.00 feet to the northeasterly sideline of Cedar Street;

Thence N 43° 29' 51" W along said sideline 34.00 feet to the southeasterly sideline of Lancaster Street;

Thence N 49° 39' 27" E along said sideline 219.00 feet to the point of beginning.

Said parcel contains 14,407 square feet, more or less. Meaning and intending to describe the same parcels described as parcels 13, 14, 15, 16, 33, 34, and 37 in the deed to October Corporation recorded in said Registry of Deeds in Book 13803, Page 4.

SATYay113Bayside II - legal description.doc

RECEIVED
RECORDED REGISTRY OF DEEDS
2000 JAN 31 AM 10: 54
CUMBERLAND COUNTY
John B O'Brien

FIRST AMERICAN TITLE INSURANCE COMPANY

Att. P

LOAN POLICY
SCHEDULE A

AGENT FILE NO.: TOYT45

LOAN POLICY NO.: MELe.270042359

Owner Policy No.: 100037123

DATE & TIME OF POLICY: July 10, 2009 at 11:05 a.m.

AMOUNT OF INSURANCE: \$3,675,000.00

PREMIUM: \$50.00

Owner's Amount of Insurance: \$3,408,000.00

Please complete the requested information if the insured premises is covered by any prior FATIC Policy(ies): Policy No(s). 100174348 Amount of Insurance \$2,425,000

ADDRESS REFERENCE: Lancaster, Kennebec, Elm, Cedar and Oxford Street, Portland, Maine

1. Name of Insured:

GORHAM SAVINGS BANK, its successors and/or assigns as their interests may appear.

2. The estate or interest in the Land that is encumbered by the Insured Mortgage is: FEE SIMPLE

3. Title is vested in: **BAYSIDE II, LLC** by virtue of a Quitclaim Deed from October Corporation, dated January 26, 2000 and recorded on January 31, 2000 in the Cumberland County Registry of Deeds in Book 15298, Page 144.

4. The Insured Mortgage, and its assignments, if any, are described as follows:

Mortgage from BAYSIDE II, LLC to GORHAM SAVINGS BANK in the amount of \$3,675,000.00 dated July 10, 2009 and recorded at Book 27077, Page 231 of the Cumberland County Registry of Deeds.

5. The Land referred to in this policy is described as follows: **Lancaster, Kennebec, Elm, Cedar and Oxford Streets**, in the City of **Portland**, County of **Cumberland**, and State of **Maine**; and is described as set forth in Exhibit "A" attached hereto and made a part hereof.

6. This policy incorporates by reference those ALTA and/or First American endorsements selected below:

- FATIC (Secondary Mortgage Market)
- 4-06 (Condominium)
- 4.1-06
- 5-06 (Planned Unit Development)
- 5.1-06
- 6-06 (Variable Rate)
- 6.2-06 (Variable Rate - Negative Amortization)
- 8.1-06 (Environmental Protection Lien - Residential) Paragraph b refers to the following state statute(s): MA, NH, CT, VT, RI - "None"; ME - Title 38 MRSA, Section 1370
- 9-06 (Restrictions, Encroachments, Minerals)
- 13.1-06 (Leasehold)
- 14-06 (Future Advance - Priority)
- 14.1-06 (Future Advance - Knowledge)
- 14.3-06 (Future Advance - Reverse Mortgage)
- 22-06 (Location) the type of improvement is a _____ and the street address is as shown above.

MURRAY, PLUMB & MURRAY

By Drew A. Anderson
Drew A. Anderson

FIRST AMERICAN TITLE INSURANCE COMPANY

LOAN POLICY

SCHEDULE B - PART I

Owner Policy No. **100037123**
Loan Policy No. **MELc.270042359**
Agent File No. **TOYT45**

EXCEPTIONS FROM COVERAGE

Except as provided in Schedule B-Part II, this policy does not insure against loss or damage, and the Company will not pay costs, attorneys' fees, or expenses that arise by reason of:

1. Any facts, rights, interests, or claims which are not shown in the public records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession of the Land.
2. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the title, including discrepancies, conflicts in boundary lines, shortages in area, or any other facts that would be disclosed by an accurate and complete land survey of the Land, and that are not shown in the public records.
3. Any lien, or right to a lien, for services, labor or material heretofore or hereafter furnished, imposed by law and not shown in the public records.
4. The mortgage, if any, referred to in Item 4 of Schedule A. (This exception does NOT apply to Loan Policies).
5. Liens for taxes and assessments which become due and payable subsequent to the date of policy.
6. IF THE INSURED PREMISES IS A CONDOMINIUM UNIT: Covenants, conditions, restrictions, reservations, easements, liens for assessments, options, powers of attorney, and limitations on title, created by the laws of the State of the insured premises or set forth in the Master Deed or Declaration of Condominium, in the related By-Laws, in the Declaration of Trust, or Site Plans and Floor Plans as duly recorded in the appropriate land records office and as the same may have been lawfully amended, and in any instrument creating the estate or interest insured by this policy.

The following affects only Parcel 2 as described on attached Exhibit A.

7. Rights and easements granted to New England Telephone and Telegraph and Central Maine Power Company in instrument dated May 7, 1981, and recorded in Book 4811, Page 70.

The following affects only 100 Kennebec Street, which is a portion of Parcel 1 as described on attached Exhibit A.

8. Subject to a railroad right of way over a two and one-half foot strip adjoining Kennebec Street as set forth in a deed from Portland Terminal Company to Arrow Rentals (n/k/a Arrow Realty) dated June 10, 1974, recorded in Book 3744, Page 343.

NOTE: This policy affirmatively insures the Insured that the above Exception 8 does not adversely affect the premises as currently improved.

9. Lease by and between Arrow Realty, Lessor, and State of Maine Department of Administrative & Financial Services, Bureau of General Services on behalf of the Department of Mental Health and Mental Retardation, Lessee, dated March 6, 1995, recorded in Book 11890, Page 277.

FIRST AMERICAN TITLE INSURANCE COMPANY

LOAN POLICY

SCHEDULE B - PART I

Owner Policy No. **100037123**
Loan Policy No. **MELe.270042359**
Agent File No. **TOYT45**

EXCEPTIONS FROM COVERAGE

Except as provided in Schedule B-Part II, this policy does not insure against loss or damage, and the Company will not pay costs, attorneys' fees, or expenses that arise by reason of:

1. Any facts, rights, interests, or claims which are not shown in the public records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession of the Land.
2. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the title, including discrepancies, conflicts in boundary lines, shortages in area, or any other facts that would be disclosed by an accurate and complete land survey of the Land, and that are not shown in the public records.
3. Any lien, or right to a lien, for services, labor or material heretofore or hereafter furnished, imposed by law and not shown in the public records.
4. The mortgage, if any, referred to in Item 4 of Schedule A. (This exception does NOT apply to Loan Policies).
5. Liens for taxes and assessments which become due and payable subsequent to the date of policy.
6. IF THE INSURED PREMISES IS A CONDOMINIUM UNIT: Covenants, conditions, restrictions, reservations, easements, liens for assessments, options, powers of attorney, and limitations on title, created by the laws of the State of the insured premises or set forth in the Master Deed or Declaration of Condominium, in the related By-Laws, in the Declaration of Trust, or Site Plans and Floor Plans as duly recorded in the appropriate land records office and as the same may have been lawfully amended, and in any instrument creating the estate or interest insured by this policy.

The following affects only Parcel 2 as described on attached Exhibit A.

7. Rights and easements granted to New England Telephone and Telegraph and Central Maine Power Company in instrument dated May 7, 1981, and recorded in Book 4811, Page 70.

The following affects only 100 Kennebec Street, which is a portion of Parcel 1 as described on attached Exhibit A.

8. Subject to a railroad right of way over a two and one-half foot strip adjoining Kennebec Street as set forth in a deed from Portland Terminal Company to Arrow Rentals (n/k/a Arrow Realty) dated June 10, 1974, recorded in Book 3744, Page 343.

NOTE: This policy affirmatively insures the Insured that the above Exception 8 does not adversely affect the premises as currently improved.

9. Lease by and between Arrow Realty, Lessor, and State of Maine Department of Administrative & Financial Services, Bureau of General Services on behalf of the Department of Mental Health and Mental Retardation, Lessee, dated March 6, 1995, recorded in Book 11890, Page 277.

10. Such state of facts as disclosed on "ALTA/ACSM Land Title Survey on Kennebec Street, Lancaster Street East, Elm Street, Cedar Street and Oxford Street, Portland, Maine" made for Bayside II, LLC by Owen Haskell, Inc., dated January 26, 2000 (also referred to as being dated January 24, 2000) and recorded in Plan Book 200, Page 41, including those matters affecting the premises described as follows:

- (a) Encroachment of building into street;
- (b) Encroachment of buildings appurtenances into street;
- (c) Encroachment of gate post over 1.4'±;
- (d) Encroachment of guard rail over 2.1'±;
- (e) Encroachment of timber planter 0.4' into street;
- (f) Encroachment of fence or wall on or near property line – ownership unknown; and
- (g) Encroachment of guy wire 0.5'±.

11. Such state of facts as would be disclosed by an accurate survey of the premises subsequent to January 26, 2000.

12. The mortgage insured by this policy and the mortgage insured by the Loan Policy #MELe.270042417 on the Bayside I, LLC property and the mortgage insured by the Loan Policy #MELe.270042358 on the Merchants Plaza, LLC property are all in the original principal amount of \$3,675,000.00. However, as the insured lender has disbursed only a total of \$3,675,000.00 pursuant to all three mortgages, the total liability of the Company under all three policies is specifically limited to \$3,675,000.00. Accordingly, any payment of loss or claim on one policy will automatically reduce the liability of the Company, by an equal amount, on the other policies as well.

13. Rights of tenants in possession as shown on Exhibit B attached hereto.

Exception numbered 1, 2 and 3 are hereby omitted from the Loan Policy only.



Initial for identification

EXHIBIT A

PARCEL 1:

A certain lot or parcel of land, with the improvements thereon, situated in the block bounded by Elm, Kennebec, Chestnut and Lancaster Streets, in the City of Portland, County of Cumberland and State of Maine and shown as Parcel 1 on ALTA/ACSM Land Title Survey on Kennebec Street, Lancaster Street East, Elm Street, Cedar Street and Oxford Street, Portland, Maine made for Bayside II, LLC by Owen Haskell, Inc., dated January 24, 2000 and recorded in the Cumberland County Registry of Deeds in Plan Book 200, Page 41 (the "Plan"), being bounded and described as follows:

① 107 Elm St / 185 Lancaster / 100 Kennebec
② 169 Lancaster / 98 Chestnut

Beginning at the intersection marking the northwesterly side of Lancaster Street and the northeasterly side of Elm Street;

Thence by the northeasterly side of Elm Street N 43° 46' 33" W, a distance of 158.86', to an angle in said Street;

Thence N 40° 53' 33" W a distance of 31.49' to the southeasterly side of Kennebec Street, marking a non-tangent point on a curve, in said Street;

Thence northeasterly by the southeasterly side of said Kennebec Street and by a curve to the left whose radius is 695.00', an arc distance of 210.01', to a point of tangency;

Thence continuing by said Kennebec Street N 48° 56' 54" E, a distance of 251.30', to the southwesterly side of said Chestnut Street;

Thence by the southwesterly side of said Chestnut Street S 44° 38' 26" E, a distance of 164.71' to the northwesterly side of said Lancaster Street;

Thence by the northwesterly side of said Lancaster Street S 49° 39' 27" W, a distance of 461.02', to the point of beginning.

PARCEL 2:

A certain lot or parcel of land, with the improvements thereon situated on the northwesterly sideline of Oxford Street, the northeasterly sideline of Elm Street, the southwesterly sideline of Cedar Street and the southeasterly sideline of Lancaster Street East in the City of Portland, County of Cumberland and State of Maine and shown as Parcel 2 on the Plan, bounded and described as follows:

Beginning at the point of intersection of the northwesterly sideline of Oxford Street and the northeasterly sideline of Elm Street;

Thence N 43° 45' 13" W along said sideline of Elm Street 327.06 feet to the southeasterly sideline of Lancaster Street East;

Thence N 49° 39' 27" E along said sideline of Lancaster Street East 210.57 feet to the southwesterly sideline of Cedar Street;

Thence S 43° 29' 51" E along said sideline of Cedar Street 40.00 feet to the northeasterly corner of land now or formerly of Archie and Margaret Tevanian;

Thence by the following courses and distances along said Tevanian land:

S 49° 39' 26" W 117.00 feet to a point;

S 42° 13' 00" E 39.96 feet to a point;

N 49° 39' 26" E 117.89 feet to a point on said sideline of Cedar Street;

Thence S 43° 29' 51" E along said sideline of Cedar Street 39.34 feet to the northeasterly corner of land now or formerly of Leon and Mary Tevanian;

Thence by the following courses and distances along said Tevanian land:

S 48° 42' 12" W 118.73 feet to a point;
S 42° 13' 00" E 40.00 feet to a point;
N 48° 41' 30" E 119.62 feet to a point on said sideline of Cedar Street;

Thence S 43° 29' 51" E along said sideline of Cedar Street 80.62 feet to the northeasterly corner of land now or formerly of Francis F. Buck;

Thence S 48° 41' 30" W along said Buck land 63.30 feet to a point;

Thence S 42° 36' 35" E along said Buck land 83.34 feet to a point on the northwesterly sideline of said Oxford Street;

Thence S 48° 38' 53" W along said sideline of Oxford Street 144.34 feet to the point of beginning.

PARCEL 3:

A certain parcel of land, with the improvements thereon, situated on the southeasterly side of Lancaster Street, in the City of Portland, County of Cumberland, State of Maine and shown as Parcel 3 on the Plan, bounded and described as follows:

Beginning at the intersection of the southeasterly sideline of Lancaster Street and the southwesterly sideline of Chestnut Street;

Thence S 44° 38' 26" E along the sideline of Chestnut Street 88.08 feet;

Thence S 49° 39' 27" W 107.40;

Thence N 45° 57' 49" W 3.67 feet;

Thence S 31° 29' 21" W 4.67 feet;

Thence N 43° 29' 51" W 23.77 feet;

Thence S 49° 39' 27" W 35.69 feet;

Thence N 43° 29' 51" W 28.00 feet;

Thence S 49° 39' 27" W 72.00 feet to the northeasterly sideline of Cedar Street;

Thence N 43° 29' 51" W along said sideline 34.00 feet to the southeasterly sideline of Lancaster Street;

Thence N 49° 39' 27" E along said sideline 219.00 feet to the point of beginning.



MELe - 270042359

File # TOYT45

Lancaster, Kennebec, Elm, Cedar and Oxford Streets
Portland ME



LOAN POLICY OF TITLE INSURANCE

Issued By
First American Title Insurance Company

Any notice of claim and any other notice or statement in writing required to be given to the Company under this policy must be given to the Company at the address shown in Section 17 of the Conditions.

COVERED RISKS

SUBJECT TO THE EXCLUSIONS FROM COVERAGE, THE EXCEPTIONS FROM COVERAGE CONTAINED IN SCHEDULE B, AND THE CONDITIONS, FIRST AMERICAN TITLE INSURANCE COMPANY, a California corporation (the "Company") insures as of Date of Policy and, to the extent stated in Covered Risks 11, 13, and 14, after Date of Policy, against loss or damage, not exceeding the Amount of Insurance, sustained or incurred by the Insured by reason of:

1. Title being vested other than as stated in Schedule A.
2. Any defect in or lien or encumbrance on the Title. This Covered Risk includes but is not limited to insurance against loss from
 - (a) A defect in the Title caused by
 - (i) forgery, fraud, undue influence, duress, incompetency, incapacity, or impersonation;
 - (ii) failure of any person or Entity to have authorized a transfer or conveyance;
 - (iii) a document affecting Title not properly created, executed, witnessed, sealed, acknowledged, notarized, or delivered;
 - (iv) failure to perform those acts necessary to create a document by electronic means authorized by law;
 - (v) a document executed under a falsified, expired, or otherwise invalid power of attorney;
 - (vi) a document not properly filed, recorded, or indexed in the Public Records including failure to perform those acts by electronic means authorized by law; or
 - (vii) a defective judicial or administrative proceeding.
 - (b) The lien of real estate taxes or assessments imposed on the Title by a governmental authority due or payable, but unpaid.
 - (c) Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land. The term "encroachment" includes encroachments of existing improvements located on the Land onto adjoining land, and encroachments onto the Land of existing improvements located on adjoining land.
3. Unmarketable Title.
4. No right of access to and from the Land.
5. The violation or enforcement of any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
 - (a) the occupancy, use, or enjoyment of the Land;
 - (b) the character, dimensions, or location of any improvement erected on the Land;
 - (c) the subdivision of land; or
 - (d) environmental protection
 if a notice, describing any part of the Land, is recorded in the Public Records setting forth the violation or intention to enforce, but only to the extent of the violation or enforcement referred to in that notice.
6. An enforcement action based on the exercise of a governmental police power not covered by Covered Risk 5 if a notice of the enforcement action, describing any part of the Land, is recorded in the Public Records, but only to the extent of the enforcement referred to in that notice.
7. The exercise of the rights of eminent domain if a notice of the exercise, describing any part of the Land, is recorded in the Public Records.
8. Any taking by a governmental body that has occurred and is binding on the rights of a purchaser for value without knowledge.
9. The invalidity or unenforceability of the lien of the Insured Mortgage upon the Title. This Covered Risk includes but is not limited to insurance against loss from any of the following impairing the lien of the Insured Mortgage
 - (a) forgery, fraud, undue influence, duress, incompetency, incapacity, or impersonation;
 - (b) failure of any person or Entity to have authorized a transfer or conveyance;
 - (c) the Insured Mortgage not being properly created, executed, witnessed, sealed, acknowledged, notarized, or delivered;
 - (d) failure to perform those acts necessary to create a document by electronic means authorized by law;
 - (e) a document executed under a falsified, expired, or otherwise invalid power of attorney;

- (f) a document not properly filed, recorded, or indexed in the Public Records including failure to perform those acts by electronic means authorized by law; or
- (g) a defective judicial or administrative proceeding.
10. The lack of priority of the lien of the Insured Mortgage upon the Title over any other lien or encumbrance.
11. The lack of priority of the lien of the Insured Mortgage upon the Title
 - (a) as security for each and every advance of proceeds of the loan secured by the Insured Mortgage over any statutory lien for services, labor, or material arising from construction of an improvement or work related to the Land when the improvement or work is either (i) contracted for or commenced on or before Date of Policy; or (ii) contracted for, commenced, or continued after Date of Policy if the construction is financed, in whole or in part, by proceeds of the loan secured by the Insured Mortgage that the Insured has advanced or is obligated on Date of Policy to advance; and
 - (b) over the lien of any assessments for street improvements under construction or completed at Date of Policy.
12. The invalidity or unenforceability of any assignment of the Insured Mortgage, provided the assignment is shown in Schedule A, or the failure of the assignment shown in Schedule A to vest title to the Insured Mortgage in the named Insured assignee free and clear of all liens.
13. The invalidity, unenforceability, lack of priority, or avoidance of the lien of the Insured Mortgage upon the Title
 - (a) resulting from the avoidance in whole or in part, or from a court order providing an alternative remedy, of any transfer of all or any part of the title to or any interest in the Land occurring prior to the transaction creating the lien of the Insured Mortgage because that prior transfer constituted a fraudulent or preferential transfer under federal bankruptcy, state insolvency, or similar creditors' rights laws; or
 - (b) because the Insured Mortgage constitutes a preferential transfer under federal bankruptcy, state insolvency, or similar creditors' rights laws by reason of the failure of its recording in the Public Records
 - (i) to be timely, or
 - (ii) to impart notice of its existence to a purchaser for value or to a judgment or lien creditor.
14. Any defect in or lien or encumbrance on the Title or other matter included in Covered Risks 1 through 13 that has been created or attached or has been filed or recorded in the Public Records subsequent to Date of Policy and prior to the recording of the Insured Mortgage in the Public Records.

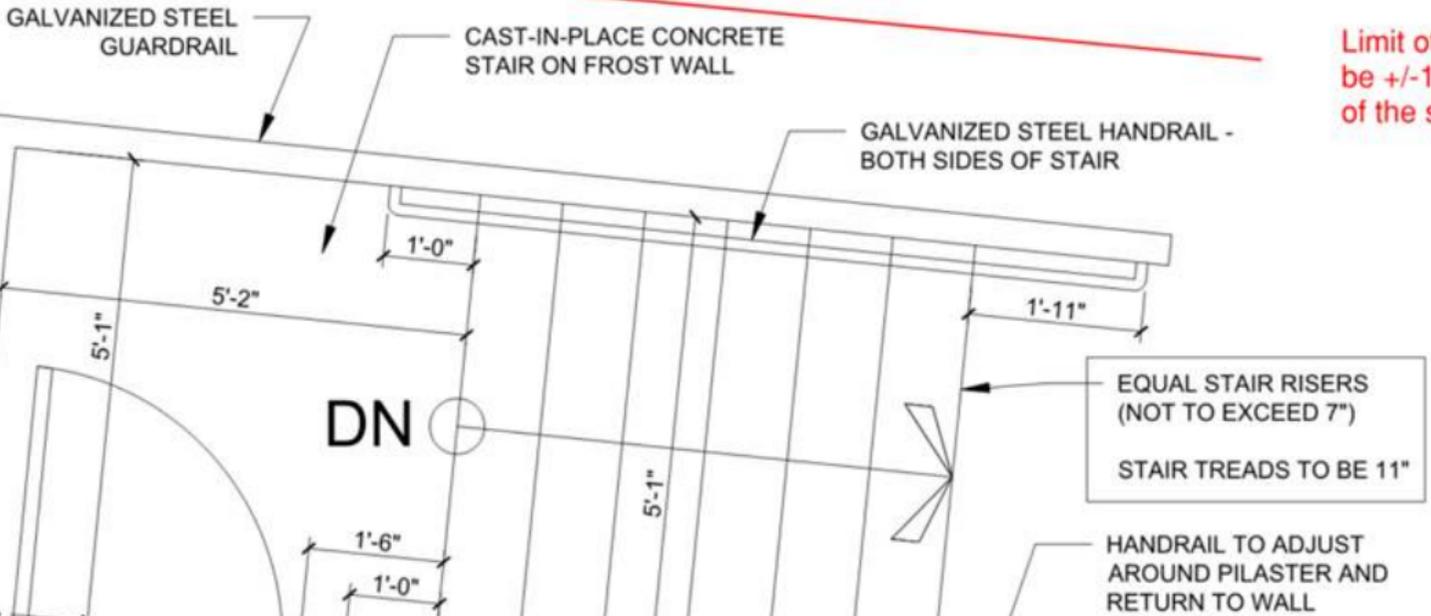
The Company will also pay the costs, attorneys' fees, and expenses incurred in defense of any matter insured against by this policy, but only to the extent provided in the Conditions.

First American Title Insurance Company

BY:  PRESIDENT

ATTEST:  SECRETARY





Limit of Excavation to be +/-1' past the width of the stair.



Transportation Demand Management (TDM) Plan Baxter Academy for Technology and Science March 8, 2017

Baxter Academies of Maine provides this Transportation Demand Management (TDM) Plan for the relocated and consolidated Baxter Academy of Science and Technology at 185 Lancaster Street. This public charter high school has a strong cultural commitment to continuing and furthering its robust TDM work to encourage and enable the use of public transportation, carpooling, bicycling and walking at this new location. It does this in support of both its own and the City of Portland's transportation, liveability, and sustainability goals.

A. Site Transportation Overview & Context

Baxter Academy has operated under a Transportation Demand Management (TDM) Plan at its present York and Congress Street sites since the school's inception in September 2013 and has successfully implemented key TDM strategies to mitigate costs and meet the school's various transportation challenges. Baxter is free to Maine students and current pupils come from 57 municipalities based in the Southern, Central, and Midcoast regions - drawing from as far away as Owls Head, Norway, Windsor, and Berwick. In addition, the student body geographical make-up shifts each year with students entering and leaving the school. Families have been strongly motivated to utilize the school's busing and carpooling opportunities to make it possible for their children to attend the school and to free themselves from costs and travel time associated with transporting their students themselves.

Seventy-nine percent of students use public or charter transportation, walk or bike, or carpool with at least one other student. As stated in the City of Portland's draft 2017 Comprehensive Plan, "The 1993 *A Time of Change: Portland Transportation Plan* called for reducing the share of single occupancy vehicle trips City-wide to 50%, just under the share briefly achieved following the oil crisis of the late 1970s, while at the same time increasing the share of trips by other modes." Thus, Baxter Academy's student multi-modal rate far surpasses this standard.

The staff is also diverse, with individuals commuting from 19 municipalities, including as remote as the Waterville area. Only 30% of Baxter employees drive alone for every trip to the campus; all of these drivers indicate that they are conscious of seeking alternatives, but this is the only current viable option. For example, one staff member mentioned that she is hoping to use the proposed Metro public transportation route from Gorham. Other faculty often

travel with students and/or with a spouse/partner. Local staff consistently commute on foot and by bicycle. Public transit use is reimbursable by the school and when applicable, staff have availed themselves of this benefit.

Baxter Academy is leasing and remodeling 31,571 square feet of the existing two-story 92,561 square foot building at 185 Lancaster Street. Total enrollment at the new site is expected to be 400 students, with 60 employed staff. The adaptive reuse of the structure at this location, in the heart of the Bayside neighborhood, supports the multi-modal objectives of the B-7 zone in which it stands – where dense urban form, mixed-uses, and the utilization of transportation beyond the automobile are strongly encouraged. The school and its multi-modal initiatives are part of Bayside’s continued renaissance and align with the goals of *A New Vision for Bayside* and the *Bayside Master Transportation Plan*.

The new school site is pedestrian and bicycle-friendly, located within the strong sidewalk network and lower-speed street grid of the Portland Peninsula - and just a block and a half from the Bayside Trail. The location is served by the Metro Route #8, and perhaps most importantly, it is just three short blocks from the hub of Greater Portland’s transit services at the Elm Street Pulse and Monument Square. Current students use all of the area’s transit providers - Metro local buses and the Breez, Casco Bay Lines ferry service, the South Portland Bus Service, the Lakes Region Explorer, and Shuttlebus-Zoom. The school pays 100% of the students’ fares.

The site will also include a 150-foot drop-off zone on Elm Street to support the use of the school’s three charter buses. These collect additional students in Lewiston, Windham, and Topsham who come from there and nearby municipalities. The school’s lease at 185 Lancaster Street includes access to 50 parking spaces in an off-street lot across from the school, which will be used for staff and visitors.

B. TDM Coordinator

The two most vital characteristics of highly successful TDM programs are: (1) they are dynamic - piloting strategies, assessing impacts, and modifying tactics as needed, and (2) they are managed by committed and enthusiastic staff who are responsible for overseeing, promoting and sustaining the program.

Tia Wilson, Operations & Admissions Manager, serves as Baxter Academy’s TDM Coordinator and will continue in this role at the school’s new location. Ms. Wilson is a problem-solver who works to educate and connect students, families, and staff with public transportation and carpool options. She conducts an electronic survey of the student body annually before the school year begins to remind families of the school’s multi-modal goals, inform them regarding transportation options, and gain a better understanding of which transportation mode(s) will benefit them the most.

At 185 Lancaster Street, the TDM Coordinator will implement a more comprehensive survey of students and staff to meet the City's TDM Plan surveying requirements (see Section C). Ms. Wilson will continue to explore and help implement additional TDM strategies to reduce single-occupancy and low-occupancy vehicle trips to the school. She also will assist the school to continue its pedestrian safety training with students and encourage bicycle commuting and safety education for local students and staff. The Coordinator's contact information is: Tia Wilson, Baxter Academy, 54 York Street, Portland, ME 04101; (207) 699-5500.

C. Employee and Student Survey

Per the City of Portland's Technical Standards regarding TDM Plans, Baxter Academy will employ a comprehensive survey of staff and student families at the 185 Lancaster Street site. The survey will be conducted annually in electronic form to educate faculty and families regarding their transportation options, record mode share, and assist employees and students to find carpool matches.

In addition, the survey will identify barriers to the use of public transit, the school charter bus system, carpooling, and bicycling and walking for more local students and staff. Staff and students may also be asked to offer additional ideas and strategies for reducing single occupancy and low-occupancy private vehicle trips. The survey will produce comparable data from year to year and be available for compilation with other sites' commute data by a third party, such as the City.

D. Trip Generation and Parking Demand Targets

On behalf of Baxter Academy, Traffic Solutions has produced ITE trip generation and parking demand projections to establish the impact of the new school location. Total forecasted trips during the "morning" peak hour are 200 and the parking demand using the 85th percentile is projected to be 52 spaces for staff, students, and visitors.

Baxter Academy is committed to continuing its work to reduce single-occupancy and low-occupancy trips to the campus - to improve multi-modal safety at and near the site, ease traffic congestion, and be a sustainable and liveable presence in downtown Portland and the Bayside neighborhood. The school's trip and parking reduction goals are based on the fact that the school has already done a tremendous amount of work to provide collective transportation options for its students (via public transportation, charter buses, and carpooling) and encourage walking and bicycling for more local students and staff. These existing TDM efforts limit the amount of additional peak hour trip and parking reductions still possible. However, potential reductions might be made in two areas: the single-occupancy vehicle trips and parking impacts of staff (51) and students (36) and the low-occupancy trips of a single student being dropped off by an adult (80).

Trip Reduction Target

Balancing the school's new setting and multi-modal accessibility, its current TDM practices and high multi-modal rates, and student and staff originating locations, an achievable trip reduction target is 2% over the first two years after opening for both faculty and pupils. This means a target trip generation of 50 staff trips and 78 one student/one adult trips during the AM peak hour by 2019.

Parking Reduction Target

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Students electing to travel to or from Baxter Academy by private automobile will be directed to use public off-street parking areas located on Marginal Way, versus on-street spaces located near the campus. The Bayside Trail will facilitate their walk to the school. This will be made clear in the school's registration materials and its annual communications with families before the school year begins. Students will continue to be issued registration forms that collect a copy of their license, car make and model, plate number and where they park in Portland.

E. Trip/Parking Reduction Strategies & Incentives

Baxter Academy will take up its current comprehensive trip reduction strategies again at the new location, including:

- Providing charter buses for outlying communities
- Encouraging the use of public transit within the urban core with 100% funding of student and staff trips; the school's closer proximity to the Elm St. Pulse may help reduce some current parent drop-off vehicle trips
- Encouraging and facilitating carpooling/ridesharing among families and staff
- Encouraging bicycling through the provision of on-site bike racks
- Encouraging walking both as a primary mode for local students and staff and also from transit hubs and remote parking sites; additionally, providing students with hands-on pedestrian safety training

The following are other avenues for the school to explore to meet trip reduction targets.

Commuter Assistance

Baxter Academy is encouraged to engage Go Maine, the statewide commuter assistance program, in order to sign up participating staff who walk, bike, carpool, and use public transit for:

- the Emergency Ride Home benefit
- NuRide trip rewards
- expanding ride-matching possibilities to include additional downtown Portland employees.

Carpooling for school staff is a challenge because of their geographic spread and diverse schedules both at the school and in their home lives. However, some staff do carpool when possible. One or more vanpools, utilizing vRide, may also become an option if a number of staff from a particular municipality enter the school's employ.

Baxter can also partner with Go Maine and other local multi-modal groups, such as the Bicycle Coalition of Maine, to provide staff with educational materials regarding active transportation and to offer "commute coaching" at the beginning of each school year.

The school can further encourage adults driving an individual pupil to school to match up with additional students to carpool. The school will continue to explore various carpooling apps such as groupcarpool.com and share these resources with parents. As the student body grows, the school may wish to develop a customized SchoolPool website interface for students and families looking to find a carpool directly. Confidentiality concerns can be ameliorated with an "opt out" form for parents, while still ensuring a higher participation rate than an "opt-in" program.

Facilitating Walking Trips to and from the School Site

The school will continue its staff-led hands-on pedestrian safety training for students walking in and around downtown. Many students need to walk to and from the school site for daytime activities and to reach public transportation stops and remote parking areas like the Marginal Way Park & Ride. In addition, families dropping off student(s) will be encouraged, when feasible, to drive the student passenger(s) to their respective place of work with the students walking to/from the 185 Lancaster Street Campus.

To address any concerns about personal safety, the school and student leadership can also foster the informal formation of WalkPools, peer walking groups originating at the school or at transit stops and remote parking locations to enable students to walk together.

Flextime

When possible, staff who do not need to be at the school during the morning peak hour should be encouraged to arrive at a later time and offered a flextime work schedule.

UHaulCarShare & Informal Bikeshare

Baxter Academy has an account with UHaulCarShare that the school's employees can access. Some Baxter Academy staff bring their vehicles to school because they need a car available for trips during the work day. Concerted education of staff and encouragement to use this benefit could alleviate this need.

UHaulCarShare is available in Portland and South Portland, currently providing access to a total of nine vehicles on an hourly or daily basis. One of these is located at 26 Elm Street, just three blocks from the school. At one time there were two UhaulCarShare vehicles on Elm Street and, if the demand is strong enough, the school can negotiate with the company for additional available vehicles.

Similarly, for shorter staff trips, the school could maintain one or more shared bicycles and associated gear such as helmets and locks available for use at the site.

Other Incentives

Campus Campaigns: Baxter could organize an incentive campaign where users of public and charter buses, carpools with at least two students, and registered walkers and bicyclists are entered into a monthly raffle for gift cards, movie passes, and other benefits. Alternately, the school could consider an internal competition between classes or students and staff - with the winners earning a special celebration, such as a field trip to a favorite destination or a class party.

F. Education & Promotion

Baxter Academy administrators will carry on with their strong multi-modal education and promotion efforts at the 185 Lancaster Street site. This includes:

- Conducting the annual transportation survey of all in-coming students and members of the staff and encouraging other modal travel options versus personal auto travel.
- Communicating regularly, via email and open houses, the school's goal to shift as many students as possible to public transportation via the 100% subsidy, as well as other modes of transportation.
- Facilitating student and staff carpool matching

Per the City of Portland's Technical Standards regarding TDM Plans, Baxter Academy will also:

- produce a multi-modal page for the school's website (currently under development) and will actively maintain both it and a highly visible TDM bulletin board at the school. Both will provide:
 - Transit provider maps and schedules
 - Go Maine (and Emergency Ride Home Guarantee) and vRide vanpool service information
 - Internal information sharing about things such as: desired carpools, transit or bicycle commuting mentoring, and the results of student and staff transportation surveys
 - Information about specific incentives offered by the school (e.g. the 100% transit subsidy)
 - Information on walking and bicycling routes, school parking policies and locations, etc.
- Periodically recognize individual students and staff whose multi-modal activities reduce the traffic impact of the school - through newsletter, email, bulletin board, or other announcements.

Additional promotional suggestions for the school to explore, in order to reach trip reduction targets, are:

- Develop a Multimodal Access Map that is posted on the school's website and TDM bulletin board kiosk, identifying the walk zone, common walk routes and times, bike lanes and trails, and transit stops and routes. With the new site, students and staff may not realize how short walk and bike times are to particular downtown locations and this may encourage fewer auto trips.
- Form a student committee/subcommittee to advise the school's TDM work and develop peer-led campaigns that encourage active transportation and reduce the appeal of driving to school.

G. Monitoring

Baxter Academy's TDM Plan will be monitored by its TDM Coordinator. This effort will include:

- Annual family surveys regarding school transportation preferences
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- The number of staff utilizing school-leased parking
- The number of staff utilizing public transportation or other travel options
- Evaluating the daily parking demand of both campus visitors and vendor service providers and evaluate if other parking arrangements are deemed warranted
- Site traffic observations to cross-reference with the annual survey

This data will be compiled and compared against the parking and vehicle trip generation goals contained in Section D above. A summary report will be produced annually and submitted to the City's TDM planning office for review and comment.

H. Project Specific Standards

Infrastructure

School Zone Safety Features: Baxter Academy will install a flashing school zone speed limit sign assembly on Elm Street in advance of the 185 Lancaster Street Campus. An "End School Zone" sign will be appropriately located on Elm Street just west of the designated school bus loading zone advising motorists that they are leaving the school zone area. Secondary school speed zone signage will also be installed on both approaches of Lancaster Street that informs approaching motorists they are entering a designated school zone.

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School staff will serve as a pedestrian crossing guard at the Lancaster/Elm Streets intersection aiding students crossing the Elm Street approach. A portable "school crossing" sign will be appropriately located in the center of the intersection reinforcing the school zone area.

Sidewalk Improvements: The City recently made sidewalk improvements on Elm Street and the Baxter Academy relocation will fund additional sidewalk expansion on Lancaster Street, along the frontage of the staff parking area.

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TDM Bulletin Board: In addition to the school's website transportation page, the school will erect a transportation bulletin board in a prominent location with information on various transportation options. This will include commuter assistance, public transportation, and ride matching.



Cushman Transportation Consulting, LLC

94 Beckett Street, 2nd Floor, Portland, ME 04101 · (207) 200-1910 · www.sarahcushman.com

Transportation Demand Management (TDM) Plan Baxter Academy for Technology and Science March 20, 2017

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- The number of staff utilizing school-leased parking
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Bicycle Parking: A total of 6 downtown "lollipop" bike racks are being installed for parking 12 bicycles as part of the school's Site Plan. If demand warrants additional facilities, Baxter is committed to providing them. The school's site work to improve Lancaster Street will provide the space required to install supplementary racks, if needed.

TDM Bulletin Board: In addition to the school's website transportation page, the school will erect a transportation bulletin board in a prominent location with information on various transportation options. This will include commuter assistance, public transportation, and ride matching.

March 8, 2017

Shukria Wiar
Planner
City of Portland Maine
389 Congress Street
Portland, Maine 04101

**Baxter Academy Interior Fit-up - Response to Review
Comments**

185 Lancaster Street, Portland, Maine

Shukria,

Please see the attached documents and responses below to the review comments.

A.1) The square footage has been revised and the application has been uploaded to e-plan

A.2) It is understood that the project will need to meet the B-7 Zone performance standards applicable to the project as described in section 14-299 of the zoning ordinance.

A.3) Public Transit is provided to the Site and Building as the Metro Bus route stops at the curb adjacent to the building on Elm Street.

A.4) A TDM has been submitted by Bill Bray of traffic solutions, he is working with Tom Errico on this process.

A.5) This project is consistent with the City Master Plans as it is providing a High School Use within the B7 zone in the neighborhood, thus adding to the diversity of uses in the existing neighborhood which is encouraged by the Master Plan.

A.6) No New exterior lighting is being proposed as part of this project

A.7) All new HVAC equipment will be placed on existing HVAC unit curbs on the building roof, these units are located on the roof far enough away from the roof edge that they are not visible from the streets adjacent to the building. There are no ground mounted HVAC units proposed.

A.8) The proposed exterior signage is shown on the exterior elevations submitted to the City, they are not lit signs. The signs are placed on the facades to help the users of the building navigate to the main entry on

207-650-6414

senatorearchitecture.com

ryan@senatorearchitecture.com

565 Congress Street, Suite 304
Portland, Maine 04101

Lancaster Street. Traffic signage is shown on the Site plans directing the users of the building to the appropriate parking and travel operations.

A.9) The signage and landscaping is designed to meet the B-7 design standards, there is no new proposed exterior lighting for the project. A separate signage permit application will be submitted to the City at a future date

A.10) The right of way is shown on the submitted site plans

B.1) The City of Portland Waste Water capacity application has been uploaded to e-plan

B.2) The Survey plan shows the right of way 3.1' from the outer building edge to the property line, the proposed stairs are flush with the building bump out edges. Please see the attached excavation plan from Landry French with requires 12" of over excavation so the excavation will be within the property boundaries.

B.3) See the revised Site Plans with the additional stormwater information uploaded to e-Plan

B.4) See the revised Site Plans uploaded to e-Plan with the right-of way information.

Please feel free to contact me with any questions.

Sincerely,



Ryan Senatore, AIA LEED-AP

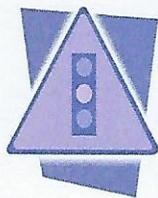
Principal

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Traffic Solutions
William J. Bray, P.E.
235 Bancroft Street
Portland, ME 04102
(207) 774-3603
(207) 400-6890 mobile
trafficsolutions@maine.rr.com

Att. U

March 1, 2017

Thomas A. Errico, P.E.
Senior Associate
Traffic Engineering Director
T.Y. Lin International
12 Northbrook Drive
Falmouth, ME 04105

RE: Baxter Academy for Technology and Science – Traffic Movement Permit (TMP)

Dear Tom:

Please find attached copies of the two documents you requested at the TMP Scoping Meeting on Thursday, February 23, 2017 and the results of a vehicle sight distance evaluation completed for the existing parking lot driveway entrance onto Lancaster Street. The two documents attached are:

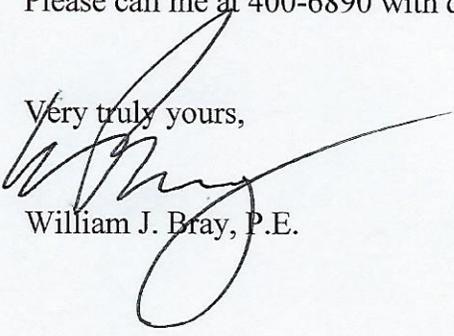
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2. Conformation of the Notice of Intent to File advertisement in the local newspaper.

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Additional traffic and parking documents will be forwarded for your review separately.

Please call me at 400-6890 with questions or additional informational needs.

Very truly yours,


William J. Bray, P.E.



Baxter Academy for Technology and Science

January 15, 2014

City of Portland

To Whom It May Concern:

As required by the planning board report, 05-2013, I am submitting a report for Baxter Academy, located at 54 York Street in Portland.

The report states in section VII iib:

The bus and parent loading/unloading conditions shall be monitored within three months following the opening of the school and a report shall be provided to the City summarizing existing conditions. Adjustments to the Plan may be required following this monitoring exercise. Additional annual monitoring shall be required in conjunction with the TDM plan.

As the chief operating officer, I have overseen the loading and unloading conditions at 54 York Street during the first three months of operation and in an ongoing basis. I am submitting background information, observations, anecdotes, and my thoughts for your review.

Background

Baxter Academy has contracted with Luce Transportation to provide bus service along three routes extending from Baxter Academy to Topsham, Lewiston, and Kennebunk.

Parents were notified on September 2, 2013 of protocol for dropping off and picking up students at 54 York Street. Specifically, these points were communicated:

When dropping off or picking up your student from Baxter Academy, 54 York Street, you must use Maple Street, which is next to our building. For safety reasons, please DO NOT park on York Street (directly in front of our Main Entrance) for drop-off or pick-up.

Please be aware that buses will be arriving at approximately 8:25 am and departing at 3:30 pm. It would be preferable if you did not compete with the buses. Also, please urge your student to use marked crosswalks near the building if crossing the street.

Baxter staff will be on York and Maple street each morning and afternoon during bus and parent drop off and pickup.

The first day of school for Baxter Academy was September 4, 2013. However, we were not at 54 York Street for this day. Instead, all drop off and pick up activity occurred at Fort Williams State Park in Cape Elizabeth.

Originally, bus drop off was scheduled for 8:25 am and pick-up at 3:30 pm. As of October 21, 2013, our afternoon pick-up for buses changed to 3:10 pm.

Baxter Academy staff members are present on the sidewalk each morning and afternoon to ensure safe drop off and pick up. Specifically, they reinforce that crosswalks are to be used at all times and keep students on the sidewalk and out of the streets while waiting for buses.



Baxter Academy for Technology and Science

Observations

Parent Drop Off and Pick Up

Parents begin dropping their children off as early as 7:30 am, which is in accordance with agreements we have with them. The majority of parent drop off is complete by 8:20 am.

In the first weeks of school, we reinforced that parents needed to drop off students by pulling onto Maple Street, rather than unloading on York Street. However, due to construction on the hotel at the corner of Maple and Commercial, and construction vehicles constantly being parked in the 15-minute parking spots on Maple Street lining our building, a bottleneck quickly surfaced. Without a constant and reliable place for unloading in such a way that would enable students to exit the vehicle onto a sidewalk, we could not continue to ask parents to pull onto Maple Street. Doing so would require them to let their children out in the middle of the street.

As a result, drop off points for parents have become diversified depending on the parents' line of travel. Currently some parents are using Maple Street and the 30-minute parking spots on either side of York Street (running north and south) to briefly stop and let their students out. This seems to work particularly well because students generally exit their vehicles onto the sidewalk and then either use the crosswalk (for cars parked on the southbound side) or walk directly onto the sidewalk from the northbound side.

Occasionally, parents will pull in front of the school's main entrance to drop off their student. This is regularly discouraged by staff, however is happening with greater frequency now that snow has arrived. Occasionally, parents will also park directly in front of the main entrance to wait for their student to come out for pick up; this generally occurs only after the buses have departed.

In the afternoons, there are fewer parent pickups than drop offs. If students are picked up, it is generally before the school day ends. Parents park in an appropriate on-street spot (Maple Street or York Street), use a crosswalk if necessary, and enter the school building. They sign their student out while they wait for the student to come to the front office. They then return to their parked car and leave. This process typically takes about 5 minutes.

My Thoughts

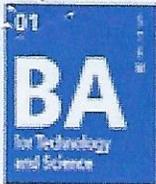
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Parents have found reasonable alternatives that are generally safer than drop off or pick up on Maple Street. Using on-street parking on either side of York Street has caused no negative reports of which I am aware. Traffic is stopped only while a student uses a crosswalk, which is to be expected in any scenario.

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For afternoon pick up, buses arrive together in a line and stop in front of the school main entrance on York Street (northbound). They use their yellow and red flashers as is required. Students are both inside and outside the



Baxter Academy for Technology and Science

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My Thoughts

Bus drop off and pick up has gone as smoothly as I could imagine. I have received no complaints about the impact of having the buses stop in front of the school. In fact, I most commonly hear that people are very happy and pleasantly surprised that our drop off and pick up has had no impact on their driving in the area. These reports come primarily from people who work on York Street in buildings owned by J. B. Brown.

Bicycles

We have numerous bicycle stands installed along Maple Street. Students and faculty use these daily. I have heard no reports of trouble from people in the area, nor from the students and faculty. Currently, there is still room for more bicycles to be locked up on the existing stands. As the temperature decreases, I expect our bicycle rider numbers to dwindle. We will observe whether the numbers increase in the Spring of 2014, and if we adequately have stands at that time. I expect that we will for this school year.

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Once hotel construction is complete, we can determine if parents need to be redirected to drop off and pick up solely on Maple Street, or if some blended approach, as is currently the situation, can continue to work.

Concern

The one concern I do have (and it is shared by others in the Baxter Academy community) is that this area is not marked as a school zone with a reduced speed limit. Vehicle speeds on York Street often seem faster than the speed limit. We would like to have appropriate signage installed on York Street, at the appropriate distances, in order to inform drivers that this is now a school zone and they should slow their speeds accordingly. Preferably flashing signs like those installed on Cumberland Ave. near Portland High School.

Please let me know if you have any questions. I look forward to continue working together to ensure that this area of Portland serves all members of the community well.

Sincerely,

A handwritten signature in blue ink, appearing to be 'A. Burk'.

Adam Burk

Portland Press Herald
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Maine Sunday Telegram
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Payment Receipt

Traffic Solutions
Amy Bray
235 Bancroft St
Portland, ME 04102

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Payment Method: Credit Card

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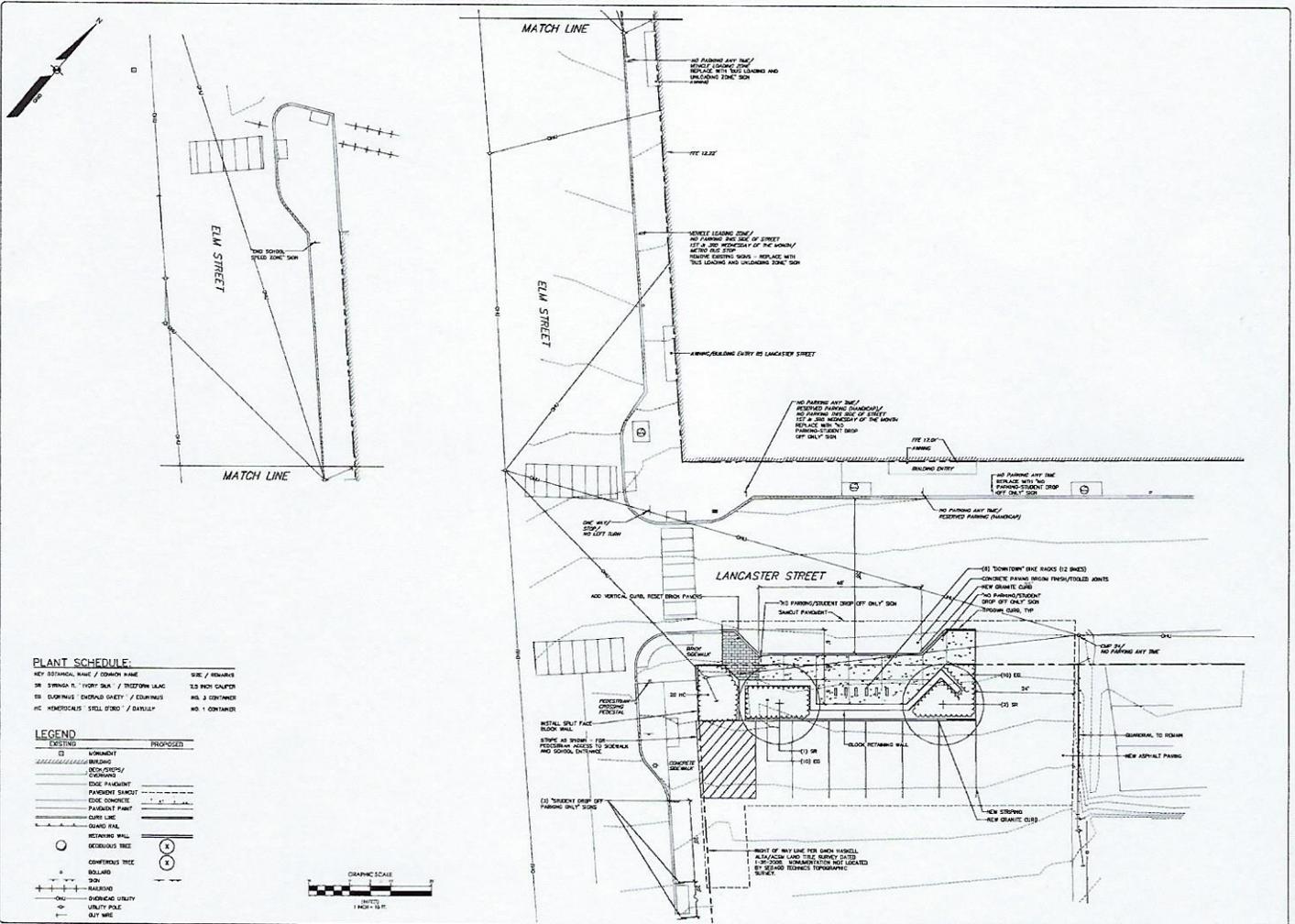
Title: Portland Press Herald

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Start date: 2/16/2017

Number of Days: 1

PO Number: Baxter / Amy Bray



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 FAX: 617.552.1235

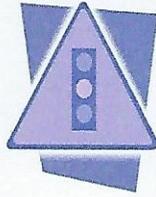
PROJECT

185 LANCASTER STREET
 BOSTON, MASSACHUSETTS
 BOULOS ASSET MANAGEMENT

SCALE

1" = 10'

SHEET 3 OF 5



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William J. Bray, P.E.
235 Bancroft Street
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(207) 774-3603
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March 1, 2017

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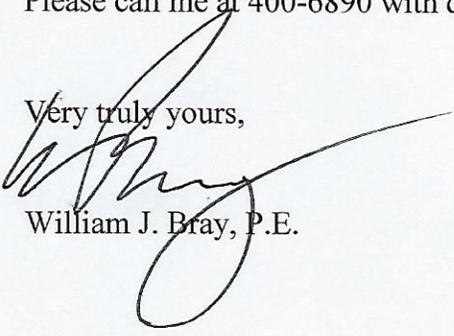
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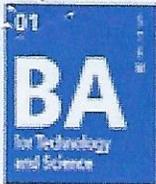
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Baxter Academy for Technology and Science

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Adam Burk

Portland Press Herald
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Traffic Solutions
Amy Bray
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Thank you for placing your advertisement in Portland Press Herald.

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Payment Method: Credit Card

Thank you,
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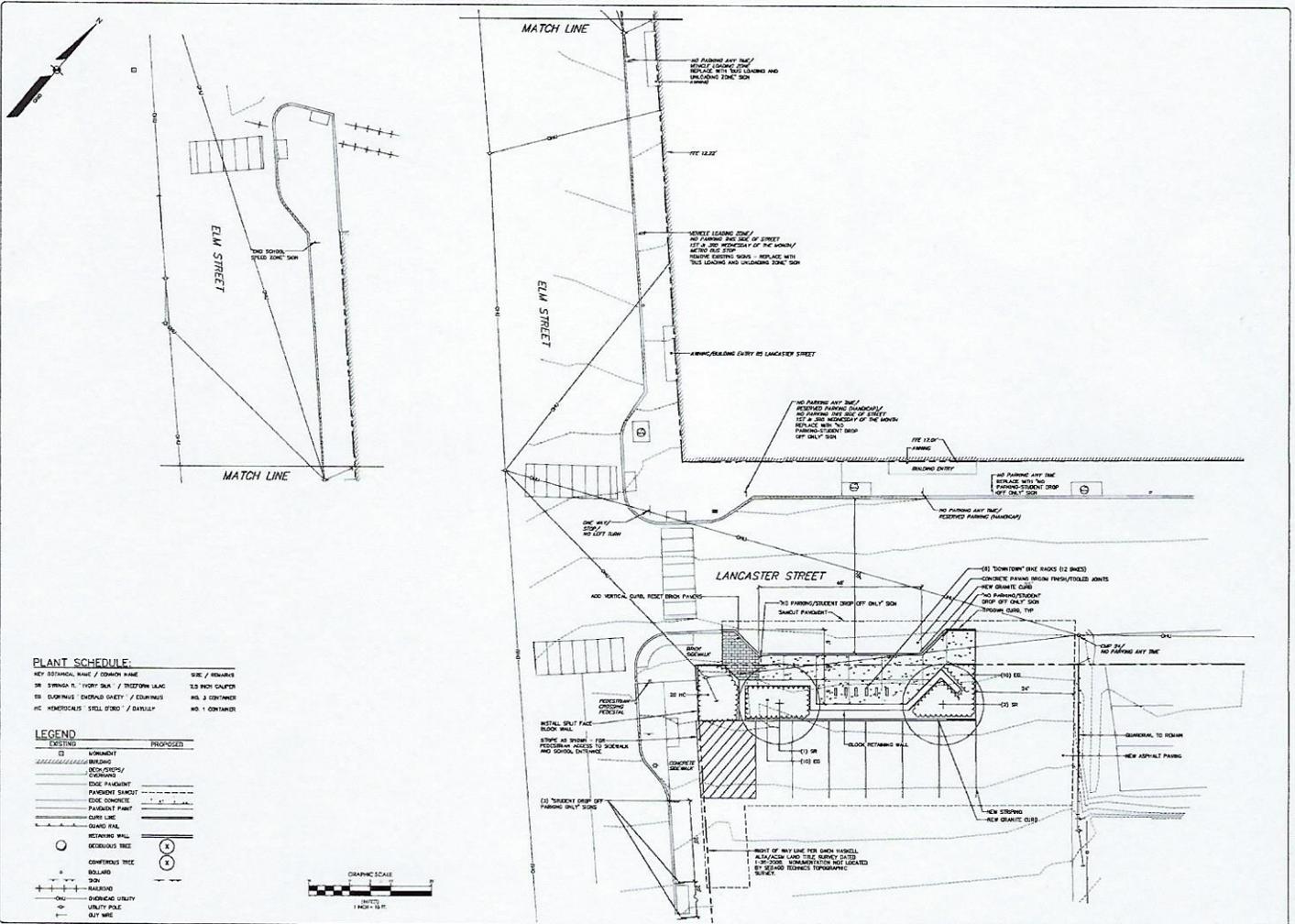
Title: Portland Press Herald

Classification: 1000 Legal Notices

Start date: 2/16/2017

Number of Days: 1

PO Number: Baxter / Amy Bray



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SEBAGO

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 BOSTON, MASSACHUSETTS 02114
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 FAX: 617.552.1235

PROJECT NO. 17245 **SCALE** 1" = 10'

SHEET 3 OF 5

March 4, 2017

Baxter Academy for Technology and Science

TRANSPORTATION OPERATIONS and MANAGEMENT PLAN

Introduction

Baxter Academy for Technology and Science is fully committed to providing the necessary resources and services to maintain the highest level of student safety at its 185 Lancaster Street Campus. The Traffic Operations and Management plan provides both the administration and staff of Baxter Academy a “*blue-print*” of recommended operational principles and guidelines that, with implementation, ensures a safe environment for students, staff and the general public.

Proposed Transportation Operations and Management Plan

School Zone Safety Features: Baxter Academy will install a flashing school zone speed limit sign assembly on Elm Street in advance of the 185 Lancaster Street Campus. The flashing school light system will operate with a timer controlling time periods of operation. An “*End School Zone*” sign will be appropriately located on Elm Street just west of the designated school bus loading zone advising motorists that they are leaving the school zone area. Secondary school speed zone signage will also be installed on both approaches of Lancaster Street that informs approaching motorists they are entering a designated school zone.



Baxter Academy will augment the City’s annual crosswalk re-striping program, re-painting each of the existing crosswalk markings early spring of each year at the Lancaster Street/Elm Street intersection.

Baxter Academy staff will serve as a pedestrian crossing guard at the Lancaster/Elm Streets intersection aiding students crossing the Elm Street approach. A portable “*school crossing*” sign will be appropriately located in the center of the intersection reinforcing the school zone area.

Recommended Actions

- Baxter Academy will consult with the City’s Traffic Division in advance of the school calendar year to review hourly and daily timing inputs for the automated school flashing speed limit assembly.
- Baxter Academy will field review, annually during mid-summer, the operational status of all traffic signage and roadway striping amenities. Noted deficiencies will be appropriately reported to the City’s Traffic Division.
- Baxter Academy will re-stripe the crosswalk markings at the Lancaster Street/Elm Street intersection as soon as practical in the spring of each year. Coordination with Public Works in completing this task is essential. Baxter Academy assumes that the City will re-stripe the intersection markings prior to the beginning of the school year consistent with their current practices at all other City school locations.

- Baxter Academy staff, serving as an intersection crossing guard, will be required to wear a reflectorized orange vest meeting the latest OSHA standards. They will direct traffic appropriately using a STOP paddle. Staff members performing this service should meet with City Officials annually, in advance of the start of the school year, to review the appropriate procedures serving as an adult crossing guard.

Charter School Bus Service: Baxter Academy provides charter school bus service from three service areas in Southern Maine; Lewiston, Windham and Topsham. Students will be picked up daily at a designated bus area in each of the three communities and scheduled to arrive on-campus at approximately ___ AM (Schedule to be established later). Each of the three buses will discharge the students and return to a daytime queuing location off-site. They will return to the Baxter Academy Campus in the afternoon at ___ PM (Schedule to be established later) picking students up for the return trip to each of the three service communities.

A “*bus loading and unloading*” zone will be established along the Elm Street frontage of the 185 Lancaster Street Campus of sufficient length to accommodate three full-size school buses. Baxter Academy will rigidly regulate and control the arrival and departure schedule of the charter school buses. Bus arrival times, both morning and afternoon, will purposely be delayed allowing private vehicle utilization of the Elm Street curb space for student drop-off and pick-up functions. Students traveling on the charter school buses in the afternoon will wait in the “great-room” and be released for boarding with arrival of the school buses.

Baxter Academy staff will have a strong presence in this area ensuring that all personal autos have cleared the bus loading area prior to the bus arrival time. Special traffic signage will be erected that establishes the designated dual-purpose parking area.

Baxter Academy has developed the basic tenants of a Student Policy (Refer to Appendix A) that clearly define the responsibilities and expectations of students and parents alike in the use of the designated passenger loading and unloading areas.

The charter school buses are fully equipped with all mandatory school bus safety features including school flashing lights systems, etc.

Recommended Actions

- Baxter Academy will meet with the City’s Transportation Office, Police Department, and representatives of the Charter School Bus Company to prepare a bus routing plan for each of the three bus routes. The bus routing plan will be reviewed annually with the City offices and adjusted as deemed necessary. Baxter Academy will review the designated “*bus loading and unloading*” area annually at the start of the school year verifying that all bus zone signing exists, etc. Baxter Academy will meet with appropriate City staff to establish the required sign verbiage establishing the dual-purpose passenger loading zone.
- Baxter Academy staff will be assigned, as necessary, to monitor the Elm Street bus loading zone ensuring that all private autos have cleared the bus zone prior to the arrival of the charter buses.

- Baxter Academy will develop a final operations plan and review the content of that plan with appropriate City officials prior to the beginning of the school year.
- Each of the three charter school buses will operate their mandatory flashing school lights during all loading and unloading activities.
- Baxter Academy staff will supervise the loading and unloading of students from each bus ensuring orderly and safe passage of students and minimal disruption to through vehicle travel on Elm Street. Students will be ushered in an orderly fashion to/from the entrance door of the school.
- Baxter Academy staff will be required to wear a reflectorized orange vest meeting the latest OSHA standards.

Parent Drop-Offs: Three designated parent drop-off zones are proposed near the main school entrance on Lancaster Street. A total of eight vehicle spaces are provided. Three spaces are provided on Elm Street at Lancaster Street; two spaces in a proposed recessed parking area on the east side of Lancaster Street and, three spaces in front of the Campus. Eight additional parking spaces are provided, for short time periods, in the designated Elm Street bus loading zone for student drop-off and pick-up in private vehicles. Students will also be allowed to exit the school in the afternoon through doors directly onto Kennebec Street for pick-up.

Each of the three designated drop-off areas adjacent to the main Campus entrance will be signed for “*5-Minute Loading and Unloading Only*”. Baxter Academy staff will be assigned to monitor and control the student activities in the general area of the Campus to minimize the disruption to other motor vehicle operators and ensure the safety of the Baxter Students.

Recommended Actions

- Baxter Academy will send annually, prior to the beginning of the school year, an introductory letter to all parents reminding them to only drop-off and pick-up students in the designated pick-up/drop-off areas. Parents will also be encouraged, when feasible, to drive the student passenger(s) to their respective place of work with the student walking to/from the 185 Lancaster Street Campus.
- Baxter Academy staff will strategically locate reflectorized traffic cones in curb areas where the discharging or pick-up of students is both unsafe and undesirable.
- Baxter Academy staff will be required to wear a reflectorized orange vest meeting the latest OSHA standards.
- Baxter Academy staff will review annually, in advance of the school year, that all mandatory signage denoting each designated drop-off zone are in place. If upgrades or replacements are necessary, the City’s Traffic Division should be notified.

Automobile Travel: Baxter Academy administration will encourage both staff and the student body to travel to/from the 185 Lancaster Street Campus using other modes of travel other than private vehicle. Baxter Academy will provide off-street parking accommodations to staff members in a 50-space, off-street parking lot adjacent to the Campus. Staff members will be issued a parking permit by the Administration for use of the parking lot. Two designated handicap parking zones (with two-plus spaces in each) located along Lancaster Street are available for use by both staff and students alike. Further, an off-site parking lot in the rear of the Campus is also available for handicap parking, as necessary.

Students electing to travel to/from Baxter Academy in a private auto will be directed to use public off-street parking areas located on Marginal Way versus on-street spaces located near the Campus.

Recommended Actions

- Baxter Academy administrators, annually before the commencement of the school year, will send a letter to all in-coming students and members of the staff encouraging other modal travel options versus personal auto travel.
- Students who choose to commute in their personal vehicle will be directed to use public parking lots found on Marginal Way in lieu of parking on-street nearby the 185 Street Campus.
- Baxter Academy will evaluate throughout the school year both the demand and viability of providing a shuttle service connecting the public parking lots with the Campus.

Other Transportation Modal Travel: Both students and staff members will be encouraged to avail themselves of other non-auto transportation services commuting to/from the 185 Lancaster Street campus. Current other modal services include: METRO bus service, both intra-city and the inter-municipal express *Breeze* bus route; Southern Maine *Zoom* and Shuttle bus service; The Lakes Region Explorer; Casco Bay Island Transit Service with connections to Casco Bay Islands; bicycle travel; walking; carpooling, etc.

All public bus transit routes connect directly and/or indirectly through the METRO's "HUB" located on Elm Street near Monument Square. A short walk down Elm Street to the Campus is provided along a well-maintained sidewalk system. Pedestrian "Walk" signals are provided at both Monument Square and Cumberland Avenue to aid the student/staff walker crossing both major streets.

Staff or students traveling to Baxter Academy riding a bicycle will be able to safely store their bikes in bike racks located immediately adjacent to the 185 Lancaster Street Campus.

Recommend Actions

- Baxter Academy administrators, annually before the commencement of the school year, will send a letter to all in-coming students and members of the staff encouraging other modal travel options versus personal auto travel.
- Schedules and contact information for each service provider will be in a highly visible place on Campus.
- Baxter Academy staff will travel on foot between Monument Square and the Campus prior to the school year evaluating if sidewalk and traffic signal deficiencies require attention. All noted defects will be reported to the City of Portland's Public Works Department.
- Baxter Academy staff will review annually the functional condition of the on-site bicycle racks ensuring their security and operation.

Other Baxter Academy Transportation Services: Visitors to the Baxter Academy Campus will be directed to use existing on-street parking spaces when visiting the Campus. Baxter Academy

Service vendors, whether scheduled or random, will also be directed to use on-street parking spaces located in the general vicinity of the 185 Lancaster Street Campus.

Baxter Academy will evaluate the daily parking demand of both Campus visitors and vendor service providers and evaluate if other parking arrangements are deemed warranted.

Recommended Actions

- Baxter Academy administrators will monitor daily the Campus parking needs of both Visitors and Service Vendors and adjust, as necessary, the accommodation of their parking needs.
- Service Vendors will be requested, when possible, to approach the Campus during time periods other than the “*peak*” arrival and departure times of the school.

DRAFT

Student Drop-Off and Pick-Up by Private Vehicle Policy

To ensure student safety and to promote smooth transportation flow around Baxter Academy, as required by the City of Portland, we require all parents and students to understand the rules for student drop-off and pick-up by private vehicle at 185 Lancaster Street. The following rules pertain to drop-off and pick-up schedules and procedures. **Please sign this form to attest that you have read, do understand, and will abide by our policy.** A map of pick-up locations is appended to this document. Please keep it for reference during the school year.

- Pick-up and drop-off locations for Baxter Academy will be located in the designated spaces on Elm Street and Lancaster Street.
- On Elm Street, parents have 150 feet of parking to quickly drop their students off in the morning before the buses arrive at _____.
- On Lancaster Street, parents have 8 designated spots to use for dropping students off in the morning.
- On Kennebec Street, parents can drop off and pick up students with monitored exits on that side of the building.

MORNING DROP OFF

- Students being dropped off at Baxter Academy are required to **exit the vehicle on the curb side** and enter the building as quickly as possible.
- If a bus approaches the bus loading zone on Elm Street, parents must make way for the bus to pull over and offload students.

AFTERNOON PICK UP

- Students who are walking, bicycling, using public transportation or being picked up by private vehicle will be dismissed first. **Cars queuing on Elm Street to pick up these students will be required to depart quickly to make room for the school buses arriving at 3:___.**
- Pick up times for students will be between the times of _____ and _____, and will be strictly monitored by staff to ensure space is open for the buses.
- Students who take Baxter’s school buses will wait in the great room until 3:15, and will not be allowed to leave the building until the buses arrive.
- Buses will arrive for student pick up at 3:15 p.m. sharp. Students will be dismissed to load the buses quickly.

Baxter Academy staff will enforce these rules on a daily basis. Please sign and return this form to signify that you will abide by these important rules.

.....
Every student must have this document on file, even if drop off or pick up at the school will be a rare occurrence.

Student Name(s): _____ Grade(s): _____

Parent/Guardian Name: _____ Parent/Guardian Phone #: _____

Parent/Guardian Vehicle Make: _____ Model: _____ Plate #: _____

Additional Possible Drop-Off/Pick-Up Vehicle Make, Model, and Plate #: _____

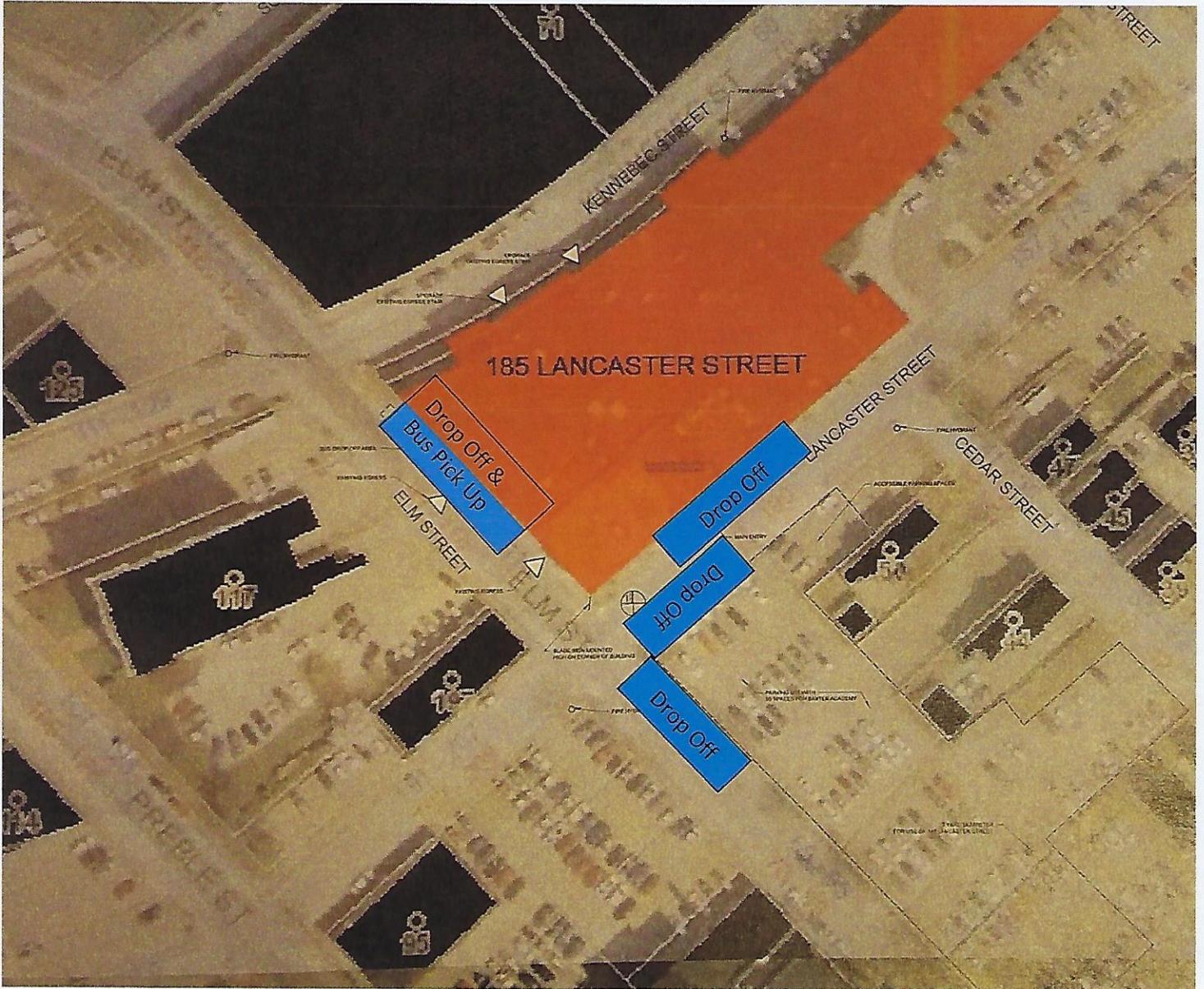
I have read the following guidelines and will adhere to them.

 Student Signature

 Parent/Guardian signature

DRAFT

Drop off and Pick up Locations





Traffic Solutions
William J. Bray, P.E.
235 Bancroft Street
Portland, ME 04102
(207) 774-3603
(207) 400-6890 mobile
trafficsolutions@maine.rr.com

March 4, 2017

Traffic Assessment

**For Proposed
Baxter Academy for Technology and Science
Public Charter High School
Portland, Maine**

INTRODUCTION

Baxter Academies of Maine are proposing to relocate and consolidate its public charter high school, known as Baxter Academy for Technology and Science, from its current facilities at 54 York Street and 561 Congress Street in Portland to an expanded facility at 185 Lancaster Street. The proposed site is an existing two-story building with a total floor area of approximately 92,561 square feet; Baxter Academies will lease and remodel 31,571 square feet of the building for the expanded charter high school project. Baxter Academies of Maine anticipates starting construction early spring with completion of the second floor expected in early fall prior to the commencement of the 2017-18 academic year and completion of the first floor expected around Thanksgiving.

This report provides an estimate of site trip generation for the proposed Baxter Academy public charter high school project generated during the critical AM peak hour; an assignment of the site trips to the adjacent street system; a review of existing roadway safety trends; a forecast of both 2017 pre- and post-development traffic conditions and, a technical evaluation of multi-way “Stop” control at the Lancaster Street/Chestnut Street intersection.

EXISTING CONDITIONS

Existing Design Hour Traffic: Manual turning movement counts were conducted at both the Chestnut Street/Lancaster Street and Elm Street/Lancaster Street intersections during the morning “*peak*” commuter hours of 7:00 to 9:00AM. Traffic data was collected at the former location on Tuesday, September 13, 2016 and traffic data at the Elm Street/Lancaster Street intersection was collected on Wednesday, February 15, 2017. All traffic entering and exiting both intersections was recorded in 15-minute intervals between the identified study times (A copy of the traffic data is attached as an appendix to the report). From a summary of the data, a peak hour of traffic (7:30 to 8:30AM) was determined for both intersections.

Traffic data collected during time periods other than the summer months of July and August require adjustment to reflect “*peak*” travel conditions. MaineDOT provides factors for adjusting traffic data collected during other periods of time. MaineDOT utilizes highway classifications of I, II, or III for all State and Local roadways. Group I roadways are defined as urban roadways or those roads that typically see commuter traffic and experience little fluctuation from week to week throughout the year. Group II roadways or arterial roads are those that see a

combination of commuter and recreational traffic and, therefore, experience moderate fluctuations during the year. Group III roads or recreational roadways are typically used for recreational purposes and experience significant seasonal fluctuations. MaineDOT has designated the intersecting roadways at both intersections Group I roadways, which require an adjustment of 1.03 for the September 2016 data and a factor of 1.15 for adjusting the February 2017 data. The Chestnut Street/Lancaster Street “base” intersection volumes were increased by an additional 1% to approximate 2017 travel conditions at the intersection. Figure 1 illustratively presents the estimated 2017 Design Hour Traffic forecasts for both study intersections.

Roadway Safety Trends: The Maine Department of Transportation’s (MaineDOT) Accident Records Section provided three-year (2013 through 2015) safety records for the sections of the streets highlighted on the attached map, a combined distance of 0.86 miles. MaineDOT’s report is presented as follows:

**2013 - 2015 Accident Summary
Portions of Kennebec Street, Lancaster Street, Oxford Street,
Preble Street, Elm Street and Chestnut Street**

<u>Location</u>	<u>Number of Accidents</u>	<u>Critical Rate Factor</u>
1. Elm Street @ Kennebec Street	7	2.55
2. Elm Street @ Lancaster Street	9	3.79
3. Preble Street @ Kennebec Street	12	4.22
4. Lancaster Street @ Preble Street	3	1.28
5. Oxford Street @ Preble Street	4	1.65
6. Elm Street @ Somerset Street	2	0.52
7. Chestnut Street @ Oxford Street	1	1.44
8. Chestnut Street @ Lancaster Street	3	4.69
9. Chestnut Street @ Kennebec Street	1	1.03
10. Somerset Street @ Chestnut Street	4	1.25
11. Kennebec Street btw. Elm Street and Chestnut Street	1	0.98
12. Lancaster Street btw. Chestnut Street and Cedar Street	1	5.38
13. Lancaster Street btw. Cedar Street and Elm Street	3	6.87
14. Lancaster Street btw. Elm Street and Preble Street	2	33.90
15. Oxford Street btw. Preble Street and Elm Street	3	10.01
16. Oxford Street btw. Cedar Street and Chestnut Street	2	4.26
17. Preble Street btw. Kennebec Street and Lancaster Street	1	0.53
18. Preble Street btw. Lancaster Street and Oxford Street	3	1.56
19. Elm Street btw. Somerset Street and Kennebec Street	1	0.76
20. Chestnut Street btw. Lancaster Street and Oxford Street	1	1.41
21. Chestnut Street btw. Kennebec Street and Lancaster Street	1	2.34
22. Chestnut Street btw. Somerset Street and Kennebec Street	1	2.71

The MaineDOT considers any roadway segment or intersection a high crash location if both of the following criteria are met:

- **8 or more accidents**
- **A Critical Rate Factor greater than 1.00**

As the data presented in the table shows (locations highlighted in red), two locations meet MaineDOT’s criteria for a high crash location. A total of 9 crashes and a Critical Rate Factor (CRF) of 3.79 were reported for the Elm Street/Lancaster Street intersection. A total of 12 vehicle crashes with a Critical Rate Factor of 4.22 were reported for the second location at Preble Street and Kennebec Street. A more in-depth review (preparation of detailed vehicle collision diagrams) was prepared for both locations to determine if a clear pattern of accident is occurring (Copies of the Collision Diagrams are attached as an appendix to the report). The following two paragraphs summarize the detailed safety analysis conducted for both locations:

Location #2 – Elm Street at Lancaster Street: Six of the total crashes reported were “*angle*” collisions involving traffic (auto and/or bicycle) on either approach of Lancaster Street being struck by a thru vehicle traveling northerly on Elm Street. The remaining three crashes occurred more randomly in the intersection.

The City recently completed a very significant roadway/sidewalk reconstruction project along Elm Street, a one-way collector street that connects Portland’s Downtown to Interstate 295 and western sections of the City. The improvement project narrowed pavement widths on Elm Street and widened sidewalks in an effort to reduce travel speeds in the corridor and improve overall pedestrian safety. The safety improvement project should help reduce the frequency of traffic accidents at the noted intersection.

Location #3 – Preble Street at Kennebec Street: The MaineDOT data for this location incorrectly included a vehicle crash occurring at an adjacent intersection; therefore, the total number of reported crashes is reduced to 11 crashes at the intersection. Eight of the 11 vehicle crashes involved motorists entering the intersection from both Kennebec Street approaches colliding with thru vehicles traveling southerly on Preble Street. Existing buildings in both northerly quadrants of the intersection limit vehicle sightlines of approaching vehicles. The City is currently developing preliminary design plans for extending Somerset Street to Hanover Street; the proposed project design also includes discontinuance of the west leg of Kennebec Street between Hanover and Preble Streets. This design feature should greatly reduce the frequency of vehicle crashes occurring within the Kennebec Street/Preble Street intersection.

SITE TRAFFIC

Site Trip Generation: The Institute of Transportation Engineers (ITE) 7th edition of the **TRIP GENERATION** manual provides an equation under Land-Use Code #530 - High School for estimating the volume of peak hour trips generated by a public high school during the morning commuter hour. The analysis was completed based upon a projected school enrollment of 400 students.

$$Ln(T) = 0.77Ln(X) + 0.69 [X = 400 \text{ students}]$$

Accordingly, the 400-student Baxter Academy public charter high school can be expected to generate a total of **200** vehicle trips during the weekday AM peak hour.

Site Trip Assignment: Baxter Academy for Technology and Science recently conducted a survey of their existing student population to determine transportation modal choice of students traveling to/from the 54 York Street site. The results of the survey (copy of survey results attached) are presented as follows:

- 38% Charters School Bus Service
 - 25% Commute with an Adult ⁽¹⁾
 - 18% Public Transportation (METRO, Zoom Bus, Casco Bay Transit, Other)
 - 9% Drive personal vehicle
 - 6% Carpool with another student
 - 3% Walk
 - 1% Bike
- Total = 100%

(1) NOTE: Multiple students are being driven by one adult and/or travel to the work site of the adult and walk to the school.

A trip assignment model, prepared for all site trips impacting the street system immediately adjacent to the proposed project site, was developed based upon the following assumptions and considerations:

400 students and 60 staff	
40% of students (152) ride 3 chartered buses	= 3 trips
25% of students (100) commute with an adult:	
o 40 students travel as a single occupant in vehicle with adult	= 80 trips
o 20 students travel with a second student and adult	= 20 trips
o 15 students travel with two other students and adult	= 10 trips
o 25 students travel with adult to work site and walk to school	= 0 trips
18% of students (72) use public transportation	= 0 trips
9% of students (36) drive personal auto and park off-site	= 0 trips ⁽¹⁾
6% of students (24) car pool with fellow student and park off-site	= 0 trips ⁽¹⁾
3% of students (12) walk	= 0 trips
1% of students (4) bike	= 0 trips
85% of staff (51) will drive to site and park in Lancaster Street parking lot	= 51 trips ⁽¹⁾
15% of staff (9) will use other modes of transportation	= 0 trips
<i>Total Trips Impacting Street System</i>	= 164 trips

(1) NOTE: A total of 50 on-site parking spaces are provided in an adjacent off-street parking lot for employees only. No student parking is provided.

Approximately, 109 of the 164 peak hour trips are expected to arrive at the 185 Lancaster Street site and the remaining 55 trips are parents leaving after dropping-off student(s).

Figure 2 illustratively presents the assignment of the site trips to the street system immediately adjacent to the proposed 185 Lancaster Street site.

2017 POST-DEVELOPMENT TRAFFIC FORECAST

Other Development Traffic: Traffic generated by projects that have been approved by the local Planning Board and/or the Maine Department of Transportation, yet are not open, must be included in the estimate of post-development traffic. Peak hour trips generated by the following projects were appropriately assigned to the study intersections:

- o 191 Marginal Way Re-Development Project
- o Mid-Town Development
- o Bayside Bowl
- o 89 Anderson Street
- o Schlotterback & Foss Building
- o #443 Congress Street
- o Westerlea View Lofts

Figure 3 is a “line-diagram” plan that depicts the Other Development trip assignment to both study intersections.

2017 Post-Development Traffic – AM Peak Hour: 2017 Post-Development traffic forecasts were prepared for both study intersections combining peak hour trips generated by the Baxter Academy project (Refer to Figure 2) with Other Development trips highlighted on Figure 3 with 2017 Design Hour Traffic as illustrated on Figure 1. Figure 4 graphically presents the 2017 Post-Development Traffic Conditions for both study intersections during the AM peak hour.

LANCASTER STREET/CHESTNUT STREET – MULTI-WAY “STOP” CONTROL EVALUATION

The Chestnut Street/Lancaster Street intersection presently operates as a two-way STOP controlled intersection with both Lancaster Street approaches under STOP control. A detailed evaluation was completed in 2016 to determine if projected traffic conditions at that time warranted a modification of the traffic control at the

intersection. The earlier study, which was based upon existing 2016 travel conditions measured at the intersection, concluded that traffic conditions at the intersection failed to satisfy the minimum warrants for “*multi-way*” STOP control.

The proposed Baxter Academy for Technology and Science project is forecast to moderately increase peak hour traffic volumes traveling through the subject intersection, especially during the “*morning*” peak hour. The traffic projections estimate an increased volume of 73 trips will travel through the subject intersection in the AM peak hour. It is anticipated that lower residual volumes of traffic generated by the school project will travel through the intersection throughout a typical weekday. A decision to modify traffic control at the intersection should be based upon actual travel conditions measured at the intersection versus estimated travel patterns of multiple development projects impacting the intersection. It is the recommendation of this report that further study of the intersection should be deferred until the Baxter Academy site is fully functional.

STUDENT “DROP-OFF” PARKING SPACE DEMAND

Approximately twenty-five percent (25%) of the existing student enrollment commute with an adult to and from the existing Baxter Academy site at 54 York Street. Short-term on-street parking spaces located on the south side of Maple Street is the primary “drop-off/pick-up” area for students traveling via this mode. Other curbside parking areas used include the west side of York Street opposite the school entrance and the 1-hour parking spaces located on the north side of Maple Street (York Street to Commercial Street). Existing student “drop-off/pick-up” practices were observed on Monday, February 27, 2017 during both the morning arrival and afternoon departure time periods. Vehicle trips were recorded in 5-minute increments between 7:40 and 8:25AM and, again, between 2:30 and 3:00PM. The following tables summarize that effort:

Parent “Drop-Off” Trips

<u>Survey Start Time</u>	<u>Total Vehicle Trips</u>
7:40 to 7:45 AM	5
7:45 to 7:50 AM	5
7:50 to 7:55 AM	4
7:55 to 8:00 AM	6
8:00 to 8:05 AM	8
8:05 to 8:10 AM	7
8:10 to 8:15 AM	9
8:15 to 8:20 AM	6
8:20 to 8:25 AM	9

Parent “Pick-Ups” Parking Space Trends

<u>Survey Start Time</u>	<u>Number of Vehicles “Waiting”</u>
2:30 to 2:35 PM	7
2:35 to 2:40 PM	8
2:40 to 2:45 PM	8
2:45 to 2:50 PM	10
2:50 to 2:55 PM	13
2:55 to 3:00 PM	15

A total of fifty-nine (59) “drop-off” trips were recorded during the morning arrival period; with a peak value of 9 trips occurring during two separate time periods. A separate tally of vehicle duration was not maintained, although, the length of stay very seldom exceeded 30 to 60 seconds in length. The afternoon survey process focused on the “length of stay” for each motorist versus “total trips” as was the case used in the morning survey. Motorists in the afternoon were observed arriving early on-site, well in advance of the school dismissal time,

parking in the available on-street parking spaces located near the 54 York Street site. As shown in the chart, the “peak” number of vehicles parked curbside was 15, which occurred just prior to the school dismissal time of 3:00PM. The survey stopped at 3:00 PM concurrent with the end of the school day. It is reasonable to assume that the actual “peak” number of vehicles queued waiting for a student may have exceeded 15 vehicles, just after dismissal time but the duration was very short.

The student capacity of the proposed 185 Lancaster Street site is 400 students, representing an increase of 57 students when compared to the existing York Street site. Accordingly, it is reasonable to assume that the drop-off parking needs of the new school site will increase proportionally resulting in a student “drop-off” parking demand of 18 vehicle spaces. A parking space demand of 11 spaces is determined for the morning peak hour.

SUMMARY

1. The proposed Baxter Academy for Technology and Science public charter high school can be expected to generate approximately 200 vehicle trips during the “busiest” single hourly time period of the day; the AM peak hour. Roughly 80% percent of the trips (164 trips) impact the street system immediately adjacent to the proposed site at 185 Lancaster Street. The remaining site trips (36-trips) are generated by students traveling to school in a private vehicle parking off-site in public parking lots or curbside on nearby streets.
2. MaineDOT’s Traffic Safety Bureau’s latest three-year safety report (2013 through 2015) for the segments of streets and intersections highlighted on the attached City map identified two locations as High Crash Locations (HCL). Detailed vehicle collision diagrams were prepared for both locations to better determine if a clear pattern of accident is occurring at either location.

Location #2: Elm Street at Lancaster Street, had a reported total of 9 vehicle crashes and a Critical Rate Factor of 3.79. The predominate crash pattern were “angle” crashes, which accounted for six of the 9 reported vehicle crashes. A detailed review of each traffic crash report suggests travel speed and roadway conditions were likely contributing factors causing the crash. The City’s most recent street re-construction project on Elm Street, which narrowed travel lanes on Elm Street, should help immensely in reducing vehicle speeds on the Elm Street approach to the intersection.

Location #3: Preble Street at Kennebec Street, had a reported total of 12 vehicle crashes and a Critical Rate Factor of 4.22. A review of the vehicle crash reports provided by MaineDOT shows that one vehicle accident report was incorrectly coded occurring at an adjacent intersection. Eight of the 11 vehicle accidents were “angle” crashes involving motorists on both Kennebec Street approaches striking thru vehicles traveling southerly on Preble Street. The west approach of Kennebec Street is proposed to be closed with the extension of Somerset Street to Hanover Street. Six of the 8 “angle” crashes involved motorists from this approach colliding with thru Preble Street traffic. Completion of the proposed, federally funded project should greatly reduce the frequency of traffic crashes reported at the intersection.

3. The proposed Baxter Academy school project is expected to increase, somewhat moderately, the volume of traffic traveling through the Chestnut Street/Lancaster Street intersection during two time periods of the day; the morning and afternoon peak hours. Measured traffic impacts during the remaining hours will be very minor. A detailed traffic safety evaluation report was completed in 2016 of the intersection to determine if the current traffic control measures were both appropriate and safe. The report specifically evaluated whether prevailing traffic volumes warranted multi-way STOP control at the intersection. The traffic safety report concluded that existing traffic conditions found at the intersection do not meet the minimum requirements for “multi-way” STOP control. It would be the recommendation of this report that the City may want to re-assess traffic conditions at the intersection in the near future to determine if prevailing conditions have changed.

4. Baxter Academy has determined that approximately 25% of their students travel to/from school with another adult and are dropped-off and/or picked-up curb side in the immediate area of the school site. The number of parking spaces required, albeit for short periods of time, to accommodate the drop-off/pick-up needs of the new school site is critical. To most accurately assess the parking space needs, existing field measurements were conducted at the existing 54 York Street school site. All student drop-off and pick-up occurrences were recorded in 5-minute increments between 7:40 and 8:25 AM and, again, between 2:30 and 3:00 PM. The peak number of occupied parking spaces in the morning peak hour was 11 and the peak parking space utilization value in the afternoon was 15. The student capacity of the proposed 185 Lancaster Street site is 400 students, representing an increase of 57 students when compared to the existing York Street site. Accordingly, it is reasonable to assume that the drop-off parking needs of the new school site will increase proportionally resulting in a student "drop-off" parking demand of 18 vehicle spaces for the afternoon dismissal time and a much lower parking space requirement of 11 spaces in the morning arrival period.



Portland: Lancaster & Chestnut
 Tuesday September 13, 2016
 Sunny
 Count By: Dawn-Marie Fahey

File Name : Portland Lancaster & Chestnut 091316
 Site Code : 00091316
 Start Date : 9/13/2016
 Page No : 5

Start Time	Chestnut From North				Lancaster From East				Chestnut From South				Lancaster From West				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 07:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:30 AM																	
07:30 AM	15	36	7	58	2	10	2	14	3	9	1	13	5	8	1	14	99
07:45 AM	11	58	10	79	2	12	3	17	0	5	2	7	9	8	3	20	123
08:00 AM	9	37	5	51	7	7	3	17	3	9	1	13	4	7	5	16	97
08:15 AM	10	33	4	47	4	5	3	12	1	3	2	6	5	4	1	10	75
Total Volume	45	164	26	235	15	34	11	60	7	26	6	39	23	27	10	60	394
% App. Total	19.1	69.8	11.1		25	56.7	18.3		17.9	66.7	15.4		38.3	45	16.7		
PHF	.750	.707	.650	.744	.536	.708	.917	.882	.583	.722	.750	.750	.639	.844	.500	.750	.801

Portland: Elm & Lancaster
 Wednesday February 15, 2017
 Clear
 Count By: Dawn-Marie Fahey

File Name : Portland Elm & Lancaster AM 021517
 Site Code : 00021517
 Start Date : 2/15/2017
 Page No : 5

Start Time	Elm St From North				Lancaster From East				Elm St From South				Lancaster From West				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 07:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:30 AM																	
07:30 AM	0	0	0	0	14	18	0	32	3	24	2	29	0	11	3	14	75
07:45 AM	0	0	0	0	18	16	0	34	6	54	2	62	0	22	5	27	123
08:00 AM	0	0	0	0	7	17	0	24	8	37	3	48	0	21	7	28	100
08:15 AM	0	0	0	0	13	12	0	25	6	36	2	44	0	11	11	22	91
Total Volume	0	0	0	0	52	63	0	115	23	151	9	183	0	65	26	91	389
% App. Total	0	0	0	0	45.2	54.8	0		12.6	82.5	4.9		0	71.4	28.6		
PHF	.000	.000	.000	.000	.722	.875	.000	.846	.719	.699	.750	.738	.000	.739	.591	.813	.791

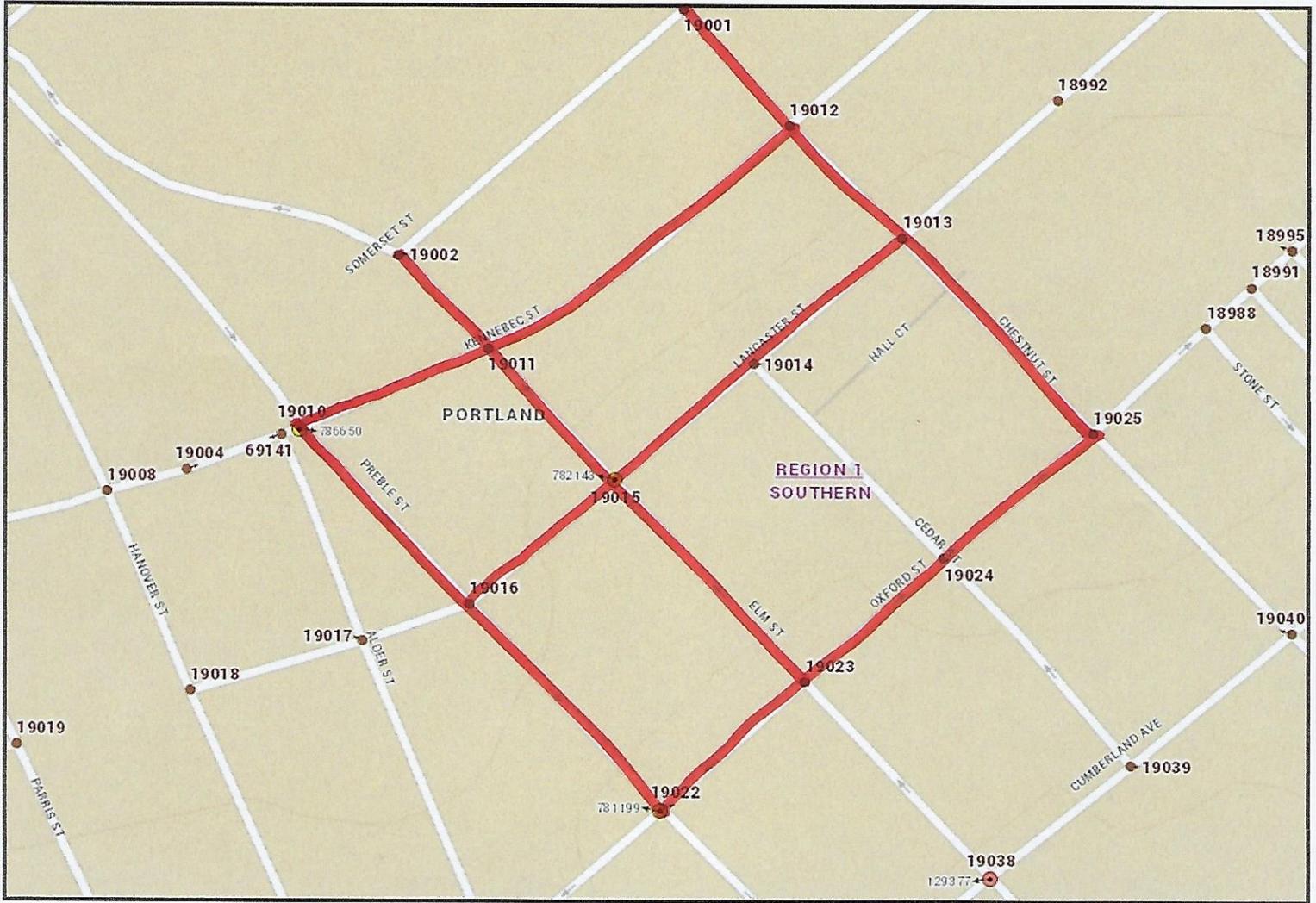
60 72

26 174 10

75 30

seasonal traffic adjustment $1.01 \div 0.88 = 1.15$

DEFAULT TITLE FROM MAP DOCUMENT



The Maine Department of Transportation provides this publication for information only. Reliance upon this information is at user risk. It is subject to revision and may be incomplete depending upon changing conditions. The Department assumes no liability if injuries or damages result from this information. This map is not intended to support emergency dispatch.

0.06 Miles
1 inch = 0.04 miles

Date: 2/8/2017
Time: 9:24:25 AM

Crash Summary Report

Report Selections and Input Parameters

REPORT SELECTIONS

Crash Summary I
 Section Detail
 Crash Summary II
 1320 Public
 1320 Private
 1320 Summary

REPORT DESCRIPTION

Preble St Chestnut St area in Portland

REPORT PARAMETERS

Year 2013, Start Month 1 through Year 2015 End Month: 12

Route: 0560414	Start Node: 19012 End Node: 19010	Start Offset: 0 End Offset: 0	<input checked="" type="checkbox"/> Exclude First Node <input checked="" type="checkbox"/> Exclude Last Node
Route: 0560426	Start Node: 19013 End Node: 19016	Start Offset: 0 End Offset: 0	<input checked="" type="checkbox"/> Exclude First Node <input checked="" type="checkbox"/> Exclude Last Node
Route: 0560560	Start Node: 19022 End Node: 19025	Start Offset: 0 End Offset: 0	<input checked="" type="checkbox"/> Exclude First Node <input checked="" type="checkbox"/> Exclude Last Node
Route: 0560597	Start Node: 19010 End Node: 19022	Start Offset: 0 End Offset: 0	<input type="checkbox"/> Exclude First Node <input type="checkbox"/> Exclude Last Node
Route: 0560252	Start Node: 19023 End Node: 19015	Start Offset: 0 End Offset: 0	<input checked="" type="checkbox"/> Exclude First Node <input checked="" type="checkbox"/> Exclude Last Node
Route: 0560252	Start Node: 19015 End Node: 19011	Start Offset: 0 End Offset: 0	<input checked="" type="checkbox"/> Exclude First Node <input checked="" type="checkbox"/> Exclude Last Node
Route: 0560252	Start Node: 19011 End Node: 19002	Start Offset: 0 End Offset: 0	<input checked="" type="checkbox"/> Exclude First Node <input type="checkbox"/> Exclude Last Node
Route: 0560135	Start Node: 19025 End Node: 19001	Start Offset: 0 End Offset: 0	<input type="checkbox"/> Exclude First Node <input type="checkbox"/> Exclude Last Node

Maine Department Of Transportation - Traffic Engineering, Crash Records Section

Crash Summary I

Nodes															
Node	Route - MP	Node Description	U/R	Total Crashes	K	A	B	C	PD	Percent Annual M Injury	Annual M Ent-Veh	Crash Rate	Critical Rate	CRF	
19011	0560414 - 0.21	Int of ELM ST KENNEBEC ST	2	7	0	0	0	0	7	0.0	1.910	1.22	0.48	2.55	
												Statewide Crash Rate:	0.15		
19014	0560426 - 0.15	Int of CEDAR ST LANCASTER ST	2	0	0	0	0	0	0	0.0	0.341	0.00	0.60	0.00	
												Statewide Crash Rate:	0.14		
19015	0560426 - 0.20	Int of ELM ST LANCASTER ST	2	9	0	1	2	1	5	44.4	1.572	1.91	0.50	3.79	
												Statewide Crash Rate:	0.15		
19023	0560560 - 0.12	Int of ELM ST OXFORD ST	2	0	0	0	0	0	0	0.0	1.359	0.00	0.52	0.00	
												Statewide Crash Rate:	0.15		
19024	0560560 - 0.17	0509444 POR,OXFORD,CEDAR ST.	2	0	0	0	0	0	0	0.0	0.347	0.00	0.60	0.00	
												Statewide Crash Rate:	0.14		
19010	0560597 - 0.13	Int of KENNEBEC ST PREBLE ST	2	12	0	1	0	3	8	33.3	2.001	2.00	0.47	4.22	
												Statewide Crash Rate:	0.15		
19016	0560597 - 0.19	Int of LANCASTER ST PREBLE ST	2	3	0	0	0	0	3	0.0	1.544	0.65	0.51	1.28	
												Statewide Crash Rate:	0.15		
19022	0560597 - 0.26	Int of OXFORD ST PREBLE ST	2	4	0	0	0	1	3	25.0	1.618	0.82	0.50	1.65	
												Statewide Crash Rate:	0.15		
19002	0560252 - 0.32	Int of ELM ST SOMERSET ST	2	2	0	0	0	1	1	50.0	3.074	0.22	0.42	0.00	
												Statewide Crash Rate:	0.15		
19025	0560135 - 0.16	0509445 POR,CHESTNUT,OXFORD ST.	2	1	0	1	0	0	0	100.0	0.383	0.87	0.60	1.44	
												Statewide Crash Rate:	0.14		
19013	0560135 - 0.24	Int of CHESTNUT ST LANCASTER ST	2	3	0	0	0	1	2	33.3	0.353	2.84	0.60	4.69	
												Statewide Crash Rate:	0.14		
19012	0560135 - 0.28	0509432 POR,CHESTNUT,KENNEBEC ST.	2	1	0	0	0	0	1	0.0	0.549	0.61	0.59	1.03	
												Statewide Crash Rate:	0.14		
19001	0560135 - 0.31	0509421 POR,SOMERSET,CHESTNUT ST.	2	4	0	0	0	1	3	25.0	2.500	0.53	0.43	1.25	
												Statewide Crash Rate:	0.14		
Study Years: 3.00			NODE TOTALS:		46	0	3	2	8	33	28.3	17.551	0.87	0.27	3.18

Maine Department Of Transportation - Traffic Engineering, Crash Records Section

Crash Summary I

Start Node	End Node	Element	Offset Begin - End	Route - MP	Section U/R Length	Total Crashes	Sections				Injury Crashes	Percent Injury	Annual HMVM	Crash Rate	Critical Rate	CRF	
							K	A	B	C							PD
19011	19012	194707	0 - 0.10	0560414 - 0.11 RD INV 05 60414	0.10	2	1	0	0	0	0	0	0.0	0.00021	1574.56	1598.97	0.00
Int of ELM ST KENNEBEC ST Statewide Crash Rate: 383.78																	
19010	19011	194704	0 - 0.05	0560414 - 0.21 RD INV 05 60414	0.05	2	0	0	0	0	0	0	0.0	0.00016	0.00	1644.70	0.00
Int of KENNEBEC ST PREBLE ST Statewide Crash Rate: 383.78																	
19013	19014	194710	0 - 0.04	0560426 - 0.11 RD INV 05 60426	0.04	2	1	0	0	0	0	1	0.0	0.00005	6486.09	1204.97	5.38
Int of CHESTNUT ST LANCASTER ST Statewide Crash Rate: 383.78																	
19014	19015	194712	0 - 0.05	0560426 - 0.15 RD INV 05 60426	0.05	2	3	0	0	0	0	3	0.0	0.00009	11025.05	1605.53	6.87
Int of CEDAR ST LANCASTER ST Statewide Crash Rate: 383.78																	
19015	19016	194714	0 - 0.04	0560426 - 0.20 RD INV 05 60426	0.04	2	2	0	0	0	0	2	0.0	0.00004	18946.93	558.86	33.90
Int of ELM ST LANCASTER ST Statewide Crash Rate: 383.78																	
19022	19023	3122298	0 - 0.05	0560560 - 0.07 RD INV 05 60560	0.05	2	3	0	0	1	0	1	50.0	0.00016	6101.84	609.36	10.01
Int of OXFORD ST PREBLE ST Statewide Crash Rate: 159.43																	
19023	19024	194730	0 - 0.05	0560560 - 0.12 RD INV 05 60560	0.05	2	0	0	0	0	0	0	0.0	0.00011	0.00	1642.73	0.00
Int of ELM ST OXFORD ST Statewide Crash Rate: 383.78																	
19024	19025	194732	0 - 0.05	0560560 - 0.17 RD INV 05 60560	0.05	2	2	0	0	0	0	2	0.0	0.00010	6918.50	1622.25	4.26
0509444 POR,OXFORD,CEDAR ST Statewide Crash Rate: 383.78																	
19010	19016	3106835	0 - 0.06	0560597 - 0.13 RD INV 05 60597	0.06	2	1	0	0	0	0	1	0.0	0.00088	379.95	715.35	0.00
Int of KENNEBEC ST PREBLE ST Statewide Crash Rate: 198.28																	
19016	19022	3106836	0 - 0.07	0560597 - 0.19 RD INV 05 60597	0.07	2	3	0	0	0	1	2	33.3	0.00090	1107.50	710.64	1.56
Int of LANCASTER ST PREBLE ST Statewide Crash Rate: 198.28																	
19015	19023	3123553	0 - 0.07	0560252 - 0.17 RD INV 05 60252	0.07	2	0	0	0	0	0	0	0.0	0.00101	0.00	692.86	0.00
Int of ELM ST LANCASTER ST Statewide Crash Rate: 198.28																	
19011	19015	3119283	0 - 0.05	0560252 - 0.24 RD INV 05 60252	0.05	2	0	0	0	0	0	0	0.0	0.00087	0.00	715.87	0.00
Int of ELM ST KENNEBEC ST Statewide Crash Rate: 198.28																	
19002	19011	3129301	0 - 0.03	0560252 - 0.29 RD INV 05 60252	0.03	2	1	0	0	0	0	1	0.0	0.00056	593.28	785.16	0.00
Int of ELM ST SOMERSET ST Statewide Crash Rate: 198.28																	
19013	19025	194711	0 - 0.08	0560135 - 0.16 RD INV 05 60135	0.08	2	1	0	0	0	0	1	0.0	0.00014	2324.95	1654.59	1.41
Int of CHESTNUT ST LANCASTER ST Statewide Crash Rate: 383.78																	
19012	19013	194709	0 - 0.04	0560135 - 0.24 RD INV 05 60135	0.04	2	1	0	0	0	0	1	0.0	0.00009	3742.80	1599.73	2.34
0509432 POR,CHESTNUT,KENNEBEC ST Statewide Crash Rate: 383.78																	
19001	19012	194692	0 - 0.03	0560135 - 0.28 RD INV 05 60135	0.03	2	1	0	0	0	0	1	0.0	0.00008	4204.61	1553.75	2.71
0509421 POR,SOMERSET,CHESTNUT ST Statewide Crash Rate: 383.78																	
Study Years: 3.00					Section Totals:	0.86	20	0	0	1	1	16	10.0	0.00545	1222.83	510.47	2.40
					Grand Totals:	0.86	66	0	3	3	9	49	22.7	0.00545	4035.35	669.73	6.03

COLLISION DIAGRAM

SHEET 1 OF 2

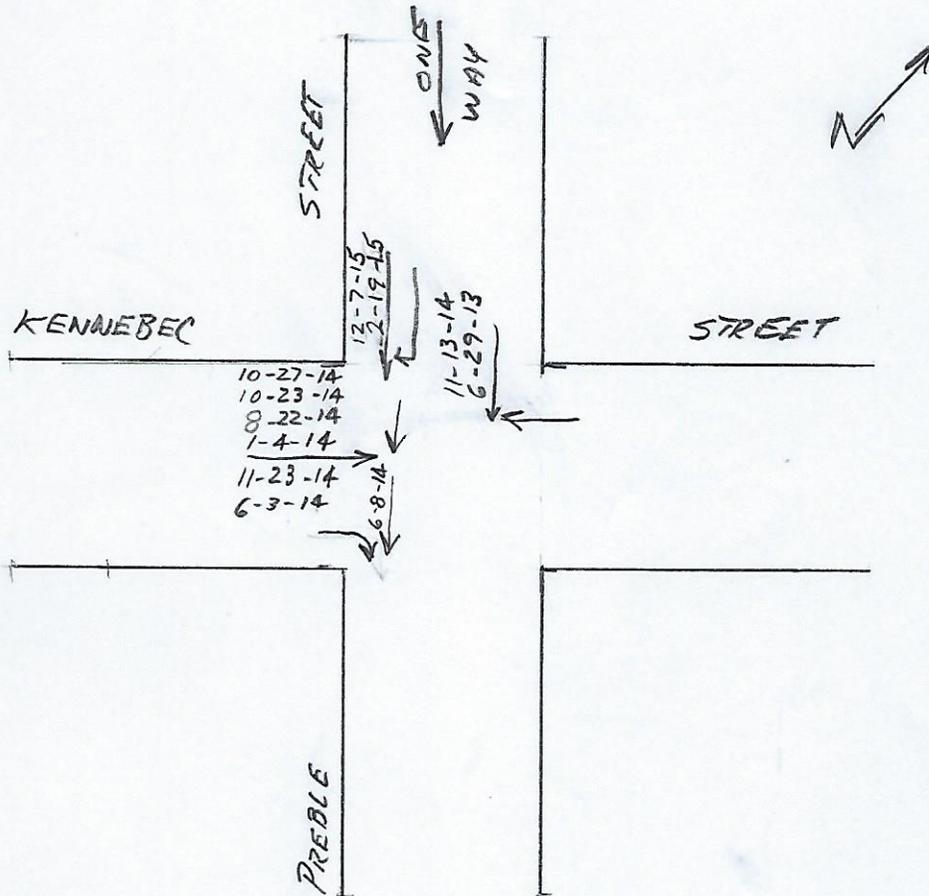
LOCATION PREBLE ST. @ KENNEBEC STS.

TOWN PORTLAND

NODE NO(S) 19010

YEARS REVIEWED 2013 - 2015

DATE PREPARED 2-17-2017



CRITICAL RATE FACTOR _____ EQUIV. PROP. DAMAGE ACC/YEAR _____ ACC/MEV _____

LIGHT

- | | | |
|-------------------------|-------------------------|--------------------------|
| 1. DAWN (MORNING) | 2. DAYLIGHT | 3. DUSK (EVENING) |
| 4. DARK (ST. LIGHTS ON) | 5. DARK (NO ST. LIGHTS) | 6. DARK (ST. LIGHTS OFF) |
| 7. OTHER | | |

ROAD SURFACE

- | | | |
|---------------------------|--------------------------|-----------------------------|
| 1. DRY | 2. WET | 3. SNOW/SLUSH-SANDED |
| 4. ICE/PACKED SNOW-SANDED | 5. MUDDY | 6. DEBRIS |
| 7. OILY | 8. SNOW/SLUSH-NOT SANDED | 9. ICE-PKD. SNOW-NOT SANDED |
| 10. OTHER | | |

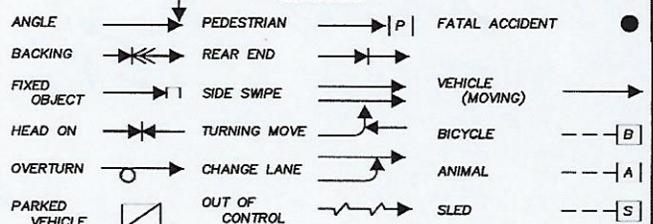
APPARENT CONTRIBUTING FACTORS - HUMAN

- | | | |
|--------------------------------------|-------------------------------------|-------------------------|
| 1. NO IMPROPER ACTION | 2. FAIL TO YLD. RIGHT OF WAY | 3. ILLEGAL UNSAFE SPEED |
| 4. FOLLOW TOO CLOSE | 5. DISREGARD TRAFFIC CONTROL DEVICE | |
| 6. DRIVING LEFT OF CENTER-NO PASSING | 7. IMPROPER PASS-OVERTAKING | |
| 8. IMP. UNSAFE LANE CHANGE | 9. IMP. PARKING START/STOP | 10. IMPROPER TURN |
| 11. UNSAFE BACKING | 12. NO SIGNAL OR IMP. SIGNAL | 13. IMPEDING TRAFFIC |
| 14. DRIVER INATTENTION-DISTRACTION | 15. DRIVER INEXPERIENCE | 18. VISION OBSCURED- |
| 16. PEDEST. VIOLATION ERROR | 17. PHYSICAL IMPAIRMENT | 18. VISION OBSCURED- |
| 16. PEDEST. VIOLATION ERROR | 17. PHYSICAL IMPAIRMENT | 18. VISION OBSCURED- |
| 19. WINDSHIELD GLASS | 19. VISION OBSCURED-SUN/HEADLIGHTS | |
| 20. OTHER VISION OBSCUREMENT | 30. OTHER HUMAN VIOLATION FACTOR | |
| 31. HIT AND RUN | 51. UNKNOWN | |

- VEHICULAR

- | | | |
|------------------------------------|----------------------------|--------------------------|
| 41. DEFECTIVE BRAKES | 42. DEFECTIVE TIRE/FAILURE | 43. DEFECTIVE LIGHTS |
| 44. DEFECTIVE SUSPENSION OR FACTOR | 45. DEFECTIVE STEERING | 50. OTHER VEHICLE DEFECT |
| | 51. UNKNOWN | |

SYMBOLS



WEATHER

- | | | |
|------------|----------|------------------|
| C = CLEAR | F = FOG | R = RAIN |
| SL = SLEET | S = SNOW | CL = CLOUDY |
| | | XW = CROSS WINDS |

INJURIES

- | | |
|--------------------|------------------------|
| K = FATAL | B = NON-INCAPACITATING |
| A = INCAPACITATING | C = POSSIBLE INJURY |

S:\SHEETS\COLLISION DIAGRAM.DWG

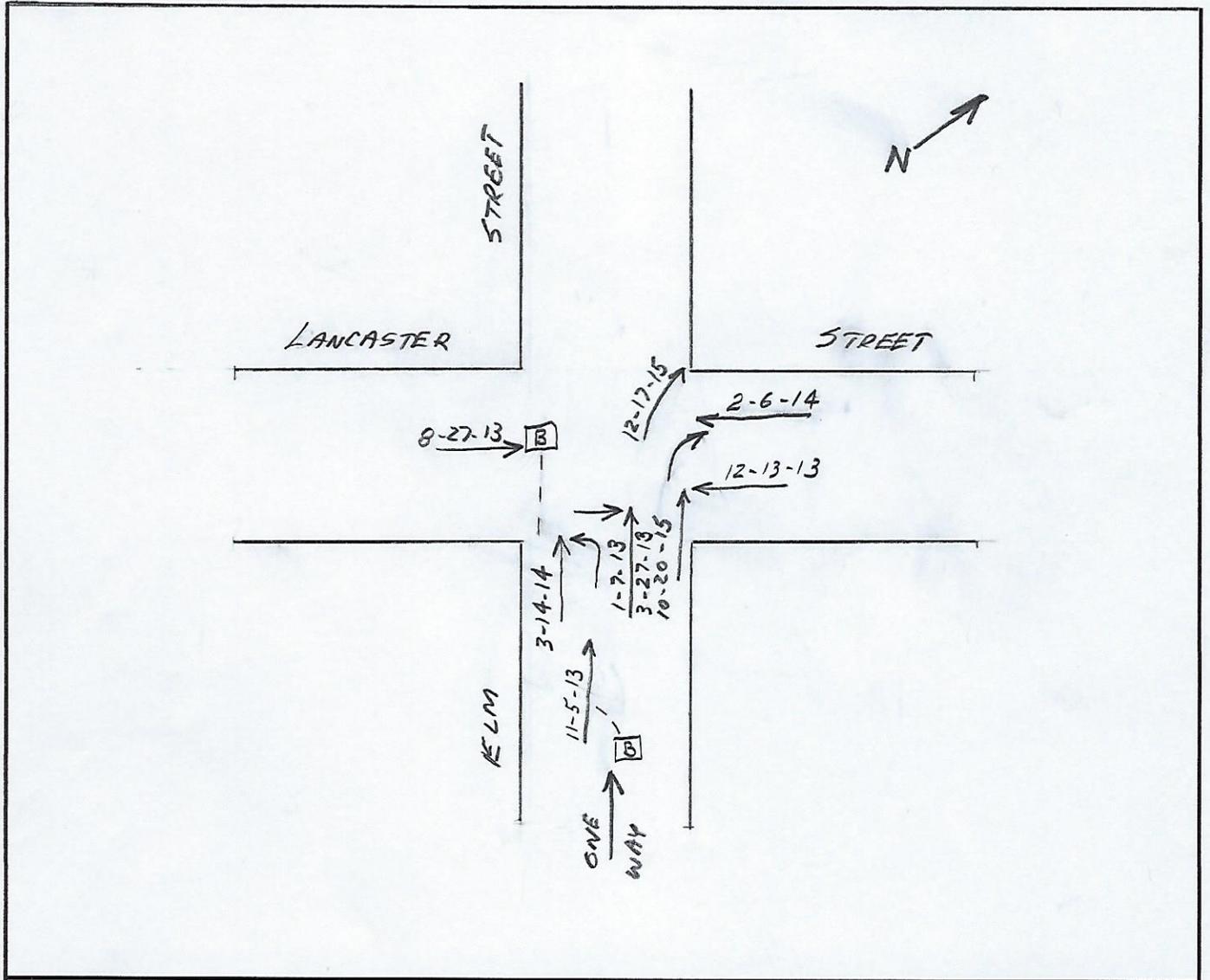
COLLISION DIAGRAM

SHEET 1 OF 2

LOCATION ELM ST. @ LANCASTER ST.

TOWN PORTLAND NODE NO(S) 19015

YEARS REVIEWED 2013-2015 DATE PREPARED 2-17-2017



CRITICAL RATE FACTOR _____ EQUIV. PROP. DAMAGE ACC/YEAR _____ ACC/MEV _____

LIGHT

- | | | |
|-------------------------|-------------------------|--------------------------|
| 1. DAWN (MORNING) | 2. DAYLIGHT | 3. DUSK (EVENING) |
| 4. DARK (ST. LIGHTS ON) | 5. DARK (NO ST. LIGHTS) | 6. DARK (ST. LIGHTS OFF) |
| 7. OTHER | | |

ROAD SURFACE

- | | | |
|---------------------------|--------------------------|-----------------------------|
| 1. DRY | 2. WET | 3. SNOW/SLUSH-SANDED |
| 4. ICE/PACKED SNOW-SANDED | 5. MUDDY | 6. DEBRIS |
| 7. OILY | 8. SNOW/SLUSH-NOT SANDED | 9. ICE-PKD. SNOW-NOT SANDED |
| 10. OTHER | | |

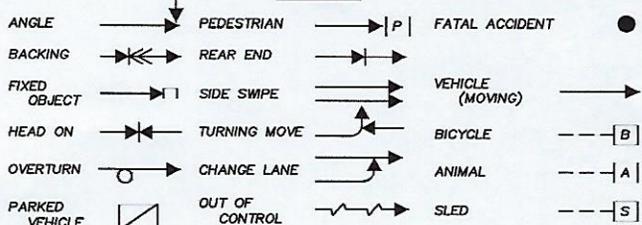
APPARENT CONTRIBUTING FACTORS - HUMAN

- | | | |
|--------------------------------------|-------------------------------------|--------------------------------------|
| 1. NO IMPROPER ACTION | 2. FAIL TO YLD. RIGHT OF WAY | 3. ILLEGAL UNSAFE SPEED |
| 4. FOLLOW TOO CLOSE | 5. DISREGARD TRAFFIC CONTROL DEVICE | 6. IMPROPER PASS-OVERTAKING |
| 7. DRIVING LEFT OF CENTER-NO PASSING | 8. IMP. UNSAFE LANE CHANGE | 9. IMP. PARKING START/STOP |
| 10. IMPROPER TURN | 11. UNSAFE BACKING | 12. NO SIGNAL OR IMP. SIGNAL |
| 13. IMPEDING TRAFFIC | 14. DRIVER INATTENTION-DISTRACTION | 15. DRIVER INEXPERIENCE |
| 16. PEDEST. VIOLATION ERROR | 17. PHYSICAL IMPAIRMENT | 18. VISION OBSCURED-WINDSHIELD GLASS |
| 19. VISION OBSCURED-SUN/HEADLIGHTS | 20. OTHER VISION OBSCUREMENT | 21. HIT AND RUN |
| 22. OTHER HUMAN VIOLATION FACTOR | 23. UNKNOWN | |

- VEHICULAR

- | | | |
|------------------------------------|----------------------------|--------------------------|
| 41. DEFECTIVE BRAKES | 42. DEFECTIVE TIRE/FAILURE | 43. DEFECTIVE LIGHTS |
| 44. DEFECTIVE SUSPENSION OR FACTOR | 45. DEFECTIVE STEERING | 50. OTHER VEHICLE DEFECT |
| | 51. UNKNOWN | |

SYMBOLS



WEATHER

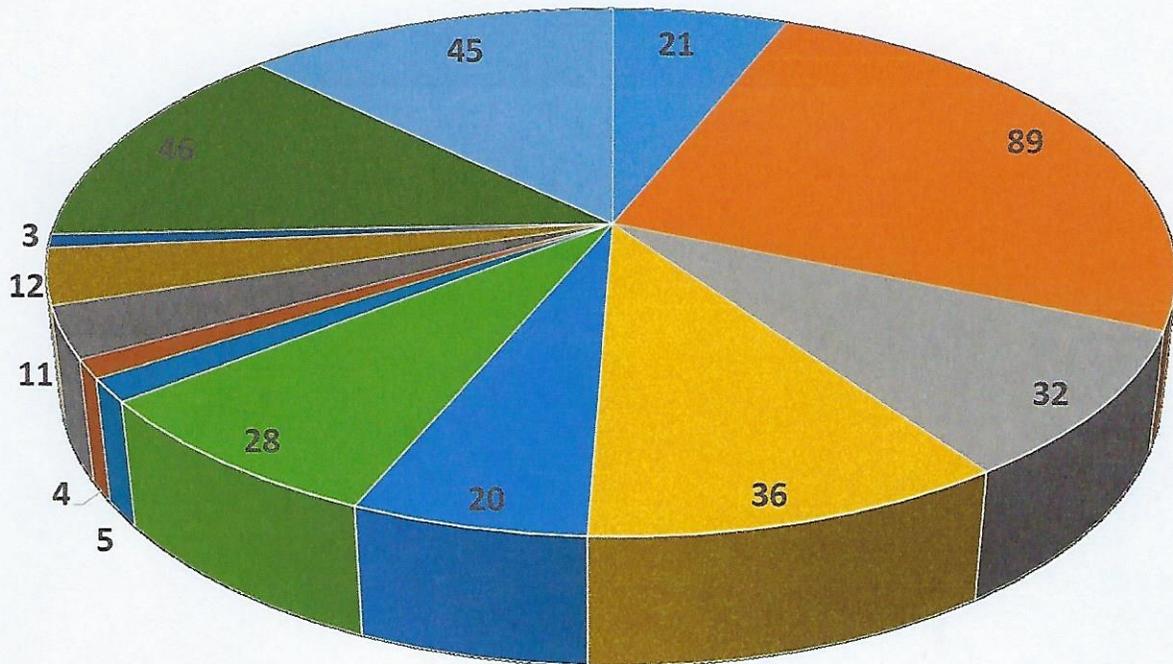
- | | | |
|------------|----------|------------------|
| C = CLEAR | F = FOG | R = RAIN |
| SL = SLEET | S = SNOW | CL = CLOUDY |
| | | XW = CROSS WINDS |

INJURIES

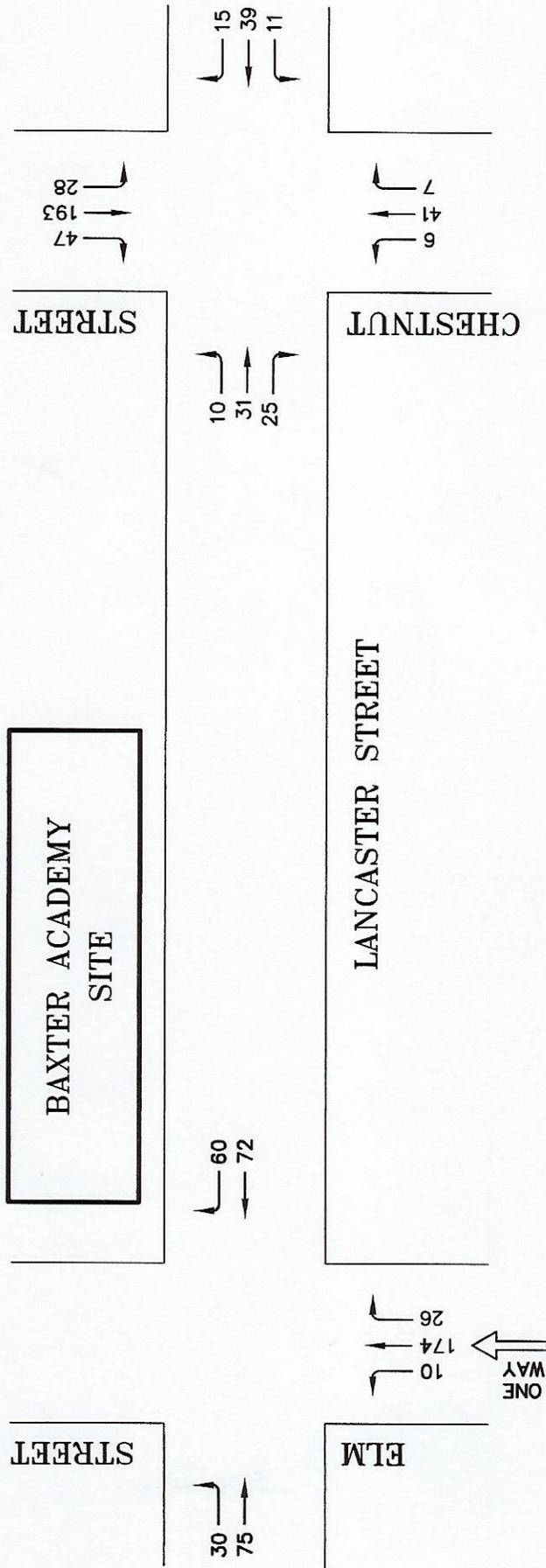
- | | |
|--------------------|------------------------|
| K = FATAL | B = NON-INCAPACITATING |
| A = INCAPACITATING | C = POSSIBLE INJURY |

S:\SHEETS\COLLISION DIAGRAM.DWG

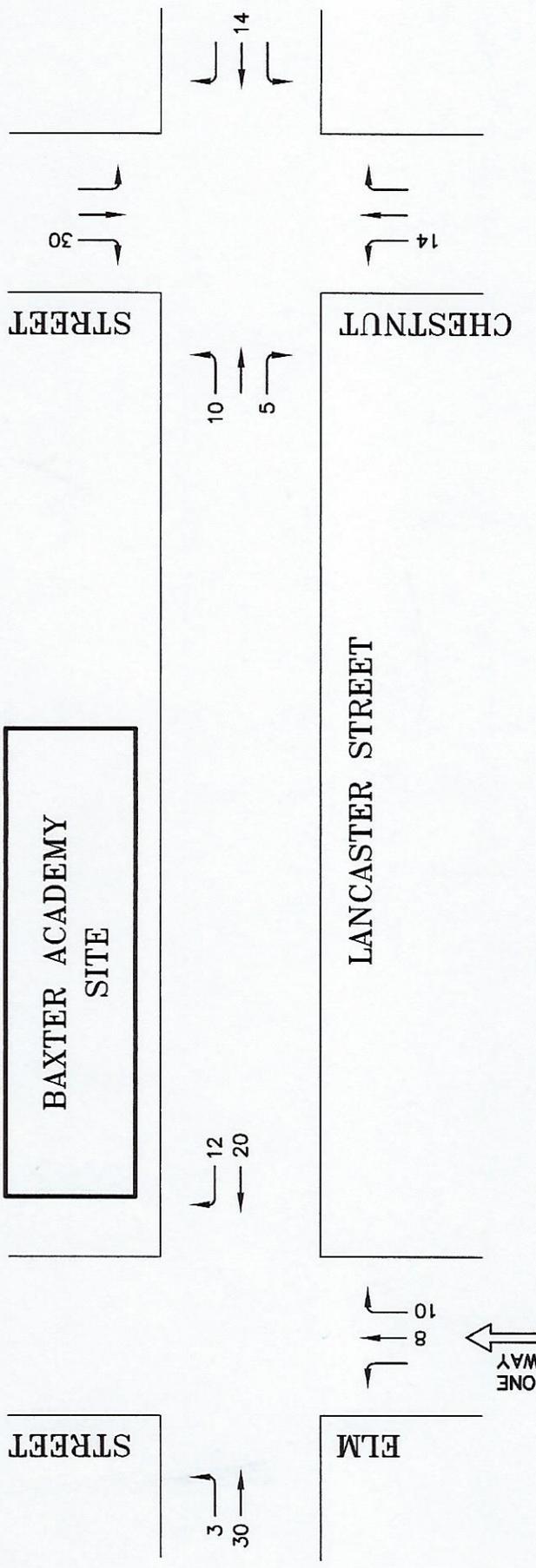
How our students get to school 2016-2017



- Carpool -21
- Commute with Adult - 89
- Drive own car- 32
- Luce Transportation - Lewiston -36
- METRO - Breeze - 20
- METRO - Local - 28
- Ride Bike - 5
- Lakes Region Bus - 4
- Walk - 11
- Zoom Bus - 12
- Boat - 3
- Luce Transportation - Topsham - 46
- Luce Transportation - Windham - 45



2017 DESIGN HOUR TRAFFIC
 AM PEAK HOUR
 FIGURE 1



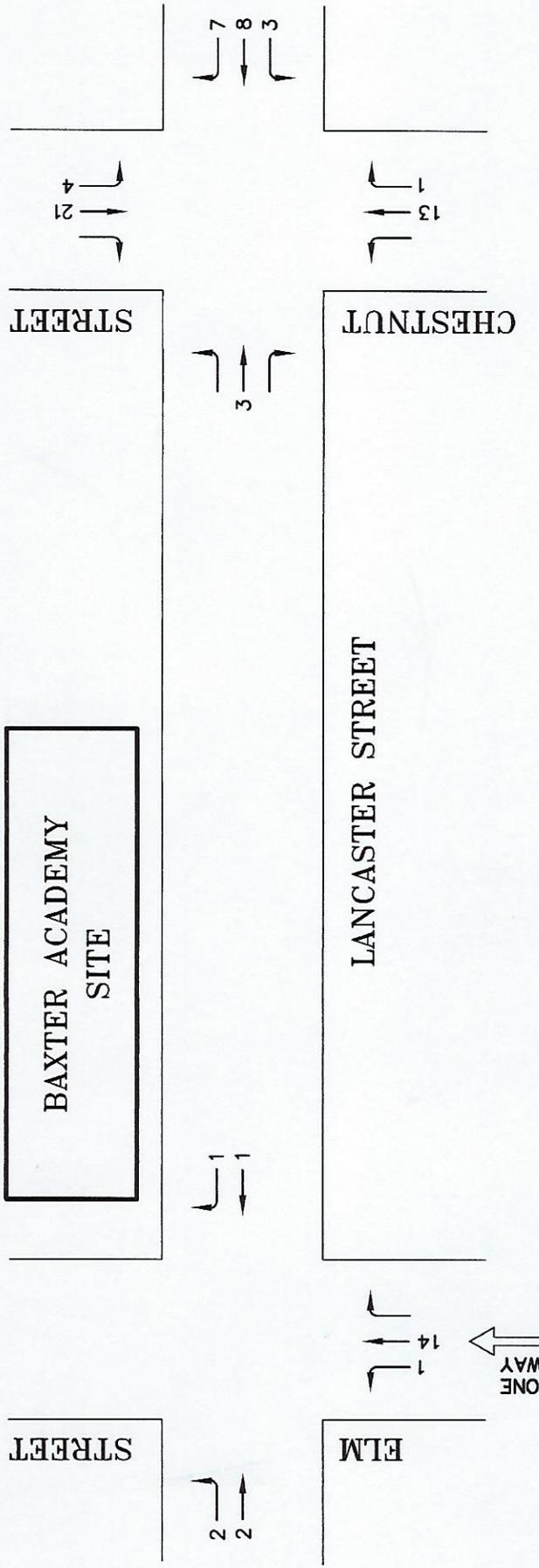
**SITE TRAFFIC ASSIGNMENT
AM PEAK HOUR
FIGURE 2**

ES:\LAND PROJECTS\31400\3144391 TRAFFIC SOLUTIONS\BAXTER ACADEMY\TRAFFIC\BAXTER ACADEMY 3-2-17.DWG

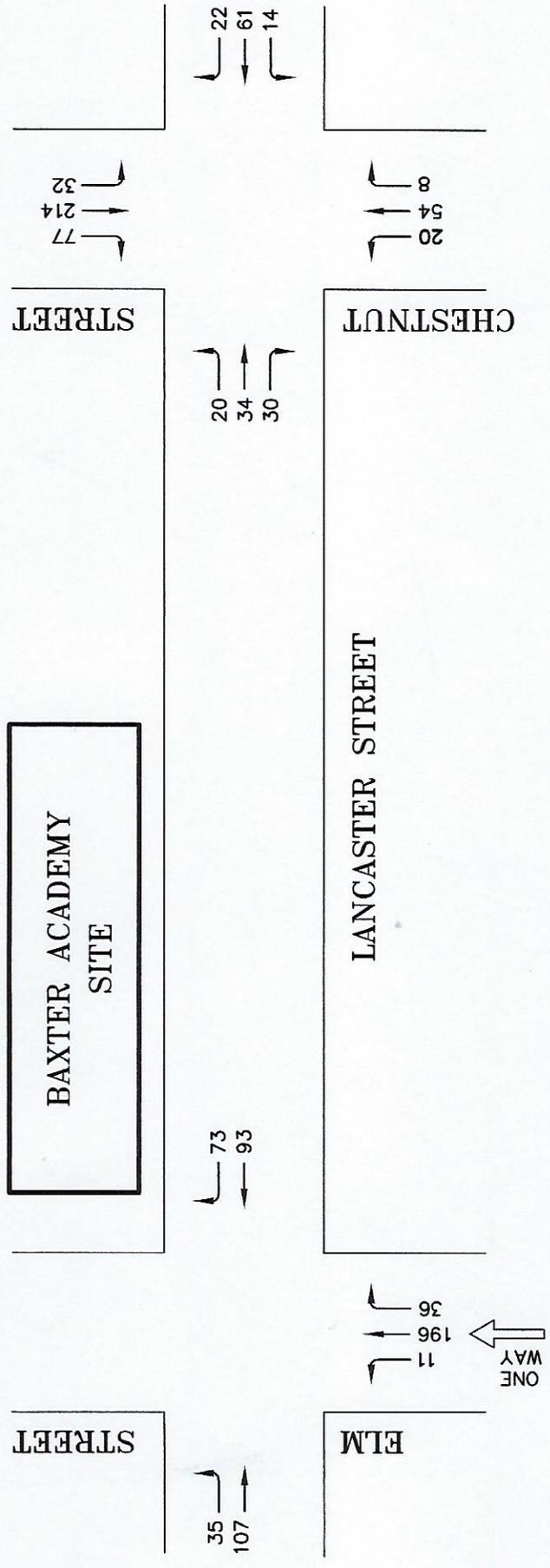
Project Name and Location:
BAXTER ACADEMY
185 LANCASTER STREET, PORTLAND, MAINE
DATE: FEBRUARY, 2017

TRAFFIC SOLUTIONS
233 BURNSIDE STREET, PORTLAND, MAINE 04102-1730

FIGURE: 2



OTHER DEVELOPMENT TRAFFIC
 AM PEAK HOUR
 FIGURE 3



2017 POST-DEVELOPMENT TRAFFIC
 AM PEAK HOUR
 FIGURE 4



Transportation Demand Management (TDM) Plan Baxter Academy for Technology and Science March 8, 2017

Baxter Academies of Maine provides this Transportation Demand Management (TDM) Plan for the relocated and consolidated Baxter Academy of Science and Technology at 185 Lancaster Street. This public charter high school has a strong cultural commitment to continuing and furthering its robust TDM work to encourage and enable the use of public transportation, carpooling, bicycling and walking at this new location. It does this in support of both its own and the City of Portland's transportation, liveability, and sustainability goals.

A. Site Transportation Overview & Context

Baxter Academy has operated under a Transportation Demand Management (TDM) Plan at its present York and Congress Street sites since the school's inception in September 2013 and has successfully implemented key TDM strategies to mitigate costs and meet the school's various transportation challenges. Baxter is free to Maine students and current pupils come from 57 municipalities based in the Southern, Central, and Midcoast regions - drawing from as far away as Owls Head, Norway, Windsor, and Berwick. In addition, the student body geographical make-up shifts each year with students entering and leaving the school. Families have been strongly motivated to utilize the school's busing and carpooling opportunities to make it possible for their children to attend the school and to free themselves from costs and travel time associated with transporting their students themselves.

Seventy-nine percent of students use public or charter transportation, walk or bike, or carpool with at least one other student. As stated in the City of Portland's draft 2017 Comprehensive Plan, "The 1993 *A Time of Change: Portland Transportation Plan* called for reducing the share of single occupancy vehicle trips City-wide to 50%, just under the share briefly achieved following the oil crisis of the late 1970s, while at the same time increasing the share of trips by other modes." Thus, Baxter Academy's student multi-modal rate far surpasses this standard.

The staff is also diverse, with individuals commuting from 19 municipalities, including as remote as the Waterville area. Only 30% of Baxter employees drive alone for every trip to the campus; all of these drivers indicate that they are conscious of seeking alternatives, but this is the only current viable option. For example, one staff member mentioned that she is hoping to use the proposed Metro public transportation route from Gorham. Other faculty often

travel with students and/or with a spouse/partner. Local staff consistently commute on foot and by bicycle. Public transit use is reimbursable by the school and when applicable, staff have availed themselves of this benefit.

Baxter Academy is leasing and remodeling 31,571 square feet of the existing two-story 92,561 square foot building at 185 Lancaster Street. Total enrollment at the new site is expected to be 400 students, with 60 employed staff. The adaptive reuse of the structure at this location, in the heart of the Bayside neighborhood, supports the multi-modal objectives of the B-7 zone in which it stands – where dense urban form, mixed-uses, and the utilization of transportation beyond the automobile are strongly encouraged. The school and its multi-modal initiatives are part of Bayside’s continued renaissance and align with the goals of *A New Vision for Bayside* and the *Bayside Master Transportation Plan*.

The new school site is pedestrian and bicycle-friendly, located within the strong sidewalk network and lower-speed street grid of the Portland Peninsula - and just a block and a half from the Bayside Trail. The location is served by the Metro Route #8, and perhaps most importantly, it is just three short blocks from the hub of Greater Portland’s transit services at the Elm Street Pulse and Monument Square. Current students use all of the area’s transit providers - Metro local buses and the Breez, Casco Bay Lines ferry service, the South Portland Bus Service, the Lakes Region Explorer, and Shuttlebus-Zoom. The school pays 100% of the students’ fares.

The site will also include a 150-foot drop-off zone on Elm Street to support the use of the school’s three charter buses. These collect additional students in Lewiston, Windham, and Topsham who come from there and nearby municipalities. The school’s lease at 185 Lancaster Street includes access to 50 parking spaces in an off-street lot across from the school, which will be used for staff and visitors.

B. TDM Coordinator

The two most vital characteristics of highly successful TDM programs are: (1) they are dynamic - piloting strategies, assessing impacts, and modifying tactics as needed, and (2) they are managed by committed and enthusiastic staff who are responsible for overseeing, promoting and sustaining the program.

Tia Wilson, Operations & Admissions Manager, serves as Baxter Academy’s TDM Coordinator and will continue in this role at the school’s new location. Ms. Wilson is a problem-solver who works to educate and connect students, families, and staff with public transportation and carpool options. She conducts an electronic survey of the student body annually before the school year begins to remind families of the school’s multi-modal goals, inform them regarding transportation options, and gain a better understanding of which transportation mode(s) will benefit them the most.

At 185 Lancaster Street, the TDM Coordinator will implement a more comprehensive survey of students and staff to meet the City's TDM Plan surveying requirements (see Section C). Ms. Wilson will continue to explore and help implement additional TDM strategies to reduce single-occupancy and low-occupancy vehicle trips to the school. She also will assist the school to continue its pedestrian safety training with students and encourage bicycle commuting and safety education for local students and staff. The Coordinator's contact information is: Tia Wilson, Baxter Academy, 54 York Street, Portland, ME 04101; (207) 699-5500.

C. Employee and Student Survey

Per the City of Portland's Technical Standards regarding TDM Plans, Baxter Academy will employ a comprehensive survey of staff and student families at the 185 Lancaster Street site. The survey will be conducted annually in electronic form to educate faculty and families regarding their transportation options, record mode share, and assist employees and students to find carpool matches.

In addition, the survey will identify barriers to the use of public transit, the school charter bus system, carpooling, and bicycling and walking for more local students and staff. Staff and students may also be asked to offer additional ideas and strategies for reducing single occupancy and low-occupancy private vehicle trips. The survey will produce comparable data from year to year and be available for compilation with other sites' commute data by a third party, such as the City.

D. Trip Generation and Parking Demand Targets

On behalf of Baxter Academy, Traffic Solutions has produced ITE trip generation and parking demand projections to establish the impact of the new school location. Total forecasted trips during the "morning" peak hour are 200 and the parking demand using the 85th percentile is projected to be 52 spaces for staff, students, and visitors.

Baxter Academy is committed to continuing its work to reduce single-occupancy and low-occupancy trips to the campus - to improve multi-modal safety at and near the site, ease traffic congestion, and be a sustainable and liveable presence in downtown Portland and the Bayside neighborhood. The school's trip and parking reduction goals are based on the fact that the school has already done a tremendous amount of work to provide collective transportation options for its students (via public transportation, charter buses, and carpooling) and encourage walking and bicycling for more local students and staff. These existing TDM efforts limit the amount of additional peak hour trip and parking reductions still possible. However, potential reductions might be made in two areas: the single-occupancy vehicle trips and parking impacts of staff (51) and students (36) and the low-occupancy trips of a single student being dropped off by an adult (80).

Trip Reduction Target

Balancing the school's new setting and multi-modal accessibility, its current TDM practices and high multi-modal rates, and student and staff originating locations, an achievable trip reduction target is 2% over the first two years after opening for both faculty and pupils. This means a target trip generation of 50 staff trips and 78 one student/one adult trips during the AM peak hour by 2019.

Parking Reduction Target

As stated in the initial narrative above, Baxter Academy's policy will be to continue to provide only a limited number of off-site parking spaces for its staff and none for its students. The school will use parking permits to manage shared employee use of the lot. Baxter will also reserve a small portion of the parking area for rotating visitors who come to do school business (nurses, psychologists, consultants, board members, legal team, etc.).

Students electing to travel to or from Baxter Academy by private automobile will be directed to use public off-street parking areas located on Marginal Way, versus on-street spaces located near the campus. The Bayside Trail will facilitate their walk to the school. This will be made clear in the school's registration materials and its annual communications with families before the school year begins. Students will continue to be issued registration forms that collect a copy of their license, car make and model, plate number and where they park in Portland.

E. Trip/Parking Reduction Strategies & Incentives

Baxter Academy will take up its current comprehensive trip reduction strategies again at the new location, including:

- Providing charter buses for outlying communities
- Encouraging the use of public transit within the urban core with 100% funding of student and staff trips; the school's closer proximity to the Elm St. Pulse may help reduce some current parent drop-off vehicle trips
- Encouraging and facilitating carpooling/ridesharing among families and staff
- Encouraging bicycling through the provision of on-site bike racks
- Encouraging walking both as a primary mode for local students and staff and also from transit hubs and remote parking sites; additionally, providing students with hands-on pedestrian safety training

The following are other avenues for the school to explore to meet trip reduction targets.

Commuter Assistance

Baxter Academy is encouraged to engage Go Maine, the statewide commuter assistance program, in order to sign up participating staff who walk, bike, carpool, and use public transit for:

- the Emergency Ride Home benefit
- NuRide trip rewards
- expanding ride-matching possibilities to include additional downtown Portland employees.

Carpooling for school staff is a challenge because of their geographic spread and diverse schedules both at the school and in their home lives. However, some staff do carpool when possible. One or more vanpools, utilizing vRide, may also become an option if a number of staff from a particular municipality enter the school's employ.

Baxter can also partner with Go Maine and other local multi-modal groups, such as the Bicycle Coalition of Maine, to provide staff with educational materials regarding active transportation and to offer "commute coaching" at the beginning of each school year.

The school can further encourage adults driving an individual pupil to school to match up with additional students to carpool. The school will continue to explore various carpooling apps such as groupcarpool.com and share these resources with parents. As the student body grows, the school may wish to develop a customized SchoolPool website interface for students and families looking to find a carpool directly. Confidentiality concerns can be ameliorated with an "opt out" form for parents, while still ensuring a higher participation rate than an "opt-in" program.

Facilitating Walking Trips to and from the School Site

The school will continue its staff-led hands-on pedestrian safety training for students walking in and around downtown. Many students need to walk to and from the school site for daytime activities and to reach public transportation stops and remote parking areas like the Marginal Way Park & Ride. In addition, families dropping off student(s) will be encouraged, when feasible, to drive the student passenger(s) to their respective place of work with the students walking to/from the 185 Lancaster Street Campus.

To address any concerns about personal safety, the school and student leadership can also foster the informal formation of WalkPools, peer walking groups originating at the school or at transit stops and remote parking locations to enable students to walk together.

Flexitime

When possible, staff who do not need to be at the school during the morning peak hour should be encouraged to arrive at a later time and offered a flexitime work schedule.

UHaulCarShare & Informal Bikeshare

Baxter Academy has an account with UHaulCarShare that the school's employees can access. Some Baxter Academy staff bring their vehicles to school because they need a car available for trips during the work day. Concerted education of staff and encouragement to use this benefit could alleviate this need.

UHaulCarShare is available in Portland and South Portland, currently providing access to a total of nine vehicles on an hourly or daily basis. One of these is located at 26 Elm Street, just three blocks from the school. At one time there were two UhaulCarShare vehicles on Elm Street and, if the demand is strong enough, the school can negotiate with the company for additional available vehicles.

Similarly, for shorter staff trips, the school could maintain one or more shared bicycles and associated gear such as helmets and locks available for use at the site.

Other Incentives

Campus Campaigns: Baxter could organize an incentive campaign where users of public and charter buses, carpools with at least two students, and registered walkers and bicyclists are entered into a monthly raffle for gift cards, movie passes, and other benefits. Alternately, the school could consider an internal competition between classes or students and staff - with the winners earning a special celebration, such as a field trip to a favorite destination or a class party.

F. Education & Promotion

Baxter Academy administrators will carry on with their strong multi-modal education and promotion efforts at the 185 Lancaster Street site. This includes:

- Conducting the annual transportation survey of all in-coming students and members of the staff and encouraging other modal travel options versus personal auto travel.
- Communicating regularly, via email and open houses, the school's goal to shift as many students as possible to public transportation via the 100% subsidy, as well as other modes of transportation.
- Facilitating student and staff carpool matching

Per the City of Portland's Technical Standards regarding TDM Plans, Baxter Academy will also:

- produce a multi-modal page for the school's website (currently under development) and will actively maintain both it and a highly visible TDM bulletin board at the school. Both will provide:
 - Transit provider maps and schedules
 - Go Maine (and Emergency Ride Home Guarantee) and vRide vanpool service information
 - Internal information sharing about things such as: desired carpools, transit or bicycle commuting mentoring, and the results of student and staff transportation surveys
 - Information about specific incentives offered by the school (e.g. the 100% transit subsidy)
 - Information on walking and bicycling routes, school parking policies and locations, etc.
- Periodically recognize individual students and staff whose multi-modal activities reduce the traffic impact of the school - through newsletter, email, bulletin board, or other announcements.

Additional promotional suggestions for the school to explore, in order to reach trip reduction targets, are:

- Develop a Multimodal Access Map that is posted on the school's website and TDM bulletin board kiosk, identifying the walk zone, common walk routes and times, bike lanes and trails, and transit stops and routes. With the new site, students and staff may not realize how short walk and bike times are to particular downtown locations and this may encourage fewer auto trips.
- Form a student committee/subcommittee to advise the school's TDM work and develop peer-led campaigns that encourage active transportation and reduce the appeal of driving to school.

G. Monitoring

Baxter Academy's TDM Plan will be monitored by its TDM Coordinator. This effort will include:

- Annual family surveys regarding school transportation preferences
- Ridership figures on the school-sponsored charter buses
- Public transit usage through subsidy information
- The number of families participating in the school's ride-share/matching program
- The number of students biking to school
- The number of students registering their private vehicles with the school and where they park in town

- The number of staff utilizing school-leased parking
- The number of staff utilizing public transportation or other travel options
- Evaluating the daily parking demand of both campus visitors and vendor service providers and evaluate if other parking arrangements are deemed warranted
- Site traffic observations to cross-reference with the annual survey

This data will be compiled and compared against the parking and vehicle trip generation goals contained in Section D above. A summary report will be produced annually and submitted to the City's TDM planning office for review and comment.

H. Project Specific Standards

Infrastructure

School Zone Safety Features: Baxter Academy will install a flashing school zone speed limit sign assembly on Elm Street in advance of the 185 Lancaster Street Campus. An "End School Zone" sign will be appropriately located on Elm Street just west of the designated school bus loading zone advising motorists that they are leaving the school zone area. Secondary school speed zone signage will also be installed on both approaches of Lancaster Street that informs approaching motorists they are entering a designated school zone.

Baxter Academy will augment the City's annual crosswalk re-striping program, re-painting each of the existing crosswalk markings early spring of each year at the Lancaster Street/Elm Street intersection.

School staff will serve as a pedestrian crossing guard at the Lancaster/Elm Streets intersection aiding students crossing the Elm Street approach. A portable "school crossing" sign will be appropriately located in the center of the intersection reinforcing the school zone area.

Sidewalk Improvements: The City recently made sidewalk improvements on Elm Street and the Baxter Academy relocation will fund additional sidewalk expansion on Lancaster Street, along the frontage of the staff parking area.

Bicycle Parking: A total of 6 downtown "lollipop" bike racks are being installed for parking 12 bicycles as part of the school's Site Plan. If demand warrants additional facilities, the school is committed to providing them.

TDM Bulletin Board: In addition to the school's website transportation page, the school will erect a transportation bulletin board in a prominent location with information on various transportation options. This will include commuter assistance, public transportation, and ride matching.



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March 4, 2017

Traffic Assessment

For Proposed
Baxter Academy for Technology and Science
Public Charter High School
Portland, Maine

INTRODUCTION

Baxter Academies of Maine are proposing to relocate and consolidate its public charter high school, known as Baxter Academy for Technology and Science, from its current facilities at 54 York Street and 561 Congress Street in Portland to an expanded facility at 185 Lancaster Street. The proposed site is an existing two-story building with a total floor area of approximately 92,561 square feet; Baxter Academies will lease and remodel 31,571 square feet of the building for the expanded charter high school project. Baxter Academies of Maine anticipates starting construction early spring with completion of the second floor expected in early fall prior to the commencement of the 2017-18 academic year and completion of the first floor expected around Thanksgiving.

This report provides an estimate of site trip generation for the proposed Baxter Academy public charter high school project generated during the critical AM peak hour; an assignment of the site trips to the adjacent street system; a review of existing roadway safety trends; a forecast of both 2017 pre- and post-development traffic conditions and, a technical evaluation of multi-way “Stop” control at the Lancaster Street/Chestnut Street intersection.

EXISTING CONDITIONS

Existing Design Hour Traffic: Manual turning movement counts were conducted at both the Chestnut Street/Lancaster Street and Elm Street/Lancaster Street intersections during the morning “*peak*” commuter hours of 7:00 to 9:00AM. Traffic data was collected at the former location on Tuesday, September 13, 2016 and traffic data at the Elm Street/Lancaster Street intersection was collected on Wednesday, February 15, 2017. All traffic entering and exiting both intersections was recorded in 15-minute intervals between the identified study times (A copy of the traffic data is attached as an appendix to the report). From a summary of the data, a peak hour of traffic (7:30 to 8:30AM) was determined for both intersections.

Traffic data collected during time periods other than the summer months of July and August require adjustment to reflect “*peak*” travel conditions. MaineDOT provides factors for adjusting traffic data collected during other periods of time. MaineDOT utilizes highway classifications of I, II, or III for all State and Local roadways. Group I roadways are defined as urban roadways or those roads that typically see commuter traffic and experience little fluctuation from week to week throughout the year. Group II roadways or arterial roads are those that see a

combination of commuter and recreational traffic and, therefore, experience moderate fluctuations during the year. Group III roads or recreational roadways are typically used for recreational purposes and experience significant seasonal fluctuations. MaineDOT has designated the intersecting roadways at both intersections Group I roadways, which require an adjustment of 1.03 for the September 2016 data and a factor of 1.15 for adjusting the February 2017 data. The Chestnut Street/Lancaster Street “base” intersection volumes were increased by an additional 1% to approximate 2017 travel conditions at the intersection. Figure 1 illustratively presents the estimated 2017 Design Hour Traffic forecasts for both study intersections.

Roadway Safety Trends: The Maine Department of Transportation’s (MaineDOT) Accident Records Section provided three-year (2013 through 2015) safety records for the sections of the streets highlighted on the attached map, a combined distance of 0.86 miles. MaineDOT’s report is presented as follows:

**2013 - 2015 Accident Summary
Portions of Kennebec Street, Lancaster Street, Oxford Street,
Preble Street, Elm Street and Chestnut Street**

<u>Location</u>	<u>Number of Accidents</u>	<u>Critical Rate Factor</u>
1. Elm Street @ Kennebec Street	7	2.55
2. Elm Street @ Lancaster Street	9	3.79
3. Preble Street @ Kennebec Street	12	4.22
4. Lancaster Street @ Preble Street	3	1.28
5. Oxford Street @ Preble Street	4	1.65
6. Elm Street @ Somerset Street	2	0.52
7. Chestnut Street @ Oxford Street	1	1.44
8. Chestnut Street @ Lancaster Street	3	4.69
9. Chestnut Street @ Kennebec Street	1	1.03
10. Somerset Street @ Chestnut Street	4	1.25
11. Kennebec Street btw. Elm Street and Chestnut Street	1	0.98
12. Lancaster Street btw. Chestnut Street and Cedar Street	1	5.38
13. Lancaster Street btw. Cedar Street and Elm Street	3	6.87
14. Lancaster Street btw. Elm Street and Preble Street	2	33.90
15. Oxford Street btw. Preble Street and Elm Street	3	10.01
16. Oxford Street btw. Cedar Street and Chestnut Street	2	4.26
17. Preble Street btw. Kennebec Street and Lancaster Street	1	0.53
18. Preble Street btw. Lancaster Street and Oxford Street	3	1.56
19. Elm Street btw. Somerset Street and Kennebec Street	1	0.76
20. Chestnut Street btw. Lancaster Street and Oxford Street	1	1.41
21. Chestnut Street btw. Kennebec Street and Lancaster Street	1	2.34
22. Chestnut Street btw. Somerset Street and Kennebec Street	1	2.71

The MaineDOT considers any roadway segment or intersection a high crash location if both of the following criteria are met:

- **8 or more accidents**
- **A Critical Rate Factor greater than 1.00**

As the data presented in the table shows (locations highlighted in red), two locations meet MaineDOT’s criteria for a high crash location. A total of 9 crashes and a Critical Rate Factor (CRF) of 3.79 were reported for the Elm Street/Lancaster Street intersection. A total of 12 vehicle crashes with a Critical Rate Factor of 4.22 were reported for the second location at Preble Street and Kennebec Street. A more in-depth review (preparation of detailed vehicle collision diagrams) was prepared for both locations to determine if a clear pattern of accident is occurring (Copies of the Collision Diagrams are attached as an appendix to the report). The following two paragraphs summarize the detailed safety analysis conducted for both locations:

Location #2 – Elm Street at Lancaster Street: Six of the total crashes reported were “*angle*” collisions involving traffic (auto and/or bicycle) on either approach of Lancaster Street being struck by a thru vehicle traveling northerly on Elm Street. The remaining three crashes occurred more randomly in the intersection.

The City recently completed a very significant roadway/sidewalk reconstruction project along Elm Street, a one-way collector street that connects Portland’s Downtown to Interstate 295 and western sections of the City. The improvement project narrowed pavement widths on Elm Street and widened sidewalks in an effort to reduce travel speeds in the corridor and improve overall pedestrian safety. The safety improvement project should help reduce the frequency of traffic accidents at the noted intersection.

Location #3 – Preble Street at Kennebec Street: The MaineDOT data for this location incorrectly included a vehicle crash occurring at an adjacent intersection; therefore, the total number of reported crashes is reduced to 11 crashes at the intersection. Eight of the 11 vehicle crashes involved motorists entering the intersection from both Kennebec Street approaches colliding with thru vehicles traveling southerly on Preble Street. Existing buildings in both northerly quadrants of the intersection limit vehicle sightlines of approaching vehicles. The City is currently developing preliminary design plans for extending Somerset Street to Hanover Street; the proposed project design also includes discontinuance of the west leg of Kennebec Street between Hanover and Preble Streets. This design feature should greatly reduce the frequency of vehicle crashes occurring within the Kennebec Street/Preble Street intersection.

SITE TRAFFIC

Site Trip Generation: The Institute of Transportation Engineers (ITE) 7th edition of the **TRIP GENERATION** manual provides an equation under Land-Use Code #530 - High School for estimating the volume of peak hour trips generated by a public high school during the morning commuter hour. The analysis was completed based upon a projected school enrollment of 400 students.

$$Ln(T) = 0.77Ln(X) + 0.69 [X = 400 \text{ students}]$$

Accordingly, the 400-student Baxter Academy public charter high school can be expected to generate a total of **200** vehicle trips during the weekday AM peak hour.

Site Trip Assignment: Baxter Academy for Technology and Science recently conducted a survey of their existing student population to determine transportation modal choice of students traveling to/from the 54 York Street site. The results of the survey (copy of survey results attached) are presented as follows:

- 38% Charters School Bus Service
 - 25% Commute with an Adult ⁽¹⁾
 - 18% Public Transportation (METRO, Zoom Bus, Casco Bay Transit, Other)
 - 9% Drive personal vehicle
 - 6% Carpool with another student
 - 3% Walk
 - 1% Bike
- Total = 100%

(1) NOTE: Multiple students are being driven by one adult and/or travel to the work site of the adult and walk to the school.

A trip assignment model, prepared for all site trips impacting the street system immediately adjacent to the proposed project site, was developed based upon the following assumptions and considerations:

400 students and 60 staff	
40% of students (152) ride 3 chartered buses	= 3 trips
25% of students (100) commute with an adult:	
o 40 students travel as a single occupant in vehicle with adult	= 80 trips
o 20 students travel with a second student and adult	= 20 trips
o 15 students travel with two other students and adult	= 10 trips
o 25 students travel with adult to work site and walk to school	= 0 trips
18% of students (72) use public transportation	= 0 trips
9% of students (36) drive personal auto and park off-site	= 0 trips ⁽¹⁾
6% of students (24) car pool with fellow student and park off-site	= 0 trips ⁽¹⁾
3% of students (12) walk	= 0 trips
1% of students (4) bike	= 0 trips
85% of staff (51) will drive to site and park in Lancaster Street parking lot	= 51 trips ⁽¹⁾
15% of staff (9) will use other modes of transportation	= 0 trips
<i>Total Trips Impacting Street System</i>	= 164 trips

(1) NOTE: A total of 50 on-site parking spaces are provided in an adjacent off-street parking lot for employees only. No student parking is provided.

Approximately, 109 of the 164 peak hour trips are expected to arrive at the 185 Lancaster Street site and the remaining 55 trips are parents leaving after dropping-off student(s).

Figure 2 illustratively presents the assignment of the site trips to the street system immediately adjacent to the proposed 185 Lancaster Street site.

2017 POST-DEVELOPMENT TRAFFIC FORECAST

Other Development Traffic: Traffic generated by projects that have been approved by the local Planning Board and/or the Maine Department of Transportation, yet are not open, must be included in the estimate of post-development traffic. Peak hour trips generated by the following projects were appropriately assigned to the study intersections:

- o 191 Marginal Way Re-Development Project
- o Mid-Town Development
- o Bayside Bowl
- o 89 Anderson Street
- o Schlotterback & Foss Building
- o #443 Congress Street
- o Westerlea View Lofts

Figure 3 is a “line-diagram” plan that depicts the Other Development trip assignment to both study intersections.

2017 Post-Development Traffic – AM Peak Hour: 2017 Post-Development traffic forecasts were prepared for both study intersections combining peak hour trips generated by the Baxter Academy project (Refer to Figure 2) with Other Development trips highlighted on Figure 3 with 2017 Design Hour Traffic as illustrated on Figure 1. Figure 4 graphically presents the 2017 Post-Development Traffic Conditions for both study intersections during the AM peak hour.

LANCASTER STREET/CHESTNUT STREET – MULTI-WAY “STOP” CONTROL EVALUATION

The Chestnut Street/Lancaster Street intersection presently operates as a two-way STOP controlled intersection with both Lancaster Street approaches under STOP control. A detailed evaluation was completed in 2016 to determine if projected traffic conditions at that time warranted a modification of the traffic control at the

intersection. The earlier study, which was based upon existing 2016 travel conditions measured at the intersection, concluded that traffic conditions at the intersection failed to satisfy the minimum warrants for “*multi-way*” STOP control.

The proposed Baxter Academy for Technology and Science project is forecast to moderately increase peak hour traffic volumes traveling through the subject intersection, especially during the “*morning*” peak hour. The traffic projections estimate an increased volume of 73 trips will travel through the subject intersection in the AM peak hour. It is anticipated that lower residual volumes of traffic generated by the school project will travel through the intersection throughout a typical weekday. A decision to modify traffic control at the intersection should be based upon actual travel conditions measured at the intersection versus estimated travel patterns of multiple development projects impacting the intersection. It is the recommendation of this report that further study of the intersection should be deferred until the Baxter Academy site is fully functional.

STUDENT “DROP-OFF” PARKING SPACE DEMAND

Approximately twenty-five percent (25%) of the existing student enrollment commute with an adult to and from the existing Baxter Academy site at 54 York Street. Short-term on-street parking spaces located on the south side of Maple Street is the primary “drop-off/pick-up” area for students traveling via this mode. Other curbside parking areas used include the west side of York Street opposite the school entrance and the 1-hour parking spaces located on the north side of Maple Street (York Street to Commercial Street). Existing student “drop-off/pick-up” practices were observed on Monday, February 27, 2017 during both the morning arrival and afternoon departure time periods. Vehicle trips were recorded in 5-minute increments between 7:40 and 8:25AM and, again, between 2:30 and 3:00PM. The following tables summarize that effort:

Parent “Drop-Off” Trips

<u>Survey Start Time</u>	<u>Total Vehicle Trips</u>
7:40 to 7:45 AM	5
7:45 to 7:50 AM	5
7:50 to 7:55 AM	4
7:55 to 8:00 AM	6
8:00 to 8:05 AM	8
8:05 to 8:10 AM	7
8:10 to 8:15 AM	9
8:15 to 8:20 AM	6
8:20 to 8:25 AM	9

Parent “Pick-Ups” Parking Space Trends

<u>Survey Start Time</u>	<u>Number of Vehicles “Waiting”</u>
2:30 to 2:35 PM	7
2:35 to 2:40 PM	8
2:40 to 2:45 PM	8
2:45 to 2:50 PM	10
2:50 to 2:55 PM	13
2:55 to 3:00 PM	15

A total of fifty-nine (59) “drop-off” trips were recorded during the morning arrival period; with a peak value of 9 trips occurring during two separate time periods. A separate tally of vehicle duration was not maintained, although, the length of stay very seldom exceeded 30 to 60 seconds in length. The afternoon survey process focused on the “length of stay” for each motorist versus “total trips” as was the case used in the morning survey. Motorists in the afternoon were observed arriving early on-site, well in advance of the school dismissal time,

parking in the available on-street parking spaces located near the 54 York Street site. As shown in the chart, the “peak” number of vehicles parked curbside was 15, which occurred just prior to the school dismissal time of 3:00PM. The survey stopped at 3:00 PM concurrent with the end of the school day. It is reasonable to assume that the actual “peak” number of vehicles queued waiting for a student may have exceeded 15 vehicles, just after dismissal time but the duration was very short.

The student capacity of the proposed 185 Lancaster Street site is 400 students, representing an increase of 57 students when compared to the existing York Street site. Accordingly, it is reasonable to assume that the drop-off parking needs of the new school site will increase proportionally resulting in a student “drop-off” parking demand of 18 vehicle spaces. A parking space demand of 11 spaces is determined for the morning peak hour.

SUMMARY

1. The proposed Baxter Academy for Technology and Science public charter high school can be expected to generate approximately 200 vehicle trips during the “busiest” single hourly time period of the day; the AM peak hour. Roughly 80% percent of the trips (164 trips) impact the street system immediately adjacent to the proposed site at 185 Lancaster Street. The remaining site trips (36-trips) are generated by students traveling to school in a private vehicle parking off-site in public parking lots or curbside on nearby streets.
2. MaineDOT’s Traffic Safety Bureau’s latest three-year safety report (2013 through 2015) for the segments of streets and intersections highlighted on the attached City map identified two locations as High Crash Locations (HCL). Detailed vehicle collision diagrams were prepared for both locations to better determine if a clear pattern of accident is occurring at either location.

Location #2: Elm Street at Lancaster Street, had a reported total of 9 vehicle crashes and a Critical Rate Factor of 3.79. The predominate crash pattern were “angle” crashes, which accounted for six of the 9 reported vehicle crashes. A detailed review of each traffic crash report suggests travel speed and roadway conditions were likely contributing factors causing the crash. The City’s most recent street re-construction project on Elm Street, which narrowed travel lanes on Elm Street, should help immensely in reducing vehicle speeds on the Elm Street approach to the intersection.

Location #3: Preble Street at Kennebec Street, had a reported total of 12 vehicle crashes and a Critical Rate Factor of 4.22. A review of the vehicle crash reports provided by MaineDOT shows that one vehicle accident report was incorrectly coded occurring at an adjacent intersection. Eight of the 11 vehicle accidents were “angle” crashes involving motorists on both Kennebec Street approaches striking thru vehicles traveling southerly on Preble Street. The west approach of Kennebec Street is proposed to be closed with the extension of Somerset Street to Hanover Street. Six of the 8 “angle” crashes involved motorists from this approach colliding with thru Preble Street traffic. Completion of the proposed, federally funded project should greatly reduce the frequency of traffic crashes reported at the intersection.

3. The proposed Baxter Academy school project is expected to increase, somewhat moderately, the volume of traffic traveling through the Chestnut Street/Lancaster Street intersection during two time periods of the day; the morning and afternoon peak hours. Measured traffic impacts during the remaining hours will be very minor. A detailed traffic safety evaluation report was completed in 2016 of the intersection to determine if the current traffic control measures were both appropriate and safe. The report specifically evaluated whether prevailing traffic volumes warranted multi-way STOP control at the intersection. The traffic safety report concluded that existing traffic conditions found at the intersection do not meet the minimum requirements for “multi-way” STOP control. It would be the recommendation of this report that the City may want to re-assess traffic conditions at the intersection in the near future to determine if prevailing conditions have changed.

4. Baxter Academy has determined that approximately 25% of their students travel to/from school with another adult and are dropped-off and/or picked-up curb side in the immediate area of the school site. The number of parking spaces required, albeit for short periods of time, to accommodate the drop-off/pick-up needs of the new school site is critical. To most accurately assess the parking space needs, existing field measurements were conducted at the existing 54 York Street school site. All student drop-off and pick-up occurrences were recorded in 5-minute increments between 7:40 and 8:25 AM and, again, between 2:30 and 3:00 PM. The peak number of occupied parking spaces in the morning peak hour was 11 and the peak parking space utilization value in the afternoon was 15. The student capacity of the proposed 185 Lancaster Street site is 400 students, representing an increase of 57 students when compared to the existing York Street site. Accordingly, it is reasonable to assume that the drop-off parking needs of the new school site will increase proportionally resulting in a student "drop-off" parking demand of 18 vehicle spaces for the afternoon dismissal time and a much lower parking space requirement of 11 spaces in the morning arrival period.



Portland: Lancaster & Chestnut
 Tuesday September 13, 2016
 Sunny
 Count By: Dawn-Marie Fahey

File Name : Portland Lancaster & Chestnut 091316
 Site Code : 00091316
 Start Date : 9/13/2016
 Page No : 5

Start Time	Chestnut From North				Lancaster From East				Chestnut From South				Lancaster From West				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 07:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:30 AM																	
07:30 AM	15	36	7	58	2	10	2	14	3	9	1	13	5	8	1	14	99
07:45 AM	11	58	10	79	2	12	3	17	0	5	2	7	9	8	3	20	123
08:00 AM	9	37	5	51	7	7	3	17	3	9	1	13	4	7	5	16	97
08:15 AM	10	33	4	47	4	5	3	12	1	3	2	6	5	4	1	10	75
Total Volume	45	164	26	235	15	34	11	60	7	26	6	39	23	27	10	60	394
% App. Total	19.1	69.8	11.1		25	56.7	18.3		17.9	66.7	15.4		38.3	45	16.7		
PHF	.750	.707	.650	.744	.536	.708	.917	.882	.583	.722	.750	.750	.639	.844	.500	.750	.801

Portland: Elm & Lancaster
 Wednesday February 15, 2017
 Clear
 Count By: Dawn-Marie Fahey

File Name : Portland Elm & Lancaster AM 021517
 Site Code : 00021517
 Start Date : 2/15/2017
 Page No : 5

Start Time	Elm St From North				Lancaster From East				Elm St From South				Lancaster From West				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 07:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:30 AM																	
07:30 AM	0	0	0	0	14	18	0	32	3	24	2	29	0	11	3	14	75
07:45 AM	0	0	0	0	18	16	0	34	6	54	2	62	0	22	5	27	123
08:00 AM	0	0	0	0	7	17	0	24	8	37	3	48	0	21	7	28	100
08:15 AM	0	0	0	0	13	12	0	25	6	36	2	44	0	11	11	22	91
Total Volume	0	0	0	0	52	63	0	115	23	151	9	183	0	65	26	91	389
% App. Total	0	0	0	0	45.2	54.8	0		12.6	82.5	4.9		0	71.4	28.6		
PHF	.000	.000	.000	.000	.722	.875	.000	.846	.719	.699	.750	.738	.000	.739	.591	.813	.791

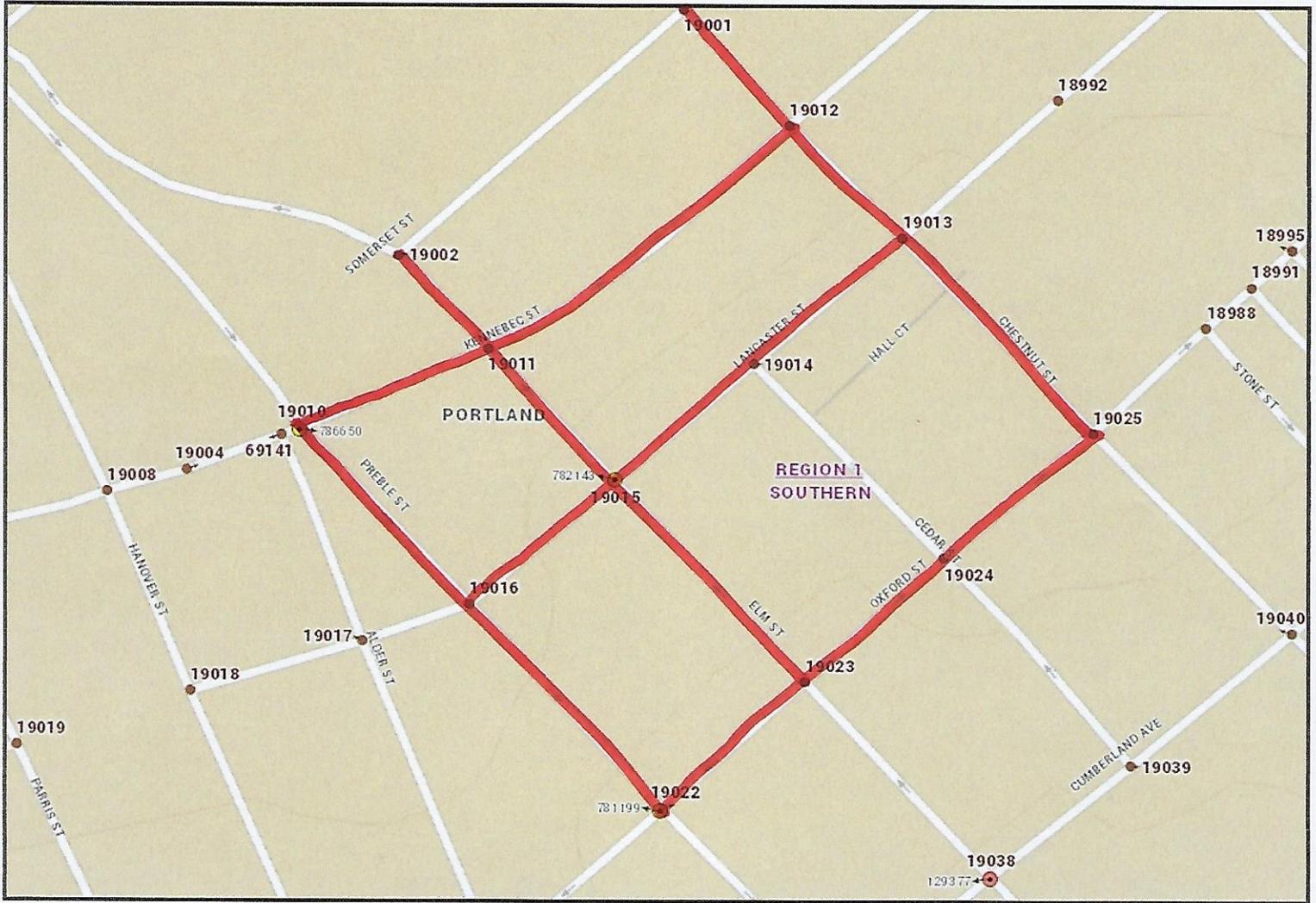
60 72

26 174 10

75 30

seasonal traffic adjustment $1.01 \div 0.88 = 1.15$

DEFAULT TITLE FROM MAP DOCUMENT



The Maine Department of Transportation provides this publication for information only. Reliance upon this information is at user risk. It is subject to revision and may be incomplete depending upon changing conditions. The Department assumes no liability if injuries or damages result from this information. This map is not intended to support emergency dispatch.

0.06 Miles
1 inch = 0.04 miles

Date: 2/8/2017
Time: 9:24:25 AM

Crash Summary Report

Report Selections and Input Parameters

REPORT SELECTIONS

Crash Summary I
 Section Detail
 Crash Summary II
 1320 Public
 1320 Private
 1320 Summary

REPORT DESCRIPTION

Preble St Chestnut St area in Portland

REPORT PARAMETERS

Year 2013, Start Month 1 through Year 2015 End Month: 12

Route: 0560414	Start Node: 19012 End Node: 19010	Start Offset: 0 End Offset: 0	<input checked="" type="checkbox"/> Exclude First Node <input checked="" type="checkbox"/> Exclude Last Node
Route: 0560426	Start Node: 19013 End Node: 19016	Start Offset: 0 End Offset: 0	<input checked="" type="checkbox"/> Exclude First Node <input checked="" type="checkbox"/> Exclude Last Node
Route: 0560560	Start Node: 19022 End Node: 19025	Start Offset: 0 End Offset: 0	<input checked="" type="checkbox"/> Exclude First Node <input checked="" type="checkbox"/> Exclude Last Node
Route: 0560597	Start Node: 19010 End Node: 19022	Start Offset: 0 End Offset: 0	<input type="checkbox"/> Exclude First Node <input type="checkbox"/> Exclude Last Node
Route: 0560252	Start Node: 19023 End Node: 19015	Start Offset: 0 End Offset: 0	<input checked="" type="checkbox"/> Exclude First Node <input checked="" type="checkbox"/> Exclude Last Node
Route: 0560252	Start Node: 19015 End Node: 19011	Start Offset: 0 End Offset: 0	<input checked="" type="checkbox"/> Exclude First Node <input checked="" type="checkbox"/> Exclude Last Node
Route: 0560252	Start Node: 19011 End Node: 19002	Start Offset: 0 End Offset: 0	<input checked="" type="checkbox"/> Exclude First Node <input type="checkbox"/> Exclude Last Node
Route: 0560135	Start Node: 19025 End Node: 19001	Start Offset: 0 End Offset: 0	<input type="checkbox"/> Exclude First Node <input type="checkbox"/> Exclude Last Node

Maine Department Of Transportation - Traffic Engineering, Crash Records Section

Crash Summary I

Nodes															
Node	Route - MP	Node Description	U/R	Total Crashes	K	A	B	C	PD	Percent Annual M Injury	Annual M Ent-Veh	Crash Rate	Critical Rate	CRF	
19011	0560414 - 0.21	Int of ELM ST KENNEBEC ST	2	7	0	0	0	0	7	0.0	1.910	1.22	0.48	2.55	
												Statewide Crash Rate:	0.15		
19014	0560426 - 0.15	Int of CEDAR ST LANCASTER ST	2	0	0	0	0	0	0	0.0	0.341	0.00	0.60	0.00	
												Statewide Crash Rate:	0.14		
19015	0560426 - 0.20	Int of ELM ST LANCASTER ST	2	9	0	1	2	1	5	44.4	1.572	1.91	0.50	3.79	
												Statewide Crash Rate:	0.15		
19023	0560560 - 0.12	Int of ELM ST OXFORD ST	2	0	0	0	0	0	0	0.0	1.359	0.00	0.52	0.00	
												Statewide Crash Rate:	0.15		
19024	0560560 - 0.17	0509444 POR,OXFORD,CEDAR ST.	2	0	0	0	0	0	0	0.0	0.347	0.00	0.60	0.00	
												Statewide Crash Rate:	0.14		
19010	0560597 - 0.13	Int of KENNEBEC ST PREBLE ST	2	12	0	1	0	3	8	33.3	2.001	2.00	0.47	4.22	
												Statewide Crash Rate:	0.15		
19016	0560597 - 0.19	Int of LANCASTER ST PREBLE ST	2	3	0	0	0	0	3	0.0	1.544	0.65	0.51	1.28	
												Statewide Crash Rate:	0.15		
19022	0560597 - 0.26	Int of OXFORD ST PREBLE ST	2	4	0	0	0	1	3	25.0	1.618	0.82	0.50	1.65	
												Statewide Crash Rate:	0.15		
19002	0560252 - 0.32	Int of ELM ST SOMERSET ST	2	2	0	0	0	1	1	50.0	3.074	0.22	0.42	0.00	
												Statewide Crash Rate:	0.15		
19025	0560135 - 0.16	0509445 POR,CHESTNUT,OXFORD ST.	2	1	0	1	0	0	0	100.0	0.383	0.87	0.60	1.44	
												Statewide Crash Rate:	0.14		
19013	0560135 - 0.24	Int of CHESTNUT ST LANCASTER ST	2	3	0	0	0	1	2	33.3	0.353	2.84	0.60	4.69	
												Statewide Crash Rate:	0.14		
19012	0560135 - 0.28	0509432 POR,CHESTNUT,KENNEBEC ST.	2	1	0	0	0	0	1	0.0	0.549	0.61	0.59	1.03	
												Statewide Crash Rate:	0.14		
19001	0560135 - 0.31	0509421 POR,SOMERSET,CHESTNUT ST.	2	4	0	0	0	1	3	25.0	2.500	0.53	0.43	1.25	
												Statewide Crash Rate:	0.14		
Study Years: 3.00			NODE TOTALS:		46	0	3	2	8	33	28.3	17.551	0.87	0.27	3.18

Maine Department Of Transportation - Traffic Engineering, Crash Records Section

Crash Summary I

Start Node	End Node	Element	Offset Begin - End	Route - MP	Section U/R Length	Total Crashes	Sections				Injury Crashes	Percent Injury	Annual HMVM	Crash Rate	Critical Rate	CRF	
							K	A	B	C							PD
19011	19012	194707	0 - 0.10	0560414 - 0.11 RD INV 05 60414	0.10	2	1	0	0	0	0	0	0.0	0.00021	1574.56	1598.97	0.00
Int of ELM ST KENNEBEC ST Statewide Crash Rate: 383.78																	
19010	19011	194704	0 - 0.05	0560414 - 0.21 RD INV 05 60414	0.05	2	0	0	0	0	0	0	0.0	0.00016	0.00	1644.70	0.00
Int of KENNEBEC ST PREBLE ST Statewide Crash Rate: 383.78																	
19013	19014	194710	0 - 0.04	0560426 - 0.11 RD INV 05 60426	0.04	2	1	0	0	0	0	1	0.0	0.00005	6486.09	1204.97	5.38
Int of CHESTNUT ST LANCASTER ST Statewide Crash Rate: 383.78																	
19014	19015	194712	0 - 0.05	0560426 - 0.15 RD INV 05 60426	0.05	2	3	0	0	0	0	3	0.0	0.00009	11025.05	1605.53	6.87
Int of CEDAR ST LANCASTER ST Statewide Crash Rate: 383.78																	
19015	19016	194714	0 - 0.04	0560426 - 0.20 RD INV 05 60426	0.04	2	2	0	0	0	0	2	0.0	0.00004	18946.93	558.86	33.90
Int of ELM ST LANCASTER ST Statewide Crash Rate: 383.78																	
19022	19023	3122298	0 - 0.05	0560560 - 0.07 RD INV 05 60560	0.05	2	3	0	0	1	0	1	50.0	0.00016	6101.84	609.36	10.01
Int of OXFORD ST PREBLE ST Statewide Crash Rate: 159.43																	
19023	19024	194730	0 - 0.05	0560560 - 0.12 RD INV 05 60560	0.05	2	0	0	0	0	0	0	0.0	0.00011	0.00	1642.73	0.00
Int of ELM ST OXFORD ST Statewide Crash Rate: 383.78																	
19024	19025	194732	0 - 0.05	0560560 - 0.17 RD INV 05 60560	0.05	2	2	0	0	0	0	2	0.0	0.00010	6918.50	1622.25	4.26
0509444 POR,OXFORD,CEDAR ST Statewide Crash Rate: 383.78																	
19010	19016	3106835	0 - 0.06	0560597 - 0.13 RD INV 05 60597	0.06	2	1	0	0	0	0	1	0.0	0.00088	379.95	715.35	0.00
Int of KENNEBEC ST PREBLE ST Statewide Crash Rate: 198.28																	
19016	19022	3106836	0 - 0.07	0560597 - 0.19 RD INV 05 60597	0.07	2	3	0	0	0	1	2	33.3	0.00090	1107.50	710.64	1.56
Int of LANCASTER ST PREBLE ST Statewide Crash Rate: 198.28																	
19015	19023	3123553	0 - 0.07	0560252 - 0.17 RD INV 05 60252	0.07	2	0	0	0	0	0	0	0.0	0.00101	0.00	692.86	0.00
Int of ELM ST LANCASTER ST Statewide Crash Rate: 198.28																	
19011	19015	3119283	0 - 0.05	0560252 - 0.24 RD INV 05 60252	0.05	2	0	0	0	0	0	0	0.0	0.00087	0.00	715.87	0.00
Int of ELM ST KENNEBEC ST Statewide Crash Rate: 198.28																	
19002	19011	3129301	0 - 0.03	0560252 - 0.29 RD INV 05 60252	0.03	2	1	0	0	0	0	1	0.0	0.00056	593.28	785.16	0.00
Int of ELM ST SOMERSET ST Statewide Crash Rate: 198.28																	
19013	19025	194711	0 - 0.08	0560135 - 0.16 RD INV 05 60135	0.08	2	1	0	0	0	0	1	0.0	0.00014	2324.95	1654.59	1.41
Int of CHESTNUT ST LANCASTER ST Statewide Crash Rate: 383.78																	
19012	19013	194709	0 - 0.04	0560135 - 0.24 RD INV 05 60135	0.04	2	1	0	0	0	0	1	0.0	0.00009	3742.80	1599.73	2.34
0509432 POR,CHESTNUT,KENNEBEC ST Statewide Crash Rate: 383.78																	
19001	19012	194692	0 - 0.03	0560135 - 0.28 RD INV 05 60135	0.03	2	1	0	0	0	0	1	0.0	0.00008	4204.61	1553.75	2.71
0509421 POR,SOMERSET,CHESTNUT ST Statewide Crash Rate: 383.78																	
Study Years: 3.00					Section Totals:	0.86	20	0	0	1	1	16	10.0	0.00545	1222.83	510.47	2.40
					Grand Totals:	0.86	66	0	3	3	9	49	22.7	0.00545	4035.35	669.73	6.03

COLLISION DIAGRAM

SHEET 1 OF 2

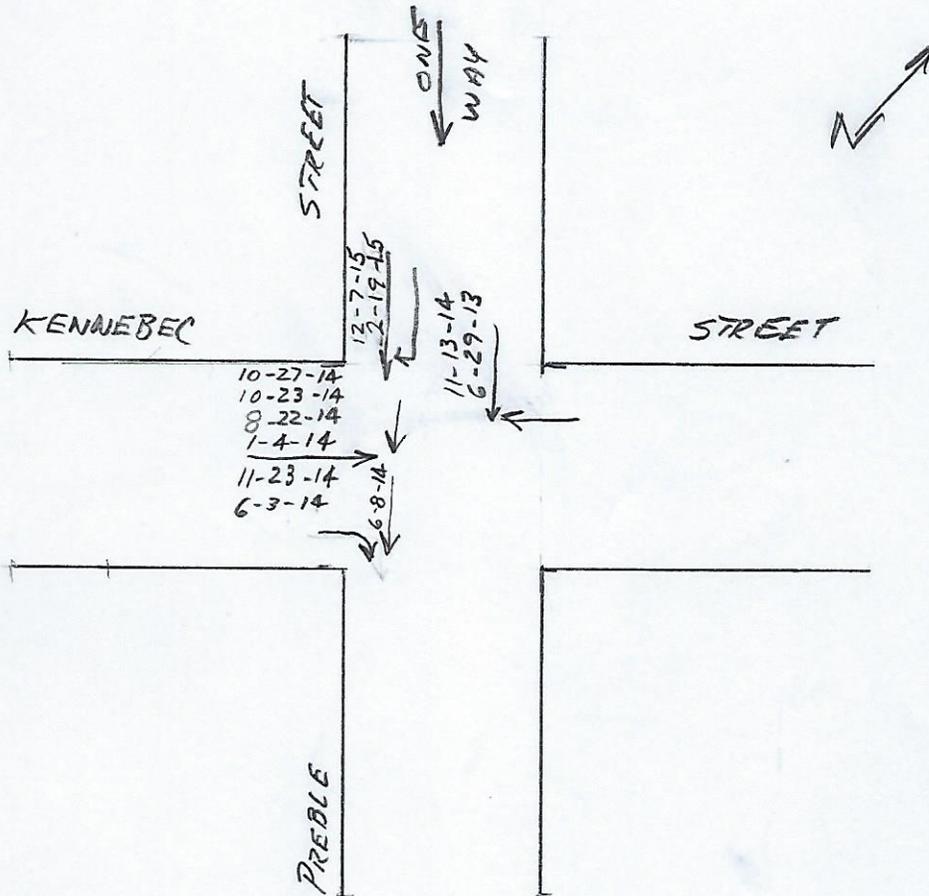
LOCATION PREBLE ST. @ KENNEBEC STS.

TOWN PORTLAND

NODE NO(S) 19010

YEARS REVIEWED 2013 - 2015

DATE PREPARED 2-17-2017



CRITICAL RATE FACTOR _____ EQUIV. PROP. DAMAGE ACC/YEAR _____ ACC/MEV _____

LIGHT

- | | | |
|-------------------------|-------------------------|--------------------------|
| 1. DAWN (MORNING) | 2. DAYLIGHT | 3. DUSK (EVENING) |
| 4. DARK (ST. LIGHTS ON) | 5. DARK (NO ST. LIGHTS) | 6. DARK (ST. LIGHTS OFF) |
| 7. OTHER | | |

ROAD SURFACE

- | | | |
|---------------------------|--------------------------|-----------------------------|
| 1. DRY | 2. WET | 3. SNOW/SLUSH-SANDED |
| 4. ICE/PACKED SNOW-SANDED | 5. MUDDY | 6. DEBRIS |
| 7. OILY | 8. SNOW/SLUSH-NOT SANDED | 9. ICE-PKD. SNOW-NOT SANDED |
| 10. OTHER | | |

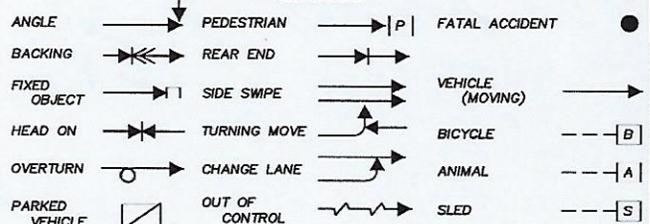
APPARENT CONTRIBUTING FACTORS - HUMAN

- | | | |
|--------------------------------------|-------------------------------------|-------------------------|
| 1. NO IMPROPER ACTION | 2. FAIL TO YLD. RIGHT OF WAY | 3. ILLEGAL UNSAFE SPEED |
| 4. FOLLOW TOO CLOSE | 5. DISREGARD TRAFFIC CONTROL DEVICE | |
| 6. DRIVING LEFT OF CENTER-NO PASSING | 7. IMPROPER PASS-OVERTAKING | |
| 8. IMP. UNSAFE LANE CHANGE | 9. IMP. PARKING START/STOP | 10. IMPROPER TURN |
| 11. UNSAFE BACKING | 12. NO SIGNAL OR IMP. SIGNAL | 13. IMPEDING TRAFFIC |
| 14. DRIVER INATTENTION-DISTRACTION | 15. DRIVER INEXPERIENCE | 18. VISION OBSCURED- |
| 16. PEDEST. VIOLATION ERROR | 17. PHYSICAL IMPAIRMENT | |
| 19. WINDSHIELD GLASS | 19. VISION OBSCURED-SUN/HEADLIGHTS | |
| 20. OTHER VISION OBSCUREMENT | 30. OTHER HUMAN VIOLATION FACTOR | |
| 31. HIT AND RUN | 51. UNKNOWN | |

- VEHICULAR

- | | | |
|------------------------------------|----------------------------|--------------------------|
| 41. DEFECTIVE BRAKES | 42. DEFECTIVE TIRE/FAILURE | 43. DEFECTIVE LIGHTS |
| 44. DEFECTIVE SUSPENSION OR FACTOR | 45. DEFECTIVE STEERING | 50. OTHER VEHICLE DEFECT |
| | 51. UNKNOWN | |

SYMBOLS



WEATHER

- | | | |
|------------|----------|------------------|
| C = CLEAR | F = FOG | R = RAIN |
| SL = SLEET | S = SNOW | CL = CLOUDY |
| | | XW = CROSS WINDS |

INJURIES

- | | |
|--------------------|------------------------|
| K = FATAL | B = NON-INCAPACITATING |
| A = INCAPACITATING | C = POSSIBLE INJURY |

S:\SHEETS\COLLISION DIAGRAM.DWG

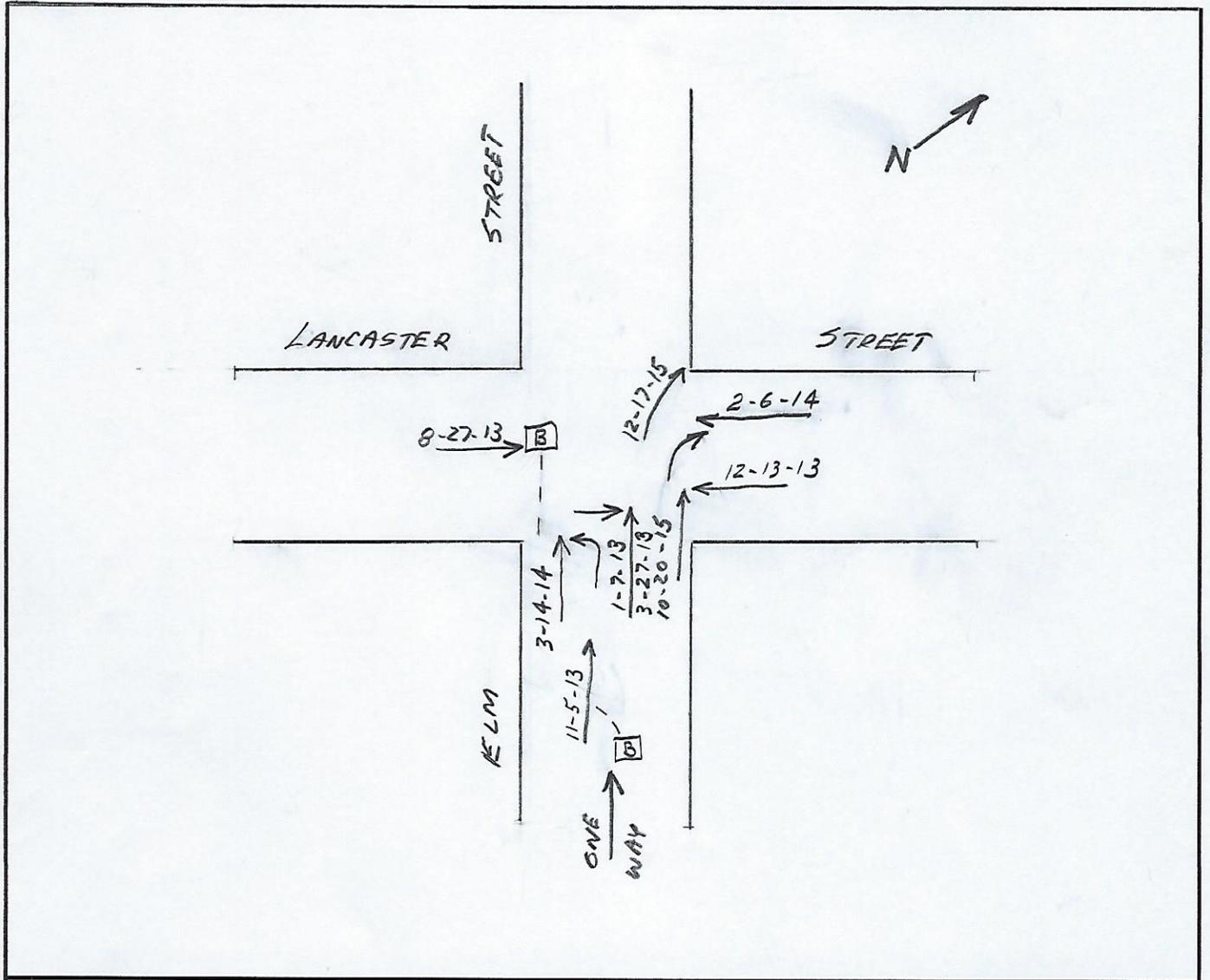
COLLISION DIAGRAM

SHEET 1 OF 2

LOCATION ELM ST. @ LANCASTER ST.

TOWN PORTLAND NODE NO(S) 19015

YEARS REVIEWED 2013-2015 DATE PREPARED 2-17-2017



CRITICAL RATE FACTOR _____ EQUIV. PROP. DAMAGE ACC/YEAR _____ ACC/MEV _____

LIGHT

- | | | |
|-------------------------|-------------------------|--------------------------|
| 1. DAWN (MORNING) | 2. DAYLIGHT | 3. DUSK (EVENING) |
| 4. DARK (ST. LIGHTS ON) | 5. DARK (NO ST. LIGHTS) | 6. DARK (ST. LIGHTS OFF) |
| 7. OTHER | | |

ROAD SURFACE

- | | | |
|---------------------------|--------------------------|-----------------------------|
| 1. DRY | 2. WET | 3. SNOW/SLUSH-SANDED |
| 4. ICE/PACKED SNOW-SANDED | 5. MUDDY | 6. DEBRIS |
| 7. OILY | 8. SNOW/SLUSH-NOT SANDED | 9. ICE-PKD. SNOW-NOT SANDED |
| 10. OTHER | | |

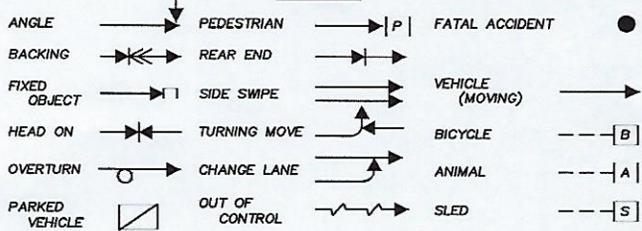
APPARENT CONTRIBUTING FACTORS - HUMAN

- | | | |
|------------------------------------|-------------------------------------|--------------------------------------|
| 1. NO IMPROPER ACTION | 2. FAIL TO YLD. RIGHT OF WAY | 3. ILLEGAL UNSAFE SPEED |
| 4. FOLLOW TOO CLOSE | 5. DISREGARD TRAFFIC CONTROL DEVICE | 6. IMPROPER PASS-OVERTAKING |
| 7. IMP. UNSAFE LANE CHANGE | 8. IMP. PARKING START/STOP | 9. IMPROPER TURN |
| 10. UNSAFE BACKING | 11. NO SIGNAL OR IMP. SIGNAL | 12. IMPEDING TRAFFIC |
| 13. DRIVER INATTENTION-DISTRACTION | 14. DRIVER INEXPERIENCE | 15. VISION OBSCURED-WINDSHIELD GLASS |
| 16. PEDEST. VIOLATION ERROR | 17. PHYSICAL IMPAIRMENT | 18. VISION OBSCURED-SUN/HEADLIGHTS |
| 19. OTHER VISION OBSCUREMENT | 20. OTHER HUMAN VIOLATION FACTOR | 21. HIT AND RUN |
| 22. UNKNOWN | | |

- VEHICULAR

- | | | |
|------------------------------------|----------------------------|--------------------------|
| 41. DEFECTIVE BRAKES | 42. DEFECTIVE TIRE/FAILURE | 43. DEFECTIVE LIGHTS |
| 44. DEFECTIVE SUSPENSION OR FACTOR | 45. DEFECTIVE STEERING | 46. OTHER VEHICLE DEFECT |
| 47. UNKNOWN | | |

SYMBOLS



WEATHER

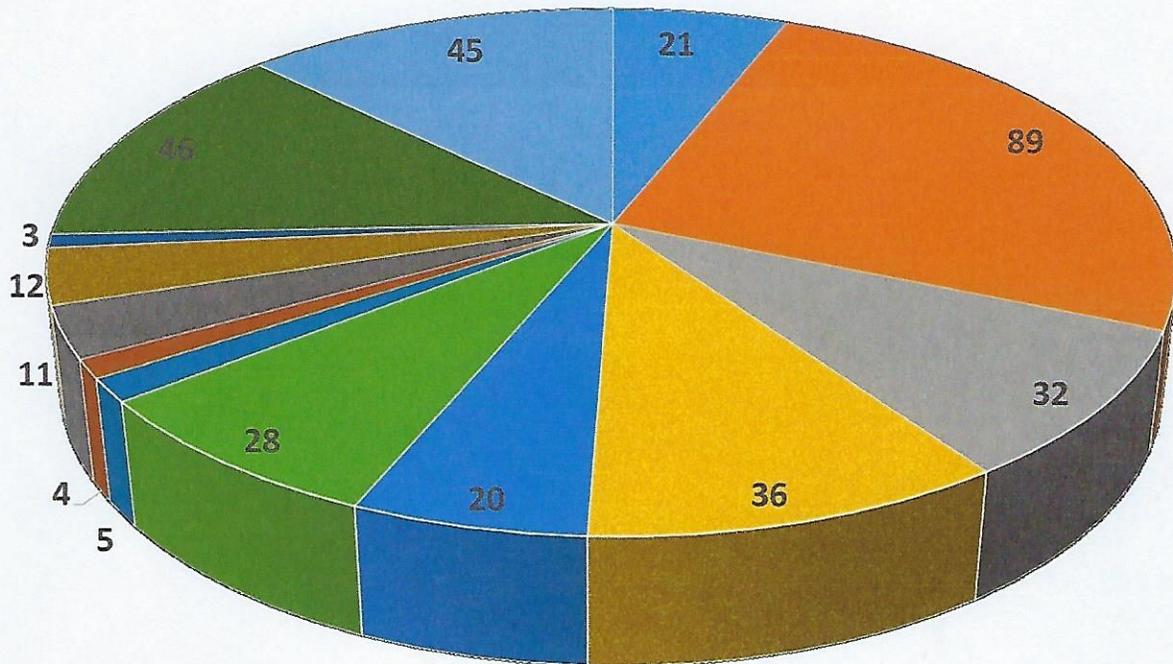
- | | | |
|------------|----------|------------------|
| C = CLEAR | F = FOG | R = RAIN |
| SL = SLEET | S = SNOW | CL = CLOUDY |
| | | XW = CROSS WINDS |

INJURIES

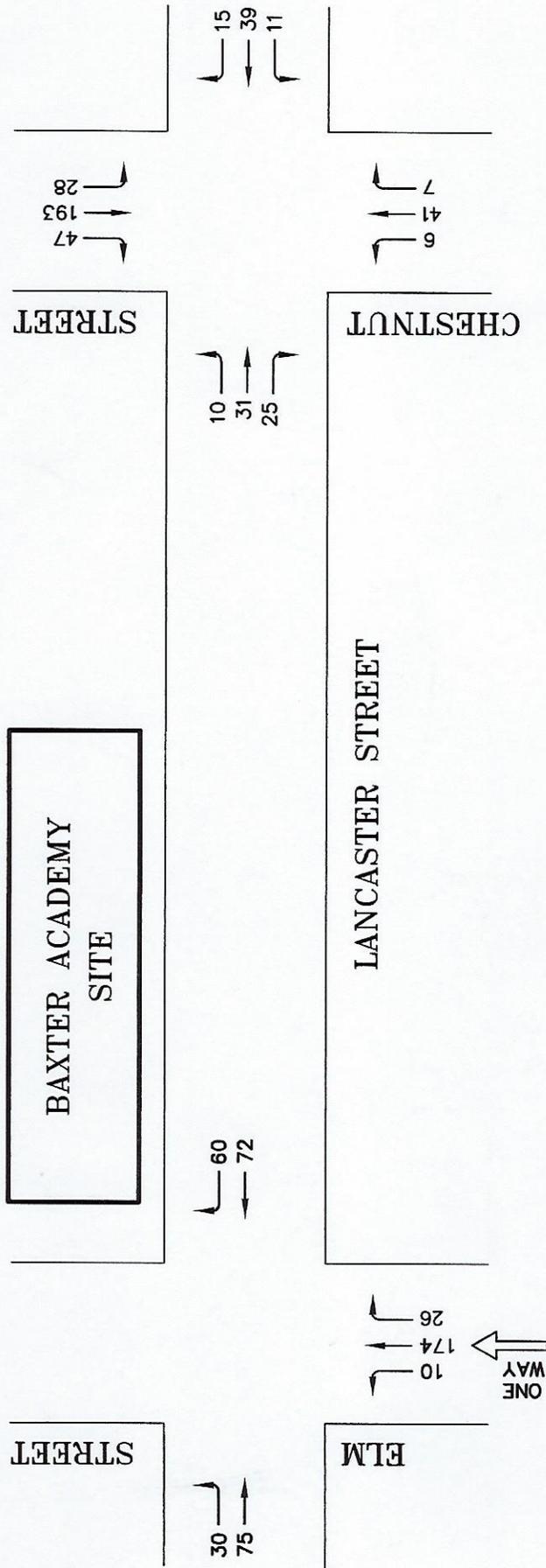
- | | |
|--------------------|------------------------|
| K = FATAL | B = NON-INCAPACITATING |
| A = INCAPACITATING | C = POSSIBLE INJURY |

S:\SHEETS\COLLISION DIAGRAM.DWG

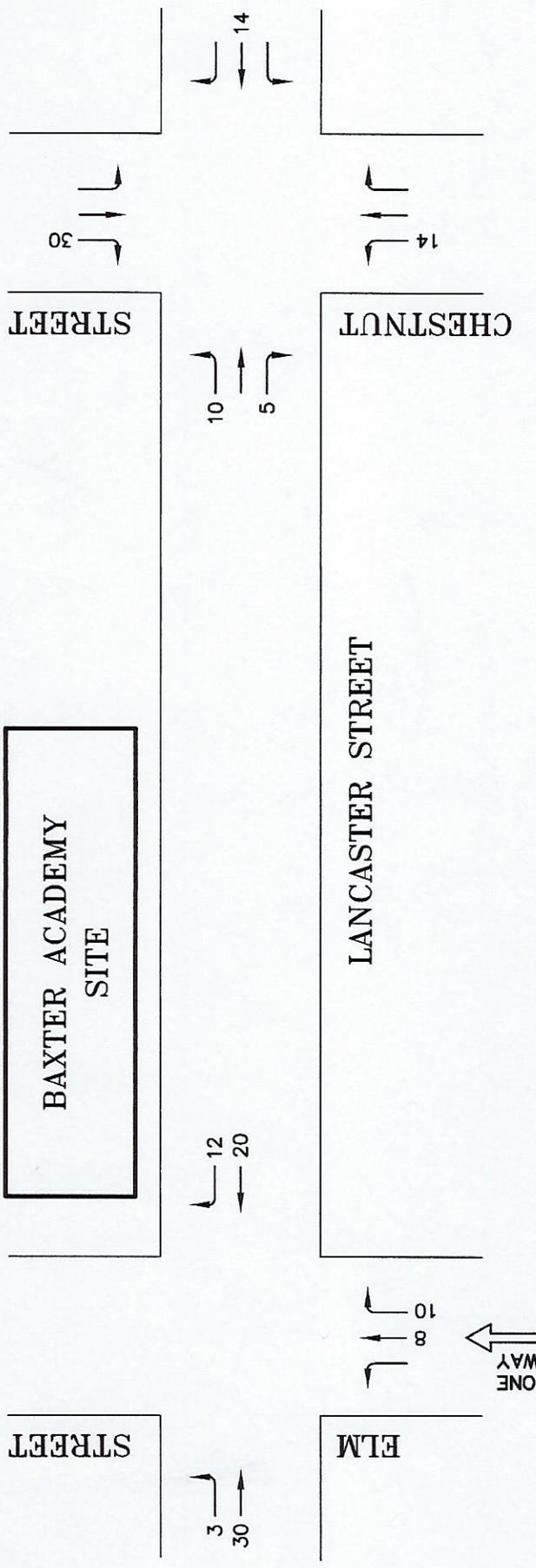
How our students get to school 2016-2017



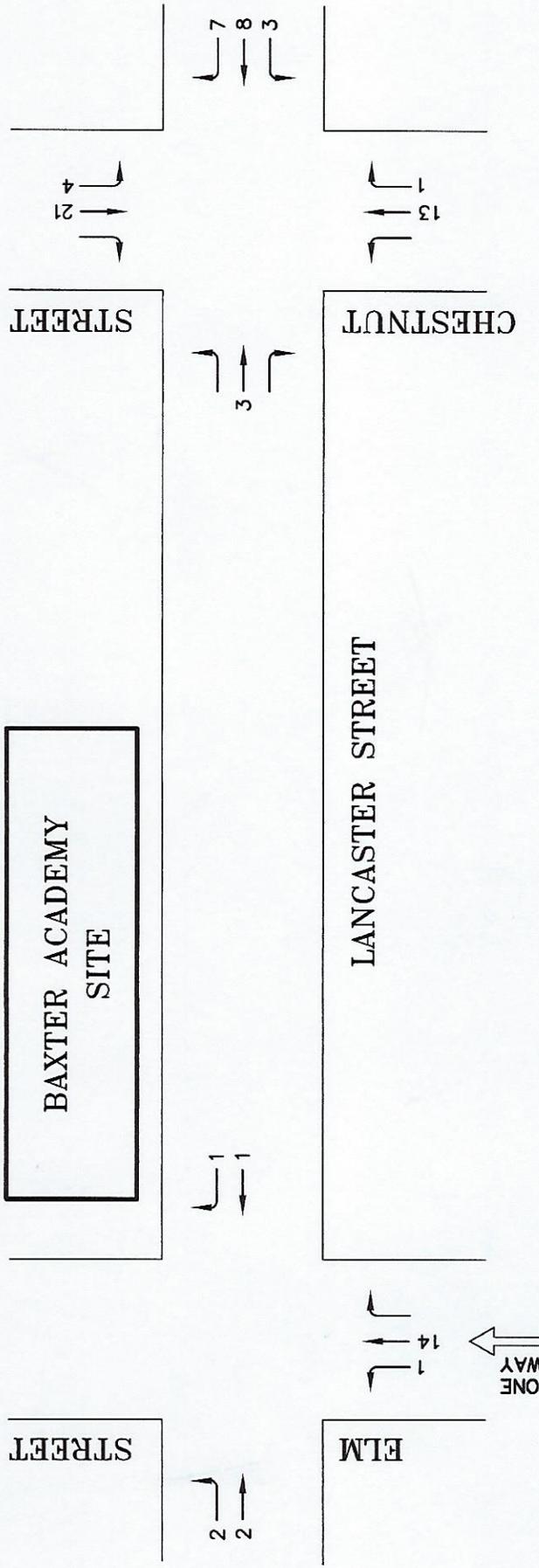
- Carpool -21
- Commute with Adult - 89
- Drive own car- 32
- Luce Transportation - Lewiston -36
- METRO - Breeze - 20
- METRO - Local - 28
- Ride Bike - 5
- Lakes Region Bus - 4
- Walk - 11
- Zoom Bus - 12
- Boat - 3
- Luce Transportation - Topsham - 46
- Luce Transportation - Windham - 45



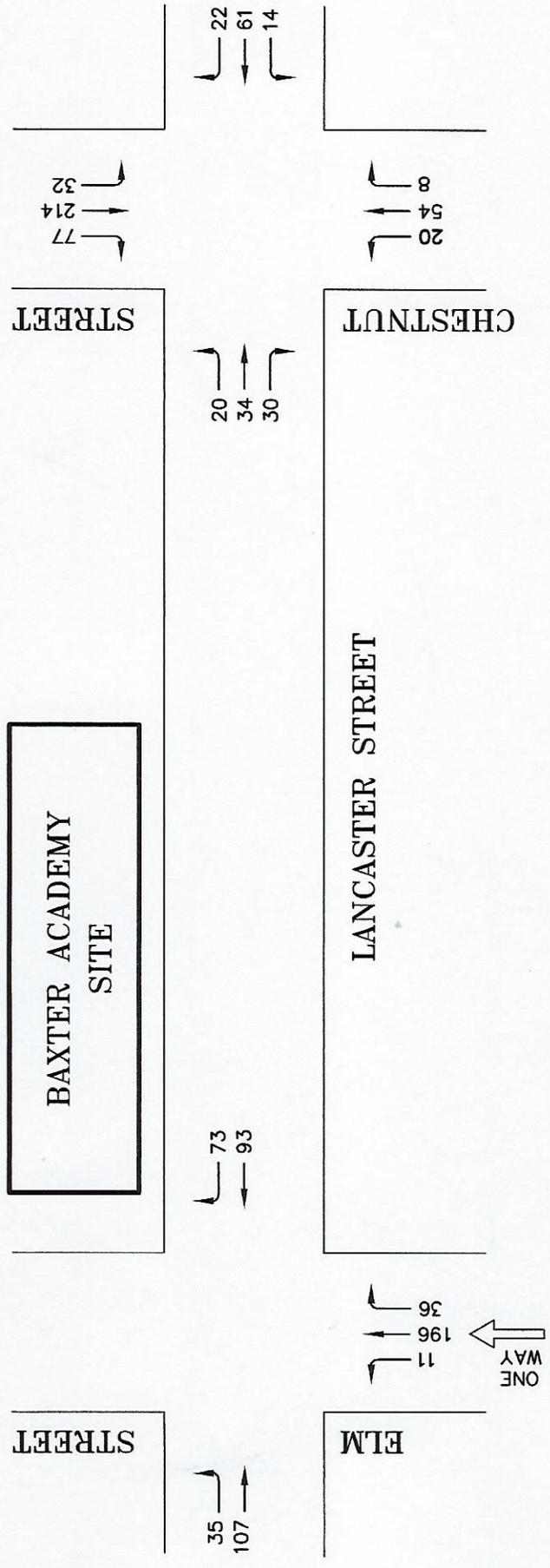
2017 DESIGN HOUR TRAFFIC
 AM PEAK HOUR
 FIGURE 1



**SITE TRAFFIC ASSIGNMENT
AM PEAK HOUR
FIGURE 2**



OTHER DEVELOPMENT TRAFFIC
 AM PEAK HOUR
 FIGURE 3



2017 POST-DEVELOPMENT TRAFFIC
 AM PEAK HOUR
 FIGURE 4

March 4, 2017

Baxter Academy for Technology and Science

TRANSPORTATION OPERATIONS and MANAGEMENT PLAN

Introduction

Baxter Academy for Technology and Science is fully committed to providing the necessary resources and services to maintain the highest level of student safety at its 185 Lancaster Street Campus. The Traffic Operations and Management plan provides both the administration and staff of Baxter Academy a “*blue-print*” of recommended operational principles and guidelines that, with implementation, ensures a safe environment for students, staff and the general public.

Proposed Transportation Operations and Management Plan

School Zone Safety Features: Baxter Academy will install a flashing school zone speed limit sign assembly on Elm Street in advance of the 185 Lancaster Street Campus. The flashing school light system will operate with a timer controlling time periods of operation. An “*End School Zone*” sign will be appropriately located on Elm Street just west of the designated school bus loading zone advising motorists that they are leaving the school zone area. Secondary school speed zone signage will also be installed on both approaches of Lancaster Street that informs approaching motorists they are entering a designated school zone.



Baxter Academy will augment the City’s annual crosswalk re-striping program, re-painting each of the existing crosswalk markings early spring of each year at the Lancaster Street/Elm Street intersection.

Baxter Academy staff will serve as a pedestrian crossing guard at the Lancaster/Elm Streets intersection aiding students crossing the Elm Street approach. A portable “*school crossing*” sign will be appropriately located in the center of the intersection reinforcing the school zone area.

Recommended Actions

- Baxter Academy will consult with the City’s Traffic Division in advance of the school calendar year to review hourly and daily timing inputs for the automated school flashing speed limit assembly.
- Baxter Academy will field review, annually during mid-summer, the operational status of all traffic signage and roadway striping amenities. Noted deficiencies will be appropriately reported to the City’s Traffic Division.
- Baxter Academy will re-stripe the crosswalk markings at the Lancaster Street/Elm Street intersection as soon as practical in the spring of each year. Coordination with Public Works in completing this task is essential. Baxter Academy assumes that the City will re-stripe the intersection markings prior to the beginning of the school year consistent with their current practices at all other City school locations.

- Baxter Academy staff, serving as an intersection crossing guard, will be required to wear a reflectorized orange vest meeting the latest OSHA standards. They will direct traffic appropriately using a STOP paddle. Staff members performing this service should meet with City Officials annually, in advance of the start of the school year, to review the appropriate procedures serving as an adult crossing guard.

Charter School Bus Service: Baxter Academy provides charter school bus service from three service areas in Southern Maine; Lewiston, Windham and Topsham. Students will be picked up daily at a designated bus area in each of the three communities and scheduled to arrive on-campus at approximately ___ AM (Schedule to be established later). Each of the three buses will discharge the students and return to a daytime queuing location off-site. They will return to the Baxter Academy Campus in the afternoon at ___ PM (Schedule to be established later) picking students up for the return trip to each of the three service communities.

A “*bus loading and unloading*” zone will be established along the Elm Street frontage of the 185 Lancaster Street Campus of sufficient length to accommodate three full-size school buses. Baxter Academy will rigidly regulate and control the arrival and departure schedule of the charter school buses. Bus arrival times, both morning and afternoon, will purposely be delayed allowing private vehicle utilization of the Elm Street curb space for student drop-off and pick-up functions. Students traveling on the charter school buses in the afternoon will wait in the “great-room” and be released for boarding with arrival of the school buses.

Baxter Academy staff will have a strong presence in this area ensuring that all personal autos have cleared the bus loading area prior to the bus arrival time. Special traffic signage will be erected that establishes the designated dual-purpose parking area.

Baxter Academy has developed the basic tenants of a Student Policy (Refer to Appendix A) that clearly define the responsibilities and expectations of students and parents alike in the use of the designated passenger loading and unloading areas.

The charter school buses are fully equipped with all mandatory school bus safety features including school flashing lights systems, etc.

Recommended Actions

- Baxter Academy will meet with the City’s Transportation Office, Police Department, and representatives of the Charter School Bus Company to prepare a bus routing plan for each of the three bus routes. The bus routing plan will be reviewed annually with the City offices and adjusted as deemed necessary. Baxter Academy will review the designated “*bus loading and unloading*” area annually at the start of the school year verifying that all bus zone signing exists, etc. Baxter Academy will meet with appropriate City staff to establish the required sign verbiage establishing the dual-purpose passenger loading zone.
- Baxter Academy staff will be assigned, as necessary, to monitor the Elm Street bus loading zone ensuring that all private autos have cleared the bus zone prior to the arrival of the charter buses.

- Baxter Academy will develop a final operations plan and review the content of that plan with appropriate City officials prior to the beginning of the school year.
- Each of the three charter school buses will operate their mandatory flashing school lights during all loading and unloading activities.
- Baxter Academy staff will supervise the loading and unloading of students from each bus ensuring orderly and safe passage of students and minimal disruption to through vehicle travel on Elm Street. Students will be ushered in an orderly fashion to/from the entrance door of the school.
- Baxter Academy staff will be required to wear a reflectorized orange vest meeting the latest OSHA standards.

Parent Drop-Offs: Three designated parent drop-off zones are proposed near the main school entrance on Lancaster Street. A total of eight vehicle spaces are provided. Three spaces are provided on Elm Street at Lancaster Street; two spaces in a proposed recessed parking area on the east side of Lancaster Street and, three spaces in front of the Campus. Eight additional parking spaces are provided, for short time periods, in the designated Elm Street bus loading zone for student drop-off and pick-up in private vehicles. Students will also be allowed to exit the school in the afternoon through doors directly onto Kennebec Street for pick-up.

Each of the three designated drop-off areas adjacent to the main Campus entrance will be signed for “*5-Minute Loading and Unloading Only*”. Baxter Academy staff will be assigned to monitor and control the student activities in the general area of the Campus to minimize the disruption to other motor vehicle operators and ensure the safety of the Baxter Students.

Recommended Actions

- Baxter Academy will send annually, prior to the beginning of the school year, an introductory letter to all parents reminding them to only drop-off and pick-up students in the designated pick-up/drop-off areas. Parents will also be encouraged, when feasible, to drive the student passenger(s) to their respective place of work with the student walking to/from the 185 Lancaster Street Campus.
- Baxter Academy staff will strategically locate reflectorized traffic cones in curb areas where the discharging or pick-up of students is both unsafe and undesirable.
- Baxter Academy staff will be required to wear a reflectorized orange vest meeting the latest OSHA standards.
- Baxter Academy staff will review annually, in advance of the school year, that all mandatory signage denoting each designated drop-off zone are in place. If upgrades or replacements are necessary, the City’s Traffic Division should be notified.

Automobile Travel: Baxter Academy administration will encourage both staff and the student body to travel to/from the 185 Lancaster Street Campus using other modes of travel other than private vehicle. Baxter Academy will provide off-street parking accommodations to staff members in a 50-space, off-street parking lot adjacent to the Campus. Staff members will be issued a parking permit by the Administration for use of the parking lot. Two designated handicap parking zones (with two-plus spaces in each) located along Lancaster Street are available for use by both staff and students alike. Further, an off-site parking lot in the rear of the Campus is also available for handicap parking, as necessary.

Students electing to travel to/from Baxter Academy in a private auto will be directed to use public off-street parking areas located on Marginal Way versus on-street spaces located near the Campus.

Recommended Actions

- Baxter Academy administrators, annually before the commencement of the school year, will send a letter to all in-coming students and members of the staff encouraging other modal travel options versus personal auto travel.
- Students who choose to commute in their personal vehicle will be directed to use public parking lots found on Marginal Way in lieu of parking on-street nearby the 185 Street Campus.
- Baxter Academy will evaluate throughout the school year both the demand and viability of providing a shuttle service connecting the public parking lots with the Campus.

Other Transportation Modal Travel: Both students and staff members will be encouraged to avail themselves of other non-auto transportation services commuting to/from the 185 Lancaster Street campus. Current other modal services include: METRO bus service, both intra-city and the inter-municipal express *Breeze* bus route; Southern Maine *Zoom* and Shuttle bus service; The Lakes Region Explorer; Casco Bay Island Transit Service with connections to Casco Bay Islands; bicycle travel; walking; carpooling, etc.

All public bus transit routes connect directly and/or indirectly through the METRO's "HUB" located on Elm Street near Monument Square. A short walk down Elm Street to the Campus is provided along a well-maintained sidewalk system. Pedestrian "Walk" signals are provided at both Monument Square and Cumberland Avenue to aid the student/staff walker crossing both major streets.

Staff or students traveling to Baxter Academy riding a bicycle will be able to safely store their bikes in bike racks located immediately adjacent to the 185 Lancaster Street Campus.

Recommend Actions

- Baxter Academy administrators, annually before the commencement of the school year, will send a letter to all in-coming students and members of the staff encouraging other modal travel options versus personal auto travel.
- Schedules and contact information for each service provider will be in a highly visible place on Campus.
- Baxter Academy staff will travel on foot between Monument Square and the Campus prior to the school year evaluating if sidewalk and traffic signal deficiencies require attention. All noted defects will be reported to the City of Portland's Public Works Department.
- Baxter Academy staff will review annually the functional condition of the on-site bicycle racks ensuring their security and operation.

Other Baxter Academy Transportation Services: Visitors to the Baxter Academy Campus will be directed to use existing on-street parking spaces when visiting the Campus. Baxter Academy

Service vendors, whether scheduled or random, will also be directed to use on-street parking spaces located in the general vicinity of the 185 Lancaster Street Campus.

Baxter Academy will evaluate the daily parking demand of both Campus visitors and vendor service providers and evaluate if other parking arrangements are deemed warranted.

Recommended Actions

- Baxter Academy administrators will monitor daily the Campus parking needs of both Visitors and Service Vendors and adjust, as necessary, the accommodation of their parking needs.
- Service Vendors will be requested, when possible, to approach the Campus during time periods other than the “*peak*” arrival and departure times of the school.

DRAFT

Student Drop-Off and Pick-Up by Private Vehicle Policy

To ensure student safety and to promote smooth transportation flow around Baxter Academy, as required by the City of Portland, we require all parents and students to understand the rules for student drop-off and pick-up by private vehicle at 185 Lancaster Street. The following rules pertain to drop-off and pick-up schedules and procedures. **Please sign this form to attest that you have read, do understand, and will abide by our policy.** A map of pick-up locations is appended to this document. Please keep it for reference during the school year.

- Pick-up and drop-off locations for Baxter Academy will be located in the designated spaces on Elm Street and Lancaster Street.
- On Elm Street, parents have 150 feet of parking to quickly drop their students off in the morning before the buses arrive at _____.
- On Lancaster Street, parents have 8 designated spots to use for dropping students off in the morning.
- On Kennebec Street, parents can drop off and pick up students with monitored exits on that side of the building.

MORNING DROP OFF

- Students being dropped off at Baxter Academy are required to **exit the vehicle on the curb side** and enter the building as quickly as possible.
- If a bus approaches the bus loading zone on Elm Street, parents must make way for the bus to pull over and offload students.

AFTERNOON PICK UP

- Students who are walking, bicycling, using public transportation or being picked up by private vehicle will be dismissed first. **Cars queuing on Elm Street to pick up these students will be required to depart quickly to make room for the school buses arriving at 3:___.**
- Pick up times for students will be between the times of _____ and _____, and will be strictly monitored by staff to ensure space is open for the buses.
- Students who take Baxter’s school buses will wait in the great room until 3:15, and will not be allowed to leave the building until the buses arrive.
- Buses will arrive for student pick up at 3:15 p.m. sharp. Students will be dismissed to load the buses quickly.

Baxter Academy staff will enforce these rules on a daily basis. Please sign and return this form to signify that you will abide by these important rules.

.....

Every student must have this document on file, even if drop off or pick up at the school will be a rare occurrence.

Student Name(s): _____ Grade(s): _____

Parent/Guardian Name: _____ Parent/Guardian Phone #: _____

Parent/Guardian Vehicle Make: _____ Model: _____ Plate #: _____

Additional Possible Drop-Off/Pick-Up Vehicle Make, Model, and Plate #: _____

I have read the following guidelines and will adhere to them.

Student Signature

Parent/Guardian signature

March 19 , 2017

Baxter Academy for Technology and Science

TRANSPORTATION OPERATIONS and MANAGEMENT PLAN

Introduction

Baxter Academy for Technology and Science is fully committed to providing the necessary resources and services to maintain the highest level of student safety at its 185 Lancaster Street Campus. The Traffic Operations and Management plan provides both the administration and staff of Baxter Academy a “*blue-print*” of recommended operational principles and guidelines that, with implementation, ensures a safe environment for students, staff and the general public.

Proposed Transportation Operations and Management Plan

School Zone Safety Features: Baxter Academy will install a flashing school zone speed limit sign assembly on Elm Street in advance of the 185 Lancaster Street Campus. The flashing school light system will operate with a timer controlling time periods of operation. An “*End School Zone*” sign will be appropriately located on Elm Street advising motorists that they are leaving the school zone area. Secondary school speed zone signage will also be installed on both approaches of Lancaster Street that informs approaching motorists they are entering a designated school zone.



Baxter Academy will augment the City’s annual crosswalk re-stripping program, re-painting each of the existing crosswalk markings early spring of each year at the Lancaster Street/Elm Street intersection.

Baxter Academy staff will serve as a pedestrian crossing guard at the Lancaster/Elm Streets intersection aiding students crossing the Elm Street approach. A portable “*school crossing*” sign will be appropriately located in the center of the intersection reinforcing the school zone area.

Recommended Actions

- Baxter Academy will consult with the City’s Traffic Division in advance of the school calendar year to review hourly and daily timing inputs for the automated school flashing speed limit assembly.
- Baxter Academy will field review, annually during mid-summer, the operational status of all traffic signage and roadway striping amenities. Noted deficiencies will be appropriately reported to the City’s Traffic Division.
- Baxter Academy will re-stripe the crosswalk markings at the Lancaster Street/Elm Street intersection as soon as practical in the spring of each year. Coordination with Public Works in completing this task is essential. Baxter Academy assumes that the City will re-stripe the intersection markings prior to the beginning of the school year consistent with their current practices at all other City school locations.
- Baxter Academy staff, serving as an intersection crossing guard, will be required to wear a reflectorized orange vest meeting the latest OSHA standards. They will direct

traffic appropriately using a STOP paddle. Staff members performing this service should meet with City Officials annually, in advance of the start of the school year, to review the appropriate procedures serving as an adult crossing guard.

Charter School Bus Service: Baxter Academy provides charter school bus service from three service areas in Southern Maine; Lewiston, Windham and Topsham. Students will be picked up daily at a designated bus area in each of the three communities and scheduled to arrive on-campus at approximately ___ AM (Schedule to be established later). Each of the three buses will discharge the students and return to a daytime queuing location off-site. They will return to the Baxter Academy Campus in the afternoon at ___ PM (Schedule to be established later) picking students up for the return trip to each of the three service communities.

The charter school buses are fully equipped with all mandatory school bus safety features including school flashing lights and STOP paddle systems, etc.

Charter buses will line-up in succession on Lancaster Street adjacent to the main Campus entrance to drop-off and pick-up students. Buses will stop “*in-line*” on Lancaster Street with activation of both flashing lights and STOP paddle equipment.

Recommended Actions

- Baxter Academy will meet with the City’s Transportation Office, Police Department, and representatives of the Charter School Bus Company to prepare a bus routing plan for each of the three bus routes.
 - The bus routing plan must ensure that all buses enter Lancaster Street through the Chestnut Street intersection.
 - The first bus must stop near Elm Street without blockage of the pedestrian crosswalk.
 - The bus routing plan will be reviewed annually with the City offices and adjusted as necessary.
- Each of the three charter school buses will operate their mandatory flashing school lights and STOP paddle during all loading and unloading activities.
- Baxter Academy staff will supervise the loading and unloading of students from each bus ensuring orderly and safe passage of students and minimal disruption to traffic. Students will be ushered in an orderly fashion to/from the entrance door of the school.
- Baxter Academy staff will be required to wear a reflectorized orange vest meeting the latest OSHA standards.

Parent Drop-Offs: Four designated parent drop-off zones are proposed near the main school entrance on Lancaster Street. A total of eighteen vehicle spaces are provided. Three spaces are provided on Elm Street along the frontage of the staff parking lot; three spaces on Lancaster Street at the main entrance; five spaces on Kennebec Street adjacent to the Campus building and 8 spaces are provided on Elm Street between Lancaster and Kennebec Streets.

Each of the four designated drop-off areas will be signed “*5-Minute Loading and Unloading Only*” or other approved designation as directed by the City.

Recommended Actions

- Baxter Academy will send annually, prior to the beginning of the school year, an introductory letter to all parents reminding them to only drop-off and pick-up students in the designated pick-up/drop-off areas. Parents will also be encouraged, when feasible, to drive the student passenger(s) to their respective place of work with the student walking to/from the 185 Lancaster Street Campus.
- Baxter Academy staff will strategically locate reflectorized traffic cones in curb areas where the discharging or pick-up of students is both unsafe and undesirable.
- Baxter Academy staff will be required to wear a reflectorized orange vest meeting the latest OSHA standards.
- Baxter Academy staff will review annually, in advance of the school year, that all mandatory signage denoting each designated drop-off zone are in place. If upgrades or replacements are necessary, the City's Traffic Division should be notified.

Automobile Travel: Baxter Academy administration will encourage both staff and the student body to travel to/from the 185 Lancaster Street Campus using other modes of travel other than private vehicle. Baxter Academy will provide off-street parking accommodations to staff members in a 50-space, off-street parking lot adjacent to the Campus. Staff members will be issued a parking permit by the Administration for use of the parking lot. Two designated handicap parking zones (with two-plus spaces in each) located along Lancaster Street are available for use by both staff and students alike. Further, an off-site parking lot in the rear of the Campus is also available for handicap parking, as necessary.

Students electing to travel to/from Baxter Academy in a private auto will be directed to use public off-street parking areas located on Marginal Way or other approved off-street parking areas versus on-street spaces located near the Campus.

Recommended Actions

- Baxter Academy administrators, annually before the commencement of the school year, will send a letter to all in-coming students and members of the staff encouraging other modal travel options versus personal auto travel.
- Students who choose to commute in their personal vehicle will be directed to use public parking lots found on Marginal Way or other approved off-street parking areas in lieu of parking on-street nearby the 185 Street Campus.
- Baxter Academy will evaluate throughout the school year both the demand and viability of providing a shuttle service connecting the public parking lots with the Campus.

Other Transportation Modal Travel: Both students and staff members will be encouraged to avail themselves of other non-auto transportation services commuting to/from the 185 Lancaster Street campus. Current other modal services include: METRO bus service, both intra-city and the inter-municipal express *Breeze* bus route; Southern Maine *Zoom* and Shuttle bus service; The Lakes Region Explorer; Casco Bay Island Transit Service with connections to Casco Bay Islands; bicycle travel; walking; carpooling, etc.

All public bus transit routes connect directly and/or indirectly through the METRO's "HUB" located on Elm Street near Monument Square. A short walk down Elm Street to the Campus is provided along a well-maintained sidewalk system. Pedestrian "Walk" signals are provided at both Monument Square and Cumberland Avenue to aid the student/staff walker crossing both major streets.

Staff or students traveling to Baxter Academy riding a bicycle will be able to safely store their bikes in bike racks located immediately adjacent to the 185 Lancaster Street Campus.

Recommend Actions

- Baxter Academy administrators, annually before the commencement of the school year, will send a letter to all in-coming students and members of the staff encouraging other modal travel options versus personal auto travel.
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Baxter Academy will evaluate the daily parking demand of both Campus visitors and vendor service providers and evaluate if other parking arrangements are deemed warranted.

Recommended Actions

- Baxter Academy administrators will monitor daily the Campus parking needs of both Visitors and Service Vendors and adjust, as necessary, the accommodation of their parking needs.
- Service Vendors will be requested, when possible, to approach the Campus during time periods other than the "peak" arrival and departure times of the school.



Traffic Solutions
William J. Bray, P.E.
235 Bancroft Street
Portland, ME 04102
(207) 774-3603
(207) 400-6890 mobile
trafficsolutions@maine.rr.com

Att. Z

March 19, 2017

Thomas A. Errico, P.E.
Senior Associate
Traffic Engineering Director
T.Y. Lin International
12 Northbrook Drive
Falmouth, ME 04105

RE: Baxter Academy for Technology and Science – Response to Traffic Comments

Dear Tom:

We very much appreciated the opportunity to meet with you last Wednesday to review your comments. Based upon our discussions we have appropriately updated both the street improvement plan for Lancaster Street and associated traffic reports and are submitting them herewith for your final review and approval. Highlights of the changes include:

- The Lancaster Street improvement plan has been revised eliminating the prior parking bay design concept and replacing with an alignment following the existing edge of pavement.
- The Charter school buses will now load and unload on Lancaster Street “*in-line*” with the first bus stopped near Elm Street. Buses will operate their flashing lights and STOP paddle mechanisms during all loading and unloading activities.
- The designated parent drop-off/pick-up areas have been revised providing three spaces on Lancaster Street adjacent to the main entrance; three spaces on Elm Street adjacent to the staff parking lot; eight spaces on Elm Street between Lancaster and Kennebec Streets and, five spaces on Kennebec Street adjacent to the Campus building. Your request to designate at least two spaces in the staff parking lot for parent drop-offs was considered but the lot will likely be operated with a card access system installed by the landlord, which would preclude uncontrolled entry to the lot. Attached is an aerial plan that identifies each of the noted proposed drop-off parking areas.

Please find enclosed for your review and information an updated copy of the Transportation Operations and Management Plan for Baxter Academy, which has been revised incorporating the noted operational modifications.

We are also enclosing a revised copy of the Transportation Demand Management Plan for your review. The Trip Reduction Target section of the TDM plan has been changed adding the following sentence, as you requested: ***“The trip target will be re-visited after the first two years of implementation.”***

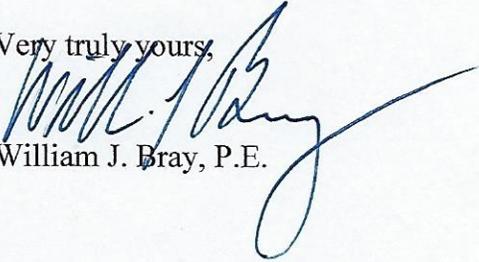
Baxter Academy has carefully reviewed your request for developing a written student parking policy that requires students driving personal autos to park in the Marginal Way rideshare parking lot versus on-street. The

Administration would appreciate your consideration to not limit or restrict the parking options to a single location. They are fully committed to exploring other off-site parking options in consultation with the City that consider access, availability and, most importantly, student safety.

We trust that each of your concerns have been appropriately addressed.

Please contact me directly at 400-6890 with any questions or follow-up concerns.

Very truly yours,

A handwritten signature in blue ink, appearing to read "William J. Bray". The signature is fluid and cursive, with a long, sweeping tail that extends to the right.

William J. Bray, P.E.

Drop off and Pick up Locations

