



**Commission Members:** Chair Patrizia Bailey, Kara Wooldrik, Simon Rucker, Meri Lowry, William Mann, Roger Berle, Steve Morgenstein, Andrew Butcher and Councilor Justin Costa.

**City Staff:** Doug Roncarati, Michael Goldman, Ethan Hipple and Alli Carroll

**City of Portland**  
**Land Bank Commission Agenda**  
**May 8, 2019**  
**5:00 PM**  
**Portland, Maine City Hall**  
**389 Congress Street, Council Chambers**

- I. Citizen Comment Period
- II. Agenda Items
  - i. Acceptance of Meeting Minutes: April 10, 2019
  - ii. New Business
    - a. Parcel Priority List & Criteria
  - iii. Old Business
  - iv. Communications/Updates
    - a. Treasurer Update
    - b. Secretary Update
    - c. Outreach Committee Update
    - d. Parks Update

*The Land Bank Commission is responsible for identifying and protecting open space resources within the City of Portland. The commission seeks to preserve a balance between development and conservation of open space important for wildlife, ecological, environmental, scenic or outdoor recreational values.*



**In attendance:** Commission Members: Chair Patrizia Bailey, Kara Wooldrik, Simon Rucker, William Mann, Roger Berle, Steve Morgenstein, and Andrew Butcher. City Staff: Doug Roncarati, Ethan Hipple, Alli Carroll, and Chris Huff

**City of Portland**  
**Land Bank Commission Minutes**  
**April 10, 2019, 5:00 PM**  
**Portland, Maine City Hall**  
**389 Congress Street, Council Chambers**

**I. Citizen Comment Period**

There is no comment at this time.

**II. Agenda Items**

**i. Acceptance of Meeting Minutes: March 13, 2019**

Pat moved to accept the meeting minutes of March 13, 2019. Steve seconded. All in favor. Passed unanimously.

**ii. New Business**

**a. Paper Street Update**

Chris Huff, City of Portland's Tax Assessor, shared a presentation regarding the Assessor's Department's process of paper streets. The goal in terms of the Land Bank Commission is to combine parcels to make one large parcel designated to the Land Bank. This is ongoing, time consuming work. The assessment date for each year is April 1<sup>st</sup>.

Chris has been working with Michael Goldman on policies regarding vacant paper streets vs continued paper streets. If a parcel on one side is City owned and the other is privately owned, there is no clear policy as to how the assessors are to move forward. He has reached out to similar municipalities to see what their policies are in hopes to create a more definitive policy. The question arose as to whether or not the paper streets that have been presented to Land Bank need to go back to Council for approval. Ethan confirmed that Michael Goldman has stated that it does need to go back to Council.

**b. Secretary Report**

Simon reported that the Land Bank Google Team Drive is all up to date at this time for Commissioners to use.

**c. Treasurer Report**

Pat said that she met with Brendan O'Connell and received a report that is complicated but readable. Budget analysis presented dates from 2014 to current date and reflects \$491,500.00 allocated, \$64,137.55 spent, with a

total of \$427,362.45 as a balance. Pat presented a budget worksheet that she created. She discussed the expenditures and balance of the Land Bank Fund. Ethan explained that the report has been systemized and future reports will be easy to pull. The next report will be brought to the treasurer on April 19<sup>th</sup>. Staff will present a report every third Friday of the month.

**d. Outreach Committee Update**

Legal, Finance and Economic Development met with the committee. They raised some of their concerns regarding the proposed grant idea and they gave the okay for up to \$2000.00. Now through June, committee will develop and run through the process. Simon and Andrew will meet with Ethan and Alli to work on the details.

Ethan will help with Land Bank signs at Land Bank properties. Steve will work with Ethan to create five this summer. Commissioners showed interest in Ocean Avenue Open Space and Oat Nuts having signs.

**iii. Old Business**

**a. Holbrook Street Update**

When the Holbrook Street went to Council, Councilor Cook and Mayor Strimling voted against it. A more detailed, clear map, housing analysis, and proof of wetlands were requested. Councilor Cook would also like a presentation this summer regarding what the Land Bank Commission does. Doug is willing to provide maps when needed.

**b. Revisit Priority List**

They will revisit criteria list, priority parcel list and what a supporting documentation list looks like in the June meeting. Kara will work on the list in the meantime. Simon will pull together a table of contents. Doug will revisit past priority lists. Ethan will send Simon a couple example packets of supporting documentation.

**iv. Communications/Updates**

**a. Parks Report**

Ethan reported that the Cott Street was closed on today. It will go to Chris Huff to be placed into the assessor's map. Also, the Land Bank Commission can donate funds to the Portland Opportunity Crew as long as they're working on Land Bank properties.